

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
February 13, 2018**

Commissioner Douglas B. Monger, Chair, called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Cari Hermacinski, Commissioner Timothy V. Corrigan, and Deputy County Manager Dan Weinheimer were also present. Those present recited the Pledge of Allegiance. County Manager Tom Sullivan was absent. 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:	2/5-2/9	\$1,095,875.33
Accounts Payable Check: Manuals	2/5-2/9	\$0.00
Accounts Payable Wires:	2/5-2/9	\$0.00
Total:		\$1,095,875.33
Payroll Checks- Cycle Date:	2/5-2/9	\$498,133.41
Payroll Checks- Manuals	2/5-2/9	\$427.41
Payroll – IRS & State Income Tax	2/5-2/9	\$204,057.02
Total:		\$0.00
Total Disbursements Approved:	2/5-2/9	<u>\$1,798,493.17</u>

Commissioner Hermacinski seconded.

Mr. Weinheimer advised of the accounts payable items of note.

January 30th & 31st accounts payable items of note:

Colorado Energy System	\$6,467.00	Com Center – Backup batteries
Jviation Engineering	\$31,964.10	YVRA – AIP 43.5 Expansion of apron engineering

PNCI Construction	\$99,063.00	YVRA – Equipment storage building
RG Associates	\$12,027.25	Phippsburg wastewater system – geotechnical & liner design
Compass Tools	\$2,682.25 + \$3,893.25	Sheriff – purchase of 2 drones
87 West LLC	\$2,592.00	Building & Plant – Kitchen remodel, wall demo, build island counter space

February 8th accounts payable items of note:

Jviation	\$74,168.14	YVRA – AIP 43 Preliminary design aircraft apron expansion
Lewan Associates	\$49,518.56	IT – Switching and Controlled asset equipment
Physio Controls	\$12,621.96	EMS council
PNCI Construction	\$75,692.02	YVRA - AIP 43 storage vehicle
Insight Public Sector	\$26,846.98	IT pool controllable asset replacement laptops & PCs
Steamboat Springs Chamber	\$14,375.00	1 st quarter economic development
CGRS	\$5,845.00	Road & Bridge – Cathodic protection system D2 shop
Eaton Corp	\$3,850.00	IT – Annex UPS maintenance contract
Steamboat Architectural Associates	\$8,500.00	Communications Center Design
City of Steamboat Springs	\$81,609.00	CLEF Project SAA November 2017 (\$40,413.20) Entegration November 2017 (\$1,113.44) SAA December 2017 (\$32,255.00) Entegration December 2017 (\$2,052.00)
City of Steamboat Springs	\$86,784.81	Fire fees (\$5,309) Use and Excise tax (\$81,475)

Commissioner Monger asked Mr. Weinheimer to look into the excise tax payment to the City of Steamboat Springs because the County is not subject to use tax. Mr. Weinheimer replied that he will look into it.

The motion carried 3-0.

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

Commissioner Monger stated that they had an update from the Deputy County Manager, the County Attorney, the Information Technology Director, the Planning Director, the Building Official, and the Maintenance Operations 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 2, 2018.
- B. Approval of and authorization for the Chair to sign a Liquor License Renewal for Hahn's Peak Roadhouse LLC for 3.2% beer on/off premises.
- C. Approval of and authorization for the Chair to sign the final plat for the Bond Subdivision; PL-17-173.

MOTION

Commissioner Hermacinski moved to approve items A, B, and C on the consent agenda and authorized 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: CLERK AND RECORDER / KIM BONNER

Barbara Houston, Recording Deputy, was present.

PARTNERS IN ROUTT COUNTY SPECIAL EVENT

Ms. Houston stated that all of the investigation reports are in and the fees are paid for the special event. The Fire Inspection will occur the night of the event because they want to wait for the facility to be set up for the event.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign a special events liquor license for Partners in Routt County for an event to be held at the home of Michael and Toni Hennessy at 35060 Priest Creek Road in Steamboat Springs on February 21st 2018 from 5:30pm to 9:00pm.

Commissioner Hermacinski seconded; the motion carried 3-0.

EN RE: ENVIRONMENTAL HEALTH / SCOTT COWMAN

**STATE REVOLVING FUND (SRF) LOAN APPLICATION – PHIPPSBURG
WASTEWATER TREATMENT FACILITY (PWTF) LAGOON LINER REPLACEMENT**

Mr. Cowman stated that he is requesting the approval of and authorization for the Chair to sign a Colorado Water Pollution Control Revolving Fund Loan Application for engineering oversight and construction of synthetic lagoon liners at the Phippsburg Wastewater Treatment Facility. Although this is a loan, it was reviewed by the Grant Review Committee and the Routt County Finance Director.

Mr. Cowman continued that this is the final set to secure funding for the replacement of the clay lagoon liner with a high density polyethylene liner. RG and Associates has been the contractor through this process of several grants. A DOLA Grant has been submitted but at this point it is unknown if the DOLA Grant will be awarded therefore this is a request for a loan for the entire amount of the project. The request will be adjusted based on the DOLA award amount. In the unlikely event that the DOLA grant is not awarded the plan is to request a revised compliance schedule from the state. The entire project is estimated to cost \$274,200 and, if the DOLA Grant is awarded, the loan amount will be for \$150,000 which is what is budgeted for this project.

