

TOWN OF SAGUACHE
Board of Trustees
Regular Session
January 19, 2016

The Town of Saguache Board of Trustees met for a Regular Session on January 19, 2016, with Trustees being present as follows:

Greg Terrell, Mayor	Present
Luana Lovato, Mayor Pro Tem	Present
May Engquist, Trustee	Present
June Savage, Trustee	Present
Tony Sandoval, Trustee	Present
Kate Vasha, Trustee	Present
Andrew Virdin, Trustee	Present

Town of Saguache employees present as follows:

Therese Garcia, Town Clerk	Present
Lacy Reed, Deputy Clerk	Present
Dan Pacheco, Public Works	Present

Town of Saguache Attorney present as follows:

Eugene Farish, Attorney	Present
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Citizens in Attendance: Byron Williams, Linda Nowikowski, Gregory J. Hill, Ellen Cox, Kelsey Hauck, Stacey Samora, Elvie Samora, Sarah Trujillo, Carita Ginn, Susan Collins, Sky Wright, Nyla Thompson, David Winter, Tina Sanchez, Randy Arredondo, Darryl Reinsel, Rick Barandes, Christian Archuleta, Amber Wilson, Evan Samora, Steve Hansen, Kristin Hansen, Terrina Ward, Heather Salaz, Barbara Donahue, William Donahue, Wayne Clark, Wyoma Hansen, Clifton Simson, Pete N. Garcia, Chella Moores, Loren Aldrich, Timothy Chitton, Lorraine Lopez, Duncan Martin, Adrienne Garbini, David Mixon, Alex Decarli, Elke Wells, Trevor Ward Randy Julius, and Marva Miller.

Call to Order: Mayor Terrell called the meeting to order at 6:30 p.m.

Moment of Silence and Pledge of Allegiance: was led by Mayor Terrell

Additions/Deletions to the Agenda: Add Meeting designation under attorney report, under bills add Voucher 16139 in amount of \$213.00 to reimburse May Engquist for the "Saving Places" conference.

Consent Agenda:

The consent agenda includes the Regular Session minutes for December 14, 2015, Special Sessions for December 23, 2015, January 11, 2016; and January List of Bills; Clerk's Report (written); Maintenance Report

MOTION by Trustee Vasha; Second by Trustee Virdin

Trustee Vasha moved to approve the consent agenda as amended.

Vote as follows: Trustee Engquist – aye; Trustee Sandoval – aye; Trustee Savage – aye; Trustee Vasha – aye; Trustee Viridin – Aye; Mayor Pro-Tem Lovato – aye; Mayor Terrell - Aye

VOTE: 7– Aye; 0– No; 0– Abstain *Let the minutes reflect the vote was unanimous.*

Assignments and Commitments Review:

Discuss future workshops (water treatment, sidewalk policy): Mayor Terrell stated that there was nothing for this month to discuss.

Citizen Comments:

Discuss Snow Removal – Elvie Samora: Elvie Samora asked that the Town address snow removal within in the Town. He added he and his wife have many requests to the Town to plow, but one of their biggest concerns is sanding; for public and pedestrian safety. He stated that the highway approach is worrisome and sanding is essential. He also felt that the Town should change the 3 inch minimum for snow removal, as the county has found that if you wait for 3 inches to make the decision to begin plowing then by the time a driver is on the road 4 to 5 inches may have accumulated. Elvie Samora also spoke of coming into to Town Hall to request for sanding and was asked to fill out a “Work Request” he stated for the record “Safety for automotive and pedestrian traffic during the winter months falls already I believe with the responsibility of the Town government, and should not be dependent on a special request by any average citizen”, he stressed that this isn’t something that a citizen should have to request. It was also suggested that snow removal begin at 4am, Public Works Director Dan Pacheco agreed. Mayor Terrell also said that snow removal on the sidewalks of 4th street is an issue, he suggested that if the Town has to remove snow for property owners they be billed by the Town. Discussion continued amongst Trustees and residents in regard to sidewalk snow removal. Trustee Vasha suggested to Town Clerk Garcia to add that snow blowers could now be used on the sidewalks of 4th street to the News from Town Hall. Trustee Vasha said the Town will need to put some thought into buying equipment to use for sanding, if they truly want to get serious about the problem.

