

Town of Bayfield
Regular Town Board Meeting
May 17th, 2011
1199 US Highway 160B Bayfield, CO 81122

Town Board Members Present: Rick Smith (Mayor), Tom Au (Mayor Pro-Tem), Dan Ford, Justin Talbot, Gabe Candelaria, Ed Morlan, Debbi Renfro

Staff Present: Bob Ledger (Town Manager), Dirk Nelson (Town Attorney), Marianne Jones (Town Clerk), Chris Choate (Marshal), Elizabeth Jackson (Intern), Ron Saba (Director of Public Works)

Media Present: None

The meeting was called to order @ 7:02 p.m.

Minutes: Ed made a motion to approve the minutes from the May 3rd, 2011 Regular Town Board Meeting as submitted. Gabe seconded the motion. All were in favor, motion passed unanimously.

Public Input: Jim Frohm with the Pine River Heritage Society invited the Board to attend a grand opening ceremony at the Heritage Society Museum on May 28th, 2011 from 10 a.m. – 2:00 p.m.

No additional public input was offered so that portion of the meeting was closed.

Action Agenda Item #1: Approval of Bills

Rick reminded the Board that there was an additional invoice submitted on Friday to Stetz Consulting for \$4600.00 for energy auditing services at the Town Hall, Senior Center & Joint Maintenance Facility.

Marianne mentioned that there are also 3 additional invoices (copies were given to the Board at the meeting): \$84,719.25 to Riley Industrial Services for the Water Tank Recoating project & 2 invoices to Arrow Builders Incorporated totaling \$12,335.00 for the Sludge Bin Cover project at the sewer plant.

Gabe made a motion to approve the bills dated May 12th, 2011 and to include the four additional invoices to Stetz Consulting, Riley Industrial Services & Arrow Builders. Dan seconded the motion. All were in favor, motion passed unanimously.

Action Agenda Item #2: Town Updates

Gabe asked if the sewer camera is up and running.

Ron Saba answered that he will run the sewer camera once the ditches are turned on fully so that he can track infiltration. He plans to use the \$50,000 in the budget to fix some of the problems as they are found.

Action Agenda Item #3: Road Runner Transit Discussion

Bob introduced Peter Tregillus with Road Runner Transit.

Peter stated that Bayfield has been providing funding since 2006 to the Road Runner Transit Program. He explained that he wanted to give the Board an update on ridership numbers to review. The trip sheet for today was 9 people going to Durango in the morning and 9 people coming back to Bayfield in the evening. For the midday run, there were 4 people going each direction. He explained that these numbers are about average (although maybe a little low). Ridership really peaked in 2008 but has tapered off since that time. However, they have seen

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some increases in ridership numbers since gas prices have went up substantially. He explained that there are two types of riders who use public transit: transit dependant riders (people who do not have any other type of transportation) and choice rider (people who choose to use public transit to save money & avoid the hassle of driving). He explained that choice riders can generally save about \$1200-2400 dollars per year by using public transit.

Peter provided some overall ridership figures to the Board.

He explained that the reason he comes to the Board at this time is because the program has to submit their application for federal funding through CDOT on June 6th and they need to have a general knowledge of how much funding might be available from the partners contributing to the service. They provide a proposed budget and a proposed contribution schedule and try to get some knowledge of what the entities feel about the proposal.

Peter stated that the program is going to have to reduce the number of runs from Bayfield to Durango from 4 to 3 in order to secure funding (this was actually supposed to happen in 2011 but they were able to secure some funding to keep all 4 runs). The budget for 2012 is about 10% less than the 2011 budget due to funding losses.

Dan commented that the fuel & maintenance line items were substantially reduced between the first budget version and the second version that was presented to the Board.

Peter answered that he made a mistake when calculating fuel & maintenance costs on the first budget (because he left in a run that will no longer exist in 2012). He also made some corrections to insurance costs that were incorrect.

Dan asked about funding proposed for the Town of Bayfield.

Peter answered that they are proposing \$23,000.00 (which is the same amount that was granted for 2011) to submit in their application to CDOT.

Gabe asked if there was any type of overage in last years' budget.

Peter responded that they came out pretty even and they seem to be spending close to what they are receiving. He stated that he could certainly provide a financial statement if the Board is interested in seeing it.