Commissioner Hermacinski asked how much a seepage study costs. Mr. Cowman responded approximately \$2,000. A seepage study was conducted and it was determined that there was seepage but a few weeks later it was found that there was a pipe leaking between two of the lagoons that was contributing to the seepage total. Commissioner Hermacinski replied that she would be in favor of conducting the seepage study again in the case that the DOLA grant is not awarded.

MOTION

Commissioner Hermacinski moved to approve and authorize the Chair to sign a Colorado Water Pollution Control Revolving Fund Loan Application for engineering oversight and construction of synthetic lagoon liners at the Phippsburg Wastewater Treatment Facility.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: ROUTT COUNTY FAIRGROUNDS / JILL DELAY

FAIRGROUNDS RV PARK RESERVATION MANAGEMENT

Ms. Delay stated that she has the contract ready for Reserve America for reservation management of the Fairgrounds RV Park. The County Attorney has gone through it, made modifications, and approved the contract.

Commissioner Hermacinski asked what the pre-booking period will be for the RV Park. Ms. Delay responded that she has the pre-booking time at 13 months. The time period when the Routt County Fair is scheduled for will be blocked out and available to book beginning on May 1st.

MOTION

Commissioner Hermacinski moved to approve and authorize the Chair to sign the agreement for fairgrounds RV Park reservation management with RA Outdoors, LLC D/B/A Aspira.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PLANNING / CHAD PHILLIPS

Alan Goldich and Jillian Ferguson, Planners, were also present.

WRIGHT CONSOLIDATION & REZONE; PL-17-171; PL-17-172

Ms. Ferguson stated that the applicant currently lives on Lots 2 and 3 which are both zoned MRE and in the Aspen Heights Subdivision. The applicant also owns Lots 273, 274, 275, and 303 which are zoned LDR and in the Steamboat Lake Subdivision. He has applied to combine all of the lots into one parcel that totals 11.3 acres and will be zoned MRE. The applicant does not wish to abandon any easements. Planning Commission voted to approve both the lot consolidation and the rezone and no comments were received regarding this item.

Commissioner Monger asked if this will require a new plat. Mr. Phillips responded yes.

MOTION

Commissioner Corrigan moved to approve the lot consolidation with the findings of fact that with following conditions the proposal complies with the applicable guidelines of the Routt County Master Plan and Sub Area Plan and is in compliance with Sections 4, 5, and 6 of the Routt County Zoning Regulations, Sections 3 and 4 of the Routt County Subdivision Regulations. This approval is subject to the following conditions:

1. The Final Plat shall be finalized and recorded within one (1) year unless an extension is granted pursuant to Section 2.1.6, Routt County Subdivision Regulations. Extensions to up to one (1) year may be approved administratively.
2. Prior to recordation, the applicant shall submit an electronic copy of the approved plat to the County Planning Department in a .DWG format or other format acceptable to the GIS Department.
3. Prior to recordation all fees must be paid in full.
4. All property taxes must be paid prior to the recording of the plat.
5. The Final Plat notes shall include, but are not limited to:
 - a. Routt County is not responsible for maintaining or improving subdivision roads. The roads shown hereon have not been dedicated nor accepted by the County.
 - b. The suitability of these lots for an individual septic disposal system and the availability of permits for individual septic disposal systems have not been established and such shall be a condition of obtaining a building permit for these lots.

- c. Existing and new accesses shall meet access standards set forth by the Routt County Road and Bridge Department and Fire Prevention Services.
 - d. Revegetation of disturbed areas shall occur within one growing season with a seed mix that avoids the use of aggressive grasses. See the Colorado State University Extension Office for appropriate grass mixes.
 - e. Routt County (County) and the North Routt Fire District shall be held harmless from any injury, damage, or claim that may be made against the County or the District by reason of the County's or the District's failure to provide ambulance, fire, rescue or police protection to the property described on this plat, provided that the failure to provide such services is due to inaccessibility of the property by reason of internal roads being impassable. This conditions shall not relieve the County or the District of their responsibility to make a bona fide effort to provide emergency services should the need arise.
 - f. Address signage in conformance with Routt County Road Addressing, Naming, and Signing Policy shall be located at the entrance to the driveway.
6. All outdoor lighting shall be downcast and opaquely shielded.
7. This permit is contingent upon the acquisition of and compliance with any required federal, state and local permits. The operation shall comply with all federal, state and local laws. Copies of permits or letters of approval shall be submitted to the Routt County Planning Department prior to commencement of operations.

Commissioner Hermacinski seconded; the motion carried 3-0.

