

**TOWN OF MOFFAT
TOWN HALL
BOARD OF TRUSTEES
401 LINCOLN AVE.
MOFFAT, COLORADO**



BOARD OF TRUSTEES SPECIAL MEETING

October 8th, 2024 - 6:00pm

1. CALL TO ORDER

Mayor Studinski calls the meeting to order at 6:01pm

2. ROLL CALL

Mayor Studinski announces that there is a quorum.

Trustee 1 – Myers
Trustee 3 - Kelbert
Trustee 4 - Jung
Trustee 5 - Reichwald
Trustee 6 – Catts

STAFF PRESENT

Mr. Litrenta
Mr. Horsley

3. APPROVAL OF AGENDA

a. Approval of Agenda

Mr. Reichwald makes a motion to approve the agenda with the removal of the typo of the first item “8”. Ms. Myers seconds. Motion passes 5-0.

b. Approval of Minutes

Mr. Litrenta explains the minutes. Mr. Reichwald makes a motion to approve the minutes. Mr. Catts seconds. Motion passes 5-0.

c. Payment of Bills

Mr. Studinski reads the bills publicly. The board discusses as needed. Mr. Reichwald makes a motion to pay the bills. Ms. Kelbert seconds. Motion passes 5-0.

4. PUBLIC COMMENT

Public comment provides a time for community members to present their views to the Board of Trustees. Town of Moffat is inviting you to a scheduled Zoom meeting.

Topic: Town of Moffat's Special Meeting
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
<https://us02web.zoom.us/j/86422578056?pwd=c3RVdWFLZEJDN2ZjdmxjTVlpeWVjdz09>
Meeting ID: 864 2257 8056
Passcode: 592122

If you wish to speak raise your hand and wait to be acknowledged. Everyone is asked to express their viewpoints within a three-minute time allotment to allow all voices to be heard. The Board may consider all public input as we plan for future discussions. Any decisions must be agenda items for a future publicly announced meeting. Civility is expected throughout the comment, and personal attacks are not tolerated.

No public comment given.

5. REPORTS

a. Clerks Report

Mr. Litrenta provides an election update.

Mr. Horsley says that Don Burton complained about the dogs barking in town and wanted to present that to the board.

b. Mayors Report

Mr. Studinski provides an update on the audit exemption resolution.

Mr. Studinski provides an update on bids received for meter pit installation.

c. Trustee Progress Report

Mr. Catts provides an update on snow removal bids.

Mr. Catts provides an update on an email requesting maintenance on Broadway.

Ms. Myers provides an update on the State Historical Society grants for Town Hall improvements. The fall round of grants has been missed.

Ms. Myers provides on update on the assigning of new bank signers paperwork

Ms. Myers says that no one was able to provide an update on help for SLFRF reporting

d. Water Report

Mr. Horsley states that the recent RCAC training for exam preparation went well. Mr. Horsley states that the next exam is not yet scheduled but is anticipated to take place this week.

Mr. Horsley states that the implementation schedule is approved by CDPHE, and is still on track.

Mr. Horsley states that Well 5 is shared by Potch and Moffat, but property ownership around the well is unclear but believed to be owned by Potch.

Mr. Horsley states that Wells 4, 7, and 10 are confirmed to be owned by Moffat. Mr. Horsley states that the remaining agricultural wells are suspected to be owned by Moffat, but verification is still needed.

Town of Moffat is inviting you to a scheduled Zoom meeting.

Topic: Town of Moffat's Special Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/86422578056?pwd=c3RVdWFLZEJDN2ZjdmxjTVlpeWVjdz09>

Meeting ID: 864 2257 8056

Passcode: 592122

Mr. Horsley states that a design application is still required but has not yet been completed. Mr. Horsley states that a Professional Engineer (P.E.) is not required to develop the application, however a P.E. Stamp will be required for submission.

Mr. Horsley states that the current plan for Well 10 includes installing disinfection first.

Mr. Horsley states that materials for outreach are in development.

Mr. Horsley states that a bill notice for current customers has been drafted.

Mr. Horsley states that CDPHE outreach documents regarding the service line inventory will be provided at the next public forum, scheduled for 10/29/24.

Mr. Horsley states that Ann Bunting is preparing a presentation for the committee/trustees.

Mr. Horsley states that under the CDPHE Assistance Grant Program, projects must cost \$25,000 or less and funds must be spent this calendar year. Mr. Horsley states that the time frame is tight, requiring immediate action on the design application and cost analysis for Well 10, with a goal to generate cost estimates by the end of this week. Mr. Horsley states that LAU is rolling out a mini grant program starting in 2025 which was referred to by Lauren Freccasso from CDPHE on 09/19/24 and 10/01/24 regarding the AWWA Water Infrastructure Finance and Innovation Act (WIFIA) program.

