

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## REGULAR MEETING

June 23, 2020

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09>

Password: 522

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715  
8592 or +1 312 626 6799 or +1 929 205 6099

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. **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 OF AND AUTHORIZATION FOR THE CHAIR TO SIGN THE STATEMENT OF WORK FOR AIR POLLUTION CONTROL.**

Documents:

[ROUTT COUNTY PO FY21 COMPLETE.PDF](#)  
[ROUTT COUNTY PO FY21 SOW FINAL.PDF](#)

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

**5. 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.** To make a public comment raise your hand on the zoom platform if online; if calling in press \*9. Another option is to download the Zoom app that allows you to raise your hand as well. The moderator will then select you when it is your turn. Written public comment can also be submitted to [bcc@co.routt.co.us](mailto:bcc@co.routt.co.us). Please make sure to 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.

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

Claire Sollars, Chair

**A. 2020 PDR GRANT CYCLE DISCUSSION**

PDR discussion and direction/action on postponing the 2020 PDR Grant Cycle and combine with the 2021 Grant Cycle due to COVID 19 scheduling issues.

Documents:

[BCC AGENDA COMMUNICATION FORM 6.23.20- 2020 GRANT CYCLE.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. 1:00 P.M. MEETING ADJOURNED**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09>

Password: 522

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715

8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 851 0667 0945

Password: 522

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.

## STATEMENT OF WORK

### I. Project Description:

This project serves to allow the Contractor to perform the following air pollution activities acting as a delegated agent of the Air Pollution Control Division (APCD): Conducting air monitoring site visits at a particulate air monitoring site to install clean filters and collect sampled filters and data.

This is an environmental project that will benefit the citizens of the state of Colorado by determining compliance with the Clean Air Act and Colorado Air Quality Control Commission regulations to protect public health. Reducing pollution and improving air quality is a key part of the strategic plan for the Colorado Department of Public Health and Environment, with a vision of making Colorado the healthiest state with the highest quality environment. This project is one part of an ongoing statewide effort to accomplish this vision.

### II. Definitions:

1. APCD – Air Pollution Control Division
2. CDPHE – Colorado Department of Public Health and Environment
3. CFR – Code of Federal Regulations
4. COC – Chain-of-Custody
5. EPA – U.S. Environmental Protection Agency
6. Hi-Vol - PM<sub>10</sub> filter based monitors with a high volume flow rate (1.132 m<sup>3</sup>/min or 1132 L/min)
7. ID - Filter identification number
8. LPM – Liters per minute
9. PM - Particulate Matter
10. PMU - Particulate Monitoring Unit
11. PM<sub>10</sub> - Particulate matter or particles in ambient air less than ten (10) micrometers in aerodynamic diameter
12. PSFE – Particulate Sampling Field Envelopes, which also serves as the COC form for each PM<sub>10</sub> sample
13. SOP - Standard Operating Procedure
14. Tare filter – clean un-sampled filter that has been equilibrated and pre-weighed by a contract laboratory

### III. Work Plan:

<b>Goal:</b> To improve and protect the air quality in Colorado through the development and implementation of cost-effective and efficient air pollution control measures that are consistent with the requirements of state and federal law.	
<b>Objective:</b> No later than the expiration date of this contract, have more efficient air pollution control measures by maintaining the operations of particulate monitors.	
<b>Primary Activity #1</b>	The Contractor shall maintain the operations of PM <sub>10</sub> Hi-Vol filter-based monitoring.
<b>Sub-Activities #1</b>	<ol style="list-style-type: none"> <li>1. The Contractor shall conduct routine site visits.</li> <li>2. The Contractor shall conduct non-routine site visits.</li> <li>3. The Contractor shall conduct troubleshooting.</li> <li>4. The Contractor shall complete training.</li> </ol>
<b>Standards and Requirements</b>	<ol style="list-style-type: none"> <li>1. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The Contractor shall monitor documents and website content for updates and comply with all updates.</li> <li>2. The Contractor shall perform work in accordance with the APCD Technical Services Program Quality Assurance Project Plan and associated Standard Operating Procedures, available on the Colorado Air Quality website at <a href="https://www.colorado.gov/airquality/tech_doc_repository.aspx">https://www.colorado.gov/airquality/tech_doc_repository.aspx</a> and are incorporated and made part of this contract by reference.</li> <li>3. The Contractor shall perform work in accordance with the following which are incorporated and made part of this contract by reference:</li> </ol>

