

**TOWN OF SAGUACHE**  
**Board of Trustees**  
**Regular Session**  
**February 14, 2017**

The Town of Saguache Board of Trustees met for a Regular Session on February 14, 2017, with the following Trustees present:

Greg Terrell, Mayor	Present
May Engquist, Mayor Pro-Tem	Present
Loren Aldrich, Trustee	Present
Susan Collins, Trustee	Present
Wyoma Hansen, Trustee	Present
Janice Torrez, Trustee	Present
Amber Wilson, Trustee	Present

Town of Saguache employees were present as follows:

Pamela Fye, Town Administrator	Present
Therese Garcia, Town Clerk/Treasurer	Present
Dan Pacheco, Director of Public Works	Present

Town of Saguache Attorney was present as follows:

Karen E. Lintott	Present
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Citizens in Attendance: Pat Miller, Byron Williams, Carita Ginn, Mary Johnson, Eric Grossman, Luana Lovato, Mike Brill, Liza Marron, Kevin Wilkens, Linda Nowokowski, Megan Strauss, and others who did not sign in.

**Call to Order:** Mayor Terrell called the meeting to order at 6:06 p.m.

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

**Introduction of New Town Attorney:** Mayor Terrell introduced new Town Attorney, Karen Lintott.

And also real quick, new to our group, Eric Grossman, former Mayor of Creede, and he's now heading the Valley Initiative Project Branding and he's going to give us a presentation. Also, we are very honored to have Marty Aspel, a former board member from Del Norte, and he's also been instrumental in all of their trail programs and land conversation down in Del Norte. Marty, thanks for coming out, we are sure happy to see you.

**Additions/Deletions to Agenda:** Mayor Terrell has one, request for reducing one of the water/sewer fees for Saguache Works. We said we would look at that in this month, and I'd like to place it under Old Business, No. 5.

**Sheriff's Report:**

Dan Warwick: Let me start by apologizing to the Board for being late. February report includes the entire year, only 7 issues that generated calls in all. No traffic citations have been issued this year, but all in all it has been pretty peaceful. One of the issues was a dog issue and we are still addressing it and the individual hasn't done what he needed to keep the dog contained, but he is starting to show progress.

**Citizens' Comments:**

Mayor Terrell: We are going to go ahead and take Citizens' Comments. We are going to limit it to 3 minutes per person.

Mary Johnson: I brought up at the December meeting about the speed limit on Pitkin in the school zone, and the Board was supposed to review looking into putting in some cross walks for the kids, has anything been done? The weather is warming up and now the kindergarten kids are starting to walk to the Library, and the other day when I was out riding my bike, some guy came down Pitkin and didn't even stop at the stop sign at the school.

Mayor Terrell: No, and I'm going to speak for the Board here, we are going to see how things go with the school. Dan and I met with Travis Garoutte as we are working on a trail system, and we did talk about where the cross walk would likely go, so we are working on it.

Mayor Terrell: What I would do then is take license plate number and report it to the Sheriff's office.

Mary Johnson: We all have to come to the Town Meetings to hear what's going on in town, and if we don't know what's going on in Town with burglaries, etc. We need to know about that. We don't hear about that unless we walk downtown and hear about it. Otherwise, we don't hear about that stuff.

Mayor Terrell: I can tell you what I've been told by the Sheriff, and that is a lot of these matters are police matters involving pending investigations and so they are not our business. If you have concerns, you should talk to the Sheriff's office.

Okay, Eric, you are up next. Eric Grossman gave a presentation on the Valley Initiative Partners SLV Branding Initiative. (See presentation report attached.)

Mayor Terrell: Thank you Eric for coming down and presenting this to us!

**Consent Agenda:**

Review/Discuss/Approve: The consent agenda includes the Minutes for Regular Session held on January 17, 2017, the Minutes for the Special Session held on January 30, 2017, the List of Bills for February 2017, the Clerk's Report and, the Adoption of the Town of Saguache Employee Handbook.

**MOTION:** by Trustee Wilson to remove Item No. 5, Adoption of Town of Saguache Employee Handbook, and to approve the balance of the Consent Agenda with a correction to the January 17, 2017 Minutes of the Regular Session.

**SECOND:** by Trustee Engquist

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

**Boards/Committees Reports:**

**Historic Preservation Commission:**

Trustee Engquist: I would propose that the Town make a \$200 donation to Colorado Preservation Inc.

**MOTION:** by Trustee Hansen approving a \$200 donation by the Town to Colorado Preservation, Inc.

**SECOND:** by Trustee Wilson.

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Trustee Engquist: It looks like the Dunn Block matter is off our laps now. The Town vote was not to proceed with the award so I guess the Historic Preservation Commission is off duty as far as that's concerned.

Citizen Luana Lovato had questions regarding the language on the ballot and responses were made by Mayor Terrell, Town Administrator Fye, and Trustee Engquist regarding the actual Ballot Question being published and read in its entirety by then Town Attorney Farish. No changes were made to the ballot question.

Citizen Luana Lovato had concerns that the vote of the people did not bring full closure and that the Town might still consider purchasing the Dunn Block Building. Mayor Terrell, Trustee

Engquist and Town Administrator Fye advised that the final vote and letter to be signed by the Mayor rejecting the History Colorado grant funds for the purchase of the Dunn Block Building would be on the March Town Board Agenda.

**Planning Commission:**

Mayor Terrell: The Planning Commission met, but there was not a quorum. There is no report to give.

Mayor Terrell: Trustee Engquist has put in a letter wanting to resign from the Planning Commission. Any discussion? Seeing none, I would entertain a motion.

**MOTION:** by Trustee Wilson to accept the resignation of Trustee Engquist from the Planning Commission.

**SECOND:** by Trustee Collins.

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Discuss/Appoint new Trustee Member to the Planning Commission.

Mayor Terrell: The Mayor and a Trustee are required to be on the Planning Commission.

**MOTION:** by Trustee Engquist that the Board accept Trustee Aldrich as our Trustee member of the Planning Commission.

**SECOND:** by Trustee Collins.

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Citizen Luana Lovato voiced concerns regarding Board members on the Commission and if they are the Chairman of the Commission, is that a conflict of interest when they bring things to the Town Board for approval. It was explained that Board Members are required to sit on the Planning Commissions, but they are not officers. The Chair and Vice-Chair of the Planning Commission are citizens.

**Attorney Report:**

Attorney Lintott: I did get an email from Pam and she asked me to look at your policies, specifically the Bidding and Purchasing Policy. There are some things I see in here that could be

clarified, that might make it easier for you to understand, or get where you want to go. Rather than have random questions in this kind of forum, I think it might be helpful for you to tell me what it is you want, what are your goals, what are your problems, and let me work on redrafting.

A brief discussion was held about the Board funneling Town Attorney needs through the Town Administrator and this was agreed. However, it was also noted that any Board Member, at any time they feel necessary, may contact the Town Attorney directly.

The Board asked Town Attorney Lintott to help keep the Board Meetings, including citizen comments, on track and to please jump in if things were going too far afield. Town Attorney Lintott agreed she would do so.

Mayor Terrell stated that the Board may have the Town Attorney look at a few things, particularly over the next bunch of months that the Board has had questions about in the past, and ask for legal advice. Just little problem areas or codification, and whatever comes up.

Town Attorney Lintott responded that's what she'd like to do. Maybe if we could start putting together a list, a wish list perhaps, of the issues and things you want me to start looking at, and then I can start to put an action plan together.

Mayor Terrell advised Town Attorney Lintott that if she thinks she would need a workshop with this Board on something, please do not hesitate to ask.

Break

**Old Business:**

Update on Flood Map:

Public Works Director Pacheco: It's in my report. Because of the new President coming in, they've kind of suspended any work. I do have a webinar on March 15 or 16 where they'll be talking about that and I'll give you more information after that.

Update on Mondragon Property:

Town Administrator Fye: We had our last meeting on January 17<sup>th</sup>, and I heard from Audrey Mondragon on the 19<sup>th</sup> and again on the 20<sup>th</sup> giving me an update on her efforts to engage an environmental clean-up company. I also received a phone call from Bob Parlett with TOP Environmental who is working with Audrey Mondragon on moving forward with the cleanup. Mr. Parlett spoke about getting on with the project and getting it done. He said they are going to need both electricity and water and I told him that we, as the Town, would be happy to help with anything we can do to move this along. We could allow him to use the fire hydrant for water which I talked with Dan about. When you are removing asbestos material, you keep it wet when you are disrupting it so it doesn't become airborne. Of course, we can get the electricity off the pole. I feel really good about this moving forward. They'll put up a temporary electric panel.

The biggest cost in this matter is getting rid of the material once it's picked up. It has to be hauled by semi load to Pueblo at a cost of about \$15,000 per truck load. So, you can see what Audrey Mondragon is having to deal with, and I think we are moving in the right direction.

Trustee Aldrich: Is there a timeline on any of this.

Town Administrator Fye: Mr. Parlett said that as soon as he gets his plan finished for the open air abatement which will also include building a six foot enclosure around the property, that he will turn that in to the State and he will also communicate back with me to update us that so we will know what his plan is. It will take about 60 days after the plan is filed to get the approval by the State for him to move forward. So, we are still looking at 90 to 120 days out from being anywhere near completion in a best-case scenario.

#### Hire Part-Time Employee:

Mayor Terrell: I want to start advertising for this position as it is coming up fairly soon.

Town Administrator Fye: We have both of the Maintenance positions to fill. Dan and I have talked about this and we'll be getting them both in the paper soon. There is a full-time and a part-time position.

Mayor Terrell: What is the general timeline for this happening?

Town Administrator Fye: I think we should be able to get those posted in the newspapers within the next 2 weeks. We had these positions budgeted for May, but the Board decided at the last meeting to move this up and to move forward with both these positions.

Public Works Director Pacheco: I'm going to address some of that in my report, because there are going to be some changes as to what I will be doing with water and wastewater.

#### Review/Discuss Approve MOU with Alpine Achievers where Town as agreed to act as Fiscal Agent:

Mayor Terrell: Megan, come on up.

Town Administrator Fye: This is the Alpine Achievers Initiative that came before the Board, and the Board did a Resolution approving that the Town act as fiscal agent for the Alpine Achievers grant from GOCO funds. Now that process has been completed.

Megan Strauss: We are one six programs in the State that got funded. We are one of 3 out of 7 in the San Luis Valley that got funded. The whole San Luis Valley applied together and didn't fund the whole valley, but we are one that got funded.

Town Administrator Fye: This is a 3 year grant, and the money will flow through us. It will come to the Town and we'll cut the check out to Alpine Achievers, and then they will provide us

with their budget, and before the next year's funds can be expended, they will provide us with a budget as to how the money were spent and then we would move forward with the next year. Just for your information, I did send all of this as to how the money would pass through, to Pete Blair and he called and discussed and said this is exactly how it is done in all of the other communities in acting as a fiscal agent. The money is paid out front because that is what funds the program. There is no program without the funding. So, our auditor has approved this process.

Trustee Engquist: The one thing I didn't see in the paperwork was the match and in-kind.

Megan Strauss: I believe I sent 2 budgets, and the Town will get a 10% in-kind administrative donation. The match is about 33%, with the 10% from the Town, and we do have some other matching funds.

Mayor Terrell: Any comments from the Board?

Trustee Hansen: Will you look over what's presented to you before you cut a check? We are getting 10% administrative fees to cover that and will Rese be doing that or who is going to put it together before you release the funds?

Town Administrator Fye: Megan will send in the request.

Megan Strauss: Every year GOCO will fund our programs 100% up front and so whenever they fund the 100% this first year, then that will go to us, and then next year they'll give you 100% of the 2<sup>nd</sup> year, but before we can get those funds we will have to give you a report as to how the money was spent throughout the first year. So, this first year, it is kind of more of a leap of faith and trusting that we'll uphold our end, so we can get our next 2 years of funding.

Town Administrator Fye: Basically, it is a one check thing, it's not an ongoing thing throughout the year.

Trustee Hansen: Okay.

Mayor Terrell: I'd entertain a Motion or discussion.