MOTION

Commissioner Corrigan moved to approve the zone change from LDR to MRE for four lots with the findings of fact that the proposal, with the following conditions, complies with the applicable guidelines of the Routt County Master Plan and Upper Elk River Valley Community Plan and is in compliance with Sections 4, 5, and 6 of the Routt County Zoning Regulations, Sections 3 and 4 of the Routt County Subdivision Regulations. This approval is subject to the following conditions:

1. The zone change is contingent upon a Final Plat being recorded.
2. The change of zone from LDR to MRE shall become effective upon signing of a resolution amending the Official Zoning Map by the Board of County Commissioners, said resolution to be recorded in the Routt County Clerk and Records Office.
3. The approval shall not be issued until all fees have been paid in full. Failure to pay fees may result in revocation of this approval.

Commissioner Hermacinski seconded; the motion carried 3-0.

TWIN LANDFILL; PL-17-174

Mr. Goldich stated that the request is to table this item indefinitely and once it is ready to be rescheduled there will be notices in the newspaper and added back to the agenda. Mr. Weinheimer added that the landfill has a deadline of the state of April 30, 2018 so it will be rescheduled for some time after that.

MOTION

Commissioner Hermacinski moved to table the Special Use Permit and review of compliance for PL-15-1016 hearing indefinitely.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: DEPUTY COUNTY MANAGER / DAN WEINHEIMER

Chris Fabian, Center for Priority-based Budgeting / Resource X and Dan Strnad, Finance Director, were also present.

PRIORITY BASED BUDGETING (PBB)

Mr. Weinheimer stated that he set up this meeting per request in order to provide information to the Board on the Priority Based Budgeting (PBB) approach. Mr. Fabian is here to discuss how PBB is implemented, the potential benefits, and how to get additional information in the hands of decision makers to ensure that the County is funding the things they want to be funding. The system has an approach where the County will rank the programs that they offer into quadrants based upon value and priorities. Although this is a budgeting tool, it is also a strategic planning tool that helps identify if resources in the right places.

Commissioner Hermacinski added that she is particularly focused on making sure the County survives the next recession. Mr. Weinheimer responded that even if we are not at the edge of the cliff this is a good exercise to insulate ourselves from the inevitable next bump in the road. Mr. Fabian added that many entities embark on PBB when they are in a crisis and that can be very difficult due to the resistance to any budgetary changes.

Mr. Fabian gave a presentation regarding the Priority Based Budget approach. PBB is used nationwide in over 180 communities on city, county, and special district levels. Moffat County is on their second year using Priority Based Budgeting. Grant funding is offered for communities to take on PBB as well.

Mr. Fabian explained that PBB transitions communities from a line item budget system into an approach that shows what they are able to get for their money and resources. An example was given of a community that wanted to be the safest and most livable community in their state. By using PBB they were able to create a clear cut methodology that demonstrated how their funding aligned with their stated goals and how it impacted their outcomes.

The first step of PBB is to stabilizing the budget but many communities continue to use the approach past the stabilization period. Communities have some programs that fall into a lower priority quartile but they still find value in finding funding for those programs. Resources can be reallocated based upon metrics and the community can become more forward looking.

Another benefit is to reach out to other entities and area organizations following the program inventory to see if any services match up. The intent is not to eliminate FTEs but instead to reallocate employees to higher priority programs.

Mr. Fabian described the different levels of Priority Based Budgeting.

Level one is a transition from a line item budget to PBB. This approach was created out of the great recession in order to determine what was important to the community. The desire was to measure how the funds impact desired results and across the board budget cuts are not an effective way to control outcomes.

Level two is the reallocation of resources. This means removing programs that are not meeting outcomes in order to shift the resources to areas that support the higher priorities while stabilizing a budget. This can be done by reassigning FTE's to better support higher quartile programs. If lower quartile programs are expanded it is often times with external funding or long term grants instead of continued internal funding.

Level three is to fuel resources towards challenges that the community may be experiencing. This means evolving into a forward looking community and using metrics to make informed budget decisions. This practice needs to be phased into the budgeting practice of an entity.

Mr. Fabian also explained how internal services such as accounting and IT are scored differently in the quartiles of importance as opposed to outward facing services such as ones that support public safety. Also departments do a departmental self-assessment and a peer assessment to determine which quartiles each program falls into.

Commissioner Hermacinski asked if there is an average resource reallocation for communities that move to the Priority Based Budget approach. Mr. Fabian responded that the resource reallocation is about 5-10%.

Commissioner Corrigan asked if the current strategic initiatives will fit neatly into the PBB framework. Mr. Weinheimer responded that the strategic initiatives can be tweaked to fit this framework and made less specific.

Commissioner Hermacinski asked if an enterprise fund has utilized the PBB approach framework. Mr. Fabian responded yes, Denver International Airport went through the process to determine fee allocation.

Mr. Weinheimer added that DOLA is able to fund half of the cost of the program for three years making the annual cost \$15,000 for the County. The timing of implementation can be done in a few months or can be phased in slowly. This may not be the best time to dive fully in but the program inventory step takes a while to go through before the PBB approach is tackled.

Commissioner Hermacinski commented that she is open to looking into this program. Commissioner Corrigan added that he also is interested in this approach and he thinks that this may be a good way to readdress strategic initiatives.

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

Kim Bonner, Clerk and Recorder

Douglas B. Monger, Chair

Date