	<p>a. CFR Title 40 Part 50. <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr50_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr50_main_02.tpl</a></p> <p>b. CFR Title 40 Part 58. <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr58_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr58_main_02.tpl</a></p> <p>4. The Contractor shall perform work on analyzers in accordance with manufacturer Operator/User Manuals.</p> <p>5. All employees that provide maintenance to air monitoring systems shall be trained following APCD SOPs and manufacturer manuals.</p> <p>6. The Contractor shall notify the APCD PMU within 24 hours, on business days, of any analyzer/sensor/sampler malfunctions or other critical problem by phone.</p> <p>a. Issues shall be documented on site log forms.</p> <p>b. Additional documentation can be sent by email.</p> <p>7. The Contractor shall conduct PM10 Hi-Vol filter particulate air monitoring:</p> <p>a. Location: Routt County Courthouse site, Steamboat Springs, CO.</p> <p>b. The APCD will provide local operator training, log sheets, sampler and site operational supplies and expendables (i.e. sampler filters and cleaning supplies).</p> <p>c. Routine visits:</p> <p>i. Two visits each calendar week;</p> <p>ii. Perform a site and sampler inspection during each site visit;</p> <p>iii. Document all site visit information on the APCD-provided PM10 Monthly log sheet.</p> <p>d. Non-routine site visits:</p> <p>i. As-needed, on request from APCD;</p> <p>ii. As needed, to perform repairs;</p> <p>iii. Document all site visit information on the APCD-provided PM10 Monthly log sheet.</p> <p>e. Troubleshooting:</p> <p>i. Provide troubleshooting support via telephone or email;</p> <p>ii. Perform equipment fault troubleshooting in consult with the PMU Technical Staff;</p> <p>iii. Perform minor repairs (e.g. install elapsed time meter);</p> <p>iv. Contact the APCD PMU on major repairs (e.g., head gasket leaks, new motor installation).</p> <p>f. Training:</p> <p>i. The Contractor shall attend all instructional trainings as provided by the APCD;</p> <p>ii. The Contractor shall notify APCD's PM Supervisor when new employees and interns are to be trained for work under this work plan.</p>				
<b>Expected Results of Activity(s)</b>	To successfully monitor sources of air pollution emissions and ensure compliance with EPA regulations to protect air quality in Colorado.				
<b>Measurement of Expected Results</b>	<p>1. Monthly reviews of sample log forms will be conducted by APCD staff for completeness and compared to the number of tasks invoiced.</p> <p>2. Monthly reviews of sampler run data will be conducted by APCD staff.</p> <p>3. Monthly reviews of data results from the analytical laboratory will be conducted by APCD staff to ensure that samples are being collected on correct days.</p> <p>4. Field data entered into the Particulate Database are validated monthly by APCD staff based on review of the Hi-Vol PSFE data and the PM10 Monthly Log.</p>				
<b>Deliverables</b>	<table border="1"> <tr> <td data-bbox="443 1661 1292 1717"></td> <td data-bbox="1292 1661 1502 1717"><b>Completion Date</b></td> </tr> <tr> <td data-bbox="443 1717 1292 1810">1. Hi-Vol PM10 sampled filters and PSFE's shall be submitted, via mail using the APCD supplied business reply envelopes to: CDPHE</td> <td data-bbox="1292 1717 1502 1810">No later than 2 weeks after sampling.</td> </tr> </table>		<b>Completion Date</b>	1. Hi-Vol PM10 sampled filters and PSFE's shall be submitted, via mail using the APCD supplied business reply envelopes to: CDPHE	No later than 2 weeks after sampling.
	<b>Completion Date</b>				
1. Hi-Vol PM10 sampled filters and PSFE's shall be submitted, via mail using the APCD supplied business reply envelopes to: CDPHE	No later than 2 weeks after sampling.				

