

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## REGULAR MEETING

June 9, 2020

ATTEND THE MEETING VIA ZOOM AT [https://us02web.zoom.us/j/85106670945?  
pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09](https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09)  
OR BY CALLING 1 (669) 900-6833.  
WEBINAR ID: 851 0667 0945  
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. PLEDGE OF ALLEGIANCE
3. APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL
4. PURCHASE OF DEVELOPMENT RIGHTS (PDR) ADVISORY BOARD  
Claire Sollars, Chair

### A. PDR PROJECT 191 - TIER II APPROVAL

Consideration to accept the PDR Board's recommendation to approve Tier II documents related to PDR project 191, discussion on moving the PDR application deadline to September, and direct staff to place the project on the Commissioners' agenda for funding approval, noting that all Tier II criteria has been met.

*Executive Session may be required under C.R.S. 24-6-402 (4)(a) to discuss the purchase, acquisition, lease transfer, or sale of any real, personal, or other property*

Documents:

[AGENDA COMMUNICATION FORM FOR 6.9.20- EXECUTIVE SESSION PDR 191.PDF](#)

### 5. LEGAL

Erick Knaus, County Attorney

### A. CONTINUED DECLARATION OF LOCAL DISASTER

Consideration and approval of a Resolution continuing the declaration of a local disaster.

Documents:

**6. HUMAN RESOURCES**

Kathy Nelson, Director

**A. EMPLOYEE CONNECTION SURVEY**

Discussion and Direction on the Employee Connection Survey.

Documents:

[AGENDA ITEM - EMPLOYEE CONNECTION SURVEY.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 made during the public comment portion of the meeting, via the raise your hand function on zoom. You will then wait until the moderator selects you to speak. Or you can comment in writing to [BCC@CO.ROUTT.CO.US](mailto:BCC@CO.ROUTT.CO.US). Please indicate in the subject line of your email that it is public comment and reference the agenda item to which it relates. Public comments will be entered into the record.

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

ATTEND THE MEETING VIA ZOOM AT [https://us02web.zoom.us/j/85106670945?](https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09)  
[pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09](https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09)  
OR BY CALLING 1 (669) 900-6833.  
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All programs, services and activities of Routt County are operated in compliance with the Americans with 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> 6/9/2020	
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<b>FROM:</b>	<b>PDR Board/Claire Sollars – Kendra Alfieri</b>
<b>TODAY’S DATE:</b>	6/3/2020
<b>AGENDA TITLE:</b>	PDR PROJECT 191 – TIER II APPROVAL – Executive Session

<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>
The PDR Board met on June 2, 2020 to review documentation presented related to projects 191.

<b>II. RECOMMENDED ACTION:</b>
<p>Consideration to accept the PDR Board’s recommendation to approve Tier II documents related to PDR project 191, and direct staff to place the project on the Commissioners’ agenda for funding approval, noting that all Tier II criteria has been met.</p> <p style="text-align: center;"><i>Executive Session may be required under C.R.S. 24-6-402 (4)(a) to discuss the purchase, acquisition, lease transfer, or sale of any real, personal, or other property</i></p>

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE:</b> n/a
<b>PROPOSED EXPENDITURE:</b> \$440,000
<b>FUNDING SOURCE:</b> Open Space – PDR Fund
\$415,000 to be used for purchasing of the conservation easement with additional funding of up to \$25,000 for the reimbursement of transaction costs

<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:**

**VI. LEGAL ISSUES:**

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

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

**VIII. SUMMARY AND OTHER OPTIONS:**

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> June 9, 2020	<b>ITEM TIME:</b>
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<b>FROM:</b>	Erick Knaus/Lynaia South
<b>TODAY'S DATE:</b>	May 2, 2020
<b>AGENDA TITLE:</b>	Consideration of and adoption of a Resolution Continuing Declaration of Local Disaster

<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>
Consideration of and adoption of a Resolution Continuing Declaration of Local Disaster.

<b>II. RECOMMENDED ACTION:</b>
Motion to approve a Resolution Continuing Declaration of Local Disaster

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE:</b>
<b>PROPOSED EXPENDITURE:</b>
<b>FUNDING SOURCE:</b>
N/A

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

<b>V. BACKGROUND INFORMATION:</b>
On March 13, 2020, the Chair signed a Declaration of Local Disaster relating to the COVID-19 global pandemic. On March 16, 2020, the Board of County Commissioners ratified and extended this Declaration of Local Disaster. This is the third Resolution extending the Declaration and extends the Declaration for another 30 days.