**MOTION:** by Trustee Engquist to approve the MOU with Alpine Achievers where the Town has agreed to act as fiscal agent.

**SECOND:** by Trustee Wilson.

Vote as follows: Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye; and Trustee Aldrich – Abstain;

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

Mayor Terrell: Megan, good luck with this. It's a good thing you are doing.

**Addition to Agenda:** Review request from Saguache Works to delete one of their water/sewer bills, and I'm going to go ahead and get started. This letter comes from Saguache works. I'm talking about the current one that we got last month, its dated August 25, 2014, and it's a request to do away with one of the water/sewer bills because they are a 501 ( c ) ( 3 ) non-profit corporation, not a private business and there is no other entity providing such a service within the town. My thoughts are that if we start down this slippery slope, and it is a slippery slope.

Town Administrator Fye: At this point, Saguache Works pays for 2 apartments A & B at the standard flat rate, they have the market, thrift store, the dance/yoga space and the café on one bill, and they pay double the regular rate for that bill. They are already receiving a break, and we do not charge them at a higher rate like we do the other restaurants for the café.

Mayor Terrell: The Board voted on this very thing back in January, we had a motion not to waive or give discounts on monthly sewer and water rates and it was a unanimous decision. I personally feel that we should stay the course.

Trustee Hansen: Pam, what was the reasoning for wanting it? Just that they were a non-profit?

Town Administrator Fye: Right.

Trustee Engquist: I'm afraid I voted no last time and I'm not willing to change.

Town Administrator Fye: Dan and I have discussed this several times because we also have some cross-connection issues going on there that need to be addressed in the upcoming year as they are against code.

Mayor Terrell: Any other discussion? Seeing none, I would entertain a motion.

**MOTION:** by Trustee Collins that on the water and sewer funds and the application resubmitted to us asking to waive fees, I would like to decline the waiver.

**SECOND:** by Trustee Engquist

Vote as follows: Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye; and Trustee Aldrich – Abstain;

**VOTE:** 6 – aye; 0 – No; 1 – Abstain Let the minutes reflect the vote accordingly.

**New Business:**

**Review/Discuss/Approve amended Consolidated Fee Schedule with effective date of March 1, 2017.**

Town Clerk/Treasurer Garcia: I'm not sure if state statute sets the fees for liquor licenses and court fees.



Town Administrator Fye: We can double check that. This is a living document and can be amended at any time.

Trustee Wilson: I just want to have it on record that if we don't do this, we are going to be pushed into it, is that correct?

Town Administrator Fye: We already are. In order to qualify for the long-term loan we are required to raise our rates by at least \$7.61 to service the debt. I have an email from WQRF. The loan is based on our sewer fund net income which has gone down since the point of the pre-qualification a year ago.

Trustee Wilson: I just wanted it to be in the minutes so if the public were to ever look, we are not just approving something, but it is explained.

**MOTION:** by Trustee Wilson to approve the Amended Consolidated Fee Schedule effective date March 1, 2017.

**SECOND:** by Trustee Hansen.

Vote as follows: Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye; and Trustee Aldrich – aye;

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

**Review/Discuss/Approve 10-Year Rate Plan for Town Water/Sewer Rates.**

Town Administrator Fye: Basically, as soon as we finish the sewer restructuring, we will be moving on to a water project, which will probably be more costly. Where we are moving to at the end of this 10 years is a \$45 flat rate for water, and still not involving meters, so that is a rate that is still well below other towns. The \$45 would get us to a place that is about an average of town's our size now, and you need to realize that our flat rate on our metered customers is for the first 10,000 gallons. There are a lot of towns out there where people pay much more than \$45 as a base rate for their first 1,000 gallons so this is actually very lean and economical for our residents, and its just a step in the right direction. We may very well be pushed to go up more than this, but it feels like in order to protect the citizens of our community that if we are going up in baby steps then we'll have them a lot closer to where they need to be, rather than having to make a large jump at the time.

Looking at the last 10 years of expenditures, of operating costs for both water and sewer, our water operating costs have gone up by \$42,000 and our sewer operating costs have gone up by \$40,000, and that is including the first five years of rate increases that went on until 2010, and there have been no increases since then. So, for seven years, basically, everyone got a reprieve and now we are at a place where we have to catch up. The sewer rate stops at \$38.

**MOTION:** by Trustee Hansen to approve the 10-Year Rate Plan for Water and Sewer Rates.

**SECOND:** by Trustee Collins.

Vote as follows: Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye; and Trustee Aldrich – aye;

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

**Assignments and Commitments Review:**

Mayor Terrell: I would like to table these matters until sometime this summer. Maybe have a public meeting and then start to address the sidewalk policy in maybe August.

Town Administrator Fye: You guys actually addressed this matter at the last meeting and moved it off to the summer. Rese, would you just take it off the Agenda and put it back on for the June Agenda.

Mayor Terrell: The other thing is assignments. I would like this Board to consider Public Works Director Dan Pacheco being more pro-active in going to some of the water meetings that we find very crucial and that affect us. Dan's not always had the time to do that, and I would like to see us afford him the time to be able to attend these meetings. We are a vital part of those groups and it does affect us very much, our augmentation in particular.

Town Administrator Fye: We've already signed Dan up for the February 28 rural water meeting, and May is also going.

Mayor Terrell: Water has become such a big issue for the Town and Dan has the most knowledge, and I want him sitting at the table representing Saguache for the Town's interest. To give Dan more opportunity to attend these things that are so vital to us.

Also, it's time for us to clarify. Loren is now on the Planning Commission, I'm on that, I'm on the Tree Board, according to Pam's contract, she's actually the official liaison to the County Commissioners. But, we have several other groups so that if each and every one of us could try to be a liaison to something...right now, Susan is with the Chamber, Amber is with Tourism, May has been Planning Commission and is still on the Historic Preservation Commission. All of us tend to get our plates full, but I just want to say that if you can, try to do that. The one opening that we do have now that Kate is gone, is with CDOT, and I'm not sure what to do. It might be that Dan and I could share that.

Public Works Director Pacheco: I would be glad to.

**Trustee Comments:**

Mayor Terrell: I just want to say that the school has made a decision to move ahead with the grant that is going to require a bond issue. It's going to be a bond issue for 10 cents on the dollar so that means for every dollar this community puts into a bond issue, and Eric sitting in the back

went through this whole process with the schools in Creede, how much on the dollar did you guys put up for your bond issue:

Citizen Eric Grossman: It was substantial. The bond issue passed 60/40.

Mayor Terrell: That is going to be a ballot issue in November, and we as a Board should make a decision on whether we are going to support that. And, if we do, help them pass this issue. It would be worth anyone going to any of these BEST meetings and getting involved if you care about the school.

Trustee Engquist: Could we invite Travis to come and show us the pictures that they showed at the last meeting?

Mayor Terrell: We sure could. Just so you guys know, right now they are spending \$25,000 per year in repairs to the school, and they have to close the school down when the sewer backs up. That helps put things in perspective with what is going on over there.

### **Maintenance Report:**

Dan Pacheco: Couple of things I want to talk to the Board about is last week I had a site visit on our water system, and I can tell you this was probably one of the most comprehensive visits ever. I've never experienced anything like it before. The reason behind it is the EPA and all the stuff that came down prior to the election. I'm not sure if they were anticipating the new president or what, but my goodness it has changed the whole aspect as far as what we have to do with water now. We were considered a small system which kind of helped with not having to do a lot of what the bigger communities have to do, but it looks like we are in the same ballpark with some of the larger communities now as far as reporting what we are going to be doing. I would say that my job will probably increase by about 40% of what I have to do. More reporting, tracking more things than ever in the past that will take a lot of my time, and one of those is going to be the chlorine system. When we tested, we were low so he encouraged me to turn it up and to maintain the required .2 on a 24/7 basis. You have probably experienced a little bit of high chlorine, we did have some calls, and I apologize to the public and Board, but we had to do some major changes and one of them was the pump to keep up with it. Part of the problem is that we are still not up to date on the Well No. 2 and probably won't be until the end of March because Pam and I need to get together and put some of this out to bid because it's actually going to require a contractor to come in and do some of that work. We worked on it pretty much all of Thursday, Friday, and I checked it Saturday, we are below levels where we needed to be, and we checked it again Monday and we were a little bit high at the pump, and we need to be there for now. So this is going to be a process of where I need to report it once a week, but we've been working on it every day just to make sure that we are getting there, and once we get there I think we'll be okay, but just to let you know that this was one of the things he tagged me for. We've been getting in the parts and hopefully this will fix the problem. It's something we are not

accustomed to, and last year we thought we had it where we needed to be, but it wasn't good enough for the state so we are having to work on it again.

The other thing is cross connections. That is one thing the State is looking at as far as contamination. You've heard me talk about that a little bit. They have upped the requirements now where we are going to have to report on it once a year. So, I need to go around to all of the businesses, which I'll talk with Linda and Rese to see if I can get a complete listing and addresses of all of the businesses. I have to go physically inspect those and determine whether there is a potential for contamination. If there is, then they are required to put in a backflow device, at their expense. This is something the Board will probably hear about from the business owners, because they are not cheap. They are also required to have it tested once a year which is not cheap either and that is also at the businesses' expense. You may hear this from the public probably around May because that is the deadline. I have until May 1<sup>st</sup> to complete the inspections and then I have to give the businesses proper notice that we are recommending that they put in the backflow device. So, I have a list of things I need to look for when I do these inspections and that will tell me whether I think there is a potential for contamination. I will work with Fred Hand and be talking with CDPHE. One of the good things is that Cameron with CDPHE is based out of Salida so I have an opportunity to talk with him and have him come over to help with putting some of this in place. I know with the water rate increase, this is also going to be an issue. I will try my best to make this a last resort. I will make recommendations to the businesses about what they can do to help prevent that cost, and if they don't, then they will get a letter that says, "you need to comply or we'll shut your water off." That's how serious this is. I will visit with Pam on this because I'm sure Town Hall will get a lot of calls.

The other thing is the tank inspections. Those were good. I have to do a tank inspection and how we perceive where we are going to be in 5 years, and whether we are going to replace that tank. I have to look at different things. We are now required to do tank inspections once every 3 years instead of once every 5 years so you will see that coming up next year. We had it done 2 years ago, so we'll put it out to bid, and I'll bring it before the Board to have it done. Again, that has to be reported to the State, and I have to have 30 days to do that.

This is why the 3<sup>rd</sup> person will be helpful to Public Works as David is out there by himself and he's still having some problems with his eye sight and he's limited on a lot of stuff. He goes to the doctor again on Friday and hopefully, we'll know more. Anyway, this 3<sup>rd</sup> person is going to be helpful because I'm not going to be able to be out there with David a whole lot. With that in mind, just be patient with me on this. You might see me in the office more often, and its not that I am messing around or whatever, this is really a serious thing, and I take it seriously and I hope to have a lot of this stuff in place.

Mayor Terrell: This is something we knew was coming down the pike for a while.

Town Administrator: I would like to remind the Board that Dan's hard work on the chlorination project already saved the Town \$90,000 this budget year so when he's talking about the fact that this is going to cost us money, we are not getting into the kind of dollars he's already saved us.

Trustee Hansen: Doing all of this, the inspections and backflows and all of that, do you see that we'll have to pay Fred Hand more or will his contract cover this?

Public Works Director Pacheco: His contract will cover everything we need from him. We do a lot through the phone and emails. We are currently working on the water tank plan, so what I'll do is email it to him and he'll throw in some suggestions and then we'll submit. We have 30 days to submit it, and so hopefully by the middle of March we'll have it turned into the State.

Town Administrator Fye: Fred received a substantial increase this year, because he knew this was coming and so he included that in the request for increase he made.

Public Works Director Pacheco: The other thing I want to address to the Board, and I'm sure you have questions for me, is the stuff on Town ROW. I held off because I know you are going to go looking for an attorney with the RFP's and stuff. But, based on the problem that we have with one home owner, I want to know from the Board if it is something that I would like to meet with Pam on and maybe with Karen to sign the letters so we can get them out. We did that with Gene and it had more teeth than the letters Rese and I used to send. It gone done faster and the people took it more seriously with an attorney signature. So, I haven't done that yet, but I was holding off for this meeting, and if this is something the Board would like for me to do, I would like to visit with Pam or Karen about that and bring her up to date, show her a previous letter, and hopefully get this done and taken care of. Some people will have moved their stuff, but I really have a feeling that one specific person with a camper, Karen will need to get involved.