	Laboratory Services Division (LSD) Air Resources Laboratory (ARL) at 8100 Lowry Blvd, Denver, CO 80230.	
	2. Hi-Vol PM <sub>10</sub> Monthly Log form as referenced in <b>Attachment 1</b> shall be sent via email (preferably) or fax to the Particulate Monitoring Supervisor. A sample of a completed form is referenced in <b>Attachment 2</b> .	No later than 10 business days after the end of each month

**IV. Budget:** incorporated herein by this reference and identified as “**Attachment 4**”.

**V. Additional Provisions:**

To receive compensation under the Contract, the Contractor shall submit a signed **Quarterly Invoice Form**. This form will be sent to you electronically (sample reimbursement/invoice form is attached as **Attachment 3** or it is also accessible from the CDPHE internet website. This form is titled “Air Pollution Control Division (APCD) Custom Invoice for Locals” and can be found here: <https://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links> this form is incorporated and made part of this Contract by reference. The Invoice Form must be submitted no later than **forty-five (45)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with the Statement of Work and Budget. The Contractor shall submit the invoice using the method listed below.

Scan the completed and signed Invoice Form into an electronic document. Email the Invoice form to: Contract Manager, cdphe\_apcd\_fiscal@state.co.us

Final billings under the Contract must be received by the State within a reasonable time after the expiration or termination of the Contract; but in any event no later than **forty-five (45)** calendar days from the effective expiration or termination date of the Contract.

**VI. Monitoring:**

CDPHE’s monitoring of the purchase order for compliance with performance requirements will be conducted throughout the purchase order period by each of the APCD Program’s Contract Monitors. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and review of inspection reports along with review of monthly reports. The Contractor’s performance will be evaluated at set intervals and communicated to the contractor.

**VII. Resolution of Non-Compliance:**

The Contractor will be notified in writing within five (5) calendar days of discovery of a compliance issue. Within fifteen (15) calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and timeline for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the timeline, the Contractor must email a request to the Particulate Monitoring Supervisor and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure timelines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Terms and Conditions of this Purchase Order.

**VIII. Attestation:**

The Vendor agrees to perform services in accordance with the terms and conditions of the Purchase Order to include Statement of Work and Budget.

---

Contractor Name (Print) and Title

---

Contractor Signature

---

Date

Colorado Department of Public Health and Environment – Air Pollution Control Division – Technical Services Program  
**INDEPENDENT CONTRACTOR PM<sub>10</sub> MONTHLY LOG**

Year \_\_\_\_\_ Month \_\_\_\_\_ Operator Name \_\_\_\_\_

Sampling Site: Routt County Courthouse

Date	PM <sub>10</sub> Filter ID #	PM <sub>10</sub> Sampler ID #	Comments: reason for missed sample: vacation, operator illness, defective filter, equipment problem. Also, note any unusual weather or pollution conditions that could affect the sample, e.g., high winds and dust, wildfire smoke, nearby construction, unusual weather or pollution conditions.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

**BIS** – “Break in Sequence” of filter ID numbers **Normal** – indicates weather was normal for season (no haze, air pollution or adverse weather conditions observed near the air monitoring site)



### Example of a Properly Filled-out PM<sub>10</sub> Sampler Monthly Reporting Log Form

NOTE: When using the following form, please enter the filter number onto the line for the appropriate sampling date. Enter any comments that may have affected the sample. Comments should include any visible sources of dust or wood smoke in the area, high wind conditions, and/or weather conditions that could impact the sample. For example, high winds, rain, fog, or snow. Also, please specify the time of the visible emissions and weather if known. Please include this information even when a sample did not run on the specified date if you were in the sampling area. The information can help the APCD corroborate samples at other sites or help determine the extent of an adverse weather or visible emissions. After the last sample for the month is entered, please e-mail or mail this form to the Particulate Monitoring Supervisor. It needs to be received as early as possible after the last sample day of the month.

