

## ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Timothy Redmond  
District II

M. Elizabeth Melton  
District III

### Regular Meeting

September 6, 2022

Times listed on the agenda are approximations and may be longer or shorter, or being earlier than scheduled, with no notice. Agendas are subject to change 24 hours before the meeting start time. To ensure you have the most up-to-date information, please check the agenda after 24 hours of its start time.

If you are joining the meeting for a specific item, please join 10 minutes before the item to ensure you are present for the beginning of the item.

All regular meetings are open to the public unless otherwise noted. All meetings will be held in the Routt County Historic Courthouse - 522 Lincoln Avenue, Hearing Room, Steamboat Springs - or otherwise noted.

Please [CLICK HERE](#) to join the webinar via Zoom.

To join by telephone dial 1-346-248-7799

Webinar ID: 851 5180 1592 Password: 444052

1. 9:30 A.M. CALL TO ORDER
2. APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL
3. CONSENT AGENDA ITEMS

Items of routine and non-controversial nature are placed on the consent agenda to allow the Board of County Commissioners to spend its time and energy on more important items on a lengthy agenda. Any Commissioner may request that an item be "PULLED" from the consent agenda and considered separately. Any member of the public may "REQUEST" any item to be "PULLED" from the consent agenda.

- A. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN A LIQUOR LICENSE RENEWAL FOR LA TAZZA INC DBA HAHNS PEAK CAFE FOR A TAVERN LICENSE.

Documents:

[BCC AGENDA COMMUNICATION FORM -NEW.PDF](#)

- B. APPROVAL OF COUNTY COMMISSIONERS' MINUTES: MEETINGS OF MAY 15, 20, 22, 26, & 29, 2020, AND JUNE 1, 2, 4, 9, 11, 15, & 16, 2020

Documents:

BCC MINUTES 5 15 20.DOCX.PDF  
BCC MINUTES 5 20 20.DOCX.PDF  
BCC MINUTES 5 22 20.DOCX.PDF  
BCC MINUTES 5 26 20.DOCX.PDF  
BCC MINUTES 5 29 20.DOCX.PDF  
BCC MINUTES 6 1 20.DOCX.PDF  
BCC MINUTES 6 2 20.PDF  
BCC MINUTES 6 4 20.DOCX.PDF  
BCC MINUTES 6 9 20.PDF  
BCC MINUTES 6 11 20.PDF  
BCC MINUTES 6 15 20.DOCX.PDF  
BCC MINUTES 6 16 20.PDF

**C. APPROVAL OF AND THE RATIFICATION OF CHAIR'S SIGNATURE ON AN ARBITRATION AGREEMENT**

Documents:

ARBITRATION AGREEMENT 2022 NONRESIDENTIAL.FINAL.PDF

**4. CONSIDERATION OF ITEMS PULLED FROM THE CONSENT AGENDA**

**5. PUBLIC COMMENT**

Public Comment will be heard on any item except quasi-judicial land use items. County Commissioners will take public comment under consideration but will not make any decision or take action at this time.

IF YOU ARE ATTENDING THE MEETING REMOTELY, To make a public comment raise your hand on the Zoom platform if online; if calling in press \*9. Another option is to download the Zoom app that allows you to raise your hand as well. The moderator will then select you when it is your turn. Written public comment can also be submitted to [bcc@co.routt.co.us](mailto:bcc@co.routt.co.us).

Please make sure to indicate in the subject line of your email that it is public comment and reference the agenda item to which it relates. Public comments will be entered into the record.

**6. 9:35 A.M. PLANNING**

Kristy Winser, Planning Director

**A. STEAMBOAT SAND AND GRAVEL; PL20220043**

Consideration of the renewal and amendment of Special Use Permit PP2013-041.

Documents:

BCC COMM FORM 9.6.22.PDF  
081822-PC-DRAFT\_AG.PDF  
STAFF REPORT\_SSSG.PDF

**7. 10:05 A.M. PURCHASE OF DEVELOPMENT RIGHTS (PDR) ADVISORY BOARD**

Claire Sollars, Chair

**A. PROJECT EXTENSION, TIER I & TIER II APPROVALS**

Extension Request Approval for PDR projects 198, 199, 201, and 202.

Tier I review for PDR Projects 203, 204, 205, 206, 207, 208, and 209.

Tier II review for PDR Project 201.

