

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## REGULAR MEETING

June 2, 2020

LIVE AUDIO WILL BE AVAILABLE BY CALLING 1 (669) 900-6833.  
MEETING ID: 522 308 0487  
PASSWORD: 522

The Routt County Board of Health or Board of Commissioners may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County's COVID-19 response.

**1. 10:30 A.M. CALL TO ORDER**

**2. APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL**

**3. CONSENT AGENDA ITEMS**

Items of routine and non-controversial nature are placed on the consent agenda to allow the Board of County Commissioners to spend its time and energy on more important items on a lengthy agenda. Any Commissioner may request that an item be "PULLED" from the consent agenda and considered separately. Any member of the public may "REQUEST" any item to be "PULLED" from the consent agenda.

**A. APPROVAL AND AUTHORIZATION TO SIGN A PERMIT APPLICATION AND REPORT OF CHANGES FOR A NEW MANAGER REGISTRATION FOR CATAMOUNT CLUB MANAGEMENT LLC DBA CATAMOUNT RANCH & CLUB;**

Documents:

[BCC AGENDA COMMUNICATION NEW MANAGER.PDF](#)

**B. APPROVAL OF AND AUTHORIZATION TO HAVE THE CHAIR SIGN A LIQUOR LICENSE RENEWAL FOR CATAMOUNT CLUB MANAGEMENT DBA CATAMOUNT RANCH & CLUB FOR A HOTEL & RESTAURANT LICENSE WITH 5 OPTIONAL PREMISES;**

Documents:

[BCC AGENDA COMMUNICATION FORM - READ ONLY.PDF](#)

**C. APPROVAL OF AND AUTHORIZATION TO SIGN A LIQUOR LICENSE RENEWAL FOR LODGE AT THREE FORKS RANCH FOR A HOTEL & RESTAURANT LICENSE WITH OPTIONAL PREMISES.**

Documents:

[BCC AGENDA COMMUNICATION FORM - NEW.PDF](#)

**4. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA**

**5. LEGAL**

Erick Knaus, County Attorney

**A. 2019 AUDIT LETTER**

Consideration of authorization to release the 2019 audit letter and discussion of other potential claims not yet received. (*Executive session to be requested under C.R.S. Section 24-6-402(4)(b) – conference with County Attorney to receive legal advice on specific legal issue*)

Documents:

[AUDIT LETTER.PDF](#)

**6. PURCHASE OF DEVELOPMENT RIGHTS (PDR) ADVISORY BOARD**

Claire Sollars, Chair

**A. FUNDING APPROVAL FOR PDR PROJECT 188- SMITH RANCHO**

Consideration to approve the funding of PDR project 188- Smith Rancho, in the amount \$697,000 of which \$25,000 can be used towards reimbursement of transaction costs; and authorization to sign the Agreement Concerning Conservation Easement between Routt County and Colorado Cattlemen’s Ag Land Trust (CCALT).

Documents:

[AGENDA COMMUNICATION FORM- REGULAR SESSION- 188.PDF](#)

**7. COVID-19 WORK SESSION**

The Commissioners will address critical items for regular county and emergency operations related to the COVID-19 pandemic. Action may be taken and direction to staff may be given in relation to any of these items.

The Routt County Board of County Commissioners may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County’s COVID-19 response.

**8. PUBLIC COMMENT**

Public Comment will be heard on any item except quasi-judicial land use items. County Commissioners will take public comment under consideration but will not make any decision or take action at this time.

**1. DUE TO THE CURRENT PANDEMIC, THE COUNTY COMMISSIONERS REQUEST CITIZENS ATTEND THE MEETINGS VIA PHONE.** Because public access to the Courthouse has been curtailed we request public comment be submitted in writing to [bcc@co.routt.co.us](mailto:bcc@co.routt.co.us). Public comments will be entered into the record. Please indicate in the subject line of your message that it is public comment and reference the agenda item to which it relates.

**9. 1:00 P.M. MEETING ADJOURNED**

LIVE AUDIO WILL BE AVAILABLE BY CALLING 1 (669) 900 6833.