Gabe asked if Bayfield contributes \$23,000.00 if there is a match of \$23,000.00 coming from federal dollars.

Peter answered that it's a complicated formula because the funds are matched at a different rate. Administrative expenses are covered at an 80/20 split and operating expenses are covered at a 50/50 split.

Gabe asked if \$18.00 per trip per rider (based on the total expenses & total ridership for 2010) is close to accurate.

Peter answered that they are at \$15.20 per trip for 2011 (but he didn't have the numbers available for 2010).

Gabe asked the contribution of the rider.

Peter answered that they received about \$20,000.00 (about a dollar per rider per trip) in fares in 2010. However, they have increased fares recently so that number will be higher in 2011. He explained that the fares cover about 7-12% of the overall cost of the service and the rest of it is subsidized (which has been the case with all public transit since the mid-1960's).

Gabe asked for a projection on how long it would be until La Plata has a county-wide transit system.

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Peter answered that he hopes it will be done in the next 5-10 years. However, the program would have to achieve some substantial support and it would have to go to a vote of the people. He feels that the economy would have to improve in order for a vote for a county-wide transit system to pass.

Tom expressed that he doesn't feel that it makes sense for the Town to pay \$24,000.00 for 13 Bayfield residents to ride the bus each day.

Peter clarified that there are days when the buses are full and there are more than just 13 people utilizing the service.

Rick said that with any type of transit system there is going to be times when there is substantially low ridership. However, there are other times of the year when it's very high.

Peter stated that the program hasn't had a lot of money budgeted for marketing in the past. However, the program has received a separate grant that will provide a substantial amount of money to do marketing over the next 2 or 3 years. Peter hopes that this marketing push will help raise the ridership numbers.

The Board gave direction for Peter to go ahead and move forward with the federal application stating the funding amount for Bayfield at \$23,000.00. However, the Board explained that this amount will be reviewed in depth during the budget process. The Board also requested that Peter present the Town with a financial statement that show revenues and expenses for the program.

Action Agenda Item #4: Follow-Up On Joint Funded Information Technology Position

Marianne gave her staff report. She stated that at the last Board meeting the Town staff presented a proposal from Rich Graeber with Upper Pine Fire Protection District about the possibility of splitting the cost of an Information Technology (IT) position that would work for both the Town and the Fire Department.

After discussion regarding the position, the Board gave the staff direction to move forward with the possibility of an 80/20 split for the position (approximately \$13,500 per year/\$6750.00 for 2011 since 50% of the year will have elapsed by the time the position is filled). The Board requested that staff find the funds within the current budget to fund the position if possible.

The staff has been able to locate the funds within the current budget by utilizing funds from each of the different departments line items.

- \$2,500.00 – General Fund – Administration
- \$1,250.00 – General Fund – Public Safety
- \$1,500.00 – Water Fund
- \$1,500.00 – Sewer Fund

However, the staff would recommend using funds that were rolled over from the 2010 budget. At the end of the year in 2010, there was a surplus of \$37,858.00 of revenue over expenditures that was rolled into the beginning fund balance for 2011. The fund balance in the General Fund is already at a pretty high amount and allocation of \$6750.00 of this fund balance would be relatively unsubstantial considering how much surplus revenue went into the balance at the end of 2010.

Marianne said that the staff is requesting a motion from the Board to allocate funds in the amount of \$6750.00 for the 2011 budget year to fund the Joint-Funded IT Position with Upper Pine Fire Protection District.

Gabe expressed concern that the requested amount is only \$6750.00 for 2011, but the amount will be substantially higher in future years and he feels that the Board needs to be cognizant of this increase to future budgets. He also

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said that the allocation requested is only for 1 day a week and the staff was clear that they really needed this person more than that to take care of the everyday needs.

Rick mentioned that he thinks that there might be other opportunities to share IT staff as other telecommunications projects move forward. He thinks that it might be possible to drive down the costs by sharing the service with several different entities instead of just two.

Bob stated that he thinks there is going to be a lot of time needed from the new IT person when he first comes on Board because of everything that has been unmaintained. However, he thinks that it will even out over time once everything is running smoothly again.

Gabe clarified that he realizes that \$6750.00 is not a lot of money out of the 2011 budget but he is more concerned about the fact that the staff really needs substantially more (the 60/40 split instead of an 80/20 split) in order to meet the needs that they have currently.