Discuss Ute Theatre Beer & Wine Liquor License Renewal: Christine Gydesen was not present for the meeting. Town Clerk Garcia stated that she had not come in yet with her paperwork so she’s assuming she had not received it yet, she also reported that Christine Gydesen would be gone March and April, adding that her license expires April 18, 2016. Trustee Vasha asked if Ms. Gydesen was aware that the Town has had complaints about the sidewalk being blocked. Town Clerk Garcia responded the Trustees had mentioned the last time there was a complaint.

Discuss Concerns with Town Board – Multiple Citizens: Mayor Terrell asked if the citizens in attendance had a spokesman, Evan Samora stood adding that he was the representative. He stated the day before citizens had had a meeting at Saguache County Road and Bridge concerning the lack of law enforcement presence in the Town of Saguache. He read the following statement. “We the citizens of Saguache would like to address our concerns regarding the lack of law enforcement in the Town of Saguache, there has been a clear increase in the number of crimes within Saguache since the cancellation of the law enforcement contract with the Saguache County Sheriff’s Office.

These crimes include numerous thefts within the Town limits including grand theft auto, theft of firearms, breaking and entering, and stolen property. We as citizens of Saguache do not feel safe and secure; we do not believe that our property is safe and secure; which for or a town as small and close-knit as ours seems out of place. These crimes impact us all we do realize that police presence does not stop all crime from occurring however the presence of law enforcement may detour criminals who are not brave enough to take a risk encountering law enforcement. So we the citizens of Saguache would like to see any dedicated law enforcement presence in the Town of Saguache, we do realize that there are funding issues which may prevent this from becoming a reality at this moment, but are willing to do what we can to help secure the funding for this necessary expense.” Trustee Savage asked Evan Samora if they had any ideas for how to find the funding. Mr. Samora responded he had hoped Town Board members would have been at the meeting. Trustees had responded they had not been invited and even some had been asked not to come. Trustee Vasha suggested that a work session take place regarding the situation, sitting down with Sheriff’s Office, Town Trustees and citizens. Trustee Engquist also stated that this is a county wide issue, as burglaries have been taking place all over the county, and it’s not just us in Town; it’s a very big problem. Sheriff Dan Warwick stated the Town’s crime rate has gone up, and he feels that press had a lot to do with that. Trustee Vasha asked would a as per call basis work for the Sheriff’s Office. He responded that it has to do with what works best for the Town and their financial constraints. Trustee Vasha also went over the many expenses the Town maybe facing with water. A short discussion continued between Trustees, Sheriff Dan Warwick, and citizens.

MOTION by Trustee Vasha; Second by Lovato

Trustee Vasha moved to approve that the board reflecting on the number people in attendance draft a letter to County Commissioners that says we are committed to working with the Sheriff’s office, and we expect them to support law enforcement in this county, and to work with communities.

Vote as follows: Trustee Engquist – aye; Trustee Sandoval – aye; Trustee Savage – aye; Trustee Vasha – aye; Trustee Viridin – Aye; Mayor Pro-Tem Lovato – aye; Mayor Terrell - Aye

VOTE: 7– Aye; 0– No; 0– Abstain *Let the minutes reflect the vote was unanimous.*

Discussion continued when resident Wyoma Hansen then asked what was put into the 2016 budget for a Town Administrator. Town Clerk Garcia responded that it was around \$150,000.00; through a grant that Christy Culp helped put in for. Mayor Terrell then stated that water is a critical concern for the Town and the actions that we take today will determine whether we have water in the Town of Saguache in the future. Resident Janice Torrez stated that she understands those concerns, but can the Town consider hiring a Town Administrator on a part time basis. Trustee Vasha responded that the Town has put in for a DOLA grant that will pay three quarters of the Town Administrator salary the first year, then half the salary the second year, and a quarter of the salary the third year; and at this time the Town doesn’t know whether it has received that grant or not. She added if the Town does get the grant her understanding is that it would cost the town about \$25,000.00 the first. Trustee Vasha also stated that the Town is getting ready to undergo huge projects with sewer, and paving she feels that if the Town has a Town

