

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
March 7, 2017**

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

EN RE: WARRANTS

MOTION

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

Accounts Payable Check- Cycle Date:	2/27-3/3	\$231,199.31
Accounts Payable Check: Manuals	2/27-3/3	\$7,346.95
Accounts Payable Wires:	2/27-3/3	\$0.00
Total:		\$238,546.26
Payroll Checks- Cycle Date:	2/27-3/3	\$0.00
Payroll Checks- Manuals	2/27-3/3	\$0.00
Total:		\$0.00
Total Disbursements Approved:	2/27-3/3	\$238,546.26

Commissioner Monger seconded.

Mr. Sullivan advised of the following Accounts Payable Items:

Baseline Engineering	\$1,147.50	Information Systems – Fiber Optic Build Project Management
Governmental Finance Officers Association	\$27,828.00	Accounting – ERP project contract consulting
Northwest Consultants Inc.	\$32,629.00	Weed Shed Construction

The motion carried 3-0.

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

Commissioner Corrigan stated that the Board met with the County Manager, County Attorney, and Sheriff's Department to hear updates. The Board recognized four employees through the Core Values "Making a Difference" program and discussed the strategic initiatives with the Deputy County Manager.

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 January 31, 2017;
- B. Approval of and authorization to appoint six members to the Multi-Modal Road Users Advisory Committee.
- C. Approval of and authorization for the Chair to sign the Seventh Amendment to the Agreement for Inmate Health Care Services.
- D. Approval of and authorization to ratify the Chair's signature for submitting March 1, 2017 \$12,000 grant request to the Craig-Scheckman Family Foundation for the Frist Impressions Tuition Assistance Program on behalf of Routt County as fiscal agent for Routt County Early Childhood Council.

MOTION

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

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No members of the public were present for comment.

EN RE: PURCHASING / TIM WINTER

Amber Delay, Purchasing, and Geovanny Romero, Road and Bridge, were present.

RFP 550 ROAD AND BRIDGE CULVERT CLEANER

Ms. Delay stated that this item is the consideration to approve and authorize the Chair to sign a purchase order for a high pressure jet stream culvert cleaner for the Routt County Road and Bridge Department.

Commissioner Hermacinski asked if this is the first one being bought or was one being rented previously. Mr. Romero responded that Road and Bridge has a culvert cleaner that doesn't have nearly the capacity that this unit has. The County was contracting with a private company, Action Drain Services in Craig, and this is similar to their equipment.

Commissioner Monger asked if the Road and Bridge employees will receive extra training for this piece of equipment. Mr. Romero responded that an employee of District 1 is a former employee of Action Drain Services and is familiar with operating the equipment. Ms. Delay added that this supplier also included a day of onsite training with their proposal.

Commissioner Monger added that this item had \$65,000 budgeted for it. Ms. Delay commented that four suppliers who responded met the criteria. Faris also included a warranty and a day of training.

Commissioner Hermacinski asked if Road and Bridge will be cleaning more culverts now. Mr. Romero responded that a new culvert cleaning program has been developed to clean more culverts because drainage issues are a major reason that causes roads to fail.

MOTION

Commissioner Hermacinski moved to approve and authorize the Chair to sign the Purchase Order to Faris Machinery in the amount not to exceed \$57,750 for a high pressure culvert cleaner for Routt County Road and Bridge Department.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: COMMUNICATIONS / JASON NETTLES

Karrie Littman, Communications Department, was also present.

EMD APCO & PHYSICIAN ADVISOR AGREEMENTS

Mr. Nettles stated that he has two items to present to the Board. The first item is regarding the Emergency Medical Dispatch program and the second is the Physician Advisor Agreement with Dr. Laila Powers. The Communications Department is transitioning from EMD of Colorado to APCO for their emergency medical dispatch program and Dr. Powers has already signed off on that new agreement. Dr. Powers is acting in an advisory position and there is no compensation or fees associated with her services because this is a voluntary position.

Mr. Nettles continued that last year the decision was made to switch to APCO prior to his hiring and he is in complete agreement with that decision as he is an APCO trainer. The APCO

program has some additional benefits such as a continuing education program. Each employee will need to be trained on this new program over the next two months.