Mr. Horsley states that if cadmium results are high at the EP, the likely source of the problem may be upstream at either the TP or the raw water. Mr. Horsley states that this should be considered when evaluating treatment options for the affected well.

Mr. Horsley states that the 3Q2024 Quarterly Progress Report was submitted using the new template sent on 10/04/24.

Mr. Horsley states that the DNR application should be reviewed concerning usage, specifically regarding selling water to town residents. Mr. Horsley states that there should be an investigation into any other properties that may be served by Well 10.

Mr. Horsley states that a comprehensive cost estimate for the Well 10 project will need to be developed ASAP, including materials and labor. Mr. Horsley states that supplemental deliverables for the assistance grant application should be prepared, such as joining the CoWarn network and outlining TMF improvements. Mr. Horsley states that confirmation is needed on whether Potch is providing meter readings for Well 5 to DNR.

Mr. Horsley states that Emily Clark from CDPHE will reach out to the CDPHE grant program to facilitate communications. Mr. Horsley states that Kyra Gregory and Lauren Freccasso will meet with Don and Hunter to work on the service line inventory. Mr. Horsley states that Kyra Gregory and Mary Mrdjenovich will meet with Hunter to discuss pre-approved waterworks information.

Mr. Horsley states that he has a meeting scheduled with Lauren Freccasso for early November to review the PN.

e. Park Report

Town of Moffat is inviting you to a scheduled Zoom meeting.

Topic: Town of Moffat's Special Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/86422578056?pwd=c3RVdWFLZEJDN2ZjdmxjTVlpeWVjdz09>

Meeting ID: 864 2257 8056

Passcode: 592122

Mr. Catts says the park has been mowed probably for the final time this year. Mr. Catts says the light was off in the men's room at the park. Mr. Horsley says those are intentionally left off for safety.

f. Financial Report

Mr. Litrenta provides the financial report.

6. OLD BUSINESS

- a. Discussion and consider taking action on 2025 CIRSA quotes and premium payments

Mr. Reichwald makes a motion to approve the \$0 deductible for Workers Compensation. Ms. Kelbert seconds. Motion passes 5-0.

- b. Discuss, conduct a public hearing and reading, and consider taking action on Ordinance 2024-03 - An Ordinance Amending the Marijuana Framework Ordinance

The board discusses the Ordinance 2024-03. Mr. Reichwald makes a motion to table agenda item 6b. Mr. Catts seconds. Motion passes 5-0.

7. NEW BUSINESS

8. EXECUTIVE SESSION

- a. Discussion and consider taking action on Resolution 2024-24 – Acknowledgement of Board Vacancy

Mr. Reichwald makes a motion to adopt resolution 2024-24. Ms. Kelbert seconds. Motion passes 5-0.

The clerk's office will post a notice of board vacancy.

- b. Discussion and consider taking action on confidential data MOU for 2025 – For Retail Marijuana Sales Tax

The board discusses the state MOU for retail marijuana sales tax. Mr. Reichwald makes a motion to have Mr. Litrenta control the confidential retail marijuana sales tax information. Ms. Kelbert seconds. Motion passes 5-0.

- c. Discussion and consider taking action on CORA Request procedure document

The board discusses the CORA request procedure document.

Mr. Reichwald makes a motion to recess. Ms. Myers seconds. Motion passes 5-0. Board recess at 7:49pm.

Mr. Catts makes a motion to reconvene. Mr. Reichwald seconds. Motion passes 5-0.

The board reconvenes at 8:00pm.

Mr. Litrenta discusses the concerns he has with the document.

Mr. Myers makes a motion to table item 7c. Mr. Reichwald seconds. Motion passes 5-0.

Town of Moffat is inviting you to a scheduled Zoom meeting.

Topic: Town of Moffat's Special Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/86422578056?pwd=c3RVdWFLZEJDN2ZjdmxjTVlpeWVjdz09>

Meeting ID: 864 2257 8056

Passcode: 592122

- d. Discuss and approve formation of a Water Committee to consist of Patricia Kelbert, Hunter Horsley and Don Studinski.

Mr. Reichwald makes a motion to approve the formation of a water committee to consist of Patricia Kelbert, Hunter Horsley, and Don Studinski. Mr. Catts seconds. Motion passes 5-0.

