



MINUTES
Meeting of the Board of Trustees
Town of Red Cliff Chambers, 400 Pine Street, Red Cliff
TUESDAY, August 5, 2025

CALL TO ORDER at 7:10pm

ROLL CALL

Mayor Duke Gerber	Mayor Pro-Tem Art Fox	Trustee Garrett Alexander
Trustee Ben Kleimer	Trustee Open Seat	Trustee Ondrej Mertlik(ABSENT)
Trustee Bob Oppenheimer(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 by Art Fox to approve the agenda, seconded by Garrett Alexander, unanimously approved.

APPROVAL OF MINUTES

1. July 15, 2025

Motion by Garrett Alexander to approve the minutes from July 15, 2025, seconded by Art Fox, unanimously approved.

PUBLIC COMMENTS - *For items not on the agenda, please keep comments to five minutes or less.*

None

DISCUSSION AND ACTION ITEMS

1. Core Transit Board Alternate:

Former Trustee Dana Veljadic was the 'Alternate' (with Trustee Garrett Alexander) for this Board. We need an elected official to serve as the new alternate. This board meets the 2nd Wednesday of every month at 12:00 pm in Avon.

Motion by Garrett Alexander to appoint as Duke Gerber as the alternate to the Core Transit Board, seconded by Duke Gerber, unanimously approved.

2. Opioid Settlements Opt In/Out:

We have received notice of new opioid settlements, including the Purdue and Sackler agreement, with a deadline of September 30th to opt in. Since Red Cliff does not provide mental health services, I recommend we follow the Board's previous direction and opt in and allow Eagle County to accept and administer any funds on our behalf.

Board Directed staff to Opt in.

3. THIRD AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT CONCERNING THE IMPLEMENTATION OF AN "E911" TELEPHONE SERVICE (IGA):

The Eagle County Emergency Telephone Authority Board manages 911 surcharge funds and oversees addressing to ensure fast, accurate emergency response. The Authority has updated its governing documents to reflect current laws and best practices. The Third Amendment to the E911 Intergovernmental Agreement updates board membership and terms, formalizes annual automatic

renewal, removes Western Eagle County Ambulance District, adds Eagle River Fire Protection District, and authorizes electronic signatures.

Motion by Art Fox to approve the amendments to the IGA, seconded by Ben Kleimer, unanimously approved.

ORDINANCES & RESOLUTIONS

RESOLUTION 8 SERIES 2025

A RESOLUTION DESIGNATING OFFICIAL CUSTODIANS FOR PURPOSES OF THE PUBLIC DEPOSIT PROTECTION ACT (PDPA)

The Town is required to designate official custodian and recommends updating this to Melissa Matthews as the primary and Chris Brown as the secondary.

Motion by Duke Gerber to approve Resolution 9 Series 2025, seconded by Garrett Alexander, unanimously approved.

RESOLUTION 9 SERIES 2025

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF RED CLIFF, COLORADO, AMENDING THE TOWN'S WATER AND SEWER BILLING PERMIT POLICY TO INCLUDE EXHIBIT C: BULK USE AGREEMENT

This adds as official procedure for selling water in bulk to outside users.

Motion by Ben Kleimer to approve Resolution 9 Series 2025, seconded by Duke Gerber, unanimously approved.

RESOLUTION 10 SERIES 2025

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF RED CLIFF, COLORADO, ADOPTING THE UPDATED EMPLOYEE HANDBOOK

The current Employee Handbook was last updated in 2017 and does not accurately reflect current practices and policies, and therefore needs these updates to areas. Such as benefits, expectations, and HR procedures. The Attorney with Cirsia reviewed and we adopted their suggested changes as well.

Motion by Art Fox to approve Resolution 9 Series 2025, seconded by Ben Kleimer, unanimously approved.

