

TOWN OF MANASSA  
TOWN BOARD AGENDA  
REGULAR TOWN BOARD MEETING  
JANUARY 17, 2024 @ 7:00 PM

Meeting called to order:

Roll call:

Pledge of Allegiance:

Motion to approve agenda

Motion to approve minutes

**Public comments:** Must sign in, in order to be heard and only 5 requests will be heard. A 5-Minute time limit is imposed and no immediate action and or comment will be provided by the Board.  
\*Agenda subject to change if need be.

**New Business:** Sign Contract with Robins construction

**Old Business:** Budget, Dog license, Business License mosquito fee & road monthly fee

**Pay Bills:**

**Grant Report:**

**Police Report:**

**Maintenance Report:**

**Town Clerk Report:**

**Motion to Adjourn**

NEXT BOARD MEETING FEBRUARY 21, 2024 @ 7:00 PM

TOWN OF MANASSA  
TOWN BOARD MEETING MINUTES  
REGULAR TOWN BOARD MEETING  
JANUARY 17, 2024

Dan Bond called meeting to order @ 7:15 pm

Roll Call: Dan Bond, Jesse Hernandez, Jeff Sowards, Jeramy McDaniel, Carl Bagwell. Absent Greg Rogers and Caleb Lundberg

Paul Garel, Tamera Smith, Ariel Ruvolo, Margarita Ortega, Jessica Rendon

Guest: Melvin and Carol Martinez

Pledge of Allegiance: lead by Dan Bond

Motion to approve the agenda by Jeramy McDaniel and 2<sup>nd</sup> by Jeff Sowards, all in favor none opposed.

Motion to approve the December minutes by Jeramy McDaniel 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Public Comments: Melvin and Carol Martinez – Yield signs in town particularly on 8<sup>th</sup> St., they are wanting to know if the town could put up more yield signs that are missing. Chief Ortega purposed putting up all stop signs at all intersections, the board did not agree with that. They will look into putting up yield signs there are 24 missing signs in town. This is tabled until we can get a cost on the signs

New Business: Robin's Constructions- Jeramy McDaniel made a motion to award Robin's Construction the contract for the SRTS project 2<sup>nd</sup> by Carl Bagwell all in favor none opposed. The project has been fully funded and engineering coast will be covered under the HISIP Fund.

Dog License keep it at \$10.00 for unfixed dogs and \$5.00 for fixed dogs inform the public that it is required to have a dog license for the Town of Manassa.

Business License: anyone conducting business within the town limits is required to have a business license

SB 22-032 Business license no longer need for retailers. Retail sales tax license exempt, most proved proof of sales tax license.

Jeff Sowards made a motion to have the attorney draft an ordinance for Business Licenses in the amount of \$50.00 and be able to amend if needed 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Carl Bagwell made a motion to add a \$2.50 a month fee to the monthly statements for the mosquito control 2<sup>nd</sup> by Jeff Sowards all in favor none opposed. Monthly road fee tabled.

Jeremy McDaniel made a motion to pay the monthly bills in the amount of \$19,815.99 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Grant Report: Ariel is meeting with DOLA

Sewer project is extended till March due to weather. Robin's Construction will begin sometime in April.

Ariel stated that we need to closely monitor the billing.

Change order for the extending the sewer project till March

Meeting with Nic and RMS

Submit pay request.

Engineer's Progress Report from Element Engineering see attached report.

Parks - Notice of intent on the 24<sup>th</sup> of January, if we will be invited to apply for the funding. Ariel has met with SLV COG for project match of \$5,000.00.

With the additional funding from CDOT enough if leftover could possibly pave 5<sup>th</sup> St in front of School and lighting.

Police Report: Jess is mainly traffic. We having trouble with the body cameras.

Need a new vest for Jessica, Jeramy McDaniel made a motion to approve the police department to order a vest up to \$2000.00 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Jesse Hernandez made a motion to purchase Axon 2 body cameras 2<sup>nd</sup> by Jeff Sowards, all in favor none opposed.

Chief Ortega stated that we need to change the door locks all around the building, the board told her to come back with an estimate on the cost for the locks.

We put 2 new tires on F-150 pickup.

Officer Rendon had a little accident and slid into a guide wire over by the Opera House this has been turned into the insurance.

Carl Bagwell made a motion to approve 2 more new tires for the F-15 2<sup>nd</sup> by Jeff Sowards all in favor none opposed.

Dan Bond questioned why our officer was at the Sanford basketball game, Chief Ortega had given her permission to go and she was on call.

Board asks to switch up the schedule and have some day time showing.