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

<b>VI. LEGAL ISSUES:</b>
N/A
<b>VII. CONFLICTS OR ENVIRONMENTAL ISSUES:</b>
N/A
<b>VIII. SUMMARY AND OTHER OPTIONS:</b>
N/A

STATE OF COLORADO )

RESOLUTION NO. 2020-\_\_\_

) ss

COUNTY OF ROUTT )

**A RESOLUTION OF THE ROUTT COUNTY BOARD OF COUNTY  
COMMISSIONERS CONTINUING THE  
DECLARATION OF LOCAL DISASTER**

WHEREAS, the Colorado Disaster Emergency Act, C.R.S. 24-33.5-701, et seq, provides procedures for statewide and local prevention of, preparation for, response to, and recovery from disasters; and

WHEREAS, pursuant to C.R.S. § 24-33.5-703(3), a “disaster” is defined to mean “the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause or cause of human origin, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action, or a condition of riot, insurrection, or invasion”; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709, a local disaster may be declared “only by the principal executive officer of a political subdivision;” and,

WHEREAS, pursuant to C.R.S. §§ 30-10-307 and 308, as amended, the chair of the Board of County Commissioners (“Board”) is the principal executive officer of Routt County and, in the absence of the chair, the vice-chair is statutorily authorized to act as the principal executive officer; and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1), the declaration of a local disaster “shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision;” and,

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1), any order declaring, continuing, or terminating a local disaster “shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder;” and,

WHEREAS, the Routt County Director of Emergency Management has advised the Board of a disaster currently present in Routt County, to wit, the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from COVID19 Pandemic (“Pandemic”) requiring emergency action to avert danger or damage, which began to occur on or before March 10, 2020, and which continues; and

WHEREAS, it would be appropriate and in the interests of the public health and safety, and would further protect property, for the Board to implement said recommendation; and

WHEREAS, the cost and magnitude of responding to and recovery from the impact of the Pandemic is far in excess of the county's available resources; and

WHEREAS, pursuant to C.R.S. § 24-33.5-709(2), the effect of declaring a local disaster "is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans"; and

WHEREAS, Colorado Governor Polis issued a Declaration of a Disaster Emergency on March 10, 2020; the President of the United States declared a National Emergency on March 13, 2020; and those declarations continue; and

WHEREAS, the Chair of the Board declared a Local Disaster on March 13, 2020. On March 16, 2020, the Board adopted Resolution No. 2020-08 Ratifying and Continuing the Declaration of Local Disaster. The Board adopted Resolution Nos. 2020-21 and 2020-27 Continuing the Declaration of Local Disaster and it is the intent of this Resolution to further continue that Declaration; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. That the Board hereby continues the Declaration of Local Disaster. There is a local disaster in Routt County, to wit, the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from the Pandemic requiring emergency action to avert danger or damage.
2. The effect of this declaration of disaster shall be to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.

BE IT FURTHER RESOLVED that the principal executive officers of all other cities and towns in Routt County affected by said disaster are urged to proclaim similar declarations and to cooperate with Routt County as necessary to cope with this incident.

BE IT FURTHER RESOLVED that the Declaration of Local Disaster shall be effective as of the date of the original Declaration, March 13, 2020. This Resolution and the Declaration of Local Disaster shall continue in effect through July 9, 2020. True copies will be filed promptly with the Colorado Office of Emergency Management and the Routt County Clerk and Recorder, and shall be promptly distributed to the appropriate representatives of the news media.



**ADOPTED THIS \_\_\_ DAY OF JUNE, 2020, BY THE BOARD OF COUNTY COMMISSIONERS FOR ROUTT COUNTY, COLORADO.**

\_\_\_\_\_  
Timothy V. Corrigan, Chair

Vote:	Timothy V. Corrigan	Aye	Nay	Abstain	Absent
	Douglas B. Monger	Aye	Nay	Abstain	Absent
	M. Elizabeth Melton	Aye	Nay	Abstain	Absent

ATTEST:

\_\_\_\_\_  
Kim Bonner,  
Routt County Clerk and Recorder

DRAFT

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b>		<b>ITEM TIME:</b>
<b>FROM:</b>	Kathy Nelson, Human Resources Director	
<b>TODAY'S DATE:</b>	June 5, 2020	
<b>AGENDA TITLE:</b>	Employee Connection Survey	
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>		
<input type="checkbox"/> ACTION ITEM		
<input checked="" type="checkbox"/> DIRECTION		
<input type="checkbox"/> INFORMATION		
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>		
Employee Connection Survey Discussion.		
<b>II. RECOMMENDED ACTION:</b>		
Discussion and Direction on the Employee Connection Survey.		
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>		
<b>PROPOSED REVENUE:</b> NA		
<b>PROPOSED EXPENDITURE:</b> NA		
<b>FUNDING SOURCE:</b> NA		
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>		
NA		

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA COMMUNICATION FORM

**V. BACKGROUND INFORMATION:**

May 6, 2020 – May 20, 2020 Routt County administered an Employee Connection Survey to help us understand how staff are managing during the COVID-19 pandemic.

The objective was to learn how employees are managing during the pandemic. The survey focused on:

- Do employees have a clear understanding of the COVID-19 work changes, benefits, and policies?
- Do employees have the necessary tools, PPE, and technology to perform their jobs from their work location (in-office or remotely)?
- Do employees feel safe, connected, and informed about their jobs, roles and responsibilities, and the emergency procedures in place?

CPS HR, a vendor we are currently using to carry out our Job Classification Study, created this survey. There was no cost to administer it.

The objective of the discussion is to learn from the feedback acquired, create an action plan for sharing the information with staff, and discuss potential adjustments for improvement.

**VI. LEGAL ISSUES:**

NA

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

NA

**VIII. SUMMARY AND OTHER OPTIONS:**

NA