- e. Discuss and approve hiring Ann Bunting as water consultant at \$75/hour not to exceed \$600 for Water Committee, Trustee and Public education.

The board discusses hiring Ann Bunting to consult and educate the board. Mr. Reichwald makes a motion to approve Ann Buntings hiring. Ms. Kelbert seconds. Motion passes 5-0.

- f. Discuss and direct Moffat Water Committee to engage in discussion with Potch, LLC for topics including renegotiation of the outdated 2019 contract and potential purchase of Potch, LLC water assets.

The board discusses engaging in a discussion with POTCH LLC about water contracts and purchasing water assets.

Mr. Reichwald makes a motion to engage a third party for negotiations with POTCH. Mr. Studinski clarifies the motion he is seeking.

Mr. Reichwald makes a motion to have the water committee engage in a discussion with POTCH over Well 5. Mr. Catts seconds. Mr. Studinski clarifies the motion he is seeking.

Mr. Reichwald withdraws his two previous motions.

Ms. Kelbert makes a motion direct the Moffat Water Committee to engage in a discussion with Potch, LLC for topics including renegotiation of the outdated 2019 contract and potential purchase of Potch, LLC water assets. Mr. Reichwald seconds. Motion passes 5-0.

- g. Discuss and approve purchase of a water meter reading device estimated at less than \$700.

The board discusses the purchase of a meter reading device. Mr. Reichwald makes a motion to approve the purchase of a meter reading device. Mr. Catts seconds. Mr. Horsley and the board discusses the cost for the meter reader and its necessity. Motion passes 5-0.

- h. Discuss and approve bringing Well #10 to Potable Water compliance including purchase of materials at estimated \$2000 and labor at estimated \$3000.

Mr. Reichwald makes a motion to table item 7h. Mr. Catts seconds. The board discusses potable water at well #10. Motion passes 5-0.

- i. Perform all required document signatures for new Bank Signatories.

Mr. Reichwald makes a motion to table item 7i. Mr. Catts seconds. Motion passes 5-0.

Town of Moffat is inviting you to a scheduled Zoom meeting.

Topic: Town of Moffat's Special Meeting
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
<https://us02web.zoom.us/j/86422578056?pwd=c3RVdWFLZEJDN2ZjdmxjTVlpeWVjdz09>
Meeting ID: 864 2257 8056
Passcode: 592122

- j. Discuss mayor pay moving forward after election.

The board discusses future pay for the mayor. Ms. Myers and Ms. Jung will research and provide suggestions for future mayor pay

- k. Discuss hiring a contractor for Meter Pit construction.

The board discusses hiring a contractor for meter pit construction. The board will work towards developing meter construction process.

- l. Discuss hiring a contractor for Road Maintenance and Snow removal.

Mr. Horsley recuses himself from the discussion. The board discusses road maintenance and snow removal. Mr. Studinski and Mr. Catts will work at identifying a contractor to maintain roads and conduct snow removal.

9. EXECUTIVE SESSION

10. ACTION ITEMS FOR NEXT MEETING

- Mr. Litrenta will send in CIRSA 2025 WC documents and write a check
- Mr. Litrenta will send in confidential data MOU to the state
- Mr. Litrenta will pay the bills
- Mr. Studinski will reach out to Don Burton regarding dogs barking
- Mr. Litrenta will reach out to CIRSA and ask about errors and omission coverage
- Mr. Litrenta will post the board vacancy notice, applications due 10.25.2024 at 12:00pm
- Mr. Litrenta will confirm with the attorney whether the CORA request form must be used
- Ms. Myers will research CORA statutes
- Mr. Litrenta will reach out to the attorney for clarification on the CORA request procedure.
- Ms. Myers and Ms. Jung will research and provide suggestions for future mayor pay
- Mr. Studinski and Mr. Catts will work at identifying a contractor to maintain roads and conduct snow removal
- Mr. Horsley will provide the town with a tap fee quote

11. TOPIC FOR NEXT MEETING

- Discuss and consider taking action on Exemption from Audit Resolution
- Payment of outstanding bills
- Working Session 10.22.2024
- All tabled items and other topics that come up

12. ADJOURN

Ms. Myers makes a motion to adjourn. Mr. Reichwald seconds. Motion passes 5-0.

Town of Moffat is inviting you to a scheduled Zoom meeting.

Topic: Town of Moffat's Special Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/86422578056?pwd=c3RVdWFLZEJDN2ZjdmxjTVlpeWVjdz09>

Meeting ID: 864 2257 8056

Passcode: 592122