Town Administrator Fye: I have the list and copies of the previous letters.

Town Attorney Lintott: I understand that sometimes it does carry more weight, and I have done this for other communities.

Mayor Terrell: Are we also following some of this up by citing people into Court?

Town Administrator Fye: We have not yet. We can't until they have been sent notices and failed to act within the prescribed time.

Mayor Terrell: Mostly what I'm referring to is snow removal.

Town Administrator Fye: Snow Removal. I have the invoices on my desk for \$60 per property and I'm doing a letter to send out with those invoices to the property owners. Of course, the Hotel has changed hands, but it was still with the previous owner at the time of the work and I'll send the invoice to the previous owner. We'll also send a new letter to the new owners letting

them know it's their responsibility for snow removal. I think they will take care of that. Rese, will you get a letter out to the new owners on that?

Town Clerk/Treasurer Garcia: Yes.

Public Works Director Pacheco: With regard to the lighting in the Community Building. I have looked at replacing and adding bulbs to the current fixtures, but it won't help. Those light were installed in the 1970's or 80's by the Fire Department. So, we need to just replace the fixtures with the new LED lights and replace the lenses on the fixtures. The LED's are brighter and they save energy. The cost to replace the fixtures is about \$2,000.

Trustee Hansen: Can your Department put those new lights in or do we need to hire an electrician? When you do the lighting, can you do it where you flip on one switch and there is more low lighting, like 2 switches and it's bright.

Public Works Director Pacheco: We can do that. Dave has done that before. It's just 3 wires we unhook and hook back up. Very simple. We'll shut the power off and it's no big deal. We can put the rheostats on with the dimmers so you can turn each fixture on as bright or dim as you want. There will be additional cost for this type of switches.

Trustee Engquist: Did you get a chance to talk with Belinda Zink when she was here with the team yesterday?

Public Works Director Pacheco: Just briefly, she had some questions about the water and sewer and where the lines were coming in, and I think she's going to make some recommendations.

Trustee Hansen: I think you can move forward with the lights without coming back to the Board. I think this is within the limits that we gave Pam.

### **Town Administrator Report:**

Mayor Terrell: I have one question. Is Jerry with SGM still on board?

Town Administrator Fye: He's still on board. Dan and I are going to schedule another meeting with him. The day you were in, we all met and got Paul Young with CDPHE on the phone to make sure everyone is on the same page as far as how we move forward with the next grant and how everything should proceed. Jerry was getting a little ahead of himself and we had to bring him back a few notches as far as expenditures. Now the grant is completed. The end of the grant period was December 31<sup>st</sup> and the final report will go in this week. Then we'll move forward with the next portion of the grant which is \$94,700 for the design and engineering portion. Most of that is really already done, other than that Dan and I are going to start slicing and dicing and looking hard for cost saving measures. The new grant is awarded as a principal reduction on the long-term loan. So, it lowers the amount of loan by \$94,700. We have brought Jerry to a halt at the moment, and I basically just notified him that the Town is not going to pay for engineering

work outside of the grant contract dates. We can't afford to do that. We are now at the bid process, but Dan and I still want to look for other cost saving measures we can find.

Paul Young and John Williams are being great to work with on the loan/grant process. Paul Young is with CDPHE and John Williams is with the Colorado Water Resources & Power Development Authority that administers the loan. DOLA figures based on our financials what we qualify for, but the actual loan comes from the Water Resources & Power Development Authority.

Trustee Hansen: When will you begin working on the Sheriff's contract renewal?

Town Administrator Fye: I have asked Dan for a meeting, but I will touch base with him again to try to get a meeting set up.

Trustee Hansen: Has anyone heard anything about the Forest Plan or where that's at?

Trustee Engquist: I'm working on it with the Eco-system Council. We are making some suggestions for the plan.

Trustee Hansen: Pam, when you redo the handbook, do you want a committee instead of everybody weighing in on it? How did you want to do that?

Town Administrator Fye: However the Board wants to do it. Things are always easier to understand and move more quickly if we have a committee that can meet.

Trustee Hansen: You do a committee, like the Finance Committee, and it just makes it streamlined. When you try to get a whole group of people together for meetings and advertise and all that. If you have a committee put it together, which you would like a Personnel Committee, they can make recommendations to put the document together, and it's still only a draft, and you can point out your reasoning of why you left off something or, but, that's a big document for all of us to look at, I think.

Mayor Terrell: The other thing is when you form those work committees, some people are more interested in some things, some people less so, and if you are more interested, you'll want to be on that committee. I know when Luana and I worked through things it was because we had a common interest, and it's amazing how 2 or 3 people can go through something, and I will tell you when you have 7 people, it drags on forever. You are able to ask questions, get answers, do your research, come back, and then it's not wasting the whole Board's time, is the whole idea behind.

Town Administrator Fye: The final say so is always the Board. I do want to stress to you that I am not making these decisions for the Board, I send this stuff out and ask for input and comments and questions, and I get nothing back, no one email response from anybody. So, I'm a little taken aback when you come to a public meeting and object to something that should have

been worked on prior to coming to the meeting. I say that with all due respect, but I just think that by the time we get to the meeting we should have worked those things out amongst the Board and that why you guys brought me on was to streamline all of these processes. So, please communicate back and forth, and get it all worked out, and if it's not ready to go on the Agenda, then we move it to the next Agenda. These meetings should really go more quickly than they do.

Mayor Terrell: Okay, let's move along. I understand that someone may make a motion to go into Executive Session, is that correct? Is there a request?

Citizen Luana Lovato: Before you do that, can we just back up? So, are you going to do a committee or not to do the personnel policy, and if so, who is going to do it for you?

Trustee Hansen: I would like to see a Personnel Committee to deal with the Handbook and work with Pam on it. I don't feel like I'm the right person to be on the committee.

Trustee Wilson: I would volunteer, but it would just have to be after 4 on weekdays. I would volunteer if Pam...

Town Administrator Fye: That's fine with me.

Trustee Torrez: I don't mind, I will too. That's fine.

Mayor Terrell: Again, I would say read through the current document and if you have questions send them in and they'll look at it, and look at the current policy that is in place.

Trustee Engquist: Is there a timeline on that?

Trustee Wilson: When would you like to meet Pam? I totally forgot, I went back to four tens, so I am open to Fridays.

Trustee Torrez: I am too.

Town Administrator Fye: So, we could make the meetings at 3:00 p.m. on Fridays. Starting next Friday, February 24, 2017, and plan on every Friday, unless the three of us agree otherwise.

Discussion was held as to whether staff or citizens should/could sit on the Personnel Committee.

Town Attorney Lintott: No. I mean, it should be done by Administration, Legal and the Board to develop the policy.

Trustee Engquist: Alright. That clarifies it.

Public Works Director Dan Pacheco: But, we will have some ability to have input, I hope? I think, as an employee, I would like to see it before it is adopted...



Town Attorney Lintott: Wait, hold on, we are getting way far afield, and you asked if I would step in. Developing an employee handbook is not a free-for-all, it's policies and procedures to govern how employees should conduct themselves with respect to their employment. They don't write it. They follow it. And, it needs to be done legally, and it should be done by the Town Administrator and the Board should have input, but I can't see staff weighing in on the handbook that they are supposed to follow.

**Executive Session:**

**MOTION:** by Trustee Engquist to go into Executive Session for discussion of a personnel matter under C.R.S. Sec. 24-6-402(2)(f), and not involving any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

**SECOND:** by Trustee Hansen

Vote as follows: Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye; and Trustee Aldrich – aye;

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

Mayor Terrell: Okay, sorry everyone.

Per Trustee Hansen's suggestion, everyone pushed tables into a square.

Mayor Terrell: The time is now 9:51 p.m. and I have turned the tape recorder back on because the privileged attorney-client communication is finished.

**Return to Regular Session:**

Mayor Terrell: I would entertain a motion.

**MOTION:** by Trustee Torrez to let the reprimand stand with the understanding that six (6) months down the road if she improves, the Board will revisit the issues and consider removing the reprimand.

Mayor Terrell: Do I hear a second?

**SECOND:** by Trustee Hansen.

Vote as follows: Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye; and Trustee Aldrich – aye;

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

**MOTION:** by Trustee Hansen to Adjourn.

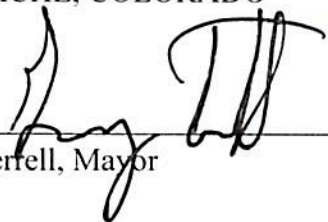
**SECOND:** by Trustee Wilson.

Vote as follows: Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye; and Trustee Aldrich – aye;

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

Adjournment: There being no further discussion, the meeting was adjourned at 9:59 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES  
SAGUACHE, COLORADO

  
\_\_\_\_\_  
Greg Terrell, Mayor

ATTEST:

  
\_\_\_\_\_  
Linda Ahrens, Deputy Clerk

BOARD MEETING: FEBRUARY 14, 2017  
PUBLIC WORKS DEPARTMENT  
MAINTENANCE REPORT

WATER MAINTENANCE:

- Fred Hand and I worked on all water files and brought them up to date for the CDPHE site inspection.
- Water samples for the month of January met all state requirements.
- Because of some of the changes handed down from CDPHE regarding the water system David, Fred Hand and I are working on a maintenance plan to address the changes.
- I had a site inspection of the water system by CDPHE on February 8<sup>th</sup> and I wish to address this with the board at the meeting.

SEWER MAINTENANCE:

- There were no violations at the lagoon, so no violation letter will need to be sent. All the required testing came back within normal ranges.
- Incoming flows at the Waste Water Treatment Plant are low, but I have left the valves opened a little bit more to help drop the level of the ponds
- I spoke with Kevin, with Del Norte Public Works Department, about the using their camera and he really thought it wasn't capable of doing what we want to do. Thought it was too small.

COMMUNITY BUILDING MAINTENANCE:

- The work at the Community Building is behind schedule partly because of David's injury and the site inspection planned for the water system.
- The replacement of the clear panels did not improve the lighting, so I am recommending replace the light units with new LED Units which I priced at Home Depot for \$159.00 for each unit. We would need to replace 12 units for a total cost of approximately \$1908.00. Prices may vary.
- The floor finish has been ordered should arrive February 10<sup>th</sup>.

DOGS AT LARGE:

- Received a dog complaint on February 3<sup>rd</sup>. Dog was picked up and transported to Conour Animal Shelter. You received an e-mail from Pam making you aware of the situation.

VECHILE MAINTENANCE:

- The road grader has been repaired but is still not running like it should. We will keep the county's grader until the snow season is over.

SNOW REMOVAL:

- We did snow removal during our last snow storm, as well as some sanding of intersections.
- Removed snow off the sidewalks at Saguache Hotel, Ute Theater and Gordon Nehls. Invoice given to Pam for billing.

WORK REQUEST:

- Had one work request to check the sewer main for possible blockage. Sewer main running ok and I notified the home owner.

VISTA GRANDE:

- I have a call into Mark Rudolph, (CDPHE) about doing the assessment between mid-March and the end of March. Working with Fire Department to help with some burning of weeds before snow melts.

FLOOD MAP:

- Received e-mail from Stephanie DiBetitto that because of the temporary freeze placed by the President, nothing will be worked on for a while. Webinar on March 15, 2017 planned to discuss any updates.

MILAGE AND HOURS FOR TOWN EQUIPMENT:

Mini Excavator from 1/12 to 2/9, 0 hrs. For a total of 209hrs.

Back Hoe from 1/12 to 2/9, 14 hrs. For a total of 1237 hrs.

