

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
September 10, 2019**

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

The details of this meeting can be found in the Board of County Commissioners (BCC) Regular Meeting Agenda and Packet for September 10, 2019 document in the Commissioners' Regular Tuesday Meetings Agendas and Packets section of the Routt County Website, along with the meeting audio.

EN RE: WARRANTS

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

Accounts Payable Check- Cycle Date:	9/2-9/6	\$ 13,938.16
Accounts Payable Check: Manuals	-	\$
Accounts Payable Wires:	-	\$
Total:		\$13,938.16
Payroll Checks- Cycle Date:	9/2-9/6	\$13,938.16
Payroll Checks- Manuals		-
Payroll – IRS & State Income Tax		-
Total:		-
Total Disbursements Approved:	9/2/19-9/6/19	\$13,938.16

Commissioner Melton seconded.

Mr. Weinheimer stated the only items of note from the 2019 Accounts Payable for run date September 6, 2019 were payments to Giovanni construction for work at the Fairgrounds.

The motion carried 2-0.

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

Commissioner Melton stated updates and budget presentations were received from Legal, Sheriff, Human Services, Building, Planning, and Emergency Management/Wildland Fire departments.

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 July 22, 2019;
- B. Adoption of Routt County administrative policies and procedures Board of County Commissioners governing principles.

MOTION

Commissioner Monger moved to approve item A on the consent agenda and authorized the Chair to sign the related documents.

Commissioner Melton seconded; the motion carried 2-0.

MOTION

Commissioner Monger moved to table item B on the consent agenda.

Commissioner Melton seconded; the motion carried 2-0.

ITEM B

The Board, Mr. Weinheimer, and Mr. Knaus discussed the language in the new Routt County administrative policies and governing principles. Mr. Knaus will provide revisions based on the conversation and place the item on a future agenda for approval.

EN RE: PUBLIC COMMENT

No members of the public were present for comment.

EN RE: COMMUNICATIONS CENTER/ JASON NETTLES

**SUPPLEMENTAL BUDGET 30 ADDITIONAL RADIO RESOURCE LICENSES-
MCC7100 PROJECT**

Mr. Nettles stated his request for authorization for the County Manager to approve the change order to purchase order 1998 and to sign the Supplemental Budget to purchase the 30 additional licenses for the new MCC7100 dispatch remote workstations to bring them up to full functionality. He noted this is an integral component of future Continuity of Operations plans and capability. The "Remote Dispatch" MCC7100 project funded in the 2019 budget provides only partial licensing, with limited resource access/functionality. With network access, and this additional licensing, these computers may be utilized at any location as needed to provide full access to all radio resources currently provided in the 4 fixed existing Routt County Communications (RCC) workstations. In the event the Communications Center would need evacuating, the 2 portable workstations would be used to provide network/radio access to all 800DTR and Routt County VHF resources.

MOTION

Commissioner Monger moved to approve the purchase and authorize the County Manager to approve the change order to purchase order 1998 and to sign the Supplemental Budget to purchase the 30 additional licenses for the new MCC7100 dispatch remote workstations to bring them up to full functionality.

Commissioner Melton seconded; the motion carried 2-0.

EN RE: SLATE STRATEGIC COMMUNICATIONS/ ASHLEY LAUWEREINS

UPDATE

Ms. Lauwereins presented a strategic communications update to the Board.

EN RE: COUNTY MANAGER/ TOM SULLIVAN

Dan Strnad, Finance Director, was present.

MID-YEAR PERFORMANCE REVIEW

Commissioner Melton stated the Mid-Year Performance Review will be tabled until further notice. Mr. Strnad and the Commissioners will go into a work session to discuss the new Human Services building process.

WORK SESSION:

NEW HUMAN SERVICES BUILDING DISCUSSION ON PROCESS FOR NEXT STEPS

EN RE: HUMAN RESOURCES/ KATHY NELSON

HIRE THE NEW HR GENERALIST/BENEFITS ADMINISTRATOR ABOVE STEP 1

Ms. Nelson states her request for approval to hire the new HR Generalist/Benefits Administrator at Step 5 of the Pay Scale with the opportunity to advance to step 6 upon completion of a successful six-month performance evaluation. The individual meets all of the education and work experience requirements to advance to Step 6. She has an Associate of Arts in Accounting and a Professional Human Resources (PHR) certification making her eligible for Step 3. In addition, she has over 11 years of relevant experience; 6 years above the minimum requirement allowing her to advance 3 more steps to Step 6. The County Manager has reviewed this request and recommended it be placed on the agenda for your consideration for approval.

