

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
October 15, 2019**

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

The details of this meeting can be found in the Board of County Commissioners (BCC) Regular Meeting Agenda and Packet for October 15, 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 Corrigan moved to approve and authorize the Commissioners to sign the Warrants Sheets that included:

Accounts Payable Check- Cycle Date:	10/7-10/11	\$738,850.50
Accounts Payable Check: Manuals	-	\$
Accounts Payable Wires:	-	\$
Total:		\$738,850.50
Payroll Checks- Cycle Date:	-	\$4,320.33
Payroll Checks- Manuals	-	\$
Payroll – IRS & State Income Tax	10/7-10/11	\$739.34
Total:		\$5,059.67
Total Disbursements Approved:	10/7/19-10/11/19	<u>\$743,910.17</u>

Commissioner Melton seconded.

Mr. Sullivan advised of the 2019 Accounts Payable items of note for run date October 10, 2019.

Vendor	Amount	Department
BOARD OF LAND COMMISSIONERS	1,022.72	Road & Bridge Budget: Funk Pit

		Royalty Payment- Sept 2019 Gravel Mining
CWH PROPERTIES LLC	1,687.89	Road & Bridge Budget: Funk Pit Royalty Payment - Sept 2019
TYLER TECHNOLOGIES INC	11,522.70	IT Budget: Assessor & Treasurer Tyler System Management Nov 1, 2019 to Oct 30, 2020
LEWAN & ASSOCIATES INC	12,266.02	IT Budget: Annual Cisco Smart Net Maintenance Contract
MIMECAST NORTH AMERICA INC	12,975.00	IT Budget: Email Archiving Contract
NWCCINC	7,172.70	Road & Bridge Capital Pool: Material testing CR 14 and CR 62
OAK CREEK FIRE PROTECTION DIST	1,033.53	Vildfire Budget: Thorpe Fire Sept 8, 2019, for personnel costs, no charges for equipment
PAWNEE BUTTES SEED INC	5,942.80	Road & Bridge Budget: erosion control seeds
CITY OF STEAMBOAT SPRINGS	22,292.92	Building Department: Distribution of Permit Fee and Tax Collections: September 2019
CITY OF STEAMBOAT SPRINGS	104,490.44	County Clerk Motor Vehicle Office: Distribution of Specific Ownership Tax - September 2019 Collections
STRAIGHT STRIPE PAINTING, INC. AND/OR DIXIE CLEAN	28,965.98	Road & Bridge Budget: Pavement Marking - following asphalt and chip seal projects
TRANSWEST TRUCKS INC	35,169.00	Road & Bridge - Heavy Equipment Budget: Bottom Dump Trailer Purchase
GEOSTABILIZATION INTERNATIONAL LLC	112,072.50	Road & Bridge Budget: rock fall mitigation CR 129
CALCON CONSTRUCTORS INC	57,643.00	Building & Plant Capital: Sheriff's Office/Jail Hardscape, Light Poles and Fencing Project
STORMWIND LLC	7,500.00	IT Department Budget: online training for 5 employees
2019 AP Run Date October 10 - Total	738,850.50	

The motion carried 2-0.

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

Commissioner Melton stated updates were received from the County Manager, Legal, and a budget work session.

EN RE: CONSENT AGENDA

Hal Matthes, Ben Murray, Gary Arentz, Gary Viele, Bob Grippn, Dennis Fisher, Tina Kyprios, Jim Stanko, and Curt Weiss, American Legion, were present.

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

- A. Approval of County Commissioners Minutes: Regular Meeting of August 6, 2019;
- B. Approval of resolution 2019-057, a proclamation honoring American Legion Leo Hill Post #44 100th year;
- C. Approval of the State Human Service electronic benefit transfer in the amount of \$180,403.69 through August 2019;
- D. Approval of the Chair's signature on the State County COOP Wildfire Protection agreement.

MOTION

Commissioner Corrigan moved to pull consent agenda item B for further discussion.