Auger Truck 1/12 to 2/9, 0 miles for a total of 11852.5 miles

Dump Truck 1/12 to 2/9, 0 miles for a total of 108,928 miles

Jetter Truck 1/12 to 2/9, 0 miles for a total of 67,325 miles

1991 Chevy P/U 1/12 to 2/9, 0 miles for a total of 162,302 miles

2008 Ford P/U 1/12 to 2/9, 536 miles for a total of 98,251 miles

Road Grader was used for 6 HRS.

Respectfully Submitted:

Dan Pacheco

Public Works Director

## Clerk's Report – Board Meeting – February 14, 2017

### INFORMATION ITEMS:

- **Water/Sewer - Delinquent Accounts:** As of February 8, 2017 there are 20 accounts that owe part or all of January as well as February. On March 1<sup>st</sup> those who have not paid at least the balance owed for January (and thus will be entering the third month of nonpayment) received a Late Notice as directed by the Board of Trustees.  
As of February 8<sup>th</sup>, 7 (seven) accounts faced shut-off on February 17, 2017
- **2017 Business Licenses:** A total of 20 businesses are registered as of February 8, 2017. In 2017 we licensed 21 businesses for a total revenue of \$252.00
- **2017 Building Permits:** Currently we have 2 permit issued for 2017- total revenue \$40.00. There are 33 active building permits from 2016.
- **2016-2017 Dog Licensing Season:** As of February 8, 2017 - 189 licenses have been issued for the 2016-2017.

## REVENUE

### Water and Sewer – Comparison Report – February 14, 2017 Report

Trustees requested a review for the income from water and sewer by quarter and by year. The numbers represent a running balance for deposits made to the Water and Sewer Fund.

**WATER METER:** The 1<sup>st</sup> quarter report for 2017 will be presented at March 14, 2017 meeting.

	<u>2016</u>	<u>2017</u>
January	\$ 44,349.60*	\$45,076.18*
February	17,758.70	7,890.50 [as of 2/8/17]
March	<u>16,881.30</u>	
1 <sup>st</sup> Qtr Total	\$78,989.60	<u>\$52,966.68</u>
April	\$16,646.85	
May	19,095.21*	
June	<u>15,608.00</u>	
2 <sup>nd</sup> Qtr Total	\$51,350.06	
July	\$17,945.35	
August	17,149.80	
September	<u>15,036.50</u>	
3 <sup>rd</sup> Qtr Total	\$50,131.65	
October	\$22,700.26*	
November	27,415.55**	
December	<u>12,140.35</u>	
4 <sup>th</sup> Qtr Total	\$ 62,256.16	
<b>GRAND TOTAL</b>	<b><u>\$ 242,727.47</u></b>	<b><u>\$ 52,966.68</u></b>

#### NOTES:

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\*Jan. 2016 includes multiple accounts which have paid for the entire year or a portion of the year.

\*May 2016 includes 1 (one) water tap at \$1000

\*May 20, 2016 includes 1 (one) sewer tap at \$1000

\*October 2016 includes 1 (one) water tap and 1 (one) sewer tap \$2000

\*\*October 2016 includes deposit from DOLA Planning Grant \$2776.51

\*November 2016 includes 1(one) water tap \$1000

\*\*November 2016 - DOLA Planning Grant Reimbursement \$12,229.00

\* Jan. 2017 includes multiple accounts which have paid for the entire year or a portion of the year.  
.....

For Months February 2017 – March 2017

## NEWS FROM TOWN HALL

**INFORMATION – Water and Sewer Account Information:** The deadline for payments is the 16<sup>th</sup> falls on the weekend or holiday; payments are due by the end of the next business day.

Please contact the Town Hall at any time in regard to your water and sewer account. When making your monthly payment in cash, please do so with small bills; this is greatly appreciated. We are limited in what cash we have on hand to make changes. Thank you.

**REMINDER – Snow Removal Tips:** Please remember to move your cars when it snows, our plows will not be able to remove snow properly if there are cars parked there, especially on 4<sup>th</sup> Street. Please remember to park on the side streets when it snows.

**REMINDER – Sewer Line Tips:** To avoid major blockages in sewer mains, please avoid flushing paper towel and feminine hygiene products down the toilet. Thank you for your cooperation.

**VOLUNTEERS NEEDED:** The Planning Commission is looking for volunteers to serve as alternates. If you wish to volunteer, please submit a letter of interest to the Town Hall. If you have any questions

Sheriff  
Dan Warwick



UnderSheriff  
James McCloskey

## Saguache County Sheriff's Office

530 5<sup>th</sup> Street Saguache Co, 81149

Phone: (719)655-2544 Fax: (719)655-2240

E-Mail: [dwarwick@saguachecounty-co.gov](mailto:dwarwick@saguachecounty-co.gov)

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### Saguache Town Board Meeting 02/14/17

Criminal Calls for Service that generated reports: 7 01/01/2017-02/13/2017

- 1) Criminal Mischief - 0
- 2) Sex Assault – 0
- 3) Warrant Arrest – 0
- 4) Harassment - 3
- 5) Death- 0
- 6) Theft – 1
- 7) Burglary – 0
- 8) Domestic Violence – 0
- 9) Calls for attempted suicide - 0
- 10) Traffic - 2
- 11) Indecent Exposure – 0
- 12) False Reporting – 0
- 13) 911 – 0
- 14) Trespass – 0
- 15) Violation of Restraining order – 0
- 16) Other incidents – 0
- 17) Animal calls - 1
- 18) Search and Rescue – 0
- 19) Assault – 0
- 20) Missing person - 0

Traffic citations issued – 0

Regular security checks and patrolling. There are always cold cases that are being worked on that are not reflected in the calls.

This report is for the past two months. I apologize to the board members for not getting the report to you last month.

Respectfully submitted,  
Dan Warwick, Sheriff



17-129	01/01/2017-01/31/2017	W/S	2181	General Fund	10772.81	January Payroll Allocations
17-130	01/01/2017-01/31/2017	Gen Imp	415	General Fund	3105.00	January Payroll Allocations
17-131		General	4673	Colorado Municipal Clerk's Association - CMCA	155.00	2017 CMCA Membership Renewal for Town Clerk & Deputy Clerk
17-132	Inv. # 9251	W/S	2182	Colorado Rural Water Association	175.00	Annual Membership Dues for 2017
17-133	Inv. # INV103973	General	4674	Gobin's Inc.	36.38	Copier Service Agreement for 1/28/17-2/27/17
17-134	Inv. # 153083; 156167; 156638	General	4675	Saguache Town Market	59.31	*Repairs to JD Tractor & Maintainer; Town Hall supplies
17-134	Inv. # 058228	W/S	2183	Saguache Town Market	6.87	*Office supplies to create sewer map
17-135	Ref. # 24019510938VRBS4S	General	4676	Vectra Bank, Colorado	4.92	*Crestone Telecom- telephone & internet (split cost);
17-135	Ref. # 24019510938VRBS4S	W/S	2184	Vectra Bank, Colorado	4.93	*Crestone Telecom- telephone & internet (split cost);
17-136	Inv. # 48499333	General	4677	WEX Bank - Sinclair Fleet Track	75.57	*CREDIT CARD: Saguache Town Market; Fuel for Town Vehicles: Pickup- Gen Maint.; Snow plowing
17-136	Inv. # 48499333	W/S	2187	WEX Bank - Sinclair Fleet Track	119.58	*CREDIT CARD: Saguache Town Market; Fuel for Town Vehicles: Pickup- W/S/ Samples; burning Lagoon
17-137	Inv. # 2017-01	General	4680	Saguache County Sheriff's Office	4195.81	Reimburse for Full time Officer for January 2017
17-138	Inv. # 0275058-001; 0276265-001	General	4678	CADDO Solutions	63.21	*Office supplies
17-138	Inv. # 0275058-001; 0276265-001	W/S	2185	CADDO Solutions	63.20	*Office supplies
17-139	Inv. # 759447	General	4679	Colorado Choice Health Plans (SLV HMO)	2557.46	Health Insurance Premiums for Town Administrator; Town Clerk & Maintenance 2
17-140	Inv. # 217374	General	4681	4Rivers Equipment	1476.20	Supplies to repair Maintainer/Grader
17-141	Inv. # P 27908	General	4683	Valley Lock & Security, Inc.	1198.47	*Installing drop lines (Data Cabling) in Town Hall
17-141	Inv. # P 27908	W/S	2186	Valley Lock & Security, Inc.	1198.47	*Installing drop lines (Data Cabling) in Town Hall
17-142	Inv. # 5054	General	4682	Valley Fire Protection, LLC	52.00	*Servicing fire extinguishers
17-142	Inv. # 5054	W/S	2189	Valley Fire Protection, LLC	52.00	*Servicing fire extinguishers
17-143	Inv. # 26-34303	General	4685	Monte Vista COOP	86.97	(3) dead bolt lock systems for Town Hall
17-144	Inv. # 5392-165339	General	4684	CarQuest - Center Parts Store	56.64	Maintenance supplies for 2008 Ford Pickup
17-145	Inv. # 1216	General	4686	Saguache County Road & Bridge	265.63	*(25) bags of perma patch pavement repair
17-145	Inv. # 1216	W/S	2188	Saguache County Road & Bridge	265.62	*(25) bags of perma patch pavement repair
17-146	Inv. # 201327	General	4688	Great America Financial Services	95.86	New copier lease payment (Jan.)
17-147		General	4687	Carla R. Quintana	50.00	Payment for service as judge on 2/7/2017
17-148		General	4689	Kathryn K. Geddes	50.00	Payment for service as judge on 2/7/2017
17-149		General	4691	Kate Vasha	50.00	Payment for service as judge on 2/7/2017
17-150	Acct. # 53-1199542-5; Inv. # 657433701	General	4692	Xcel Energy	1266.04	Street Lights: 01/01/2017-01/31/2017

17-151	Acct. # 53-1021971-9; Premise # 300071926; 300114632; Inv. # 657650816; 657648160	General	4695	Xcel Energy	1167.25	*Town Hall/Shop; Community Building; Town Hall/Shop area lights; Community Building area lights
17-151	Acct. # 53-1021971-9; Premise # 300086472; 300070580; 300102840	W/S	2190	Xcel Energy	1437.80	*Pump # 1; Pump #2; Chlorine Building
17-152	Acct. # 53-0698983-2; Inv. # 0657055244	General	4697	Xcel Energy	12.28	Meter: Dave Martinez Park- 412 4th St.
17-153	Acct. # 53-1021971-9; Inv. # 655824027	W/S	2193	Xcel Energy	17.90	Water Tower area light
17-154	Inv. # 18727	W/S	2192	Sangre De Cristo Laboratory, Inc.	440.00	(1) Bacteria Analyses; (1) Wastewater Analyses; (1) Wastewater - Nutrients
17-155	Inv. # 82696	W/S	2191	Berg Hill Greenleaf Ruscitti LLP	3269.48	Augmentation Plan; Protest of Groundwater; Saguache Creek Water
17-156	Inv. # 5148	W/S	2195	Clear Water Solutions	436.34	Period: 01/01/17-1/29/17: Augmentation Plan
17-157	Acct. # 300793427	General	4690	Century Link	37.46	*Fax Line
17-157	Acct. # 300793427	W/S	2194	Century Link	37.46	*Fax Line
17-158	Inv. # 53970P	General	4694	Rusler Implement Company	160.00	(2) cases of oil (15W40ENG) for Shop
17-159	Inv. # 185687	General	4693	Oasis Restaurant	25.80	Dinner for Election Judges
17-160	Inv. # 2016-147.001	W/S	2196	SGM Engineers	1386.00	Professional Services: through December 31, 2016; Sewer System Condition Assessment and I/I Study; Sewer System Improvements
17-161		General	4696	Cash	25.00	Petty cash for General Fund petty cash drawer
17-162	Inv. # 18438345	General	4698	Pinnacol Assurance	4347.50	*2017 Worker's Compensation and Audit Adjustment
17-162	Inv. # 18438345	W/S	2197;2199	Pinnacol Assurance	4347.50	*2017 Worker's Compensation and Audit Adjustment
17-163	Inv. # 177163	W/S	2198	USA Bluebook	1010.24	Water supplies: (1) 20GPD; 150 PSI; (1) KOPkit; plus freight
				<b>Total February Bills</b>	<b>45,716.96</b>	