Colorado Department of Public Health and Environment – Air Pollution Control Division – Technical Services Program  
**INDEPENDENT CONTRACTOR PM<sub>10</sub> MONTHLY LOG**

Year 2020 Month May Operator Name John Doe

Sampling Site: Routt County Courthouse

Date	PM <sub>10</sub> Filter ID #	PM <sub>10</sub> Sampler ID #	Comments: reason for missed sample: vacation, operator illness, etc.; defective filter, equipment problem. Also, note any unusual weather or pollution conditions that could affect the sample, e.g., high winds and dust, wildfire smoke, nearby construction, unusual weather or pollution conditions.
1	Q1572269	1	Normal weathers
2	Q1572270	2	Hot and dry. Strong winds and blowing dust observed in town 1 – 5 PM.
3	Q1572271	3	Normal
4	Q1572272	4	Main St. Bridge construction 2 blocks to north; large dirt piles (~25' x 100' x 12' high)
5	Q9222500	1	BIS, Rained most of the day
6	Q9222501	2	Normal
7	Q9222502	3	Hazy in Town with a strong smell of wood smoke in the area.
8	Q9222533	4	Foggy 8 – 10 AM and rain drizzling most of the day.
9	Q9222534	1	BIS, normal

**BIS** – “Break in Sequence” of filter ID numbers **Normal** – indicates weather was normal for season (no haze, air pollution or adverse weather conditions observed near the air monitoring site)

**INVOICE NUMBER:**

(maximum 12 characters) \_\_\_\_\_

**To:** Colorado Dept. of Public Health & Environment

Attn: Peggy DeOrio

Air Pollution Control, B1-ADM

4300 Cherry Creek Drive South

Denver, CO 80246

Phone: 303- 692-3107 - Fax: 303-782-5493

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FEIN#:** \_\_\_\_\_

**Dates:** From: \_\_\_\_\_ To: \_\_\_\_\_ **Final Bill:**

**Contract/PO #** \_\_\_\_\_

Activity/Task	Hourly/Task Rate	Enter No. of Tasks/Samples Completed	Hours Paid Per Task	Reimbursement Requested
Title V Source Inspections	\$0.00		0.00	\$0.00
Syn Minor Source Inspections	\$0.00		0.00	\$0.00
Minor Source Inspections	\$0.00		0.00	\$0.00
Complaint Investigation	\$0.00		0.00	\$0.00
Open Burning Permits	\$0.00		0.00	\$0.00
Professional Training Activities	\$0.00		0.00	\$0.00
Other:	\$0.00		0.00	\$0.00
Gaseous Site:	\$0.00		0.00	\$0.00
Gaseous site:	\$0.00		0.00	\$0.00
Gaseous site:	\$0.00		0.00	\$0.00
Gaseous Training	\$0.00		0.00	\$0.00
Air Toxics	\$0.00		0.00	\$0.00
Operation & Maintenance of PM10 Monitors	\$12.00		0.00	\$0.00
			<b>Enter Number of Actual Hours</b>	
Operation & Maintenance of PM10 Low Vol Monitors	\$0.00		0.00	\$0.00
Operation & Maintenance of PM2.5 TEOM Monitors	\$0.00		0.00	\$0.00
Operation & Maintenance of PM2.5 FRM Monitors	\$0.00		0.00	\$0.00
Operation & Maintenance of PM2.5 Speciation Monitors	\$0.00		0.00	\$0.00
Asbestos	\$0.00		0.00	\$0.00
CFC Activities	\$0.00		0.00	\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

