

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



BOARD OF TRUSTEES SPECIAL MEETING

September 30th, 2025 – 6:00pm

1. CALL TO ORDER

Mayor Myers calls the meeting to order at 6:02pm

2. ROLL CALL

Trustee Pietras (Remote; Arrives In Person Late)
Trustee Kelbert (Remote)
Trustee Opperman (Arrives at 6:04; Remote; Left Meeting Early)
Trustee Scharer
Trustee Sarmiento (Remote; Left Meeting Early)
Trustee Jung (Remote)

Staff
Mr. Litrenta

Sarah Ross – Town Attorney – Remote
Geoff Williamson – Town Water Attorney – Remote (Only For Executive Session)

3. APPROVAL OF AGENDA & MINUTES

a. Approval of Agenda

Ms. Scharer makes a motion to approve the agenda. Ms. Kelbert seconds. Motion passes 5-0.

b. Approval of Minutes

Ms. Jung makes a motion to approve the minutes. Ms. Scharer seconds. Motion passes 6-0.

4. PUBLIC COMMENT

Public comment provides a time for community members to present their views to the Board of Trustees. 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.

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

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Ms. Reigel makes a public comment regarding hooking a property up to Well #5.

5. REPORTS

a. Clerks Report

Mr. Litrenta explains and presents the DOR MOUs to the mayor for signing, Ms. Myers signs the MOU's

Mr. Litrenta updates the board on the Budget Amendment.

Mr. Litrenta reports that he is ready to present the initial budget to the board. He explains this must be done by 10.15.2025.

Mr. Litrenta discusses the town clean up and dumpsters with the board.

Mr. Litrenta discusses with the board Ms. Scharers resignation and subsequent board vacancy notice. Mr. Litrenta will post the vacancy notice with the boards approved timeline.

Mr. Litrenta reports to the board about ADA website compliance. He informs the board about what is still needed, and asks if the board would like to purchase indemnification from DocAccess. Mr. Litrenta will add the indemnification protection to DocAccess and put the invoice on the regular bill payment schedule.

b. Trustee Report

Ms. Pietras makes a report about the town clean up and the use of dumpsters. The board decides to get another dumpster to clean up the mess from the old dumpsters. Ms. Pietras will order the dumpster for this cleanup.

Mr. Opperman is still working on a road inventory and put two speed limit signs up on Mayor Patricia Reigel Blvd. Mr. Opperman needs more supplies to do more road signs and he will get with the clerk to order the needed supplies. He will also work on the road and road sign inventory.

The board discusses road maintenance in town. The board agrees to have Skoglund Excavating blade 15th St. The board will discuss future road maintenance at the 10.14.2025 meeting.

c. Mayors Report

Mayor's report is combined with the water report.

Ms. Myers introduces Mary from RCAC and explains her role in helping the town with water.

Ms. Myers introduces Justin Ramsey who works for MDB which is a consulting firm. He explains how his company helps communities get waste water treatment.

Ms. Myers discusses with the board the water status.

Ms. Myers discusses with the board the project of paving the Dollar General road.

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d. Water Report

Ms. Scharer makes a motion to move to Section 9 of the agenda and do the executive session after the working session. Ms. Jung seconds. Motion passes 6-0.

The board moves to the Section 9 Working Session

6. EXECUTIVE SESSION

- a. The Town Board may, upon 2/3 vote of the Town Board, convene into Executive Session pursuant to C.R.S §§ 24-6-402(4)(a), (b), and (e)(I) for the purpose of receiving legal advice from the Town's water attorney and the ongoing negotiation of an existing Water Resources Agreement between Potch, LLC and the Town of Moffat, including discussion of the potential purchase, acquisition, lease, transfer or sale of real, personal, or other property interests of the Town of Moffat related thereto.

Ms. Pietras makes a motion to go in to executive session. Ms. Scharer seconds. Motion passes 4-0.

The board enter executive session at 8:26pm.

Ms. Scharer makes a motion to leave executive session and go back to regular session. Ms. Pietras seconds. Motion passes 4-0. Mr. Sarmiento and Mr. Opperman have left the meeting.

The board exits executive session at 8:52pm.

- b. Discuss and consider taking actions necessary for items discussed in executive session.