**Town of Saguache-General**  
**Profit & Loss Budget vs. Actual**  
 January 1 through February 14, 2017

	Jan 1 - Feb 14, 17	Budget	% of Budget
<b>Income</b>			
4205.2 · GOCO Grant - Apline Acheivers	0.00	106,135.00	0.0%
4205.1 · Grant - Town Administrator	0.00	33,750.00	0.0%
4205 · Grant - Town Hall Renovation	0.00	66,224.00	0.0%
4111 · Sales Tax - Law Enforcement	6,125.16	30,000.00	20.4%
4204a · Historical Fees for Publishing	0.00	250.00	0.0%
4141 · Utilities Permit	0.00	100.00	0.0%
4203 · CB Rent	0.00	1,200.00	0.0%
4100 · Property Taxes	5,285.74	63,875.00	8.3%
4105 · SOT	1,694.12	8,200.00	20.7%
4110 · Sales Tax	6,125.16	32,300.00	19.0%
4120 · Franchise Tax- Xcel Energy	3,528.39	17,100.00	20.6%
4125 · Interest on Deliquent Taxes	0.00	150.00	0.0%
4130 · Liquor Licenses	0.00	325.00	0.0%
4135 · Business Licenses and Permits	283.75	750.00	37.8%
4140 · Building Permits	20.00	600.00	3.3%
4142 · Dog Permits	5.00	1,300.00	0.4%
4143 · Business Tax (Century Tel)	504.00	500.00	100.8%
4145 · Rural and Urban Motor Vehicle	304.50	2,500.00	12.2%
4155 · Highway Users Tax	2,029.59	25,000.00	8.1%
4160 · Court Costs	20.00	100.00	20.0%
4162 · Traffic Fines	70.00	100.00	70.0%
4164 · Other Fines	65.00	100.00	65.0%
4180 · Interest on Investments	42.94	180.00	23.9%
4202 · Miscellaneous Revenue	1.50	500.00	0.3%
<b>Total Income</b>	<b>26,104.85</b>	<b>391,239.00</b>	<b>6.7%</b>
<b>Gross Profit</b>	<b>26,104.85</b>	<b>391,239.00</b>	<b>6.7%</b>
<b>Expense</b>			
5030 · Planning Commission			
5795 · Miscellaneous	0.00	100.00	0.0%
5720 · Supplies	0.00	50.00	0.0%
<b>Total 5030 · Planning Commission</b>	<b>0.00</b>	<b>150.00</b>	<b>0.0%</b>
5000 · General Government			
5180 · GOCO Grant - Alpine Acheivers	0.00	106,135.00	0.0%
5101 · Town Administrator Wages/Salary	937.50	11,875.00	7.9%
5100 · Salary Admin - Town Clerk	1,663.95	21,800.00	7.6%
5105 · FICA & Medicare	745.89	2,585.00	28.9%
5108 · State Unemployment	29.09	105.00	27.7%
5110 · State Compensation Insurance	1,148.75	1,000.00	114.9%
5115 · Health Insurance	2,340.71	3,500.00	66.9%
5120 · Office Supplies	1,569.44	5,000.00	31.4%
5125 · Telephone	134.99	810.00	16.7%
5130 · Utilities	1,099.79	2,800.00	39.3%
5135 · Publishing	0.00	1,000.00	0.0%
5140 · Insurance and Bonds	5,451.00	3,700.00	147.3%
5145 · Repair and Maintenance	0.00	300.00	0.0%
5160 · Audit and Accounting	0.00	2,500.00	0.0%
5168 · Legal and Professional Services	1,523.38	20,000.00	7.6%
5170 · Elections	175.80	1,000.00	17.6%
5175 · Capital Outlay Town Hall Renova	0.00	88,224.00	0.0%
5190 · Treasurer's Fees - County	136.69	1,200.00	11.4%
5195 · Miscellaneous Expense	71.03	2,000.00	3.6%
<b>Total 5000 · General Government</b>	<b>17,028.01</b>	<b>275,534.00</b>	<b>6.2%</b>

11:55 AM

02/14/17

Cash Basis

**Town of Saguache-General**  
**Profit & Loss Budget vs. Actual**  
 January 1 through February 14, 2017

	Jan 1 - Feb 14, 17	Budget	% of Budget
<b>5005 · Auxiliary Services</b>			
5211 · Donations (Ambulance/Fire Dept)	0.00	1,000.00	0.0%
5155 · Dues & Subscriptions	155.00	550.00	28.2%
5150 · Travel and Training	170.00	2,500.00	6.8%
5210 · Saguache Community Grant	0.00	1,500.00	0.0%
5225 · CML/CPI Dues	400.00	500.00	80.0%
5295 · Miscellaneous	15.00	100.00	15.0%
<b>Total 5005 · Auxiliary Services</b>	<b>740.00</b>	<b>6,150.00</b>	<b>12.0%</b>
<b>5010 · Public Safety</b>			
5304 · Law Enforcement Sales Tax	8,391.62	30,000.00	28.0%
5300 · Salary - Municipal Judge	50.00	600.00	8.3%
5303 · Law Enforcement/Code Enforcemen	0.00	21,000.00	0.0%
5305 · FICA & Medicare	0.00	50.00	0.0%
5308 · State Unemployment	0.00	5.00	0.0%
5310 · State Compensation Insurance	50.00	50.00	100.0%
5320 · Postage and Court Supplies	0.00	100.00	0.0%
5380 · Dog Pound Services	165.00	2,000.00	8.3%
5390 · Donation to HazMat Team	0.00	70.00	0.0%
5395 · Miscellaneous	0.00	100.00	0.0%
<b>Total 5010 · Public Safety</b>	<b>8,656.62</b>	<b>53,975.00</b>	<b>16.0%</b>
<b>5015 · Highway and Streets</b>			
5421 · GPS Work - Infrastructure	0.00	1,000.00	0.0%
5425 · Lease Purchase - Backhoe/Excava	17,381.16	17,625.00	98.6%
5402 · Maintenance Worker 3	-1,484.31	5,750.00	-25.8%
5400 · Salaries - Public Works Maint 1	422.63	9,360.00	4.5%
5401 · Salaries - Public Works 2	607.18	8,000.00	7.6%
5405 · FICA & Medicare	-573.72	1,770.00	-32.4%
5408 · State Unemployment	-22.49	70.00	-32.1%
5410 · State Compensation Insurance	3,148.75	3,000.00	105.0%
5415 · Health Insurance	1,138.07	2,000.00	56.9%
5420 · Supplies	99.25	3,000.00	3.3%
5445 · Repairs & Maintenance	3,818.04	16,200.00	23.6%
5460 · Street Repair/Paving	265.63	1,500.00	17.7%
5465 · Street Lighting	2,697.68	18,000.00	15.0%
5470 · Fuel and Oil	474.19	3,500.00	13.5%
5475 · Capital Outlay	0.00	15,000.00	0.0%
5482 · Mosquito Control	0.00	3,000.00	0.0%
5495 · Miscellaneous Expense	5.98	500.00	1.2%
<b>Total 5015 · Highway and Streets</b>	<b>27,978.04</b>	<b>109,275.00</b>	<b>25.6%</b>
<b>5020 · Sanitation</b>			
5520 · Supplies	90.95	200.00	45.5%
5595 · Miscellaneous	0.00	100.00	0.0%
<b>Total 5020 · Sanitation</b>	<b>90.95</b>	<b>300.00</b>	<b>30.3%</b>
<b>5025 · Culture</b>			
5685 · Historical Cost- Expense	0.00	100.00	0.0%
5620 · Supplies	38.26	400.00	9.6%
5630 · Utilities - Com Bldg/Town Parks	1,194.24	4,000.00	29.9%
5645 · Repairs and Maintenance	0.00	125.00	0.0%
5675 · Capital Outlay	0.00	500.00	0.0%
5690 · Transfer frunds to Rec Fund	0.00	1,000.00	0.0%
5695 · Miscellaneous	0.00	100.00	0.0%
<b>Total 5025 · Culture</b>	<b>1,232.50</b>	<b>6,225.00</b>	<b>19.8%</b>
<b>6560 · Payroll Expenses</b>	<b>26.25</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>55,752.37</b>	<b>451,609.00</b>	<b>12.3%</b>
<b>Net Income</b>	<b>-29,647.52</b>	<b>-60,370.00</b>	<b>49.1%</b>

**Town of Saguache - Water and Sewer  
Profit & Loss Budget vs. Actual  
January 1 through February 14, 2017**

	Jan 1 - Feb 14, 17	Budget	% of Budget
<b>Income</b>			
4100 · Water Sales-water	17,258.01	127,440.00	13.5%
4101 · Charges for Sewer	16,692.77	121,320.00	13.8%
4105 · Tap Fees Customer Contr-water	0.00	1,000.00	0.0%
4106 · Tap Fees - Customer - Sewer	0.00	1,000.00	0.0%
4108 · Out of Town Water Sales	1,142.20	4,200.00	27.2%
4109 · Out of Town Sewer Sales	214.20	1,800.00	11.9%
4110 · Interest on Investments-water	37.97	475.00	8.0%
4196 · Sewer Grant -DOLA	0.00	22,000.00	0.0%
4198 · Sewer Grant - CDPHE	0.00	10,000.00	0.0%
<b>Total Income</b>	<b>35,345.15</b>	<b>289,235.00</b>	<b>12.2%</b>
<b>Gross Profit</b>			
	35,345.15	289,235.00	12.2%
<b>Expense</b>			
5030 · Operating Expenditures-water			
5100 · Sal - Town Clerk-water	2,211.41	12,200.00	18.1%
5100.1 · Town Administrator Wages/Salary (Wages/Salary Expenses)	1,875.00	11,875.00	15.8%
5101 · Sal - Deputy Town Clerk-water	1,639.65	9,700.00	16.9%
5102 · Salaries - Maintenance 1	1,707.13	9,360.00	18.2%
5103 · Salaries - Maintenance 2	1,512.42	8,000.00	18.9%
5104 · Maintenance Worker 3 (Seasonal worker ~June through August)	494.77	5,750.00	8.6%
5104a · Maintenance Worker 4 (Seasonal Worker - June through August)	0.00	685.00	0.0%
5105 · FICA & Medicare-water	720.14	4,470.00	16.1%
5108 · State Unemployment Tax-water	28.00	1,750.00	1.6%
5110 · State Compensation Ins-water	2,173.75	1,000.00	217.4%
5115 · Health Insurance-water	1,408.52	5,500.00	25.6%
5119 · GPS Work - Infrastructure	0.00	1,000.00	0.0%
5120 · Office Supplies & Postage-water	630.84	5,000.00	12.6%
5121 · Publishing - Water	0.00	570.00	0.0%
5122 · Ditch Work/Maintenance	0.00	3,500.00	0.0%
5123 · Telephone - Shop (Telephone, DSL, Long Distance in Town Shop)	67.50	600.00	11.3%
5124 · Lease Purchase - Backhoe/Excava (Lease payment on new backhoe)	17,381.16	17,625.00	98.6%
5125 · Fuel and Oil	118.70	1,200.00	9.9%
5130 · Utilities-water	2,790.68	22,000.00	12.7%
5135 · Water Sample Fees-water	60.00	2,500.00	2.4%
5140 · Insurance & Bonds-water	2,701.50	3,700.00	73.0%
5145 · Repair & Maintenance-water	2,893.38	20,750.00	13.9%
5155 · Supplies-water	0.00	7,500.00	0.0%
5155a · Dues Colo Rural Water Assoc. (annual dues)	175.00	200.00	87.5%
5160 · Audit and Accounting-water	0.00	2,500.00	0.0%
5161 · Legal and Professional Services	6,124.29	15,000.00	40.8%
5165 · Water Superintendent Fees (Fred Hand)	225.00	2,600.00	8.7%

