

**TOWN OF COLLBRAN**  
**BOARD OF TRUSTEES SPECIAL MEETING AGENDA**  
**Friday, September 26, 2025 – 9:00 A.M.**  
**Collbran Town Hall – 1010 High Street, Collbran, CO 81624**

**Public is Welcome and Encouraged to Attend**

**1. Call to Order**

- a. Roll Call
- b. Pledge of Allegiance

**2. Approval of Agenda**

- a. Additions or Deletions to the Agenda
- b. Consider approval of the agenda as presented, or with any additions or deletions

**3. Public Comment**

- a. Members of the public may address the Board for up to three (3) minutes
- b. Comments should be directed to the Mayor
- c. The Mayor may respond to comments or defer action to a future meeting

**4. Discussion and Decision: Waiver of Competitive Bidding Requirements**

- a. Consider waiving the Town's procurement code competitive bidding requirements to obtain emergency professional CPA services
- b. Reference: Collbran Municipal Code Section 2.24.090 – Permits joint bidding with other public agencies when in the Town's best interest
- c. Discuss the urgent need to retain a qualified Municipal CPA to ensure continuity of essential financial functions, including but not limited to:
  - Accounts receivable and billing
  - Utility billing
  - Payroll

**5. Discussion and Decision: Professional Services Contract with Travis Boyd, BOYD PC**

- a. Review and discuss Executive Consulting Engagement Letter
- b. Discuss the urgency of needed services and proposed scope of work

**6. Discussion and Decision: RESOLUTION No. 19, Series 2025**

Consideration of approving **RESOLUTION No. 19, Series 2025: a Contract for Professional CPA Services between the Town of Collbran and BOYD PC, including Exhibit A (attached): Executive Consulting Engagement Letter**, if the Board of Trustees approves item 5.

**7. Discussion and Decision: RESOLUTION No. 20, Series 2025**

Consideration of approving **RESOLUTION No. 20, Series 2025 designating Travis Boyd as an Authorized Signer on the Town of Collbran's Bank Accounts**, if the Board of Trustees approves items 5 & 6.

**8. Discussion and Direction: Clerk/Treasurer Position**

- a. Per State Statute §31-4-108, a new Clerk/Treasurer must be appointed within 60 days
- b. Evaluate options for contracting with an experienced professional versus hiring and training a new employee (billing, payroll, accounting functions, and use of Caselle Software); job description review/editing, recruitment process and hiring process
- c. It is crucial for Minutes and Financial Statements that include payroll to be kept current on a monthly basis

**9. Discussion and Decision: Reopening Town Hall Operation**

- a. Consider contracting with a temporary staffing agency to fill the Administrative Assistant position and restore Town Hall operations
- b. Review summary of proposed services from Landmark Staffing
- c. Revise and update the Administrative Assistant job description
- d. Consider contacting Job Corps for interim office help through their work study program

**10. Attorney Briefing**

**11. Establishment of Future Meetings/Work Session Dates and Topics**

- a. Schedule a Work Session with the DeBeque Police Department next week
- b. Review and acceptance of completed audit
- c. Plan for future Executive Session regarding the School Waterline project possibly next week

**12. Adjournment**

- a. Any further discussion?
- b. Adjournment