**To be Signed by Contractor/Vendor**

*I/We affirm the claimed expenses comply with the budget provisions of the contract and are reasonable and necessary, that all relevant progress or other reports have been timely filed, and all contract milestones and/or tasks related to the billing period have been achieved.*

**Signature & Title**

**Date**

**To be Signed by CDPHE Program Director or Delegate**

*I affirm that I or my staff have reviewed the contractor's invoice and supporting documentation (as required), progress reports and other communications with the contractor, and believe to the best of my knowledge, that the contractor is in compliance with all contract provisions.*

**Signature & Title**

**Date**

**To be Signed by CDPHE-Fiscal Officer or Delegate**

*I certify that the claimed expenses have been reviewed by me for compliance with the requirements of the funding source and the State of Colorado Fiscal Rules, and are charged to the appropriate funding source.*

**Signature & Title**

**Date**

**FY21 BUDGET**

County: **Routt**

Rate

**\$12.00**

Activity/Task	Budgeted By	Number of Tasks/Samples	Hours per Task	Total Hours	Hourly Rate	Total
Operation & Maintenance of PM10 Monitors	Samples	365			\$12.00	\$4,380.00
		365		0		<b>\$4,380.00</b>

## **STATEMENT OF WORK**

### **I. Project Description:**

This project serves to allow the Contractor to perform the following air pollution activities acting as a delegated agent of the Air Pollution Control Division (APCD): Conducting air monitoring site visits at a particulate air monitoring site to install clean filters and collect sampled filters and data.

This is an environmental project that will benefit the citizens of the state of Colorado by determining compliance with the Clean Air Act and Colorado Air Quality Control Commission regulations to protect public health. Reducing pollution and improving air quality is a key part of the strategic plan for the Colorado Department of Public Health and Environment, with a vision of making Colorado the healthiest state with the highest quality environment. This project is one part of an ongoing statewide effort to accomplish this vision.

### **II. Definitions:**

1. APCD – Air Pollution Control Division
2. CDPHE – Colorado Department of Public Health and Environment
3. CFR – Code of Federal Regulations
4. COC – Chain-of-Custody
5. EPA – U.S. Environmental Protection Agency
6. Hi-Vol - PM<sub>10</sub> filter based monitors with a high volume flow rate (1.132 m<sup>3</sup>/min or 1132 L/min)
7. ID - Filter identification number
8. LPM – Liters per minute
9. PM - Particulate Matter
10. PMU - Particulate Monitoring Unit
11. PM<sub>10</sub> - Particulate matter or particles in ambient air less than ten (10) micrometers in aerodynamic diameter
12. PSFE – Particulate Sampling Field Envelopes, which also serves as the COC form for each PM<sub>10</sub> sample
13. SOP - Standard Operating Procedure
14. Tare filter – clean un-sampled filter that has been equilibrated and pre-weighed by a contract laboratory

### **III. Work Plan:**

<b>Goal:</b> To improve and protect the air quality in Colorado through the development and implementation of cost-effective and efficient air pollution control measures that are consistent with the requirements of state and federal law.	
<b>Objective:</b> No later than the expiration date of this contract, have more efficient air pollution control measures by maintaining the operations of particulate monitors.	
<b>Primary Activity #1</b>	The Contractor shall maintain the operations of PM <sub>10</sub> Hi-Vol filter-based monitoring.
<b>Sub-Activities #1</b>	<ol style="list-style-type: none"> <li>1. The Contractor shall conduct routine site visits.</li> <li>2. The Contractor shall conduct non-routine site visits.</li> <li>3. The Contractor shall conduct troubleshooting.</li> <li>4. The Contractor shall complete training.</li> </ol>
<b>Standards and Requirements</b>	<ol style="list-style-type: none"> <li>1. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The Contractor shall monitor documents and website content for updates and comply with all updates.</li> <li>2. The Contractor shall perform work in accordance with the APCD Technical Services Program Quality Assurance Project Plan and associated Standard Operating Procedures, available on the Colorado Air Quality website at <a href="https://www.colorado.gov/airquality/tech_doc_repository.aspx">https://www.colorado.gov/airquality/tech_doc_repository.aspx</a> and are incorporated and made part of this contract by reference.</li> <li>3. The Contractor shall perform work in accordance with the following which are incorporated and made part of this contract by reference:</li> </ol>

