Regular Meeting Agenda of The Board of Trustees
Town of Gilcrest, Colorado
19750 County Road 31 – Town Hall

MARCH 9th, 2026, at 7:00 P.M.
ZOOM LINK:
https://us06web.zoom.us/j/89600022713

1. CALL TO ORDER:

A. Pledge of Allegiance
B. Roll Call
   1. Board Member: Mayor Nothem, Present; Mayor Pro-Tem Agripino, Excused; Trustee Fulton, Present; Trustee Garza, Absent; Trustee Howard, Excused; Trustee Howton, Present; Trustee Shutt, Present.
   2. Staff Also Present: Town Administrator Saine, Town Clerk/Treasurer Ciembronowicz

Quorum was not present; therefore no business was conducted.

Reports and public comment were allowed to proceeded. These are not business items.

2. REPORTS

A. Town Administrator
   1. **Hydrovac Trucks and Permitting** - Presented on the procedures required to make additional streets truck routes to protect the newly installed sewer system. There are no pre-application submittals, planning commission review, permits submitted, CDPHE, Weld County, IGA processes, or plan to the Board submitted for this activity for the operation to bring trucks from 42 Elm Street to 11th St.
   2. **Pet Vaccination Event** – Coan, Payton, and Payne, Saddle Up, and Vero donated funds to cover vaccination and chips for the pet health clinic from the Animal Friends Alliance. It is a win / win for the town residents and for the town. It helped their vet students get the experience they need. Everything was free to the town of Gilcrest residents including vaccinations, microchips, health check-ups, spay & neuter services. Total households helped was 47, total animals seen was 94, male cats 5, female cats 11, total cats 16, male dogs 42, female cats 36, total cats 78, DTAPP 75, FBRCP 16, microchip 53, rabies 90, 38 spay and neuter. We also had an uptick in pet licenses. As an example, we had one resident

that had no idea her pet was suffering with teeth issue that were addressed and handled.

3. **Payroll Audit For CIRSA** - Audit for our payroll audit. In that payroll audit, it was verified that we have saved the town $87,000 in hiring practices alone.
4. **Grants** - Just received a $50,000 from DOLA for a URA feasibility study and parcels that can be mitigated and used for redevelopment. HLPN Grant has been applied for to cover the housing needs assessment that is required by the state by the end of the year.
5. From the items above, we have saved the town a little over $320,00 this year which fully covers all town administration one and a half times.
6. **Remain As Town Administrator** - Mayor, Mayor Pro-Tem, and Members of the Board asked Town Administrator Saine to remain with the town and she has accepted. She will continue in that role and continue to move the town forward.

B. Town Engineer
   1. The **sewer project** is two weeks ahead of schedule. If asphalt can be scheduled, it will be complete ahead of schedule. We are awaiting a decision by USDA concerning the overages by Duran concerning excess removed asphalt. The 8th Street lift station has reached the point of substantial completion including pumps. Movement is now towards the 12th Street lift station. There is some discussion with the Town Attorney and Atmos energy concerning the franchise contact. There was general discussion on the great progress. We are currently significantly under-budget including change orders.

C. Town Attorney
   1. The **Wild Land Fire Code** updates are generally not applicable across Colorado and may or may not cover some of the property, but certainly not all of the Town of Gilcrest.

D. Police Report
   1. Nothing further to report

E. Town Clerk
   1. **Payroll Audit For CIRSA** - Audit for our payroll audit. In that payroll audit, it was verified that we have saved the town $87,000 in hiring practices alone.