Commissioner Corrigan moved to approve items A, C, and D on the consent agenda and authorized the Chair to sign the related documents.

Commissioner Melton seconded; the motion carried 2-0.

ITEM B

Commissioner Corrigan moved to approve Consent agenda item B. Commissioner Corrigan read the full resolution 2019- 057.

Commissioner Melton seconded; the motion carried 2-0.

PUBLIC COMMENT

Commander Hal Matthes discussed a recent article that went over the history of the American Legion.

Commissioner Melton and Corrigan thanked the attending American Legion members for their service.

Dennis Fischer acknowledged the impressive work Jim Stanko has done over the years. Mr. Fischer stated the American Legion is very fortunate to have Mr. Stanko's support.

Commander Jim Stanko invited the Commissioners to an event at the Tread of Pioneers Museum on Veteran's Day honoring WWII veterans.

EN RE: PUBLIC COMMENT

No members of the public were present for comment.

EN RE: PURCHASING / JULIE KENNEDY

Scott Cowman, Director of Environmental Health; Scott Smith, Contractor; and Rick Meltzer, Environmental Specialist; were also present.

SCOTT C. SMITH INDEPENDENT CONTRACTOR CONTRACT EXECUTION

Ms. Kennedy stated Scott C. Smith is currently a Routt County (RC) employee hired to manage the RC water and wastewater facilities. This is a very specialized trade that Mr. Smith has extensive experience in and is certified by the State of Colorado to perform. Mr. Smith will be terminating employment with the County upon execution of this agreement to pursue other opportunities with wastewater facilities in addition to the RC Independent Contractor Agreement facilities. Ms. Kennedy requested to waive the formal purchasing process due to Mr. Smith's knowledge, expertise and certifications being in the best interest of the County.

Commissioner Corrigan asked Mr. Smith about the logistics of his work.

Mr. Smith satisfactorily answered Commissioner Corrigan.

Commissioner Melton stated the County legal department has confirmed the contractor does not have to be a County employee.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair's signature on the Independent Contractor Agreement with Scott C. Smith for an annual amount of \$36,000 for services to the Routt County Waste Water facilities for Milner and Phippsburg and to waive the formal purchasing process.

Commissioner Melton seconded; the motion carried 2-0.

Acting pursuant to C.R.S. Sections 25-1-506 and 25-1-508, the Routt County Board of County Commissioners adopted Routt County Resolution 2009-018 on March 31, 2009, thereby establishing the Routt County Public Health Agency and designating the members of the BCC as the Board of Health. The County Commissioners convened as the Board of Health.

EN RE: BOARD OF HEALTH

Scott Cowman, Director of Environmental Health; Corey Wagner, Owner of Snowbowl; Marcy Pummill, SSRC; and Rick Meltzer, Environmental Specialist.

STATEWIDE VARIANCE RF19-55: CRITERIA TO ALLOW DOGS THAT ARE NOT SERVICE DOGS IN OUTDOOR PATIO AREAS

Mr. Cowman stated allowing dogs on patios of retail food establishments, while currently against regulations, is nonetheless pervasive. The variance to Colorado Retail Food Rules and Regulations (6CCR 1010-2) establishes stipulations for owners who request permission for this activity. Acceptance of the variance would grant the Routt County Department of Environmental Health (RCDEH) oversight authority under the recently established statewide variance, following a formal request to RCDEH from the establishment to allow the activity.

Mr. Meltzer stated the RCDEH currently has one request for a variance. Before this state-wide variance, there was always an opportunity for a variance from any retail food regulations. Before the June 11th date, there were roughly 30 establishments in the state of Colorado that had received variances. However, none of them were in Routt County. This state-wide variance is an effort to provide more structured guidelines.

Commissioner Melton asked if violations of these requirements would allow the variance to be removed.

Mr. Meltzer confirmed so.

Commissioner Corrigan asked if the repercussions of violations would require action from the Board of Health, or if Mr. Meltzer had the authority as the inspector to do so.