STAFF/TRUSTEE UPDATES

Administrator/Clerk, Melissa Matthews:

- The brick and mortar businesses in Town are all officially in compliance with backflow testing.
- We had our CDPHE sanitary survey on the Water Treatment Plan in April. There were no significant deficiencies found, although the inspection did identify five violations. These were mostly related to local businesses being out of compliance with their backflow testing. We have already issued or are issuing the required public notices and staff is actively working on corrective actions, several of which are already resolved. In addition, staff are looking into better enforcement strategies to help ensure businesses remain in compliance, and we will be bringing potential solutions to the Board in the near future.
- Foothills Environmental conducted a limited asbestos and lead-based paint inspection of Red Cliff Town Hall and the associated Jail House on June 25, 2025, in preparation for planned renovations, paid for with a Brownsfield Grant. The inspection identified 10 asbestos-containing materials, 10 lead-based paints, and 8 additional lead-containing paints, with deteriorating exterior paint noted as a concern. We are awaiting the scheduling of the structural assessment.

- Our Congressionally Directed Spending request was not included in the Senate's FY 2026 appropriations bill, and there are currently no other federal or state funding opportunities available to support the project as a whole. We are working to find ways to begin the project, even on a very small scale.
- SpeakUp ReachOut will be hosting a free "Talk Saves Lives" suicide prevention training on August 20, 5:30-7:30pm, at Town Hall, offering education, discussion, and local behavioral health resources for the community.
- We qualify for the CDOT Off-System Bridge Inspection and we recently learned that one of our bridges (on Water Street by the Fleming Building) has not been included in this program. That bridge has now been previously added to their inspection list.
- We are looking into repairs to the Water Street bridge (under the Green Bridge) that we can possibly afford or budget, as the condition of that bridge is deteriorating quickly.
- On July 26, members of the DAR, Eagle County Historical Society, local community, and Boy Scout Troop #231 volunteered to clean up at Greenwood Cemetery and to celebrate Kyle Ross's Eagle Scout project, which included honoring veterans. A new gravestone for Civil War veteran Dr. Joseph "Doc" Gilpin was also placed, with plans for a December wreath-laying to honor all veterans interred there.
- At the most recent Mayor's/Manager's meeting, one of the main topics was the status of the White River National Forrest staffing. They are down about 43 positions (about a 30% decrease) and no seasonal positions. This led to discussion on the Front Country Ranger Program and its importance which ends this year. In addition, the most recent Federal budget has additional cuts to the National Forest Program.
- Chris and I attended the CIRSA Luncheon in Glenwood Springs where we learned about even more resources free to us than we knew about, including them reviewing documents such as our Employee Handbook.
- We had our annual CIRSA audit last month and it went well. Staff will need to do some additional training by the end of the year, so we will be working to get them scheduled.
- CDOT Region has some scheduled work on HWY 24 including chain station improvements in 2026. Green Bridge rehabilitation work in 2027 and or 2028, and resurfacing at McAllister Gulch in 2029.
- The TransRockies event will be Thursday 8/7 and Friday 8/8. They will continue to hire locals as 'Ambassadors' to ensure racers do not trespass, roadways stay passable, and shuttles are abiding by speed rules, etc.
- Melissa attended CCCMA Summer camp.
- There is an issue at the Water Treatment Plant. The mixer in the storage tank. Our operator, John Volk, will be on site this week to verify the problem and obtain an estimate for replacement

Deputy Clerk, Chris Brown:

- Chris attended the institute by Colorado Municipal Clerks Academy, and it was very informative. It was nice to connect with other clerks and deputy clerks. A huge thank you to the Board of Trustees and the Town of Red Cliff for this opportunity.

- Community Unity Day will be on Sept 7th, we have reached out to vendors and have heard back from most already. We still need to lock in entertainment and plans for food.

Trustee, Garrett Alexander:

- Core Transit: As part of the Transition from Eco to CORE transit there was a payout to Eagle County, and the separation of operations and assets is complete.