**Town of Saguache - Water and Sewer  
Profit & Loss Budget vs. Actual  
January 1 through February 14, 2017**

02/14/17  
Cash Basis

	Jan 1 - Feb 14, 17	Budget	% of Budget
5170 · Travel and Training	0.00	700.00	0.0%
5195 · Miscellaneous-water	52.00	150.00	34.7%
<b>Total 5030 · Operating Expenditures-water</b>	<b>46,990.84</b>	<b>175,810.00</b>	<b>26.7%</b>
<b>5035 · Non-Operating Expenses-water</b>			
5220 · Capital Outlay-water	0.00	50,000.00	0.0%
5225 · Public Water System Fee	0.00	220.00	0.0%
<b>Total 5035 · Non-Operating Expenses-water</b>	<b>0.00</b>	<b>50,220.00</b>	<b>0.0%</b>
<b>5200 · Operating Expenditures - Sewer</b>			
5201 · Salaries Town Clerk-Sewer	2,211.41	12,200.00	18.1%
5201.1 · Town Administrator Wages/Salary (Wages/Salary Expenses)	1,875.00	11,875.00	15.8%
5201a · Salaries - Deputy Clerk	1,639.65	9,700.00	16.9%
5201b · Salaries - Maintenance 1	1,707.12	9,360.00	18.2%
5201bb · Salaries - Maintenance 2	1,512.42	8,000.00	18.9%
5201bc · Maintenance Worker 3 (Seasonal worker June through August)	494.77	5,750.00	8.6%
5201bd · Maintenance Worker 4 (Seasonal worker- June through August)	0.00	685.00	0.0%
5201c · Sewer Superintendent Fees (Fred Hand)	225.00	2,600.00	8.7%
5202 · FICA & Medicare	720.15	4,470.00	16.1%
5202a · State Unemployment	27.98	175.00	16.0%
5203 · State Compensation - Sewer	2,173.75	1,000.00	217.4%
5204 · Office Supplies & Post-Sewer	630.83	5,000.00	12.6%
5205 · Fuel and Oil	69.14	600.00	11.5%
5206 · Publishing -Sewer	0.00	700.00	0.0%
5207 · Utilities - Sewer Lagoon	149.92	700.00	21.4%
5208 · Supplies -Sewer Lagoon	0.00	25,000.00	0.0%
5209 · Insurance & Bonds - Sewer	2,701.50	3,700.00	73.0%
5210 · Maint. -Sewer Lagoon -Jetting	0.00	3,000.00	0.0%
5211 · Infiltration Monitoring	0.00	3,000.00	0.0%
5212 · Sewer Monitoring - Sewer	660.00	3,500.00	18.9%
5213 · Audit & Accounting - Sewer	0.00	2,500.00	0.0%
5214 · Legal and Professional Services	0.00	3,000.00	0.0%
5217 · Health Insurance	1,408.54	5,500.00	25.6%
5218 · Repairs and Maintenance	1,611.42	10,750.00	15.0%
5219 · Travel and Training	0.00	700.00	0.0%
5220.a · GPS Work- Infrastructure	0.00	1,000.00	0.0%
5221 · Telephone - Town Shop (Telephone, DSL, Long Distance for Town Shop)	67.49	600.00	11.2%
5222 · Lease Purchase - Backhoe/Excava	17,381.15	17,625.00	98.6%
<b>Total 5200 · Operating Expenditures - Sewer</b>	<b>37,267.24</b>	<b>152,690.00</b>	<b>24.4%</b>

**Town of Saguache - Water and Sewer  
Profit & Loss Budget vs. Actual  
January 1 through February 14, 2017**

02/14/17  
Cash Basis

	Jan 1 - Feb 14, 17	Budget	% of Budget
5300 - Non-operating expenditures-sewe			
5301.1 - Dept. of local Affairs - Match (DOLA- Town match)	0.00	22,000.00	0.0%
5301.2 - Colo. Dept. of Public Health- M (Town Match CDPHE Grant)	0.00	10,000.00	0.0%
5303 - Capital Outlay	1,386.00	0.00	100.0%
5304 - Permit Fee (#COG589103)	0.00	1,245.00	0.0%
<b>Total 5300 - Non-operating expenditures-sewe</b>	<b>1,386.00</b>	<b>33,245.00</b>	<b>4.2%</b>
<b>Total Expense</b>	<b>85,644.08</b>	<b>411,965.00</b>	<b>20.8%</b>
<b>Net Income</b>	<b>-50,298.93</b>	<b>-122,730.00</b>	<b>41.0%</b>

11:56 AM

02/14/17

Cash Basis

**Town of Saguache-General Improvement**  
**Profit & Loss Budget vs. Actual**  
 January 1 through February 14, 2017

	Jan 1 - Feb 14, 17	Budget	% of Budget
<b>Income</b>			
4100 · Sales Tax - Town 2%	24,500.64	90,000.00	27.2%
4110 · Interest on Investments	15.98	175.00	9.1%
4180 · Grant Requests	0.00	35,000.00	0.0%
4190 · Miscellaneous	500.00	960.00	52.1%
<b>Total Income</b>	<b>25,016.62</b>	<b>126,135.00</b>	<b>19.8%</b>
<b>Expense</b>			
<b>5015 · Highways &amp; Streets</b>			
5100 · Salaries - Maintenance 1	1,707.12	9,360.00	18.2%
5101 · Salaries - Maintenance 2	1,512.42	8,000.00	18.9%
5102 · Maintenance Worker 3	494.77	5,750.00	8.6%
5103 · Maintenance Worker 4	0.00	685.00	0.0%
5104 · Town Administrator salary/Wages	1,875.00	11,875.00	15.8%
5105 · FICA & Medicare	427.58	2,750.00	15.5%
5108 · State Unemployment Tax	16.74	110.00	15.2%
5115 · Health Insurance	672.27	2,320.00	29.0%
5140 · Street Maints. & Paving	0.00	45,000.00	0.0%
5195 · Miscellaneous	0.00	150.00	0.0%
<b>Total 5015 · Highways &amp; Streets</b>	<b>6,705.90</b>	<b>86,000.00</b>	<b>7.8%</b>
<b>5025 · Culture &amp; Recreation</b>			
5250 · Tree Trimming, Removal & Replac	0.00	10,000.00	0.0%
5520.1 · History Colorado Dunn Block	0.00	15,000.00	0.0%
5520.2 · History Colo Grant - Purchase	0.00	35,000.00	0.0%
<b>Total 5025 · Culture &amp; Recreation</b>	<b>0.00</b>	<b>60,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>6,705.90</b>	<b>146,000.00</b>	<b>4.6%</b>
<b>Net Income</b>	<b>18,310.72</b>	<b>-19,865.00</b>	<b>-92.2%</b>



Town of Saguache-Conservation Trust  
**Profit & Loss Budget vs. Actual**  
January 1 through February 14, 2017

	<u>Jan 1 - Feb 14, 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
4110 · Interest on Investments	2.32	15.00	15.5%
4115 · Other Income	0.00	12,000.00	0.0%
4120 · State Lottery Funds	0.00	4,600.00	0.0%
<b>Total Income</b>	<u>2.32</u>	<u>16,615.00</u>	<u>0.0%</u>
<b>Expense</b>			
5025 · Culture & Recreation			
5150 · Park Maintenance	335.00	7,240.00	4.6%
5190 · Miscellaneous	0.00	200.00	0.0%
<b>Total 5025 · Culture &amp; Recreation</b>	<u>335.00</u>	<u>7,440.00</u>	<u>4.5%</u>
<b>Total Expense</b>	<u>335.00</u>	<u>7,440.00</u>	<u>4.5%</u>
<b>Net Income</b>	<u>-332.68</u>	<u>9,175.00</u>	<u>-3.6%</u>

Town of Saguache- Saguache Recreation  
**Profit & Loss Budget vs. Actual**  
January 1 through February 14, 2017

	<u>Jan 1 - Feb 14, 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
4120. Transfer from General Fun	0.00	1,000.00	0.0%
<b>Total Income</b>	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
<b>Expense</b>			
5025. Culture & Recreation- Pow	0.00	1,000.00	0.0%
5029. Christmas Tree Lighting	0.00	200.00	0.0%
5190. Miscellaneous Expense	0.00	400.00	0.0%
<b>Total Expense</b>	<u>0.00</u>	<u>1,600.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u>0.00</u>	<u>-600.00</u>	<u>0.0%</u>

Sheriff  
Dan Warwick



UnderSheriff  
James McCloskey

## Saguache County Sheriff's Office

530 5<sup>th</sup> Street Saguache Co, 81149

Phone: (719)655-2544 Fax: (719)655-2240

E-Mail: [dwarwick@saguachecounty-co.gov](mailto:dwarwick@saguachecounty-co.gov)

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### Saguache Town Board Meeting 12/19/16

Criminal Calls for Service that generated reports: 4 11/10/2016-12/14/2016

- 1) Criminal Mischief - 0
- 2) Sex Assault – 0
- 3) Warrant Arrest – 0
- 4) Harassment - 1
- 5) Death- 0
- 6) Theft – 0
- 7) Burglary – 0
- 8) Domestic Violence – 0
- 9) Calls for attempted suicide - 0
- 10) Traffic - 0
- 11) Indecent Exposure – 0
- 12) False Reporting – 0
- 13) 911 – 0
- 14) Trespass – 0
- 15) Violation of Restraining order – 1
- 16) Other incidents – 2
- 17) Animal calls - 0
- 18) Search and Rescue – 0
- 19) Assault – 0
- 20) Missing person - 0

Traffic citations issued – 0

Regular security checks and patrolling. There are always cold cases that are being worked on that are not reflected in the calls.

Respectfully submitted,  
Dan Warwick, Sheriff

This is a thank you for sponsoring our attendance at Savings Places Conference. It was a wonderful time hearing presenters from all branches of historic preservation. Networking with others and sharing our story. I, May, spent a day at the Capital while Leigh Anne and Byron attended sessions at the conference. My contacts with Senator Crowder and Representative Valdez allowed me to tell them about Saguache and enlist their support with our preservation efforts. And seeing the recent restoration of our beautiful capital building, walking the halls, listening to legislative sessions and meeting legislators in their offices was a wonderful experience

The three of us attended many different sessions and have gained a great amount of information about historic preservation that we can use to benefit in Saguache.

I stayed for the fourth day to attend History Colorado's Camp. There I listened to three speakers from NAPC, National Alliance of Preservation Commissions. There I heard more to help our commission with preservation.

*May Engquist*



Rese Garcia &lt;townclerk@townofsaguache.org&gt;

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**Fwd: ThankyoutoTownBoard.pdf**

1 message

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**May Engquist** <mayengquist@icloud.com>  
To: Rese Garcia <townclerk@townofsaguache.org>

Mon, Feb 13, 2017 at 3:23 PM

Sent from my iPhone

Begin forwarded message:

**From:** J Byron Williams <jbyronwilliams4570@gmail.com>  
**Date:** February 8, 2017 at 9:02:54 AM MST  
**To:** May Engquist <mayengquist@icloud.com>  
**Cc:** Leigh Ann & Stryder Buniger <duncale@gmail.com>  
**Subject:** Re: ThankyoutoTownBoard.pdf

I would like to echo May's thanks. Despite my total daze with being in the city, the conference gave me the chance to gain much useful information that I will be able to pass on to others on the commission.

Thank you for the opportunity to attend.

Byron Williams

On Tue, Feb 7, 2017 at 3:43 PM, May Engquist <mayengquist@icloud.com> wrote:

Hey fellow HPC friends. I wrote this thank you to give to the town board and I'd like your comments and additions.

May

Sent from my iPad

# SLV Branding Initiative

## I. Introduction

What began as a discussion on a valley wide marketing effort, has become a genuine economic development exercise lead by an ad hoc group called the Valley Initiative Partners (VIP) in conjunction with Governor Hickenlooper's 2.0 Blueprint Initiative through Colorado OEDIT. Valley resident Eric Grossman is the Project Lead facilitating the grant for the SLV Brand development on behalf of VIP, and we are now four months into a ten month project deliverable. Prior to this appointment, Eric served as a former local Mayor, SLV COG Chairman, and a member of the CML Executive Board. At the closing of this grant, we will have developed a region-wide brand along with the marketing plan to administer it. This includes a logo, tagline, target list of industries to engage, and a budgeted framework to implement subsequent phases.