MOTION

Commissioner Monger moved to approve and authorize the Routt County Human Resources Department to hire the new HR Generalist/Benefits Administrator at Step 5 of the Pay Scale with the opportunity to advance to step 6 upon completion of a successful six-month performance evaluation.

EN RE: LEGAL/ ERICK KNAUS

Scott Cowman, Environmental Health Director; Andy Baur, and Geoff Blakeslee, Yampa River Fund; were also present.

YAMPA RIVER FUND COLLABORATIVE AGREEMENT/APPOINTMENT

Mr. Baur and Mr. Blakeslee stated their appreciation for the County's collaboration on this agreement.

Commissioner Monger and Commissioner Melton stated their support for the agreement.

Mr. Knaus stated there are no binding arbitrations for this agreement and there will be no County costs from this agreement. This is an approval of the collaboration agreement plus a motion to appoint a representative. He noted the representative does not have to be a Commissioner, but Commissioner Monger was the best-suited individual.

MOTION

Commissioner Monger moved to approve the collaboration and administration agreement, authorize the Chair to sign the agreement, and to appoint Doug Monger to represent the Board of County Commissioners on the Yampa River Fund Board of Directors and Steering Committee.

Commissioner Melton seconded; the motion carried 2-0.

EN RE: PURCHASING/ JULIE KENNEDY

Kevin Booth, Yampa Valley Regional Airport Director, was also present.

YVRA BRISTLES WAIVER REQUEST

Ms. Kennedy stated her request to waive the formal purchasing process and authorize the County Manager to electronically sign the purchase orders to M-B Companies, Inc. in the amount of \$3,950 and Myslik Inc. in the amount of \$30,490. Yampa Valley Regional Airport staff solicited quotes from five vendors for bristles for snow removal in the 2019-2020 season. After reviewing the quotes, Ms. Kennedy and Mr. Booth have determined that the best value for the County is to purchase one part from M-B Companies, Inc. and two parts from Myslik Inc.

Mr. Booth gave background on the vendors and purchasing process.

The Board, Ms. Kennedy, and Mr. Booth discussed the reasoning behind waiving the formal purchasing process. It was established this waiver is needed due to the normal RFP being skipped. The RFP was skipped because of external factors.

MOTION

Commissioner Monger moved to waive the formal purchasing process and authorize the County Manager to electronically sign the purchase orders to M-B Companies, Inc. in the amount of \$3,950 and Myslik Inc. in the amount of \$30,490.

Commissioner Melton seconded; the motion carried 2-0.

RFP 649 YVRA APPRAISAL SERVICES

Ms. Kennedy stated her request to award RFP 649 YVRA Appraisal Services and to authorize the County Manager to electronically sign the PO to ABS Consultancy, Inc. dba Airport Business Solutions for the not to exceed amount of \$18,500, and for the BCC Chair sign the Professional Services Agreement for this project. The Routt County Purchasing Agent sent out RFP 649 YVRA Appraisal Services for valuation studies to determine the market rent for airport properties being used for aeronautical purposes to 7 vendors and received 2 proposals.

Mr. Booth stated background on this request.

Commissioner Melton asked Mr. Booth to speak of the reasoning for the pricing on this request being more than budgeted.

Mr. Booth stated the out of budget pricing was due to the quality of services provided. He noted there are line items in the Yampa Valley Regional Airport budget that can cover the additional cost.

MOTION

Commissioner Monger moved to approve and authorize the award RFP 649 YVRA Appraisal Services, to authorize the County Manager to electronically sign the PO to ABS Consultancy, Inc. dba Airport Business Solutions for the not to exceed amount of \$18,500, and for the Chair to sign the Professional Services Agreement for this project.

Commissioner Melton seconded; the motion carried 2-0.

EN RE: YAMPA VALLEY HOUSING AUTHORITY/ JASON PEASLEY

2020 BUDGET

Mr. Peasley presented the 2020 Yampa Valley Housing Authority Budget.

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

Kim Bonner, Clerk and Recorder

M. Elizabeth Melton, Chair

Date