Mr. Meltzer stated it would be the inspector's authority.

Mr. Cowman clarified that RCDEH is not asking the Commissioners to approve a variance, they are asking for the Commissioners' support of RCDEH using this variance as a program.

PUBLIC COMMENT:

Mr. Wagner, Owner of Snowbowl, stated his business has a large outdoor patio with a grassy area. His business would like to allow dogs. He feels the state variance has provided good guidance on how to manage this so it will not become a safety issue.

MOTION

Commissioner Corrigan moved to approve the Statewide Variance RF1955 that establishes criteria to allow dogs that are not service animals in outdoor patio areas.

Commissioner Melton seconded; the motion carried 2-0.

FEE INCREASE FOR ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) APPLICATIONS

Mr. Cowman stated a cost recovery analysis was completed to assess current fee levels for OWTS permits. Results of the analysis showed current cost recovery at approximately 60% of actual costs. Routt County Department of Environmental Health (RCDEH) is proposing to double current fees to \$600.00 for a new permit, or repair requiring an engineered design, and \$200.00 for a repair permit. Using information from 2018, doubling current fees would result in an estimated 99% cost recovery for repair permits and 90% for new permits. When factoring in the cost of a 0.25 FTE to help support the OWTS program, cost recovery drops to an estimated 95% and 86% for repair and new permits. A \$600 fee would place Routt County near the middle for fees collected in the state.

Commissioner Melton stated from the chart provided there are various fees charged from different entities. Are those services Routt County does not provide?

Mr. Cowman stated the chart shows all of the services all of the Colorado Counties provide. The services are different for different counties.

Commissioner Melton asked if an annual renewal fee is necessary.

Mr. Cowman stated for Routt County it does not make sense, but it may be needed later for advanced treatment.

MOTION

Commissioner Corrigan moved to accept recommendations from the Routt County Department of Environmental Health to increase OWTS permit fees to \$600 for a new permit (or a major repair requiring an engineered design), and \$200 for a repair (minor) permit.

Commissioner Melton seconded; the motion carried 2-0.

QUARTERLY BOARD OF HEALTH MEETING

Doctor Brian Harrington; Kari Ladrow, Public Health Director; and Scott Cowman, Environmental Health Director; were present.

Roundtable:

Dr. Harrington, Ms. Ladrow, Mr. Cowman, and the Commissioners discussed the options for public communication channels and how to decide on what information needs to go through

the channels or not. It was identified that information is released to the public based on the necessity to inform. The Commissioners advised that press releases be approved by the County Managers and shared with the Commissioners before officially released.

Dr. Harrington asked how much information the Commissioners would like for the case updates.

Commissioner Melton stated that would be decided on a case by case basis with decisions made by Ms. Ladrow and the County Attorney, Erick Knaus.

Ms. Ladrow gave the Commissioners an update on resource stewardship. She stated the final report of state cost assessment will be available soon. The preliminary report identified the Northwest region as having high capacity and high proficiency in Public Health service provision. Due to the transition of Public Health, the consulting firm utilized artificial data within the report which Ms. Ladrow is working with them to correct.

Roundtable:

Dr. Harrington, Ms. Ladrow, Mr. Cowman, and the Commissioners discussed the NWCH contract. NWCH is revising the sub-contract for consideration of the County. Moving forward with an RFP instead was discussed. The Commissioners decided to continue with NWCH and prepare an RFP for July 1st, 2020.

Roundtable:

Dr. Harrington, Ms. Ladrow, Mr. Cowman, and the Commissioners discussed who Ms. Ladrow's backup representative for initiating emergency plans should be. It was decided the County Managers would fill the position.

Ms. Ladrow presented current case updates.

EN RE: STRATEGIC COMMUNICATIONS / KIM NEWCOMER

UPDATE

Ms. Newcomer presented a communications update.

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

Kim Bonner, Clerk and Recorder

M. Elizabeth Melton, Chair

Date