MEETING ID: 522 308 0487

PASSWORD: 522

Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE:</b> 06/02/20	<b>ITEM TIME:</b>

<b>FROM:</b>	<b>Routt County Clerk and Recorder</b>
<b>TODAY'S DATE:</b>	05/22/2020
<b>AGENDA TITLE:</b>	Consideration for approval and authorization to sign a Permit Application and Report of Changes for a new manager registration for Catamount Club Management LLC DBA Catamount Ranch & Club.

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>
<input type="checkbox"/> <b>ACTION ITEM</b>
<input type="checkbox"/> <b>DIRECTION</b>
<input type="checkbox"/> <b>INFORMATION</b>

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
Consideration for approval and authorization to sign a Permit Application and Report of Changes for a new manager registration for Catamount Club Management LLC DBA Catamount Ranch & Club.

<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE (<i>if applicable</i>):</b> \$
<b>CURRENT BUDGETED AMOUNT:</b> \$0
<b>PROPOSED EXPENDITURE:</b> \$
<b>FUNDING SOURCE:</b>
<b>SUPPLEMENTAL BUDGET NEEDED:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>

<i>Explanation:</i>

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

New manager replacing Brad Price. New Manager is going to be Lucas Brosterhous.

**VI. LEGAL ISSUES:**

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

**VIII. SUMMARY AND OTHER OPTIONS:**

**IX. LIST OF ATTACHMENTS:**



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE:</b> 06/02/20	<b>ITEM TIME:</b>

<b>FROM:</b>	<b>Routt County Clerk and Recorder</b>
<b>TODAY'S DATE:</b>	05/22/2020
<b>AGENDA TITLE:</b>	Consideration for approval and authorization to sign a liquor license renewal for Catamount Club Management LLC DBA Catamount Ranch & Club for a Hotel & restaurant with 5 Optional Premises.

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>
<input type="checkbox"/> <b>ACTION ITEM</b>
<input type="checkbox"/> <b>DIRECTION</b>
<input type="checkbox"/> <b>INFORMATION</b>

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
Consideration for approval and authorization to sign a liquor license renewal for Catamount Club Management LLC DBA Catamount Ranch & Club for a Hotel & restaurant with 5 Optional Premises.

<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE (<i>if applicable</i>):</b> \$
<b>CURRENT BUDGETED AMOUNT:</b> \$0
<b>PROPOSED EXPENDITURE:</b> \$
<b>FUNDING SOURCE:</b>
<b>SUPPLEMENTAL BUDGET NEEDED:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Explanation:</i>

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

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**VI. LEGAL ISSUES:**

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**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

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**VIII. SUMMARY AND OTHER OPTIONS:**

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**IX. LIST OF ATTACHMENTS:**

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**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE:</b> 6/02/2020	<b>ITEM TIME:</b>

<b>FROM:</b>	Routt County Clerk and Recorder
<b>TODAY'S DATE:</b>	05/27/2020
<b>AGENDA TITLE:</b>	Approval of and authorization to sign a Liquor license renewal for Lodge at Three Forks Ranch for a hotel & restaurant license with optional premises.

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
Approval of and authorization to sign a Liquor license renewal for Lodge at Three Forks Ranch for a hotel & restaurant license with optional premises.

<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE (<i>if applicable</i>):</b> \$
<b>CURRENT BUDGETED AMOUNT:</b> \$0
<b>PROPOSED EXPENDITURE:</b> \$
<b>FUNDING SOURCE:</b>
<b>SUPPLEMENTAL BUDGET NEEDED:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>

<i>Explanation:</i>

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>





# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

Licensee had sent the renewal into the State before bringing it to us. They did not remember that we got it first. State is waiting for approval from County.

### VI. LEGAL ISSUES:

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

### VIII. SUMMARY AND OTHER OPTIONS:

### IX. LIST OF ATTACHMENTS:

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> June 2, 2020	<b>ITEM TIME:</b> 10:30 a.m.
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<b>FROM:</b>	Erick Knaus
<b>TODAY'S DATE:</b>	May 27, 2020
<b>AGENDA TITLE:</b>	Consideration of authorization to release the 2019 audit letter and discussion of other potential claims not yet received. <i>(Executive session to be requested under C.R.S. Section 24-6-402(4)(b) – conference with County Attorney to receive legal advice on specific legal issue)</i>

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

**I. DESCRIBE THE REQUEST OR ISSUE:**

Request that the Board of County Commissioners authorize the County Attorney to release the 2019 audit letter to the County's auditor and discuss potential claims that have not yet been received.