Administrator that person would be responsible for getting the grants and administering the grants and at the end of every year we would look and see where the balance sheet is at. She added if it's costing the Town to have a Town Administrator it's not a good deal, but if the Town Administrator is able get grant revenue is such that we have other money in our budget to deal with other problems then the Town Administrator is a good deal. Mayor Pro-Tem Lovato added that the Town has not approved a Town Administrator at this time, and have a contract with Akia Tanara till March 3, 2016, and the decisions to hire a full time Town Administrator has not yet been decided. Sky Wright then asked about what it would cost the Town per year for a Town Administrator Mayor Terrell responded about \$60,000.00. Sky Wright responded did you know that's how much we pay a cop. Mayor Terrell responded that he could not agree more, and he feels that Sheriff Warwick's budget is half of what it should be, adding that county deputies make a ridiculous amount of money in the county, and he has personally spoken to all three county commissioners about this very issue. Trustee Vasha suggested finding a time to do the work shop with the Sheriff and the citizens of the Town of Saguache. After a short discussion Trustees, Sheriff Dan Warwick, and citizens agreed upon holding a Work Session January 21, 2016 at Saguache County Road and Bridge meeting room beginning at 6:30p.m.

Other Citizens: Citizen Marva Miller asked why has it take so long to find out what's wrong with water and the sewer. Trustee Vasha, Mayor Terrell, and June Savage responded that former boards have not dealt with water/sewer issues during their terms, and here we are. Trustee Vasha also added that this is not something easy to deal with and without a Town Administrator we have not had the capacity to do something like these projects. Trustee Vasha said the first step of this will involve bringing someone in with a professional level camera to look at the entire sewer system to see where the infiltration is coming from. Then the Town will hire an engineer and begin to prioritize because this is probably going to be a four year project, which will also involve the roads and they will be getting ripped up. Mayor Terrell state the main objection is that by the time we get done with this project every single sewer pipe in town will be fixed and last the Town another sixty to seventy years. Public Works Director Pacheco clarified that the Town of Saguache's water is good, and the system is good; if there was infiltration we would know. A short discussion continued amongst residents and Trustees.

Ordinances/Resolutions/Public Hearings:

Review/Discuss/Approve Resolution 2016-A –Designation of Official Status for the Calendar Year 2016 for the Town of Saguache: Mayor Terrell made a suggestion for the board to consider, stating that we move the designation place to road and bridge. Town Attorney Farish stated they may want to take into consideration that even though they have a big meeting tonight, most of their meetings are very small, they have all Town records, and a copy machine right here at Town Hall. He added that it makes more sense to continue obtaining Town Hall as their meeting place and Road and Bridge as an optional meeting place, and it's more of a practicality thing not legal.

MOTION by Trustee Vasha; Second by Trustee Virdin

Trustee Vasha moved to approve Resolution 2016-A Designating the Town Hall as the official designated place as the regular meeting site with the Road & Bridge as an alternate with appropriate notice.

Vote as follows: Trustee Engquist – aye; Trustee Sandoval – aye; Trustee Savage – aye; Trustee Vasha – aye; Trustee Viridin – Aye; Mayor Pro-Tem Lovato – aye; Mayor Terrell - Aye

VOTE: 7– Aye; 0– No; 0– Abstain *Let the minutes reflect the vote was unanimous.*

Review/Discuss/Approve Resolution 2016-B – Resolution for Supplemental Budget and Appropriation for the Year 2015: Mayor Terrell stated this resolution has to do with the Conservation Trust, and the money we got from the County and recreation fund, and for the sales tax grant they had received. Mayor Terrell asked if there were any questions or discussion regarding the resolution; there was none. Trustee Viridin asked if this was because the Town received this money. Town Clerk Garcia explained that in 2015 the Town received Conservation Trust money from the County in the sum of \$5,000.00, and the Recreation Board received \$4,000.00 for the Pow Wow and that was extra money we didn't anticipate getting so we had to do a supplemental budget to account for it.

MOTION by Trustee Viridin; Second by Trustee Savage

Trustee Viridin moved to approve Resolution 2016-B as presented.