	<p>a. CFR Title 40 Part 50. <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr50_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr50_main_02.tpl</a></p> <p>b. CFR Title 40 Part 58. <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr58_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr58_main_02.tpl</a></p> <p>4. The Contractor shall perform work on analyzers in accordance with manufacturer Operator/User Manuals.</p> <p>5. All employees that provide maintenance to air monitoring systems shall be trained following APCD SOPs and manufacturer manuals.</p> <p>6. The Contractor shall notify the APCD PMU within 24 hours, on business days, of any analyzer/sensor/sampler malfunctions or other critical problem by phone.</p> <p>a. Issues shall be documented on site log forms.</p> <p>b. Additional documentation can be sent by email.</p> <p>7. The Contractor shall conduct PM10 Hi-Vol filter particulate air monitoring:</p> <p>a. Location: Routt County Courthouse site, Steamboat Springs, CO.</p> <p>b. The APCD will provide local operator training, log sheets, sampler and site operational supplies and expendables (i.e. sampler filters and cleaning supplies).</p> <p>c. Routine visits:</p> <p>i. Two visits each calendar week;</p> <p>ii. Perform a site and sampler inspection during each site visit;</p> <p>iii. Document all site visit information on the APCD-provided PM10 Monthly log sheet.</p> <p>d. Non-routine site visits:</p> <p>i. As-needed, on request from APCD;</p> <p>ii. As needed, to perform repairs;</p> <p>iii. Document all site visit information on the APCD-provided PM10 Monthly log sheet.</p> <p>e. Troubleshooting:</p> <p>i. Provide troubleshooting support via telephone or email;</p> <p>ii. Perform equipment fault troubleshooting in consult with the PMU Technical Staff;</p> <p>iii. Perform minor repairs (e.g, install elapsed time meter);</p> <p>iv. Contact the APCD PMU on major repairs (e.g., head gasket leaks, new motor installation).</p> <p>f. Training:</p> <p>i. The Contractor shall attend all instructional trainings as provided by the APCD;</p> <p>ii. The Contractor shall notify APCD's PM Supervisor when new employees and interns are to be trained for work under this work plan.</p>
<b>Expected Results of Activity(s)</b>	To successfully monitor sources of air pollution emissions and ensure compliance with EPA regulations to protect air quality in Colorado.
<b>Measurement of Expected Results</b>	<p>1. Monthly reviews of sample log forms will be conducted by APCD staff for completeness and compared to the number of tasks invoiced.</p> <p>2. Monthly reviews of sampler run data will be conducted by APCD staff.</p> <p>3. Monthly reviews of data results from the analytical laboratory will be conducted by APCD staff to ensure that samples are being collected on correct days.</p> <p>4. Field data entered into the Particulate Database are validated monthly by APCD staff based on review of the Hi-Vol PSFE data and the PM10 Monthly Log.</p>
	<b>Completion Date</b>

<b>Deliverables</b>	1. Hi-Vol PM10 sampled filters and PSFE's shall be submitted, via mail using the APCD supplied business reply envelopes to: CDPHE Laboratory Services Division (LSD) Air Resources Laboratory (ARL) at 8100 Lowry Blvd, Denver, CO 80230.	No later than 2 weeks after sampling.
	2. Hi-Vol PM <sub>10</sub> Monthly Log form as referenced in <b>Attachment 1</b> shall be sent via email (preferably) or fax to the Particulate Monitoring Supervisor. A sample of a completed form is referenced in <b>Attachment 2</b> .	No later than 10 business days after the end of each month

**IV. Budget:** incorporated herein by this reference and identified as “**Attachment 4**”.

**V. Additional Provisions:**

To receive compensation under the Contract, the Contractor shall submit a signed **Quarterly Invoice Form**. This form will be sent to you electronically (sample reimbursement/invoice form is attached as **Attachment 3** or it is also accessible from the CDPHE internet website. This form is titled “Air Pollution Control Division (APCD) Custom Invoice for Locals” and can be found here: <https://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links> this form is incorporated and made part of this Contract by reference. The Invoice Form must be submitted no later than **forty-five (45)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with the Statement of Work and Budget. The Contractor shall submit the invoice using the method listed below.

