



**MINUTES**  
**Meeting of the Board of Trustees**  
**Town of Red Cliff Chambers, 400 Pine Street, Red Cliff**  
**TUESDAY, FEBRUARY 6, 2024**

**CALL TO ORDER at 7:08 pm**

**ROLL CALL**

Mayor Duke Gerber	Trustee Cassi MacUmbler	Trustee Ondrej Mertlik
Trustee Ben Kleimer	Trustee Garrett Alexander	Trustee Art Fox (Absent)
Trustee Mary Walker (absent)	Deputy Clerk Chris Brown	Administrator/Clerk Melissa Matthews

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA** - *Items to be added or pulled from the agenda*

Motion to approve the agenda by Cassi MacUmbler, seconded by Garrett Alexander, unanimously approved..

**APPROVAL OF MINUTES**

1. January 16, 2024

Motion by Cassi MacUmbler to approve the minutes, seconded by Duke Gerber, unanimously approved.

**PUBLIC COMMENTS** - *For items not on the agenda, please keep comments to five minutes or less.*  
None.

**DISCUSSION AND ACTION ITEMS**

1. Audit Engagement Letter for Prospective Business Solutions

Staff is preparing to perform the annual required audit and plans to work with Prospective Business Solutions once again. We have had excellent experiences with them. Their fee for services will not exceed \$7,433 per the contract. We budgeted \$7,000 for this. Discussion included that this estimate is very reasonable and inline with previous years.

Motion by Ben Kleimer to approve the Prospective Business Solutions contract, seconded by Cassi MacUmbler, unanimously approved.

**RESOLUTIONS & PROCLAMATIONS**

**Resolution 1 Series 2024**

RESOLUTION ACCEPTING THE RESIGNATION OF BOARD OF TRUSTEE MEMBER, MARY WALKER AND PROVIDING NOTICE OF AN OPEN BOARD OF TRUSTEE POSITION FOR THE TOWN OF RED CLIFF, COLORADO  
Trustee Mary Walker will be moving out of Town and has therefore resigned from her position as Trustee.  
Motion by Cassi MacUmbler to approve Resolution 1, Series 2024, seconded by Garrett Alexander, unanimously approved.

**Proclamation 1, Series 2024, One Book One Valley 2024**

A VALLEY-WIDE COMMUNITY READ SPONSORED BY THE TOWNS OF AVON, EAGLE, GYPSUM, MINTURN, RED CLIFF AND VAIL

Staff presented the Proclamation for this year's One Book One Valley program. This year's book is "Calling for a Blanket Dance". Red Cliff has supported this initiative in past years. Motion by Garrett Alexander to approve Proclamation 1, Series 2024, seconded by Cassi MacUmbler, unanimously approved.

### STAFF/TRUSTEE UPDATES

Mayor Duke Gerber

- Received a complaint from a resident about snowmobiles speeding on Turkey Creek. It was not an RMAR customer. Duke contacted Mango's staff and asked them to let patrons know to be mindful of residents and local laws. Staff will research signage options to help with this.

Co-Administrator/Clerk, Melissa Matthews:

- The company that manages our Water Treatment Plant and our Waste Water Treatment Plan (Water Quality Control Professionals, John Volk) has increased their rates starting at the beginning of this year. The new monthly base rate will be \$3,300 for both plants per month which is an increase of \$356/month. They have not raised rates in 6 years and they provide excellent service, so staff sees this as very reasonable and the Board agreed.
- There is a hefty reimbursement for WQCP in the bill pay. Volk and his team had to purchase PVC parts and strainers to repair the influent water lines at the water plant. Also, one of the pumps at the WWTP failed last week and they purchased a new one as well as a smaller utility/emergency pump to use at the plant.
- [Bob Oppenheimer](#) has withdrawn his nomination for the election. Therefore, we have 4 people running for the 4 open seats and we will be canceling the upcoming election. We will have a Resolution for this at the next meeting.
- We are trying to apply for the RTAP (Rural Technical Assistance Program) grant through DOLA for \$2,500 to match the Marketing Matching Grant that we have been awarded. The total match requirement is \$15,000 of which Minturn will contribute \$10,000, Red Cliff has budgeted \$2,500 to contribute and the RTAP grant would make up the difference. At least three economic development-involved community members must complete all 6 courses to be eligible for the grant. Deputy Clerk Chris Brown is in the process of completing these courses and Manager Melissa Matthews has done so. We need a third person to join us. Once all three "core team members" complete the courses, then we can apply for the mini-grant. Trustee [Garrett Alexander](#) volunteered to complete these courses.
- We were awarded the grant for \$10,000 to assist with the Vision & Future Development Alignment Assessment. We have entered into the contract and I will meet with Planner Scot Hunn and Jen Henninger in the next week to make a plan to move forward.
- In the past, we have not offered direct deposit with our payroll. Now that we have the retirement option for employees, we already have the bank account linked to QuickBooks. Per Linda, this was the step missing to offer direct deposit for payroll checks. If we offer direct deposit, this would also allow for electronic payroll tax processing, which would save her a lot of time. Discussion included the possible risks associated. Staff will check with IT to ensure that we are secure enough to do this without significant risk. The Board directed staff to move forward with setting up direct deposit and payroll tax processing online, once IT confirms that our system is secure enough.
- There was a dead elk (likely from a mountain lion attack) in the middle of the road on Shrine Pass last week. Staff contacted DOW and agreed to dispose of the body. A resident received a permit from DOW to harvest the meat. The carcass was initially disposed of near town and eventually disposed of at the landfill.