Vote as follows: Trustee Engquist – aye; Trustee Sandoval – aye; Trustee Savage – aye; Trustee Vasha – aye; Trustee Viridin – Aye; Mayor Pro-Tem Lovato – aye; Mayor Terrell - Aye

VOTE: 7– Aye; 0– No; 0– Abstain *Let the minutes reflect the vote was unanimous.*

Review/Discuss/Approve Resolution 2016-C – A Resolution Designating the Town Clerk as the Designated Election Official and Authorizing the Town Clerk to Appoint Election Judges for Saguache's 2016 Municipal Election to be held on April 5, 2016 and Establishing a Rate of Pay: Town Clerk Garcia stated that in 2014 the Town paid judges \$75.00 per day. Mayor Terrell asked what the criteria are for a judge. She responded that they have to be a registered voter in the Town, not related to candidate, and it helps to also be familiar with elections. Trustee Engquist asked if Deputy Clerk Reed would be trained in the election should the Town Clerk not be available. Town Clerk Garcia stated the Deputy Clerk would be working that day, and two people can't be designated. Trustee Vasha stated we are just giving you directive from the board to train the Deputy Clerk in the election. Trustee Vasha asked what the process for certifying petitions is. Town Clerk Garcia responded she would be doing that and what happens is that she will get a list of all registered voters from the County Clerk's office and then she double checks to make sure that signatures are from registered voters and that petitions have been signed had signed as they are registered. Trustee Vasha also gave direction that if the votes come in very close that the Deputy Clerk also counts signatures and votes.

MOTION by Trustee Viridin; Second by Trustee Savage

Trustee Viridin moved to approve Resolution 2016-C as presented.

Vote as follows: Trustee Engquist – aye; Trustee Sandoval – aye; Trustee Savage – aye; Trustee Vasha – aye; Trustee Viridin – Aye; Mayor Pro-Tem Lovato – aye; Mayor Terrell - Aye

VOTE: 7– Aye; 0– No; 0– Abstain *Let the minutes reflect the vote was unanimous.*

Mayor Terrell asked Town Attorney Farish if the call for petitions was posted wrong in the paper, that the petitions packets weren't out by the due date could that hurt the

legality of this election. Attorney Farish responded that someone could challenge that but it's hard to give an offhand answer. Mayor Terrell stated that article in paper said they would be available mid-February, and that's not true. Town Clerk Garcia responded that there was a correction put in the paper, and that it was not the official call for nominees. Mayor Terrell also said there were just a couple of things, and we can't have those kinds things. Town Attorney Farish said it depends on the context that it would come up in, but it may be challenged, or it may have occurred in a harmless matter. Town Clerk Garcia added that there was no secrecy.

Attorney Report:

Ditch Update – Removal of Private Property from Ditch Right-of-Way: Town Attorney Farish began by stating that during the codification the Trustees had amended chapter 7, and if they were to follow the basis for enforcement there, and do the notices and protocol that should be used for removing objects from Town property. Mayor Terrell stated there is a property in particular with an induvial who puts things on Town property and into ditches, and they want to make sure that when Public Works goes to remove those items that they don't run into any trouble. Town Attorney Farish responded that the Town has the right to demand that the nuisance be eradicated, and to follow the abatement procedure and let him know if he runs into any trouble.

MOTION by Trustee Vasha; Second by Trustee Virdin

Trustee Vasha moved to approve Danny Pacheco, Akia Tanara, and Town Attorney Eugene Farish to get a letter out as fast as they can.

Vote as follows: Trustee Engquist – aye; Trustee Sandoval – aye; Trustee Savage – aye; Trustee Vasha – aye; Trustee Virdin – Aye; Mayor Pro-Tem Lovato – aye; Mayor Terrell - Aye

VOTE: 7– Aye; 0– No; 0– Abstain

Let the minutes reflect the vote was unanimous.

Discuss Land Leases: John Baxter, Saguache Town Market, & John Sladek: Town Attorney Farish asked if the John Sladek lease had been terminated, Trustees said yes it had been. Trustee Vasha explained that there is no termination clause in the leases. Mayor Terrell explained that they would like a way out if Town land is being used in a detrimental or illegal way. Attorney Farish said maybe what we are talking about here is doing a master revision of our leases to include standard language. He also added that the actual John Sladek lease was never terminated but allowed to play out for the duration of the lease. Trustee Savage asked if doing inspections would be considered illegal. Town Attorney Farish comments that no, it's not illegal and it can be added to the lease under Terms & Conditions. Mayor Terrell asked if these changes could be added, as the leases are expired, and to also get the appropriate language added to all of the leases, then approve them at the February meeting. Attorney Farish asked if there are particular concerns please email them to him so that he can add those into the leases. Town Clerk Garcia stated that John Sladek still has personal property on Town Land, and that there still is a water line running from his home into the greenhouse. Mayor Terrell then asked what exactly of John Sladek's is on Town property.