Scan the completed and signed Invoice Form into an electronic document. Email the Invoice form to: Contract Manager, [cdphe\\_apcd\\_fiscal@state.co.us](mailto:cdphe_apcd_fiscal@state.co.us)

Final billings under the Contract must be received by the State within a reasonable time after the expiration or termination of the Contract; but in any event no later than **forty-five (45)** calendar days from the effective expiration or termination date of the Contract.

**VI. Monitoring:**

CDPHE’s monitoring of the purchase order for compliance with performance requirements will be conducted throughout the purchase order period by each of the APCD Program’s Contract Monitors. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and review of inspection reports along with review of monthly reports. The Contractor’s performance will be evaluated at set intervals and communicated to the contractor.

**VII. Resolution of Non-Compliance:**

The Contractor will be notified in writing within five (5) calendar days of discovery of a compliance issue. Within fifteen (15) calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and timeline for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the timeline, the Contractor must email a request to the Particulate Monitoring Supervisor and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure timelines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Terms and Conditions of this Purchase Order.

**VIII. Attestation:**

The Vendor agrees to perform services in accordance with the terms and conditions of the Purchase Order to include Statement of Work and Budget.

---

Contractor Name (Print) and Title

---

---

Contractor Signature

---

Date



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

<b>ITEM DATE: 6/23/20</b>	<b>ITEM TIME: 10:45am</b>
---------------------------	---------------------------

<b>FROM:</b>	Kendra Alfieri
<b>TODAY'S DATE:</b>	6/19/20
<b>AGENDA TITLE:</b>	PDR
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>	
<b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>	
PDR discussion and direction/action on postponing the 2020 PDR Grant Cycle and combine with the 2021 Grant Cycle due to COVID 19 scheduling issues.	
<b>II. RECOMMENDED ACTION (motion):</b>	
Motion to postpone the 2020 PDR Grant Cycle and combine with the 2021 Grant Cycle.	
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>	
<b>PROPOSED REVENUE (if applicable):</b>	
<b>CURRENT BUDGETED AMOUNT:</b>	
<b>PROPOSED EXPENDITURE: N/A</b>	
<b>FUNDING SOURCE:</b>	
<b>SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input type="checkbox"/></b>	
N/A	
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>	
None	
<b>V. BACKGROUND INFORMATION:</b>	
Due to COVID 19 scheduling issues, Routt County BCC approved having outside legal counsel (John Merrill, Esq.) assist with Tier II legal review of then-pending projects and also the BCC postponed the 2020 PDR Grant Cycle from May to July. Because of the continued uncertainty of COVID 19 scheduling issues, including the impact on Routt County Purchase of Development Rights (PDR) Citizens' Advisory Board's field reviews, the PDR Board recommends the BCC postpone the 2020 PDR Grant Cycle to 2021. The 2020 PDR funds would be combined with 2021 PDR funds for consideration of applications submitted in the 2021 Grant Cycle. It is the understanding of PDR that postponing the 2020 Grant Cycle to 2021 will not adversely affect landowners who intended to pursue PDR funding in 2020.	
<b>VI. LEGAL ISSUES:</b>	
None	
<b>VII. CONFLICTS OR ENVIRONMENTAL ISSUES:</b>	
None	





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

**VIII. SUMMARY AND OTHER OPTIONS:**

**IX. LIST OF ATTACHMENTS:**