The board discusses purchasing the POTCH LLC water system. Ms. Scharer makes a motion to appraise Well #5 and offer POTCH fair market value for the whole water system. Ms. Scharer amends her motion to make a motion to negotiate with POTCH to purchase the entire water system at fair market value. Ms. Pietras seconds. Motion passes 4-0.

7. OLD BUSINESS

- a. Discussion and consider taking action on the process for connecting citizens to well #5 9.30.2025

This item is tabled until the 10.7.2025 meeting.

8. NEW BUSINESS

- a. Discussion and consider taking action on CIRSA initial quotes 9.30.2025

Mr. Litrenta discusses with the board the CIRSA P/C and Workers Comp initial quotes. Mr. Litrenta signs the preliminary quotes as directed by the board. Mr. Litrenta will submit the quotes on 10.1.2025.

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9. WORKING SESSION

a. Working session about town water system

The board conducts a working session with GMS and Mary from RCAC to discuss a water plan for the town.

Mr. Skoglund asks the board if the town has an agreement with POTCH on Well #5. The board says no.

Ms. Pietras makes a motion to take a break. Ms. Scharer seconds. Motion passes 6-0.

The board breaks at 8:12pm.

Ms. Scharer makes a motion to return to the general meeting. Ms. Jung seconds. Motion passes 4-0. Mr. Sarmiento and Mr. Opperman are no longer at the meeting at 8:25.

The board resumes the meeting at 8:25pm.

The board moves to Section 6 Executive Session.

10. ACTION ITEMS FOR NEXT MEETING

- Mr. Litrenta will post minutes
- Mr. Litrenta will transfer audio
- Mr. Litrenta will send draft agenda and minutes for review
- Mr. Litrenta will assemble meeting packets
- Mr. Litrenta will submit signed CIRSA initial quotes
- Mr. Litrenta will develop and post the board vacancy notice
- Mr. Litrenta will add the indemnification protection to the DocAccess invoice
- Mr. Litrenta will submit signed MOU's
- Mr. Litrenta will archive and suspend Ms. Scharer email
- Ms. Pietras will arrange getting another dumpster for the town clean up
- Mr. Opperman will work on doing road sign and roads inventory
- Mr. Opperman will get with the clerk to order supplies for speed limit signs
- Mr. Opperman will post speed limit signs
- Ms. Myers will contact Avalanche Excavation with the signed bids
- Ms. Myers will continue working with CDPHE in developing compliance and testing schedules for water
- Ms. Myers will discuss with the state and manage hooking citizens up to Well #5
- Ms. Myers will contact Mr. Williamson and direct him to contact POTCH LLC's water attorney to inform POTCH's attorney about the desire to purchase their water system.
- Ms. Myers and Ms. Pietras will work towards hiring a new town ORC.
- Ms. Kelbert will work on plans for a Halloween party

Items to be discussed at future meetings are:

- Working session on Special Event Ordinance

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- Noise Ordinance
- Codification
- Discussion and consider taking action about vendor licenses for special events
- Discussion and consider taking action on business license ordinance
- Discussion and consider taking action on cannabis ordinance edits
- Discussion and consider taking action on Well #5 water agreement
- Discussion and consider taking action on Ordinance 2025-01 amendments 10.7.2025
- Discussion and consider taking action on a resolution eliminating the assistant clerk's position 10.7.2025
- Adjust MPH ordinance on Mayor Patricia Reigle Blvd.
- Discussion and consider taking action on water plan for state 10.7.2025
- Discussion and consider taking action on a donation to Free Spirit Christian Church for Thanksgiving meals 10.7.2025
- Discussion and consider taking action on Conscious Care Limited late fee waiver 10.7.2025
- Discussion and consider taking action on the Purchase of Potch LLC water system 10.7.2025
- Discussion and consider taking action on waiver of Ganja Guys state fee 10.7.2025
- Discussion and consider taking action on a board compliant 10.7.2025
- Discussion and consider taking action on town road maintenance 10.14.2025
- Discussion and consider taking action on the process for connecting citizens to Well #5 10.7.2025

11. ADJOURN

Ms. Pietras makes a motion to adjourn. Ms. Scharer seconds. Motion passes 4-0.

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