Public Works Director Pacheco stated that he has a cellar, fencing, drive way. Mayor Terrell responded that he hadn't been asked to move anything at this point. Town Clerk Garcia stated that according to the October 15, 2015 meeting minutes Trustees had told

Mr. Sladek that he could have until the end of the year, and that Town Attorney Farish stated that the Town may want to inspect; John Sladek said that would be okay. Trustee Vasha then suggested that at the February meeting discuss having that line capped. Public Works Director Pacheco then asked Eugene Farish if the lease is not being renewed can the Town asks him that he take down the fence, gate, and any other of his personal property off of the Town land he was leasing. Eugene Farish responded that yes, as the Town is the land lord.

MOTION by Trustee Vasha; Second by Trustee Engquist

Trustee Vasha moved to approve requesting Town Attorney to write a letter to John Sladek reminding him that he no longer has land lease for Town property, he is being given 60 days' notice to remove all real and personal property from Town land and also require him because of the terms of the Towns municipal well permits to cease using Town water for anything other than his residence, which means he will have to cap that line, and Danny Pacheco will contact him with the scheduling of that work.

Vote as follows: Trustee Engquist – aye; Trustee Sandoval – aye; Trustee Savage – aye; Trustee Vasha – aye; Trustee Virdin – Aye; Mayor Pro-Tem Lovato – aye; Mayor Terrell - Aye

VOTE: 7– Aye; 0– No; 0– Abstain

Let the minutes reflect the vote was unanimous.

Discuss Municipal Court Becoming a “Court of Record”: Town Attorney Farish explained a Court of Record vs. a Non Court of Record. He added that Monte Vista, Alamosa and Crestone are Courts of Record. He said the number one requirement is that you have to have an attorney as a judge, and number two, everything is recorded by tape. Court of Non Record if appealed, you get to have a new trial. With a Court of Record you'd have to deal an appeal. Trustee Vasha said the reason this was brought up is because there is like a revolving door with the Town a few people committing a lot of the crime, and with the Counties current District Attorney they are out of jail the next day with really no punishment. She stated that is why they wanted to look into becoming a court of record if that would actually keep them off the street longer. Town Attorney Farish responded that when Monte Vista had become a court of record it was to address this exact thing, and it did work. He added it's a different situation here though because the Town doesn't have its own jail etc. Town Clerk Garcia asked Attorney Farish what type of citations can be written into a “court of record” vs. a Court of non-record. Attorney Farish stated the type of citations would be the same: no criminal or misdemeanor cases, only ordinance violations. Discussion continued between Trustee and Town Attorney Farish; no motions had been made.

Review/Approve 3 mile plan: Trustees Vasha suggested waiting until May 2016 to discuss the 3 mile plan, after the election; so that new Trustees can be a part of the discussion and familiarizing with the plan. Town Attorney Farish asked if they were also talking about their Master Plan too, he added there are terms thrown out in land use such as a comprehensive plan, master plan, 3 mile Plan; they all tend to be the same thing. He also stated that the 3 mile plan mean you can't annex out 3 miles out from the Town. Trustee Savage said her concern with that is that the Saguache Municipal Airport is within that 3 mile area, adding she feels that the County has a lot of interest in drone activity; and that's not what we have in mind for the Town. Trustee Vasha responded that after speaking with Akia Tanara she had been informed of an ordinance Crestone has

saying that they didn't want drones flying over Town, also suggesting that they see it. Attorney Farish added that when there master plan is in place with an IGA it will give you standing ground. Trustee Vasha also stated that the County Commissioners need to remember to be notifying the Town.

Boards/Committees Reports:

Tree Board Update – Quarterly Report: Mayor Terrell reported that Tree Boards first action of business will be getting trees trimmed. Town Clerk Garcia reported that she has spoken to the auditor in regard to the check that was made Adams Tree Service she said that the auditor recommended voiding the check, but they would have the \$3,000.00 for 2016. Mayor Terrell asked if there was a way to bring that money from 2015 to 2016, Town Clerk Garcia responded no, but they could over spend on that one line item. She also asked if all attempts had been made with Darrell Adams, to see if he was still on board with providing tree trimming services. Public Works Director Pacheco responded he has spoken to Mr. Adams in November and then in October went on a tour of Town to discuss trees that had work requests on them. He also added that Mr. Adams gave him an estimate that he had presented to Trustees in December 2015; he had told him that he would be doing the first week of December and through the first week in January. Mayor Terrell responded that Mr. Adams had also stated he would be doing some of the work in November. Public Works Director Pacheco stated he had gone by Darrell Adams two homes this day to make another attempt since he can't get ahold of him on the phone. Mayor Terrell interjected that he too has made every attempt to speak with Mr. Adams who had been contracted to do all that work. Trustee Vasha suggested getting the check voided so it can be used in 2016. Mayor Terrell said that Matt from K&C tree trimming for Adams State, as well as Mayor Terrell's mother. He added that Matt met with Dan last week and he has put in a bid for \$5100.00. Town Clerk Garcia stated that they will still need to do an independent contract agreement. Mayor Terrell said they he will bring all his bonding and insurance.