Commissioner Monger asked if there is an agreement with APCO. Mr. Nettles responded that is the other component to this item aside from the Physician Agreement. Commissioner Monger questioned how much EMD of Colorado cost because APCO has a cost of \$3,300. Mr. Sullivan responded that EMD of Colorado did not have an annual cost but they were not returning many services. Mr. Nettles added that there was a \$220 dollar fee for each employee to take the EMD of Colorado class plus travel and lodging costs. Because Mr. Nettles is an APCO trainer it eliminates the need for employees to travel for this training. Ms. Littman noted that this was budgeted last year but it wasn't purchased because the Communications Center wanted the approval of the new Communications Manager before it was purchased.

Commissioner Monger asked what other agencies around the country do. Mr. Nettles responded that one other nationally recognized EMD program, the National Academies of Emergency Dispatch but it has a higher cost and is substantially more restrictive. Mr. Nettles added that Dr. Powers is supportive of the change to APCO as well.

MOTION

Commissioner Monger moved to approve the renewal contract with Dr. Laila Powers as the Emergency Medical Dispatch Physician Advisor and approve the Agreement between Routt County and APCO International to establish a services and support system for the Emergency Medical Dispatch Program at the Routt County Communications Center.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: CLERK AND RECORDER / KIM BONNER

Tina Fry, Jenny Thomas, Sarah Williams, and Catherine Carson, Elections, were present.

ELECTIONS VOTING SYSTEM PURCHASE

Ms. Bonner stated that she is requesting the approval and authorization of the Chair to sign a Voting System Acquisition Agreement between Routt County and Dominion Voting Systems, Inc, in the amount of \$141,060.84. The current system is at the end of its life cycle and some failures have been observed. The Secretary of State's Office has been moving towards the Dominion Voting System for several years and the Elections Department has money set aside for the purchase of this new system. There is a schedule lined out for training and implementation and a statewide mock election is planned to test out the systems. The Elections Department is looking forward to having a system where voter registration and voting machines speak to each other.

Commissioner Hermacinski asked if all 64 counties will go with this system. Ms. Bonner responded no, there are actually a couple counties suing the Secretary of State over this system. Ms. Bonner added that 17 counties around Colorado converted to Dominion last year

and she wanted to wait and hear how the system worked before purchasing the system for Routt County. The consensus was that other counties were very happy with the new system.

MOTION

Commissioner Hermacinski moved to approve and authorize the Chair to sign a Voting System Acquisition Agreement between Routt County and Dominion Voting Systems, Inc, in an amount not to exceed \$141,060.84

Commissioner Monger seconded; the motion carried 3-0.

EN RE: MUSEUM & HERITAGE ADVISORY BOARD

Helena Taylor, Staff Assistant, was present.

MUSEUM ENTITIES' 2016 FINANCIALS AND 2017 BUDGETS

HAHN'S PEAK AREA HISTORICAL SOCIETY, HAYDEN HERITAGE CENTER, HISTORIC ROUTT COUNTY, HISTORICAL SOCIETY OF OAK CREEK AND PHIPPSBURG, TOWN OF YAMPA – YAMPA/EGERIA, AND TREAD OF PIONEERS MUSEUM

Ms. Taylor stated that the Museum and Heritage Advisory Board met on January 31, 2017 and they reviewed the 2016 financials for the museum entities including Historic Routt County and reviewed the 2017 budgets.

Ms. Taylor discussed some modifications that were made following the suggestions of the Advisory Board. One change took place on the Hahn's Peak Area Historical Society budget because the grant that was funded to them last year was not shown under funds receivable. They intended to show the revenue when the expenses of the grant are reimbursed but it was advised to show those funds now by the Advisory Board. There was also a change suggested to Yampa's financial report. They had an extremely high figure under the heading of office supplies because that's where they were listing the expense for new windows instead of listing it under capital projects.

Ms. Taylor continued that the Historical Society of Oak Creek and Phippsburg has some concerns about the mill levy funding they receive due to the decline of coal production. They have spoken with Assessor Gary Peterson about their concerns. The mill levy is based on the fire district areas and the assessed valuation of that specific area. Commissioner Monger added that this will be affecting all of the museums most likely except for the Tread of Pioneers. Ms. Taylor added that there is an assumption in budget year 2017 that \$332,610 will be collected from the mill levy of which 77% goes to the museum districts, 10% goes to Historic Routt County, 10% is for the capacity building grant fund and 3% for administration. Of the funding for the museum districts, the Tread of Pioneers gets the largest allocation.

