

**STATE OF COLORADO  
COUNTY OF ROUTT**

**OFFICE OF THE CLERK  
January 10, 2017**

County Commissioner Cari Hermacinski, Chair called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Timothy V. Corrigan, Commissioner Douglas B. Monger, Deputy County Manager Dan Weinheimer, and County Manager Tom Sullivan were also present. Those present recited the Pledge of Allegiance. Tegan Anderson recorded the meeting and prepared the minutes.

**EN RE: WARRANTS**

**MOTION**

Commissioner Corrigan moved to approve and authorize the Commissioners to sign the Warrants Sheets that included:

Accounts Payable Check- Cycle Date:	1/2-1/6	\$0.00
Accounts Payable Check: Manuals	1/2-1/6	\$3,543.28
Accounts Payable Wires:	1/2-1/6	\$0.00
Total:		\$3,543.28
Payroll Checks- Cycle Date:	1/2-1/6	\$0.00
Payroll Checks- Manuals	1/2-1/6	\$862.72
Total:		\$862.72
Total Disbursements Approved:	1/2-1/6	\$4,406.00

Commissioner Monger seconded.

Mr. Sullivan advised that there were no noteworthy Accounts Payable items.

The motion carried 3-0.

**EN RE: ITEMS OF NOTE FROM THE PREVIOUS DAY'S WORK  
SESSIONS**

Commissioner Hermacinski stated that the Board had updates from the County Attorney, the County Manager, the Planning Department, Human Services Department, Building and Plant Department and met with the Deputy County Manager in regards to strategic planning.

#### **EN RE: CONSENT AGENDA**

The following items were presented for consideration, approval, and signing on the consent agenda:

- A. Approval of County Commissioners Minutes: Regular Meeting of December 6, 2016;
- B. Approval of and authorization to sign a Liquor License renewal for Spoke & Spur LLC DBA Daddio's for a Tavern License.
- C. Approval to adopt the revised policy regarding Requests for Public Records pursuant to the Colorado Public (Open) Records Act.

#### **MOTION**

Commissioner Monger moved to approve items A, B, and C on the consent agenda and authorize the Chair to sign the related documents.

Commissioner Corrigan seconded; the motion carried 3-0.

#### **EN RE: PUBLIC COMMENT**

No members of the public were present for comment.

#### **EN RE: ADMINISTRATIVE / HELENA TAYLOR**

Ms. Taylor stated that this item is the consideration to approve the 2017 Appointments List designating representatives to the various boards and committees. The list was revised according to the input that the Board provided. The biggest change to the Appointments List is that Commissioner Corrigan will be the Chair of the Board of County Commissioners and Commissioner Monger will be the Pro Tem.

Ms. Taylor continued that the only thing that needs to be signed is appointing Commissioner Monger to the Colorado River Conservation District Board of Directors. This appointment extends for three years regardless of if Commissioner Monger remains a Commissioner or not.

#### **MOTION**

Commissioner Corrigan moved to approve and authorize the Chair's signature on the 2017 Appointments List designating representatives to the various boards and committees noting that with this motion Commissioner Corrigan will become the Chair of the Board of County Commissioners for 2017.

Commissioner Monger seconded; the motion carried 3-0.

## **EN RE: YAMPATIKA / JOE HAINES**

### **ANNUAL UPDATES**

Mr. Haines introduced himself as the new executive director of Yampatika as of May 2016.

Yampatika has a variety of programs for both adults and youth. Their adult programs are connecting people with nature through wildflower, mineral springs, and medicinal herb hikes in the summer and snowshoeing, ski with a naturalist, uranium mine tours in the winter. Yampatika runs a variety of youth programs at Legacy Ranch year-round.

One key youth program is the Environmental Literacy Program (ELP) and that is where the support from Routt County is allocated. The ELP is free to every Routt County elementary student and impacted about 1,200 students and 57 classes in Routt County in the last year. The ELP is a kindergarten through fifth grade program that is specifically designed based upon teacher feedback. Aside from the environmental aspect, ELP focuses on development of teambuilding, leadership and communication skills. The ELP is present in the majority of the county aside from South Routt, where Yampatika hopes to expand in 2017. The funding provided by the county represents just over 5% of the overall program budget.

Commissioner Hermacinski asked if Yampatika went without an executive director for a while. Mr. Haines responded yes, the board tried a different model that had co-directors instead of an executive director but it wasn't very successful.

Commissioner Monger asked about the board of directors. Mr. Haines responded that there are two boards. One is the board of directors and the other is an advisory board. The advisory board is mostly made up of former board of director members and partners such as USFS, CPW, and BLM.