## II. VIP / Project Background

In early 2015, Gabrielle Aragon, a town trustee for San Luis, Colorado, and an alumna of Adams State University, met with Sam Mamet, executive director of the Colorado Municipal League (CML), to explore how Adams State University (ASU) and local governmental bodies might form a more effective partnership. Following this conversation in Denver, Sam and local ASU professor Ed Crowther convened an initial "wild idea" meeting of valley leaders. The "idea" was to foster more cooperation between ASU, CML, along with other various SLV partners, to explore better cooperation / communication, look at gaps, and new ways those indentified gaps might be filled. Within a few short months an ongoing resource guide was developed and shortly thereafter, an MPA program began promoting homegrown valley leadership.

A third project, the "SLV Branding Initiative," was identified, researched, and launched from a branding grant opportunity of the 2.0 program in late summer of 2016. The process has given VIP training and mentor access through Colorado OEDIT along with a professional firm, Development Counsellors International (DCI) who works exclusively with regions & government agencies in developing brand machines for their clients. This team is guiding VIP through the grant project deliverable.

## III. Need

Numerous studies over the years have indentified that the San Luis Valley has much less name recognition than "the front range" or "western slope" and previous campaigns to build an SLV brand have been financially and politically prohibitive. VIP with its momentum & the OEDIT grant have combined those reports, suggestions, current research and motivated stakeholders into a condensed project that is doable in a short amount of time, and very implementable upon conclusion. This pursuit features the low development cost necessary via a valley wide unification project to adequately compete in a 21<sup>st</sup> century, global environment. SLV Branding Initiative is an exceptional moment to address a long standing valley-wide need.

#### **IV. Solution**

The SLV Branding Initiative will be accomplished by identifying all SLV assets and characteristics, while simultaneously undertaking a methodical outreach plan traveling to communities throughout the six county region as VIP works on the mentors' creation template. This process will ensure the brand buy in locally to allow for the implementation to be successful. Therefore, by attending multiple local government, service organization, and chamber meetings while the brand is still in development, we solidify consistent, professional messaging outside of our region. A message that is a genuine one on one, look each person in the eye type of approach for which we're known and at times, forget to utilize. As a by product, a foundation for trust will be developed helping all kinds of local entities and facilitating the founding mission of VIP.

#### **V. Benefits**

As a stand alone project, simply having a legitimate Valley Brand will be a positive development. In addition, the long term benefits of our outreach program will provide the local ownership needed to transcend the historic, disjointed, silo-mentality that had us unfortunately competing internally though never intended. Community identifications and existing marketing pursuits are not changed at all by this project.

#### **VI. Evaluation**

Part of the grant process with our mentors' assistance, is to establish the metrics necessary to evaluate as needed how successful or unsuccessful we have been in our economic targets, and the effectiveness of the story we used to attract them. SLV Branding Initiative moving forward will be available to valley partners public and private.

#### **VII. Cost**

VIP is budgeting a complete OEDIT Grant deliverable (through phase one) for only \$10,000, with this frugality being achieved by numerous in kind contributions of VIP and their supporters. Through a strategic cooperation with Development Resources Group (DRG) providing fiscal sponsorship, it makes each and every contribution an Enterprise Zone Tax Deductible Donation to a very meaningful and long overdue region-wide effort. Any surplus funds will roll over to subsequent phases.

#### **VIII. Conclusion**

This Project is a long term economic game changer for the SLV, and the timing could not be more appropriate with the progress of numerous groups valley-wide.

Thanks for your support of the SLV Branding Initiative. If contributing please note the following:

"SLV ZoneMarketing / Administration" or "SLVDRG" & in check notation "VIP Branding."  
c/o: DRG P.O. Box 300 Alamosa CO 81101

\* Contact Info \* Attn: Eric Grossman - Project Lead [slvbrandinginitiative@gmail.com](mailto:slvbrandinginitiative@gmail.com) 415.760.1986

February 8, 2017

Trustees, Town of Saguache

Re: Request for donation to Colorado Preservation, Inc.

This is a request from the Saguache Historic Preservation Commission (HPC) asking for a donation of \$200.00 to contribute to a fundraising goal of \$5,000.00, for furthering the work of Colorado Preservation, Inc.

Colorado Preservation, Inc (CPI) has been instrumental in the revitalization of 4th Street. They were the catalyst that drove that effort to completion. They continue to offer advice and support on projects that we address. Several members of the Historic Preservation Commission were able to attend the 2017 Saving Places Conference which CPI sponsors. They awarded one of us a discounted registration fee as support for our attendance.

The HPC greatly appreciates our association with CPI and ask for your approval of this request.

Historic Preservation Commission

May Engquist, Chair

Byron Williams, Vice Chair

and members, Leigh Ann Buniger, Adrienne Garbini, Kelsey Hauck, Sara Fernandez



February 9, 2017

Saguache Town Board

I wish to resign as the Town Board Member of the Saguache Planning Commission.  
Effective February 9, 2017

May Engquist

# Memorandum of Understanding

## Town of Saguache (Fiscal Agent) and Alpine Achievers Initiative

This document describes the agreed-upon responsibilities and expectations between the Town of Saguache (Fiscal Agent) and Alpine Achievers Initiative for the use of funds received through the Great Outdoors Colorado (GOCO) Inspire Initiative for the Backyard to Backcountry (B2B) Program. The purpose of B2B is to connect low-income and underserved youth living in the San Luis Valley to nature and the outdoors through backyard to backcountry, pre-k to high school, environmental education and outdoor recreation programming.

The Town of Saguache is partnering with AAI to provide the programmatic components of the B2B project. The programmatic components include: (1) elementary school programming; (2) middle school programming; (3) high school programming; (4) summer camp programming; (5) youth employment and career development programming; (6) after school programming; (7) support services including outreach, marketing, etc.

### RESPONSIBILITIES AND EXPECTATIONS

For this project the Town of Saguache serves as the Fiscal Agent. As the Fiscal Agent, the Town of Saguache is responsible for the following:

- Ensuring the program activities and finances of AAI are in compliance with GOCO requirements and state and federal regulations
- When possible and efficient, assisting collaborating organizations with transportation, translation, and other services needed to successfully implement their programming
- Distributing funding to AAI to implement their B2B programs as outlined within this MOU
- Reporting B2B activities and accomplishments to GOCO and other funders

Under this Agreement, AAI agrees to:

- Send a management level staff person to annual Town of Saguache meetings and any additional meetings required
- Implement the programs identified to be performed by AAI B2B within the attached Program Master Sheet, including putting forth a best effort to achieve the number of participants, hours per participant, and total program hours
- Participate in all AAI evaluation activities required by GOCO and the Town of Saguache
- Annually provide final reports for each program identified above to the Town of Saguache on the use of B2B funds and program outcomes, challenges, and opportunities

for each program no later than 60 days after the completion of the program for that year

- To keep documentation of all cash expenses and in-kind contributions related to each program identified above and provide such documentation to the Town of Saguache within 30 days of request for documentation of expenses
- Comply with all appropriate local, state, or federal laws and regulations regarding the use of funds provided through the B2B

#### DISBURSEMENT OF PROJECT FUNDS

The Town of Saguache and the Alpine Achievers Initiative have agreed to a three-year budget for each program identified within the Programming Master Sheet (**SEE ATTACHED, PROGRAM BUDGETS**). For each program the Town of Saguache will pay AAI up to 100% of the line item Funding Required from AAI within the agreed to budget for pathways to employment programs (youth corps, service learning, etc.) and up to 100% of the line item Funding Required from AAI within the agreed to budget for environmental education and outdoor recreation programming (elementary, middle, high school, family, summer camp, etc.) if AAI: (1) puts forth a best effort to deliver the program as described above; (2) AAI meets the match requirements set forth in this MOU and the attached PROGRAM BUDGETS.

Each December for the duration of AAI's participation in the B2B Program, the Town of Saguache will provide an upfront payment to AAI equal to 100% of the line item Funding Required within the agreed to budget for all programs to be delivered during the following twelve months (January - December).

To request the next year's funding, AAI must complete a final report (**SEE ATTACHED, FINAL REPORT**). The final report will provide AAI's actual cash expenses and in-kind contributions related to the program and program outcomes, challenges, and opportunities. The Town of Saguache will provide the following year's funding of the line item Funding Required from AAI within the agreed to budget in full within 45 days of receipt of the final report as long as AAI has met all responsibilities and expectations as outlined within this MOU.

#### MATCH REQUIREMENTS

Cash payments from the Town of Saguache for a program in any given year will not exceed either the percentage of cash match or percentage of total match (total match equals cash match plus in-kind match) identified within the agreed to budget for that year.

Payments from the Town of Saguache to AAI will not exceed the percentage of total match across all programs in any one year (**SEE ATTACHED, PROGRAM BUDGETS** for the total cash and in-kind match across all programs). For Example:

AAI can at their discretion make changes in spending across line items within the agreed to budget with the understanding that this may effect final payment if cash match and total match

requirements are not met in any one year or across all three years for any one or all programs. For example, if AAI increased cash spending on salary by \$100 and decreased cash spending on transportation by \$100 for a program than there would be no impact on final payment for that program.

In the event that the Town of Saguache directly pays cash expenses that were included in the agreed to budget, AAI will include those expenses within their final report for the purposes of determining final payment for the program and the Town of Saguache will deduct the amount already directly paid from the final payment owed to AAI. In the event that a cash expense directly paid by the Town of Saguache results in an overpayment of funds to AAI, AAI must return those funds to the Town of Saguache within 30 days of completing the final report for that program.

The Town of Saguache may request documentation of all expenses in order to confirm AAI's cash match and in-kind contributions for five years after receipt of a final report.

#### ADVANCE PAYMENTS

Cash payments from the Town of Saguache across all three years for one or all programs will not exceed either the percentage of cash match or percentage of total match (total match equals cash match plus in-kind match) across all five years for one or all programs identified within the agreed to budget.

In the event that the percentage of payment versus total match from the Town of Saguache to AAI in any one year exceeds the percentage of payment versus total match for the entire three years for any one or all programs, these additional funds should be considered an advance payment for future work. If AAI does not complete the planned future work or does not provide the appropriate amount of cash or total match in future years, then the portion of the advance payment that is an overpayment must be returned to the Town of Saguache within 30 days of AAI completing its participation in the B2B Program.

#### PERMITS AND LICENSES

AAI certifies to have all valid permits, licenses, certificates or other documents as required by the State, County, or other governmental or regulatory body to legally engage in and perform the services to be provided under this MOU. AAI and the individuals acting on behalf of AAI shall maintain, or obtain as necessary, all such certificates and licenses required and shall not allow any such certificate or license to be revoked or suspended. If AAI engages a subcontractor to furnish services to be provided under this MOU, AAI shall be responsible for ensuring that the subcontractor has obtained all required certificates and/or licenses.

#### INDEMNIFICATION

AAI agrees to indemnify, defend, and save harmless the Town of Saguache, its officers, agents, employees, and volunteers from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this MOU and from any and all claims and losses

resulting to any person, firm, or corporation who may be injured or damaged by AAI in the performance of this MOU. If AAI engages a subcontractor to furnish services to be provided under this MOU, AAI shall ensure that the subcontractor indemnifies the Town of Saguache.

#### INSURANCE

AAI shall maintain the following insurance in full force and effect during the term of this MOU:

- a. Commercial general liability insurance with limits not less than \$ 1,000,000.00 per occurrence and \$2,000,000.00 aggregate, which shall include the Town of Saguache, as additional insured and shall be primary and non-contributing with respect to any insurance or self-insurance program of the Town of Saguache;
- b. Automobile liability insurance with limits not less than \$1 ,000,000.00 per occurrence for owned, non-owned and hired vehicles; and
- c. Worker's compensation and employer's liability insurance, as required under the laws of the State of Colorado.

If AAI engages a subcontractor to furnish services to be provided under this MOU, AAI shall be responsible for ensuring that the subcontractor has obtained the above mentioned insurance.