Maintenance Report: Paul states the sewer project was moving along good until the frost set in. I think we are officially calling it quits until March. RMS as well as Element Engineering agree the frost is set in and thick. There are roughly 6 manhole collars that were poured within the last two weeks that I think should not have been done.

Paul states he has had snow removal not much. Once again, the brackets under the 4-wheeler have busted. I have found the little tractor does alright. The old sidewalks are too uneven for the 4-wheeler. He has put the Christmas light away. He has completed the biosolid report. He is going to start the lead and copper line study. He will be doing oil changes on the backup generators next week. The fire department is wanting to meet with the town board concerning the big water tanker they have. I have one bid turned in for blower replacement. Paul is wanting to add some street signs and posts to the budget if possible.

Not a lot to report this month, just wants to thank the board for the Christmas bonus this last year.

Ariel will check to see if there is a grant to help purchase new yield signs for the town.

Town Clerk report: Tamera is needing to purchase more stamps the price is going up on the 21st of January. The cut of date to order was the 12<sup>th</sup> so I was only able to get 300 post card stamps @ the .51 cents and will have to the remaining at the .53 cent each.

Regarding the mosquito fee, I have already received money for this at the \$10.00 A few customers came in a paid for the year.

I have visited with Carl and requesting time off for the 29<sup>th</sup> of January I will be out of town but will come in the office in the afternoon.

The board discussed the time off for the office.

Jeremy McDaniel motion to adjourn meeting @ 10:15 pm 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Dan A. Bond 2-28-2024

Dan Bond, Mayor

Date

Tamera Smith 2-28-2024

Tamera Smith, Town Clerk

Date

Maxwell's Equations 1/12/24



# Maintenance Report

HAPPY NEW YEARS.

Sewer project was moving good until the frost set in. I think we are officially calling it quits until march. RMS as well as Element Engineering agree the frost is set in and pretty thick. There are rough 6 manhole collars that were poured within the last two weeks that I think shouldn't have been done?

Have had to do some snow removal not to bad. Once again the brackets under the 4wheeler have busted. I have found the little tractor does alright. The old sidewalks are two uneven for the 4wheeler.

Xmas lights are put away for the year.

Have completed the biosolids report.

I need to start the lead and copper line study.

I will be doing oil changes on the backup generators next week.

The fire department is wanting to meet with the town board concerning the big water tanker they have.

I have one bid turned in for the blower replacement.

I also need to add some street signs and poles to the budget if possible?

Not a lot to report this month. Just wanted to say thank you for the Christmas bonus.

VENDOR JAN-24		AMOUNT
AT & T MOBILE	EFT	\$ 413.36
CIELLO	EFT	\$ 356.60
COLORADO COMMUNITY BANKS		\$ 45.00
CRWA		\$ 300.00
GOBIN'S		\$ 34.99
J. P. COOKE CO		\$ 70.88
INTUIT QB		\$ 42.00
LA JARA TRADING POST		\$ 40.55
LEAF		\$ 115.66
PARTS AUTHORITY		\$ 149.19
SANGRE DE CRISTO LABS		\$ 465.00
SALIDA FIRE EXTINGUISHER		\$ 952.50
SALIDA FIRE EXTINGUISHER		\$ 48.50
SP SERVICES		\$ 65.00
SP SERVICES OPERA HOUSE		\$ 65.00
STANDARD SERVICE		\$ 374.72
SUBDISTRICT # 3		\$ 11,539.25
TRILLIUM HOLDCO SOLAR GARDENS		\$ 1,476.88
US POSTAL SERVICE		\$ 483.00
WEX		\$ 183.28
XCEL ENERGY		\$ 2,594.63
TOTAL		\$ 19,815.99



ENGINEER'S PROGRESS REPORT

**To:** Town of Manassa  
**FROM:** Element Engineering, LLC  
**DATE:** January 16, 2024  
**SUBJECT:** Progress Report on Current Projects New Items in Bold

**Collection System Project (Construction):**

The collection system improvements project has been proceeding well. The project will go through a winter shutdown and the contractor will be offsite until the beginning of March. Work is anticipated to be finished by the end of April. A change order (in time only, not in cost) will be submitted to allow for this winter shutdown. This will require town signature.