- The annual State of the County was today. The County Commissioners and County Manager explained that the theme of the year is “Investing in Each Other”. You can watch the full recording online.
- There is a building permit deposit refund that was overlooked and staff asked the Board to add this to the bill pay (Mary Walker, \$500). The Board agreed to this. This prompted a discussion on the necessity of a deposit for ALL building permits. Staff will look into adjusting the permit deposit structure and present at a future meeting.

Trustee Ben Kleimer:

- Climate Action Collaborative met last week and are lacking funding. It seems as though they are lacking the enthusiasm, interest and ability to move their initiatives forward.

Trustee Garrett Alexander:

- Inquiring about the project and permitting at 139 Monument St. Staff informed that the homeowner has a demolition permit, and will ensure that unpermitted work has not begun.

**BILL PAY**

1. General Account

ABC Parts	5093 · Repairs & Maintenance	\$ (378.61)
Amazon Marketplace	5041 · Postage, Print, Telephone, Supplies	\$ (41.63)
CCCMA	5043 · Education/Training	\$ (30.00)
Century Link - x199B	5041 · Postage, Print, Telephone, Supplies	\$ (203.34)
Colorado State Treasurer	Payroll Liabilities (SUTA) - 2023 Q4	\$ (137.79)
Downtown Colorado	5043 · Education/Training	\$ (25.00)
Eagle County Animal Services	5050 · Animal Control	\$ (230.00)
Eagle County Landfill	5100 · Building/Grounds	\$ (10.00)
Empower Retirement Plans	Payroll Liabilities:Retirement Plans - PPE 1/15/2024	\$ (1,158.63)
IRS/US Treasury	Payroll Liabilities - Federal Wage Withholding - Liab Period: 2/03 - 2/06/2024	\$ (2,666.06)
Linda Overcash-By the Numbers	5014 · Accounting/Bookkeeping/Finance	\$ (2,635.18)
Mango's Mountain Grill	5051 · Marketing/Advertising - Town Events	\$ (114.65)
Mitchell & Company, LLC	5046 · Computer & Internet	\$ (525.00)
Network Solutions	5046 · Computer & Internet	\$ (184.95)
Vero Broadband	5046 · Computer & Internet	\$ (140.00)

Waste Management	5086 · Trash Collection	\$ (142.19)
Xcel Energy x7086-0	5083 · Gen Ops: Xcel Town Hall	\$ (2,438.07)
Duke Gerber	5062 · Board Member	\$ (250.00)
Art Fox	5062 · Board Member	\$ (150.00)
Ben Kleimer	5062 · Board Member	\$ (150.00)
Cassandra MacUmber	5062 · Board Member	\$ (150.00)
Garrett Alexander	5062 · Board Member	\$ (150.00)
Ondrej Mertlik	5062 · Board Member	\$ (150.00)
Brown, Chris	Payroll	\$(1,273.55)
Brown, Chris	Reimbursement - Health Insurance	\$ (412.00)
Beyer, David	Payroll	\$ (1,330.29)
Finamore, Kristina	Payroll	\$ (295.39)
Sandoval, Lorenzo	Payroll	\$ (1,134.27)
Matthews, Melissa	Payroll	\$ (2,068.34)
Matthews, Melissa	Reimbursement - Health Insurance	\$ (412.00)
Matthews, Melissa	Reimbursement - Mileage	\$ (174.83)
Gallegos, Nick	Payroll	\$ (1,310.04)
Martinez, William	Payroll	\$(1,878.95)
Martinez, William	Reimbursement - Health Insurance	\$ (412.00)

Motion by Cassi MacUmber to approve the General Account bill pay with the addition of reimbursement of permit deposit for Mary Walker, seconded by Garrett Alexander, unanimously approved.

## 2. Enterprise Account

American Conservation & Billing Solutions	5028 · Meter Reads/Billing	\$ (742.75)
CenturyLink	5033 · Wastewater Ops - Utilities	\$ (63.09)
Water Quality Control Professionals	5021 · WTP Operators, 5022 · Repairs	\$ (1,682.00)
Water Quality Control Professionals	5031 · WWTP Operators, 5032 · Repairs	\$ (7,546.30)
Xcel Energy -x1529-6	5023 · Utilities - WTP	\$ (624.00)

Motion by Duke Gerber to approve the Enterprise Account bill pay, seconded by Garrett Alexander, unanimously approved.

### 3. Community Account

FirstBank	5181 · Bank Service Charges	\$ (2.00)
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Motion by Duke Gerber to approve the Community Fund Account bill pay, seconded by Cassie MacUmber, unanimously approved.

### **ADJOURNMENT**

Motion by Duke Gerber to adjourn, seconded by Cassi Macumber, unanimously approved at 7:52pm.