**II. RECOMMENDED ACTION:**

A motion of the Board of County Commissioners authorizing the County Attorney to release the 2019 audit letter to the County's auditor.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

**PROPOSED REVENUE:**

**PROPOSED EXPENDITURE:**

**FUNDING SOURCE:**

N/A

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

N/A

**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

In connection with the examination of the accounts of Routt County for the period ending December 31, 2019, the County Attorney has been requested by the auditor to furnish certain information as to the legal exposure for pending or threatened litigation or claims against the County. Because the information that will be provided to the auditor is subject to the attorney-client and work product privileges, the County Attorney cannot release the audit letter to the County's auditor without the Board's approval. The auditors have requested the audit letter as of June 12, 2020.

**VI. LEGAL ISSUES:**

See above.

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VIII. SUMMARY AND OTHER OPTIONS:**

The 2019 audit cannot be completed unless the legal audit letter is released. There is no alternative.

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> 6/2/20		<b>ITEM TIME:</b> 11:00 AM
<b>FROM:</b>	PDR Board/Claire Sollars – Kendra Alfieri	
<b>TODAY’S DATE:</b>	5/28/20	
<b>AGENDA TITLE:</b>	FUNDING APPROVAL FOR PDR PROJECT 188- SMITH RANCHO	
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>		
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>		
<input type="checkbox"/> <b>DIRECTION</b>		
<input type="checkbox"/> <b>INFORMATION</b>		
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>		
See V. (Background)		
<b>II. RECOMMENDED ACTION:</b>		
Consideration to approve the funding of PDR project 188- Smith Rancho, in the amount \$697,000 of which \$25,000 can be used towards reimbursement of transaction costs; and authorization to sign the Agreement Concerning Conservation Easement between Routt County and by The Nature Conservancy (TNC).		
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>		
<b>PROPOSED REVENUE:</b> n/a		
<b>PROPOSED EXPENDITURE:</b> \$697,000		
<b>FUNDING SOURCE:</b> Open Space – PDR Fund		
\$697,000 of which \$25,000 can be used towards reimbursement of transaction costs.		
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>		
None.		

**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

The Routt County Purchase of Development Rights (PDR) Citizen's Advisory Board met on May 4, 2020 and May 19, 2020 to review Tier II documents for Project #188. The PDR Board recommends approval of Tier II funding in the amount of \$697,000 of which up to \$25,000 can be used towards reimbursement of transaction costs. The following conditions need to be met prior to closing the project:

1. Closing Instructions from TNC to Title Company
2. Settlement Statements
3. Signed Agreement with County
4. Transaction Costs amount

The final Conservation Easement was valued at \$5,392,000 which is \$352,000 more than the initial estimated value of the Conservation Easement. Under this recommendation, the PDR program will be contributing \$672,000 (12.46%) towards the conservation easement, TNC will contribute \$500,000 (9.27%), GOCO will contribute \$930,000 (17.25%) and the remainder \$3,290,000 (61.02%) being landowner contribution. The PDR Board is pleased to see this project move towards completion and highly commends the landowners' dedication to planning for the future.

Smith Rancho/Deep Creek's 4,080 acres has conservation values of critical importance not only to the Conservancy, but also to Colorado Parks and Wildlife, the Colorado Natural Heritage Program and the Colorado Conservation Partnership ("Keep It Colorado"). It is located in the elevation transition zone between sagebrush shrub lands into mixed conifer and aspen woodlands. Because of the variety of vegetation types, it is habitat for several important species including Greater Sage-grouse, Columbian sharp-tailed grouse, elk, deer, mountain lion, and black bear. Smith Rancho/Deep Creek is a key piece in an uninterrupted landscape, and greatly contributes to the open scenic nature of Routt County. The Ranch contains water and habitat for many birds, mammals, and other wildlife of conservation value to the state.

**VI. LEGAL ISSUES:**

All documentation has been reviewed by the County Attorney's Office.  
No outstanding items.

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None.

**VIII. SUMMARY AND OTHER OPTIONS:**

None.