#### MEDIATION

If there is a dispute pertaining to this MOU, AAI and the Town of Saguache will attempt to reach agreement by consensus. If consensus cannot be obtained, the two parties will utilize mediation in attempting to reach an agreement.

#### TIME PERIOD

This Memorandum of Understanding shall remain in place from February 14, 2017 through December 31, 2019 unless modified in writing before that date.

#### AMENDMENTS

Either party may request changes to this MOU and the attached PROGRAM BUDGETS. Any changes, modifications, revisions or amendments to this MOU or the PROGRAM BUDGETS which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by the Town of Saguache and AAI.

#### TERMINATION

This Agreement may be terminated in whole or in part by either the Town of Saguache or AAI without cause with 30 days written notice. Written notice of termination shall be given in

writing from either entity to the other entity and shall be sent via certified or registered mail with return receipt requested. Failure to honor any of the obligations stated above may also result in the termination of this Agreement. Upon termination of the MOU, any up-front or advance payments from the Town of Saguache to AAI that have not been used to provide the programming identified within the program outline in accordance with the agreed to budget and match requirements set forth in this MOU must be returned to the Town of Saguache.

Signatures of authorized agency representatives:

Town of Saguache

Alpine Achievers Initiative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Alpine Achievers Initiative  
GOCO Inspire Budget Breakdown  
2017**

	<i>Total</i>
<b>Expenditures</b>	
<b>600 Program Costs</b>	
605 AAI Staff Compensation	48,833
610 AAI Staff Payroll Expenses	3,240
624 Americorps Program	26,369
641 GOCO Program Supplies	10,000
642 YCC Contracted Services	15,000
Transportation- GOCO Implement	8,000
<b>Total 600 Program Costs</b>	<b>111,442</b>

**Alpine Achievers Initiative  
GOCO Inspire Budget Breakdown  
2018**

	<i>Total</i>
<b>Expenditures</b>	
<b>600 Program Costs</b>	
605 AAI Staff Compensation	48,833
610 AAI Staff Payroll Expenses	3,240
624 Americorps Program	21,369
641 GOCO Program Supplies	5,000
642 YCC Contracted Services	15,000
Transportation- GOCO Implement	6,000
<b>Total 600 Program Costs</b>	<b>99,442</b>

**Alpine Achievers Initiative  
GOCO Inspire Budget Breakdown  
2019**

	<i>Total</i>
<b>Expenditures</b>	
<b>600 Program Costs</b>	
605 AAI Staff Compensation	48,833
610 AAI Staff Payroll Expenses	3,240
624 Americorps Program	26,369
642 YCC Contracted Services	15,000
Transportation- GOCO Implement	6,000
<b>Total 600 Program Costs</b>	<b>99,442</b>
<b>TOTAL EXPENDITURES</b>	<b>310,326</b>

**APPENDIX 2-F**  
**CONSOLIDATED FEE SCHEDULE**

NOTE: This Fee Schedule may be revised by the Board of Trustees at its discretion.

**ADMINISTRATION**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Copies per 1 or 2 sided page	\$0.25	\$0.25
Fax, incoming per page	\$1.00	\$1.00
Fax, outgoing per page	\$1.50	\$1.50
Document Certification (Ordinances & Resolutions)	\$10.00	\$10.00
Notary Fee (per document)	\$2.00	\$2.00
Returned Check Fee	\$25.00	\$40.00
Bank Fees for NSF checks	Actual Cost	Actual Cost
Open Records Request, Atty/hr.	\$150.00	\$200.00
Open Records Request, Clerk/hr.	\$45.00	\$45.00
Open Records Request, support staff/hr.	\$20.00	\$25.00
Duplication of Audio Tapes or CDs (per item)	\$20.00	\$25.00
Publication Produced by Town	Based on Production Cost	Based on Production Cost
Verbatim Transcripts of Proceeding:		
15 minutes or less	\$30.00	\$30.00
Longer than 15 minutes (per minute)	\$2.00	\$2.00
Prepared by third party transcribers	Actual Cost	Actual Cost
Miscellaneous Fees	Per Cost	Per Cost

**BUILDING PERMITS**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Building Permit (valid for 1 year from date of issue)	\$20.00	\$30.00

**DOGS**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Dog License (annual)		
Spayed/neutered or pup	\$5.00	\$7.00
Not spayed or neutered	\$15.00	\$18.00
Replacement cost (dog tag)	\$1.00	\$3.00
Dog Pickup/Release (Town Hall)	New	\$20.00
Dog Pickup/Release (Conour Animal Shelter)/Monte Vista	\$50.00	\$75.00
Town Trip Fee – Conour Animal Shelter (76 mi. @ \$0.54)	\$24.32	\$41.00



**COMMUNITY BUILDING**

<i>Description</i>	<i>Deposit</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Daily Rent		\$50.00	\$75.00
Commercial Rent Daily		\$130.00	\$150.00
Nonprofit or Gov't Group Daily		\$25.00	\$50.00
Cleaning & Utility Charge (Non-Refundable) for al Rentals		\$25.00	\$50.00
No Liquor – Per Event (Refundable)	\$75.00		
Liquor – Per Event (Refundable)	\$75.00		
Commercial Rent Deposit (Refundable)	\$75.00		

**Deposit is waived for governmental groups or nonprofit,  
Liability insurance provided to Town prior to event**

**MUNICIPAL COURT**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Court Costs per Violation	\$20.00	\$35.00
Deferred Sentence (per Deferment)	\$30.00	\$45.00

*Additional penalty costs may be assessed as stipulated in Municipal Code*

**BUSINESS LICENSES**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Business License	\$12.00	\$25.00

**LIQUOR LICENSING**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
New License	\$1,000.00	\$1,200.00
New License with Concurrent Review	\$1,000.00	\$1,200.00
Transfer of Ownership	\$750.00	\$1,000.00
Hotel/Restaurant	\$75.00	\$125.00
Retail Liquor Store	\$22.50	\$50.00
Hotel/Tavern Manager's Registration	\$75.00	\$100.00
Bed & Breakfast Permit	\$25.00	\$50.00
Renewal Application	\$100.00	\$125.00
Late Renewal Application	\$500.00	\$500.00
Change of Location	\$750.00	\$750.00
Corporation/LLC Change	\$100.00	\$150.00
CBI Fingerprint	\$100.00	\$125.00
Special Events Permit 3.2%	\$10.00	\$50.00
Special Events Permit Liquor	\$25.00	\$75.00
Special Events Permit Processing	\$50.00	\$50.00
Temporary Permit	\$100.00	\$125.00
Processing	\$50.00	\$50.00

**SALES TAX DEPOSIT**

<i>Description</i>	<i>Fee</i>	<i>Notes</i>
Deposit	\$250.00	See Section 6-5-80

**PLANNING**

Description	2016 Fee	2017 Fee
Re-Zoning	\$100.00	\$125.00
Variance	\$300.00	\$350.00
PUD w/P and Z Hearing – Conditional Use	\$300.00	\$350.00
Vacation of Public Right-of-Way	\$300.00	\$500.00
Zoning Map Change	\$300.00	\$500.00
Annexation Application	\$1,000.00	\$1,500.00

*Per Ordinance No. 2008-10, any expenses exceeding initial fee must be paid by applicant.*

**UTILITIES**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Water Tap	\$1,000.00	\$1,500.00
Water Permit	\$35.00	\$50.00
Sewer Tap	\$1,000	\$1,500.00
Sewer Permit	\$25.00	\$50.00
Water Reconnect	\$15.00	\$30.00 (Subsection 13-1-180(b))
Monthly Fees:		
In-Town Water	\$25.50	\$30.00
In-Town Sewer	\$25.50	\$34.00
Out-of-Town Water	\$51.00	\$56.00
Out-of-Town Sewer	\$51.00	\$56.00
Water Meter:		
Base Rate (first 10,000 gallons)	2 x In-Town Water	\$60.00
Excess per each 1,000 gallons	0.1 x base rate	\$6.00
Water/Sewer Due Date: 1st day of month		
Water/Sewer Late Date: 15th day of month		
Late Fee Charged: 16 <sup>th</sup> day of month	\$10.00	\$10.00 to be charged on the 15 <sup>th</sup> day of each month bill is past due. (Not to exceed \$50.00)
Penalty for unauthorized or cross-connection after 30 day notice.	New	10% of tap fee per month of non-compliance. (\$150.00)

**TOWN OF SAGUACHE - TEN YEAR WATER/SEWER RATE PLAN**

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>WATER</b>	\$30.00	\$30.00	\$33.00	\$33.00	\$36.00	\$36.00	\$39.00	\$39.00	\$42.00	\$45.00
<b>SEWER</b>	\$34.00	\$34.00	\$35.00	\$35.00	\$36.00	\$36.00	\$37.00	\$37.00	\$38.00	\$38.00
<b>TOTALS:</b>	\$64.00	\$64.00	\$68.00	\$68.00	\$72.00	\$72.00	\$76.00	\$76.00	\$80.00	\$83.00

Approved by Town Board on February 14, 2017 with an effective date of March 1, 2017.

Town of Saguache

\_\_\_\_\_  
Greg Terrell, Mayor

ATTEST:

\_\_\_\_\_  
Therese Garcia, Town Clerk



December 19, 2016

RECEIVED DEC 27 2016  
RECEIVED DEC 27 2016

Town Of Saguache  
PO Box 417  
Saguache, CO 81149-0417

Dear Friends,

*goes with*

Happy Holidays! No matter your political *slant, you can agree that* there are imminent changes afoot in the political area. Historic *preservation is an exception and is not* immune to these potential changes, and *perhaps 2/14/17* many of the current programs in place to come under scrutiny and review. *minutes* Are we up to the challenge? Are our historic resources protected to the extent that current political circumstances require? Now, as ever, is the time to demonstrate your support for Colorado Preservation.

Colorado Preservation is on the leading edge of preservation in Colorado:

- **Legislative Directives:** Working to sway and shape the future of preservation-related legislation, community priorities and decisions. We work regularly with lobbyists at the State Capitol to stay abreast of and to inform our political leaders, oftentimes simply highlighting projects and successes in their jurisdictions.
- **Endangered Places Program:** CPI's active Endangered Places Program continually works with identified historic resources to raise awareness, explore funding options, and move properties up the list to the status of "SAVE".
- **Preservation Projects:** Acting as a catalyst and advisor in the collaborative nature of preservation projects to make them a reality.
- **Saving Places Conference:** Unveiling an updated economic benefits study 2017 Saving Places Conference (Feb. 1-4) to make the clear case for preservation, not just as a charming idea, but as an economic tool!

**Please help us to meet our fundraising goal of \$5,000 to shepherd Colorado's preservation efforts through the uncertain political stage ahead.** Your support will assist Colorado Preservation in preserving Colorado's history and the places that define our legacy, our lives, and you!

Sincerely,

Jennifer Orrigo Charles  
Executive Director

# NOTICE OF PUBLIC MEETING

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## TOWN OF SAGUACHE

### Board of Trustees

### Agenda

### For

### Special Session

January 30, 2017

Road & Bridge Meeting Room

305 3<sup>rd</sup> Street

6:00 p.m.

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting Town Hall: Address - 504 San Juan, Saguache Colorado 81149, Phone - 719-655-2232, FAX - 719-655-2699, email – [townclerk@townofsaguache.org](mailto:townclerk@townofsaguache.org). We would appreciate it if you would contact us at least 48 hours in advance of the scheduled event so arrangement can be made to locate the requested auxiliary aid(s)

1. Call to Order
2. Review/Discuss/Approve Liquor License Renewal for Mountain Liquor – Dale Hazard
3. Discuss/Approve Recommendation from Interview Committee and Appointment of Town Attorney
4. Discuss/Approve Retainer Agreement with Town Attorney
5. Discuss/Approve Resolution 2017 – B: Designation of Official Status for the Calendar Year 2017 for the Town of Saguache
6. Discuss/Review/Approve Letter of Support for Saguache Works
7. Discuss/Review/Approve requested reduction of Water/Sewer Accounts attributable to Saguache Works
8. Discuss/Review/Approve Submission of Saguache County Conservation Trust Fund Grant
9. Executive Session (if needed):
10. Adjournment