MOTION by Trustee Vasha; Second by Mayor Pro-Tem Lovato

Trustee Vasha moved to notify Mr. Darrell Adams that the Town is not renewing our contract with him at Adams Tree Service, and that we do a new contract with K&C custom trimming in the amount of \$5,100.00.

Vote as follows: Trustee Engquist – aye; Trustee Sandoval – aye; Trustee Savage – aye; Trustee Vasha – aye; Trustee Virdin – Aye; Mayor Pro-Tem Lovato – aye; Mayor Terrell - Aye

VOTE: 7– Aye; 0– No; 0– Abstain *Let the minutes reflect the vote was unanimous.*

Mayor Terrell informed the Trustees that's David Mixon has stepped up to head the Tree Board, as Dwight Irwin has stepped down as chairman. Mayor Terrell added the Tree Board got all its paper work handed in to Tree City USA. David Mixon stated he needs the information that Dwight Irwin has, he also asked if there was a map of the trees that he could have look at if it exists. Trustee Vasha made mentioned of a former Town Clerk who had destroyed Town Hall files and it may have been destroyed in that time. Mayor Terrell also asked that David Mixon get together with Dan Pacheco to do a tour of town trees, and discuss trimming, and process. He also discussed having Tree Board meetings on the 2nd Thursday of each month. Trustee Vasha suggested advertising for the Tree

Board and that the new Tree Board takes a look at the newly planted trees, and watch the ones on Main Street.

Old Business:

Ditch Changing Columbus Day to Indigenous Citizen Day: Trustee Virdin asked has this been done before in other places and Towns. Trustees responded that yes it has. Mayor Terrell stated that a number of citizens had come to him after seeing this on the agenda, and suggested there be a public hearing on this subject, and he just wanted to bring that up. Trustee Vasha suggested waiting for the February meeting, and writing something under “News from Town Hall”. Town Clerk Garcia suggested that a Trustee research on why it should be changed so that can be added.

Update on Flood Map: Public Works Director Pacheco updated the Trustees he had received an email from Stephanie Devido today, and there’s questions she needs answered; is the Town of Saguache interested in modernizing flood plan maps. What areas of mapping are needed, and is the Town able to contribute, he added that she also said it’s a 100% grant so he will be calling her back to see what that means. Town Clerk Garcia recommended seeing if in-kind could be used.

Discuss Water and Sewer rates: Trustee Vasha stated that when the Town applies for grants or maybe even 0% interest loans for water sewer projects they have a ranking system and the Town will be dinged because our water/sewer rates are so low, that being said she would rather take that ding than raise our water and sewer rates. Trustee Savage stated should we discuss raising \$0.50 or \$1.00 because they haven’t been raised in five year. Mayor Terrell agrees with Trustee Vasha. Public Works Director Pacheco stated you don’t have to worry about this right now as money has already been budgeted for the project, but next year it maybe something they’ll need to consider. A short discussion followed there after Trustees gave a nod of head to not raise the water and sewer prices this year.