Ed made a motion to allocate funds in the amount of \$6750.00 for funding of the Joint Information Technology Position with Upper Pine Fire Protection District. Justin Talbot seconded the motion.

Dan stated that he has concern over using the surplus funds left over from 2010. He feels that sales tax numbers could be lower than anticipated and he doesn't feel that it is a wise decision to use that money to fund this position. He expressed that he would like to see the money used out of the 2010 budget line items rather than dipping into the fund balance.

Ed clarified that his motion was to use the fund balance rather than take money out of the budgeted line items.

Rick stated that the motion could be modified to direct staff to use the 2011 budgeted line items rather than to use any surplus funds.

Ed stated that was not his intention with his motion so he withdrew the motion.

Dan made a motion to appropriate and authorize payment of \$6750.00 to fund the Joint Information Technology position with Upper Pine Fire Protection District & to allocate the funds out of the budgeted line items outlined by staff. Gabe seconded the motion.

Justin asked about the impact that this is going to have on the department heads budgets and if this is going to be sufficient for the needs of the staff.

Chris answered that it will cause a budget challenge but he feels that it is something that is very justified because of the great need. He explained that he will be able to make his budget work if everything goes perfectly but it is possible that some expenses may come up prior to the new person coming on board that could stretch the funds available. However, he really feels that it is needed and they will do whatever is required to make it happen.

Ron responded that the department heads watch their budgets very closely and it is always tight. He is using part of his contingency funds in water and sewer to cover this cost but he feels that this position is important and needed. He explained that if water & sewer bills don't go out, the revenue won't be received so it is important to make sure that these items are maintained.

Justin said that all of the departments had to do large budget cuts but there was still money left over at the end of the year.

Debbi stated that she feels it would be best to use budgeted funds first rather than dipping into savings but she feels that if it does become necessary to use some of the surplus money, she feels that would be appropriate. She

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expressed that she always wants the staff to be cautious with their expenditures but she doesn't have a problem with using reserve if the staff has something unforeseen come up.

Dan agreed.

Ed asked if the budget needs to be amended to reflect this change.

Dirk answered that the budget is appropriated by fund and as long as it is not exceeded it is not necessary to do an amendment right now. However, a supplemental budget will be done in December as always.

Ed called the motion to question.

All voted in favor, motion passed unanimously.

Action Agenda Item #5: New/Unfinished Business

Dan commented that he is willing to do tours with the Town Manager candidates if needed.

Bob responded that he doesn't think it will be necessary but he thanked Dan for the offer.

Dan mentioned that he wanted to make sure that the community really knows about the opportunity to comment on the Town Manager candidates.

Marianne stated that the announcement has been in the Pine River Times & Durango Herald, the Parks & Recreation Facebook page, and flyers have been placed all over Town.

Action Agenda Item #6: Town Manager Executive Search

Bob mentioned that Fred Rainguet with KRW Associates sent some possible interview questions for the Board to consider. He explained that the Department Heads already developed their interview questions and he recommended that the Board come up with a uniform document of questions to be asked of the Town Manager candidates.

Rick asked if the Board wants him to ask all of the questions or do a "round-robin" type questioning.

The Board decided that they wanted Rick to ask all of the questions.

Dan suggested having each Town Board member pick their favorite questions and then the Board can hash out which questions to ask at the pre-interview meeting on Friday morning.

Gabe added that it might be a good idea to email Rick the questions so that he can compile a list prior to Friday.

The Board agreed to email the questions and then make the final selection of interview questions on Friday morning.

Dan asked if there will be a meeting to discuss the candidates after the final interview.

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Rick answered that the Board will communicate with the Department Heads after the final interview and then the Board will go into deliberation to decide the top candidate and the alternate candidate. He also expressed that the Board will need to give direction to Fred on negotiating the contract (if applicable).

It was asked how the residents will be able to give their thoughts on the candidates.

Rick answered that there will be forms available for each resident to fill out giving their feedback. These forms will be put into a "drop-box" and then read by the Town Board members for consideration.

Debbi asked if it would be possible to read the feedback prior to the interviews.

The other Board members agreed that it might be a good idea to read them early in the process.

The meeting was adjourned at 8:22 p.m.

Minutes were approved as submitted on June 7th, 2011.

Approved:

Rick K. Smith
Mayor

Marianne Jones
Town Clerk