The following is a summary of quantities and progress for the project:

- New and replacement manholes – 25 of 26 installed (note: added MH C-35 has been installed)
- Top Hats Installed – 0 of 11
- Excavated line repairs – 26 of 39 complete (note: added point repair D-12 has been installed)

**Wastewater Treatment Plant Notice of Violation and Cease and Desist Order:**

A wastewater treatment plant facility evaluation has been completed and submitted to CDPHE. This report recommended the following items:

1. Apply for a delayed effective general permit certification under COG591000, to be used as water quality planning targets (WQPTs) for the proposed project. This item has been completed. We are currently waiting for the delayed effective general permit certification from CDPHE. Based on current CDPHE workload this permit could take up to 6-months to obtain.
2. Complete a lagoon seepage evaluation. This is required by the town's discharge permit as well as the NOV. The results of this evaluation will determine if the lagoons can potentially be used as-is as part of the improvements project, or if liners will need to be installed if the proposed project includes the continued operation of the lagoons. Element has submitted a permit narratives conditions report to CDPHE to satisfy this requirement. It is likely that the WWTP will be upgraded. In this report we indicate that the ponds will be re-lined or decommissioned during that project.
3. Compile a Preliminary Engineering Report (PER) for submission to USDA. This report will evaluate project alternatives for existing and future compliance based on the WQPTs. The report will include



cost estimates for the proposed project. The PER is also required as part of a funding application to USDA for design, permitting, and construction. **This will be completed after receiving the delayed effective date discharge permit (see Item No. 1 above).**

4. Complete design and permitting of proposed improvements. This takes place after item No. 4 above.
5. Construct proposed improvements. This takes place after Item 4 above.

Although the scope of the proposed improvements is difficult to determine without the issuance of WQPTs, it is estimated that the project will cost \$5M - \$8M. A project of this magnitude would be a significant endeavor for the town. However, it is very similar to project to what many other communities have either already completed or will need to complete in the coming years. Significant grant funding will be required to make the project financially feasible.

**ROCK RIDGE ELECTRIC CO. LLC**

16878 COUNTY RD. 18 SANFORD, CO 81151

[ethan@rockridgecontractors.com](mailto:ethan@rockridgecontractors.com)



**Customer:** Town of Manassa

**Project:** Waste Water Treatment Plant Upgrade

**Phone:** 719-843-5207

**Address:** Manassa, CO

**Rock Ridge Electric CO. LLC is pleased to offer the following proposal for the Town of Manassa**

This proposal includes labor and material for the following.

- Demo electrical and remove (2) existing blower skids.
- Demo and remove (2) existing motor starters.
- Provide telehandler to facilitate removal of units from building.
- (2) Gardner Denver IQHF408 Unenclosed Blower Package
  - One blower will produce 376 CFM @ 8 PSI.
  - IQ Medium Blower Package | NO ENCLOSURE
  - PRESSURE PACKAGE | 8 PSIG | 400 CFM (NOMINAL)
  - 25 | 230 VOLT, 3 PHASE, 60 HZ PREMIUM EFF. MOTOR
  - AEON PD XD LUBRICANT
  - STANDARD DISCHARGE SILENCER
  - STANDARD INLET SILENCER
  - DISCHARGE AIR TEMP GAUGE
  - INLET FILTER DIFF GAUGE
  - DISCHARGE PRESSURE GAUGE
  - Second blower is for back-up and redundancy.
- (2) Blower Motor Starter (Mag Type)
  - 200/230 Volt, 3 Phase, 60Hz
  - NEMA Type 1 Control Box

- Conduit
- Wire
- Fittings
- Misc. materials
- Furnish and install (1) Exhaust Fan 120v 16" Totally Enclosed
- Furnish and install (1) Motorized Intake Damper 16" 120v
  - Exhaust fan will be interlocked to Intake Damper Louver so that when temperature setpoint is reached in building, louver will open and exhaust fan will start and exhaust over temperatures.
- Test for proper operation.

**Qualifications and Exceptions:**

- Any work other than what is listed above and outlined.
- Roof will have to be removed (by others) to facilitate removal of existing blower skids.
  - If roof removal is not preferred or permitted, additional costs will be incurred to remove existing blower skids, and installation of new skids.
- No project bonding costs included (if required).

**GRAND TOTAL (Labor, Tax, Material & Permit): \$52,921.00**

**This proposal is valid for ten (10) business days from the day it is sent to customer, due to unstable materials market, stemming from pandemic, and natural disasters that are beyond the control of Rock Ridge Electric Co. LLC.**

Please call with any questions or concerns.

Respectfully,

Ethan Bentley

719-992-1302

Rock Ridge Electric CO. LLC

Colorado Electrical Contractor # EC.0101823

Accepted by: (Signature) \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## TOWN CLERK REPORT

- I need to purchase more stamps the price is going up on the 21<sup>st</sup> of January. The cut off date to order was the 12<sup>th</sup> so I can only get 300 postcard stamps @ the .51 cents I will have to get more at the .53 cents later.
- Regarding the mosquito fee; I have already received money for this at \$10.00 a month for 3 months, from a few customers that pay a year at a time.
- 

Opera House