Commissioner Monger asked what these different groups are currently working on. Ms. Taylor responded that Hayden is working on the granary project, Yampa is working on the Crossan's Market project, and Hahn's Peak is working on their interpretive sign project. Oak

Creek has concerns about the planned road construction that will happen in front of their facility this summer and they discovered moisture in their facility's basement. The Town of Oak Creek may help minimally and they are going to look into the possibility of insurance covering the repairs.

MOTION

Commissioner Hermacinski moved to accept the Museum and Heritage Advisory Board's recommendation, accept the 2016 museum entities financials, and accept the 2017 budgets as presented.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES / CHRIS HENSEN

Georgian Kalow, Human Resources; Ben Grush, Building Department; Erick Knaus, County Attorney; and Patrick Karschner; Treasurer's Office; were also present.

2016 VACATION AND COMP TIME CARRYOVER

Ms. Hensen stated that she met with the Board on February 28, 2017 regarding the carryover requests and the majority of them were approved but 13 requests were tabled. The departments were contacted and some of representatives are present.

Commissioner Monger stated the question is if they Board is going to pay out or let these people carry this over. He is not interested in taking away peoples vacation time at this point. Ms. Hensen added that the two Treasurer's Office employees have requested the pay out of some of their comp time.

Commissioner Hermacinski stated that the trajectory is going the wrong direction, these people have more carry over from 2016 than from 2015. This can indicate a potential management issue or the possible need for more staff. One thought would be to get rid of comp time and pay overtime instead since there wouldn't be a liability carried. Ms. Hensen added that some of these departments have overtime budgets that were exhausted so they began using comp time.

Commissioner Monger asked how up to date an employee's hours are. Ms. Hensen responded that the vacation and sick reports are always about 2 or 3 weeks behind due to the exceptions period.

Commissioner Hermacinski stated that her concern is the employees that have very high comp time and very low vacation which indicates a management issue. She requested that Ms. Hensen work with Mountain States to research policies that can address comp time and vacation time usage. Commissioner Monger added that he isn't interested in having comp hours or overtime hours since these departments are supposed to be set up to complete their work. Commissioner Corrigan commented that he is sympathetic to the departments that are

shorthanded temporarily but he would like to see a plan put in place to make sure those employees use those comp hours within a finite amount of time.

Commissioner Hermacinski stated with using an overtime budget could indicate if a department is experiencing a blip, such as being short a staff person, or if they are consistently using all that budget they may need another FTE. Commissioner Monger said it could also be mismanagement. If the number of employees are enough to cover the workload then there should be communication from the department heads to the Board or the County Manager if an issue comes up.

Commissioner Hermacinski asked if the comp payout comes from the department's budget. Ms. Hensen responded that it does but if the amount exceeds their budget then a supplemental budget is necessary. Commissioner Hermacinski questioned if the department head comes to the County Manager before they exceed their budget or if they just start running up supplemental budgets. Mr. Sullivan responded that he prefers a department head come to him first if their department is experiencing a staff shortage and what their plan is to complete their work effort. If there is no overtime budget in that department then they would need to come before the Board.

Commissioner Hermacinski added that she is prepared to approve what is in front of the Board for carryover but she isn't interested in pay out comp time that would exceed any department's budget until they come back to the Board. Commissioner Monger responded that the only two are from the Treasurer's Office and it should fit within their budget because of the Deputy Treasurer resigning in 2016. Commissioner Corrigan stated that the savings from that employee leaving were in 2016 but this comp time payout will come from the 2017 budget so a supplemental budget will potentially be required.

Mr. Sullivan questioned if the Board would like him to give direction to department heads, who might be interested in paying out more comp time, to prepare something for the Board. Commissioner Hermacinski stated that she is interested in that especially if those departments think they are going to have personnel budget savings in 2017 because that would reduce the liability. Commissioner Corrigan would like Mr. Sullivan to give direction to the department heads to better manage this and to look into policies that can also address this.

MOTION

Commissioner Monger moved to approve vacation and comp time carryover as provided for the 13 employees and allow for the payout for Ms. Green of 104 hours of comp time and for Ms. Gilbert of 109.27 hours of comp time.

Commissioner Hermacinski seconded,

Mr. Sullivan added that the payouts will most likely exceed their 2017 budget and require a supplemental budget. He would ask that the Treasurer's Office prepare a write up of how this will affect their department's 2017 budget.

The motion carried 3-0.

EN RE: COUNTY MANAGER / TOM SULLIVAN

Kim Weber, Alan Lind, and Kathi Meyer, City of Steamboat Springs; and Ericka Hewitt and Bill Rangitsch, Steamboat Architectural Associates; and Garrett Wiggins, Sheriff; were also present.