BILL PAY

1. General Account

Ace Hardware	5100 · Building/Grounds	\$(57.92)
Apex Waste	5086 · Trash Collection	\$(162.62)
Amazon Marketplace	5041 · Postage, Print, Telephone, Supplies- Prime Membership	\$(16.29)
Big R Leadville	5100 · Building/Grounds	\$(4.29)
Century Link - x2191	5041 · Postage, Print, Telephone, Supplies	\$(206.04)
Colorado Dept of Revenue	Payroll Liabilities - State Wage Withholding-2025 Q2	\$(141.54)
Colorado State Treasurer	Payroll Liabilities	\$(124.09)
Empower Retirement Plans	Payroll Liabilities:Retirement Plans - PPE 07/31/2025	\$(1,709.98)
FirstBank	5181 · Bank Service Charges	\$(12.00)
Hotels	5043 · Education/Training - Clerk School Chris	\$(845.00)
Linda Overcash-By the Numbers	5014 · Accounting/Bookkeeping/Finance	\$(330.00)
Pinnacol Assurance	5072 · Worker's Compensation	\$(34.00)
Restaurants	5043 · Education/Training - Meals - Clerk School Chris	\$(93.53)
Shums Coda Consulting	5015 · Building Inspection	\$(17,736.30)
Utility Notification Center of CO	5100 · Building/Grounds	\$(4.65)
Vero Broadband	5046 · Computer & Internet	\$(140.00)
WalMart	5041 · Postage, Print, Telephone, Supplies (Office Paper)	\$(55.42)
Xcel Energy x7923-0	5084 · Xcel Street Lights	\$(12.71)
Xcel Energy x7080-4	5082 · Xcel TV Tower	\$(111.21)
Xcel Energy x7086-0	5083 · Gen Ops: Xcel Town Hall	\$(636.50)
Duke Gerber	5062 · Board Member	\$(250.00)
Art Fox	5062 · Board Member	\$(150.00)
Ben Kleimer	5062 · Board Member	\$(150.00)
Garrett Alexander	5062 · Board Member	\$(150.00)
Ondrej Mertlik	5062 · Board Member	\$(150.00)
Robert Oppenheimer	5062 · Board Member	\$(150.00)
Beyer, David	Payroll	\$(1,296.18)
Brown, Chris	Payroll	\$(1,739.55)
Brown, Chris	Reimbursement - Health Insurance	\$(458.00)
Finamore, Kristina	Payroll	\$(651.33)
Finamore, Kristina	Reimbursement - Mileage	\$(61.60)

Sandoval, Lorenzo	Payroll	\$(1,687.09)
Matthews, Melissa	Payroll	\$(2,558.62)
Matthews, Melissa	Reimbursement - Health Insurance	\$(458.00)
Matthews, Melissa	Reimbursement - Mileage	\$(334.60)
Matthews, Melissa	Expense Reimbursement - Cell phone/ Travel Expenses	\$(215.58)
Gallegos, Nick	Payroll	\$(1,368.28)
Martinez, William	Payroll	\$(1,546.38)
Martinez, William	Reimbursement - Health Insurance	\$(458.00)
Vayan, Katelyn	Payroll	\$(345.75)

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

2. Enterprise Account

American Conservation & Billing Solutions	5028 · Meter Reads/Billing	\$(734.25)
CDPHE	5034 · Annual Fee - Pretreatment	\$(113.00)
CenturyLink	5033 · Wastewater Ops - Utilities	\$(73.57)
Ferguson Waterworks	5022 · Repairs, Testing & Maintenance - WTP	\$(328.17)
Home Depot	5032 · Repairs, Testing & Maintenance - WWTP	\$(1,429.99)
Water Quality Control Professionals	5031 · WWTP Operators, 5032 · Repairs	\$(1,737.00)
Water Quality Control Professionals	5021 · WTP Operators, 5022 · Repairs	\$(1,878.12)
Xcel Energy -x1529-6	5023 · Utilities - WTP	\$(525.51)
Xcel Energy -x8434-7	5033 · Utilities - WWTP	\$(2,090.28)

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

3. Community Fund Account

FirstBank	5181 · Bank Service Charges	\$(2.00)
Kristina Finamore	Reimb-5051 · Marketing & Town Events -Kids summer lunch	\$(160.48)

Motion by Garrett Alexander to approve the Community Fund Account bill pay, seconded by Art Fox, unanimously approved.

ADJOURNMENT

Motion by Art Fox to adjourn, seconded by Duke Gerber, unanimously approved at 8:30pm.