As Yampatika approaches its 25<sup>th</sup> anniversary the organization is focusing on where it wants to be in another 25 years. Some goals include having a large impact across many ages and with many different types of activities, forming partnerships with other area agencies and increasing program visibility.

Also discussed were other funding sources such as the Education Fund Board and the USFS. In the past, Yampatika has had a budget of about \$250,000 and a 2015 audit was just completed which showed that in kind contribution was being undervalued by about \$60,000. For 2017 a budget of \$360,000 was just approved. Mr. Haines foresees Yampatika becoming an

organization that has a budget in the \$500,000 to one million dollar range in the future and that will require annual audits but until that time audits will be done on a biennial basis.

## **EN RE: ROAD AND BRIDGE / JANET HRUBY**

### **2016 HUTF MILEAGE CERTIFICATION**

Ms. Hruby stated that this is a request for the Board to review, approve, and sign the annual road mileage certification required by the Colorado Department of Transportation (CDOT) to support receiving HUTF funding. This is the requirement to report if any roads were added or taken away or if anything was paved. Some road aprons were added but those were negligible. CDOT and Routt County have slightly different numbers. The County counted a higher number of gravel roads miles and the CDOT counted a higher number of paved roads miles. This will be worked on in the future to find where there is a discrepancy so both the County and CDOT have matching road mile totals. The difference can come from using different starting and ending points or using different types of technologies to measure the road distances.

### **MOTION**

Commissioner Hermacinski moved to approve and authorize all of the Routt County Commissioners signatures on the annual mileage certification required by the Colorado Department of Transportation (CDOT) to support receiving HUTF funding.

Commissioner Monger seconded; the motion carried 3-0.

## **EN RE: PURCHASING / TIM WINTER**

Marti Hamilton, Purchasing; Janet Hruby, Road and Bridge; and Kevin Booth, YVRA; were also present.

### **RFQ 544 WELDER**

Ms. Hamilton stated that this item is the consideration for approval of and authorization of the Chair to sign a purchase order for one multi-process welder for Road and Bridge District 1 shop in Oak Creek. Mr. Romero did a lot of research about what type of welder is necessary and it was decided that they need a three phase 380-600 volt electric multi-process welder. There are two models that meet that criteria. After going out for bids, the lowest bid for either of those models is the Lincoln from Airgas for \$6,692.

Commissioner Monger asked, since this is not a portable welder, if each shop has both a portable and a fixed welder. Ms. Hruby responded that is correct.

### **MOTION**

Commissioner Monger moved to approve the purchase and authorization of the Chair to sign a purchase order for one multi-process welder for the Road and Bridge District 1 shop in Oak Creek to Airgas USA in the amount of \$6,692.75.

#### **542 YVRA VEHICLE STATE BID 2017**

Ms. Hamilton stated that this item is the consideration for approval and authorization for the Chair to sign a purchase order for one new Ford F150 special services vehicle (police) for the YVRA Operations Safety and Security Superintendent. Also being requested is the consideration to waive the formal purchasing process and authorization for the Chair to sign a purchase order for the equipment and installation of police vehicle accessories for this vehicle. Mr. Whitmore specifically requested a white vehicle because he doesn't want to match the Steamboat Springs emergency response vehicles. The lights on the vehicle are very bright and there are red stripes down the side.

Commissioner Hermacinski asked if there is an issue with a white vehicle being used on the runway. Mr. Booth responded that there is no issue with a white vehicle being used on a runway.

Commissioner Monger asked if it needs a topper or any other equipment. Ms. Hamilton responded no, all of the equipment is included in the purchase.

#### **MOTION**

Commissioner Monger moved to approve the purchase and authorize the Chair to sign a purchase order for one new 2017 Ford F150 special services (police) vehicle for YVRA Operations Safety and Security Superintendent to Spardley Barr Motors Cheyenne in the amount of \$31,261.00 and to waive the formal purchasing process and approve and authorize the Chair to sign a purchase order for the equipment and installation of police vehicle accessories for this vehicle to Avtech in the amount of \$6,096.48 for a total expenditure of \$37,357.48.

Commissioner Monger seconded; the motion carried 3-0.

#### **EN RE: HUMAN RESOURCES / CHRIS HENSEN**

Kathy Nelson, Human Resources, was present.