2. **RFP Managed IT Savings** – This included 13 candidates with five rounds of interviews on a panel to select the most qualified, not just the lowest bid. This saved the town $25,000 over the proposed costs from the previous managed IT services. Within this contract, we received $11,000 in new equipment to replace servers that we failing, switches that were not longer functioning, and network connectivity issues. It is installed, secured, and matches records retention security procedures. In addition, the firewall had not been updated which has now been remedied.
3. **Compensation Study** – The town was not compliant with the requirement for a compensation study for over five years. If that study was outsourced, it would have cost the town between $23,000 and $27,000 dollars. Due the educational background of your Town Clerk, you were allowed to do that study in house and save the town that expenditure.
4. **Financial Account Monitoring** – By balancing funds into our municipal trust from checking, we have eared $15,000 in interest and is expected to earn $42,000 in interest in 2026. The town should be earning money on it's money.
5. **Purchase of the Town Hall** – The old Town Hall was not ADA compliant for public meetings and would have to deal with asbestos. By purchasing the building with funds already set aside in cash, you alleviated that pending legal issue. There is no mortgage on the new Town Hall. Your town was frugal in saving $17,000 in additional equipment instead of purchasing brand new.
6. **Other items in process** - Updating and porting the Web Page (you do not outsource this but use the skills of the Town Clerk), maintaining a list of qualified contractors, summarizing comp plan surveys and feedback, utilities study, sales tax zip code audit, evergreen COOP, updating your Human Resources documents, communications of the emergency management plan.

3. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA:

(This time is allowed for individuals to address the Board on anything that is not listed on the agenda. If you would like your issue to be placed on a future agenda, please make the Board aware. Speakers are limited to three (3) minutes, and the information offered will be taken under consideration. No discussion or responses will be given during this period.)

A. **Craig Sparrow** – 2055 1st Ave. Greeley, CO – – Comments concerning the Agripino / Chacon Hydrovac Business - Elm street is a school zone therefore the unpermitted Hydrovac or any other heavy haul business should not be using that route. In addition, the tucks were going around the baseball field while children were playing which is another concern. This presents what he feels is an insurance liability for the town. In addition, he was concerned that the parties involved might present fraudulent insurance. The proposed business doesn't employ many people as only one person is employed to pick up the tickets and there is no economic benefit. Mr. Sparrow also commented that Gilcrest needs less water in the system for their water table, not more. Mr. Sparrow spends $40,000 every quarter to have all his haulers tested. He personally checks his twice a day because people will try to sneak something in if you lack diligence.

B. **Zach Ashburner** – 1203 Moore Drive, Gilcrest – Comments concerning the Agripino / Chacon Hydrovac Business - Mr. Ashburner runs a hydrovac company. He indicated that without soil testing and state environmental approval, it will come back on the town. There is no grey area with the state concerning this type of operation. There is no guarantee that what they are dumping is clean. All loads must be manifested from point to point. You can't just dig a hole, put whatever in it, and charge people for it. Hydrovac business run 24/7 and this one would run through residential areas which is not conducive to the town. It is a high environmental problem which low employment count. It is not something he wants without city, county, and state approval.

C. **Tommy Lester** – 407 19th St., Gilcrest – Between Mr. Lester and Mr. Ashburner there is over 20 years of oil and gas experience with the majority in truck and hydrovac. There is a misconception on the Facebook page that hydrovacs are single purpose units and only dig dirt. That is not true. One of the biggest parts of the line

is industrial and oil and gas work. This includes containments, contaminated spills, etc... Everything must be manifested with a designated disposal. Samples must be collected, take it to various disposals, have them run analytics, see if it is covered under their profile, have it profiles, have it returned, and then go to the state for approval. ONLY then, can you take that customer. The material is still owned by the customer. Then, the disposal area takes ownership over all impact. Hydrovacs have a DOT liner that has to be inspected yearly and from experience, not everyone does that yearly inspection. Once you put contaminated material into the steel body, it can not be classified as fresh ever again. There are places that will hand you a piece of paper stating that it is clean, which is illegal, but does not change the actual environmental impact that will occur whether one has a fraudulent piece of paper or not. Only aluminum can approach appropriate cleaning.

D. Menda Ide – 510 12th Street Gilcrest – Ms. Ide witnessed two trucks hauling both sand and water off of 29. Her understanding that there is nothing over there that would use those trucks. She believes that due to the stop work and that there might be something amiss to be investigated. She is thankful to have experts in the field present. She likes the resolution but prefers the ordinance process instead.

a. Trustee Howton stated that those particular trucks are hauling condensate production of the facility back there and is part of Wideman's right of way with oil and gas.

10. ADJOURNMENT: No adjournment as the meeting was not conducted.

ATTEST:

TOWN OF GILCREST SEAL COLORADO

By: _____
Mayor Steven Nothem

From: _____
Town Clerk Ciembronowicz