Discuss Process for hiring Civil Engineers for the Town: Mayor Terrell began by thanking Interim Town Administrator Akia Tanara for her work on this matter. Akia Tanara went on to explain that it’s her understating the Town does not have its own civil engineer in place. Mayor Terrell also said they need to discuss hiring a civil engineer and a water engineer as well. Public Works Pacheco stated that he’d like to give everyone some background on the subject. He stated as you recall we have to do a seepage investigation at the lagoons, he added that Bob Williams was able to help get an extension for that till November of 2016, so we need to get a civil engineer on board because that person has to be an engineer for the plan to be accepted. He added he’s concerned because of the infiltration, and they will need to start in March and April or we will be in violation. Town Clerk Garcia stated that she thinks this was brought up because there were a bunch of engineers who submitted booklets, they didn’t really give a price chart for an “as need basis”. Mayor Terrell said what we are hoping is that at the February meeting we can approve hiring a Civil Engineering Firm. Akia Tanara explained when an engineering report is required for a grant one of the questions asked is did you go through a bidding process to hire your engineer. So instead of the Town doing a bidding process for every engineer they can go through the process once to hiring a civil engineer for the Town. Mayor Terrell suggested that Town needs to get an RFP put

out really quickly, and get it advertised for minimal amount and in February make a decision.

Discuss Otto Mears Park Restroom – Change Order: Town Clerk Garcia reported that in July of 2015 the Town paid Left Hand Masonry \$8,500.00, it was agreed at that time that the Town was going to hire its own person do the plumbing and water heater and came up to about \$3,500.00 and that was the total amount of Otto Mears restrooms which is \$12,000.00 so somewhere around August Mathew Helicke told her that there was a change order. She stated she told him that normally it has to be signed off on you're not supposed to just go do it and bring it in after the fact. He had already done it and he has a difference of \$800.00 that he wants paid, he also said that if he is not paid he's going to start removing the sidewalk and the drywall. Trustee Vasha suggests that the Town Attorney handle this matter and draft a letter.

New Business:

Discuss process for RFP Wastewater Project: Town Clerk Garcia informed the Trustees the RFP's close on January 26, 2016 for the I&I study. She asked if they would like to form a small committee for Trustees as well as Dan Pacheco to review the RFP's then bring them back to all of the Trustees. Trustee Vasha suggest two board member volunteers to go over RFP's with Dan Pacheco and then give a written recommendation to Trustees at the February meeting. Akia Tanara stated that it is her understanding that the Town will be paying for I&I study and used that expense as in-kind for future grants, she added after speaking with Christy Culp and DOLA you cannot use funds spent on another project as in-kind. She added that DOLA has a planning grant for up to \$25,000.00 it's a 50/50 match, CDPHE has an 80/20 match grant for \$10,000.00, she added you cannot spend any money on the project before funds have been given. Trustee Vasha stated so this mean we need to delay getting started on the camera work until we get one of these grants. Town Clerk Garcia said lets back up the whole reason we started this schedule like we did is because we were going for a 0% loan and the Town agreed to pay the \$30,000.00 for camera work the I&I study that's why we scheduled like this because we knew the T.V worked needed done in April, and in the Fall. She also asked are we switching gears now. Mayor Terrell stated we are still in a tight schedule, but we just found information out and the rules have changed. More discussion continued on the matter, Trustee Vasha suggests sitting down and getting everything figured out with Susan.

Discuss Boards Involvement with County Initiative: Tabled for February meeting.

Trustee Comments: Trustee Viridin read a letter to Trustees.

Dear Town of Saguache Trustees, Staff, and Community,

It is my intention to relay that I not be pursuing one of the open trustee seats in the next term. I appreciate everything that everyone has done for me with this opportunity and I do not regret the time spent for the last two years. This experience truly taught me a great about the inner-workings of a community and the difficulties that it can face.

I am constantly impressed with the level of commitment and work that everyone puts into our town. As you might imagine, the time and effort needed to sustain a position on this board are beyond me. I am not able, at this time, to perform at the level needed for both my job and civic position. To those remain on the board; I say that I am proud of you and grateful to you.

It is my hope that I can continue to help the town out in others. Therefore, I am sure that we will continue to work well together. Additionally, rest assured that I do my best to finish this term strong and represent the town of Saguache well.

Thank you again for all your service and this chance to work with such wonderful people.
Most Sincerely,
Andrew Virdin

Trustee Vasha stated that Trustee Virdin has been so loyal to the board, and thank you.

Reports:

Discuss Interim Town Administrator report: Akia Tanara stated she had nothing to add to her written report that was provided in the board packet. Trustee Vasha asked if she'd be able to make it to the law enforcement meeting, she responded that she cannot as she has a meeting scheduled in Colorado Springs.

Executive Session (if needed): No executive session was needed.

Adjournment: There being no further business, the meeting was adjourned by Mayor Terrell at 9:44 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO

Greg Terrell, Mayor

ATTEST:

Therese Garcia, Town Clerk