#### **SUPPLEMENTAL DEPT POLICY REGARDING VACATION AND COMP TIME CARRYOVER AND ANNUAL VACATION LEAVE POLICY UPDATES**

Ms. Nelson stated that this item is for the consideration to approve the Supplemental Departmental Policies regarding vacation and comp time carryover for the Road and Bridge Department and Yampa Valley Regional Airport. Ms. Nelson stated that also for consideration is the approval of updates to Section 8.3.3 of the Personnel Handbook, Annual Vacation Leave.

## **MOTION**

Commissioner Monger moved to approve the updates to Section 8.3.3 of the Personnel Handbook, Annual Vacation Leave and to approve the Supplemental Departmental Policies Regarding Vacation and Comp Time Carryover for affected Road and Bridge and Yampa Valley Regional Airport employees.

Commissioner Hermacinski seconded; the motion carried 3-0.

## **EN RE: BUILDING AND PLANT / TIM WINTER**

Vickie Clark, Department of Human Services; Tom Ross, Steamboat Pilot and Today; Bill Rangitsch and Erica Hewitt, Steamboat Architectural Associates; were also present.

### **DEPARTMENT OF HUMAN SERVICES NEEDS ASSESSMENT PRESENTATION**

Mr. Rangitsch discussed his and Ms. Hewitt's roles in the needs assessment study. Ms. Hewitt met with department heads, staff and looked at the existing facilities. She also went on to look at the programmatic needs and governmental regulations in terms of size and code issues. Mr. Rangitsch did the design work. Ms. Hewitt distributed a Needs Assessment Report to all present parties and displayed a PowerPoint presentation.

Ms. Hewitt discussed the space summary of the existing DHS building and its inefficiencies. The current building is overcrowded, lacks secure space and is dictating how the department can function. DHS currently has 7,175 square feet of workspace across multiple facilities. Ms. Hewitt briefly addressed the process that was used to gather data and information on the needs of the department. An organizational chart was composed to divide DHS into teams and space needs were determined for each of those teams. With the information and data gathered, proposed square footage was calculated. Ms. Hewitt highlighted the space needs for each program area in depth as outlined on the handout and in the PowerPoint.

Commissioner Monger asked if one collective meeting room would be a better option instead of increasing the size of multiple individual offices to 15ft by 15ft. Ms. Hewitt stated that the increases were for accessibility and staff gave examples of instances that closed door meetings needed to occur without prior planning and with several attendees present.

Commissioner Monger asked if this is a plan for the current space needs or if the space needs of the future have been considered. Ms. Hewitt responded that they have designed for the space needs of 2040.

Commissioner Hermacinski asked what the multi-purpose / community room with seating capability for 45 people is for. Ms. Hewitt responded that, based on interviews, it was discovered that there is a need for an on-site conference room to facilitate larger programs therefore eliminating the need to move to another facility for gatherings with high attendance. Also one need was a space that the entire staff can meet in. The room will also have dividers

and have the capability of being utilized as multiple smaller rooms. Additionally, more interview rooms were added because they are frequently used and there is currently a shortage.

Mr. Rangitsch discussed the space available to construct the new DHS facility and the proposed design options. There are four city lots that the county owns but there is a 100 year flood plain that needs to remain open. One option to maximize the space would be to have underground parking beneath a two story building. The other design option has the parking lot for staff off of the side of the building. The new projected square footage is 12,975.

The cost analysis for the underground parking option is \$4.4 to 5 million and the option without the underground parking is about \$3.4 to 4.2 million. Both figures include site development costs and utilities but do not include soft costs. Commissioner Hermacinski clarified that soft costs would increase the cost by about 35%. Mr. Rangitsch responded about 30% increase would cover the additional costs.

Commissioner Monger asked where DHS staff will operate when the new facility is being built. Mr. Rangitsch responded that modular buildings can be used. Commissioner Hermacinski commented that a private building can be rented. Commissioner Monger added that this is something that will need to be discussed.

#### **EN RE: PLANNING / CHAD PHILLIPS**

Kristy Winser, Planning, was also present.

#### **PI2014-003; STAGECOACH COMMUNITY PLAN – RESCHEDULED TO FEBRUARY 14, 2017 AT 1:30 PM**

Commissioner Corrigan asked Ms. Winser to explain, for the record, why this item needed to be rescheduled. Ms. Winser stated that this is being rescheduled at the request of the Planning Commission as they will be seeing this item at their January 12<sup>th</sup> meeting.

Commissioner Hermacinski asked if the stakeholders are satisfied with the process so far. Ms. Winser responded that the rescheduling of the adoption from September 1, 2016 was due in part to allow more stakeholder input.

No further business coming before the Board, same adjourned sine die.

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Kim Bonner, Clerk and Recorder

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Timothy V. Corrigan, Chair

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Date