JOINT LAW ENFORCEMENT FACILITY WORK SESSION

Commissioner Corrigan stated that Steamboat Architectural Associates are present to discuss the blueprint

Commissioner Corrigan asked for clarification on if the schematic design is based off the 2040 needs assessment. Ms. Hewitt responded that the schematic design has a reduced square footage than was calculated for the 2040 needs assessment and that is the result of massaging the designs and reducing unnecessary areas like excessive hall space calculations. Commissioner Corrigan clarified that the blueprints and the estimate from Haselden Construction are based on the schematic design. Ms. Hewitt responded that the blueprint is based on the schematic design but the Haselden estimate is based off of a previous design that did not include the Communications Center. The Haselden estimate will increase because the new blueprint will increase the square footage. Commissioner Corrigan asked if an accurate spread sheet with the square footage apportioned out between the City and the County is available. Ms. Hewitt responded no, that does not exist. Ms. Hewitt added that the new square footage total that Haselden is working off is \$32,536 without the Communications Center that will add an additional 2,660 square feet. The Commissioners requested that the 2040 needs assessment calculations be left off of the spreadsheet from this point forward because it's a source of confusion.

Ms. Hewitt stated that in regards to the Communications Center, if it is decided to not move forward with adding it, that space needs to be assigned a purpose. If the Communications Center is added to this building then it is easier to have the equipment room below the dispatch floor for optimal wiring.

Commissioner Corrigan stated that he has added up the estimated costs, including the soft costs, and got a project total of \$15,517,807. He is aware that number will go up because that calculation is missing some of the square footage. The Haselden estimates were divided by category and Commissioner Corrigan calculated that the new building, new addition, and garage combined have a cost of \$536.94 per square foot, the Communications Center shell is \$156.22 per square foot, and the remodel and renovation is \$142.18. Commissioner Corrigan added that he was pleasantly surprised with those costs but he would like to see the garage calculated out separately.

Commissioner Hermacinski asked why this building isn't just going to be a square but instead a square with a setback on top of a box. Mr. Rangitsch responded that it makes more sense to have all of the program areas together in this design otherwise it would be inefficient for the use of space.

Commissioner Hermacinski stated that there are questions about the necessity of the essential building code. One source stated that it will be an additional \$100 per square foot to

meet the essential building code and Steamboat Architectural Associates said it will add an additional 10% to the cost of the structure but this is a difficult cost to justify. Mr. Rangitsch stated that the rough cost of the structure is about \$2 million so the 10% would be about \$200,000. Commissioner Monger stated that they may consider asking the City to waive the essential building code. Mr. Rangitsch responded that this is to protect from a freak snow year and higher seismic load. The essential building codes are based upon building failures. Ms. Hewitt added that there is a National Fire Protection Association standard for Communications Centers that most jurisdictions don't usually follow through wholeheartedly but it will be important to discuss if the County does want to go forward with that portion of the facility.

The Commissioners discussed the division of space between the City and the County. Apportioning square footage will happen after the new estimate from Haselden is available.

Commissioner Monger questioned when the Board will need to decide if they are onboard to build the Communications Center. Commissioner Corrigan responded that, if his calculations are correct, it will cost about \$323,000 to build the shell. It doesn't seem like a bad deal for Routt County. Commissioner Monger added that he is alright with building the shell and deciding later. Commissioner Hermacinski stated that if the essential building code is waived the savings would almost pay for the Communications Center.

Mr. Rangitsch discussed the possible construction methods such as building the facility in one fell swoop or utilizing phases. One concern is to relocate the Sheriff's Office employees during the construction and the costs associated with that.

Commissioner Corrigan discussed the 60/40 split of the shared space. Ms. Hewitt responded that the split number might change based upon the final square footage. Ms. Weber added that this was a way to come up with initial numbers.

Mr. Rangitsch discussed the PUD process the City will use to subdivide the land. Simultaneously a proposal for an owner's representative would come from the County and retain someone by the middle of April 2017. Construction drawings will start by the end of April 2017. Mr. Rangitsch expects an RFQ to go out in December 2017 and have a contractor short list by the end of January 2018. May 2018 the construction can start then the building can be occupied by June 1, 2019 based on this timeline. Ms. Meyer responded that this is a very ambitious timeline.

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

Kim Bonner, Clerk and Recorder

Timothy V. Corrigan, Chair

Date