Executive Session may be required under C.R.S. 24-6-402 (4)(a) to discuss **the purchase**, acquisition, lease transfer, or sale of any real, personal, or other property

Documents:

[PDR RECOMMENDATIONS FOR BCC APPROVAL COMMUNICATION FORM 9.6.2022.PDF](#)

**8. 12:00 P.M. LUNCH BREAK**

**9. 1:00 P.M. HUMAN RESOURCES**

Kathy Nelson, Director

**A. CONSIDERATION TO APPROVE HIRING ABOVE STEP1**

Consideration to approve hiring a Human Resources Coordinator at Step 4

Documents:

[AGENDA ITEM - CONSIDERATION TO HIRE ABOVE STEP.PDF](#)  
[REQUEST TO HIRE ABOVE STEP 1.PDF](#)  
[HR COORDINATOR PAY SCALE 2022.PDF](#)  
[HR COORDINATOR JOB DESCRIPTION.PDF](#)

**B. CONSIDERATION TO APPROVE A JOB RECLASSIFICATION**

Consideration to approve reclassifying an Appraiser III to a Commercial Appraiser.

Documents:

[BCC AGENDA FORM - REQUEST TO RECLASSIFY AN APPRAISER III TO A COMMERCIAL APPRAISER..PDF](#)  
[ASSESSOR RECLASSIFICATION REQUEST.PDF](#)  
[ASSESSOR - COMMERCIAL APPRAISER 2022 PAY SCALE.PDF](#)  
[COMMERCIAL APPRAISER JOB DESCRIPTION.PDF](#)  
[REAL PROPERTY APPRAISER III JOB DESCRIPTION.PDF](#)  
[ASSESSOR - APPRAISER III 2022 PAY SCALE.PDF](#)

**C. REVIEW AND DISCUSSION OF EMPLOYEE VACATION ACCRUALS**

Documents:

[BCC AGENDA FORM - VACATION ACCRUAL DISCUSSION.PDF](#)  
[ROUTT COUNTY VACATION POLICY 5-2022.PDF](#)

**10. 1:50 P.M. COMMUNITY AGRICULTURE ALLIANCE 2023 BUDGET PRESENTATION**

Documents:

CAA ROUTT COUNTY COVER LETTER AND NARRATIVE.PDF  
CAA BUDGET PANDL 2021 2022 2023.PDF  
CAA 2021 YEAR END FINANCIALS.PDF

**11. 2:00 P.M. ROUTT COUNTY SEARCH & RESCUE 2023 BUDGET PRESENTATION**

Documents:

2023 RCSAR BUDGET PACKAGE.PDF  
2023 RCSAR BUDGET AND PERFORMANCE METRICS.PDF  
COPY OF 220630 BALANCE SHEET.PDF  
COPY OF 220630 PROFIT AND LOSS.PDF  
2021\_TR\_RCSAR\_PUBLIC.PDF

**12. 2:10 P.M. HUMAN RESOURCE COALITION 2023 BUDGET PRESENTATION**

Documents:

2023 HRC REQUEST FOR BUDGET\_COUNTY.PDF

**13. 2:20 P.M. YAMPA VALLEY HOUSING AUTHORITY 2023 BUDGET PRESENTATION**

Documents:

REQUEST FOLLOW UP 8.25.22.PDF  
YVHA 2023 BUDGET PACKAGE.PDF

**14. 2:30 P.M. BCC 2023 BUDGET PRESENTATIONS**

Documents:

ALL BCC 2023 BUDGETS PRESENTATION.PDF

**15. 3:30 P.M. PURCHASING**

Julie Kennedy, Purchasing Agent

**A. RFP 775 YVRA PIPER LANE AND RENTAL CAR LOTS IMPROVEMENT AWARD APPROVAL**

Request the Board of County Commissioners approve the award, the Chair sign the Notice of Award and authorize the County Manager to electronically sign the Purchase Order to Precision Excavating, Inc. in the amount not to exceed \$543,813.90.

Documents:

RFP 775 YVRA PIPER LANE AND AND RENTAL CAR LOTS BCC  
AGENDA COMMUNICATION FORM.PDF  
PRECISION EXCAVATING BID SCHEDULE YVRA-  
08302022100324.PDF

**B. ENVIRONMENTAL HEALTH PHIPPSBURG WATER AUGMENTATION PROJECT APPROVAL**

Request the Board of County Commissioners approve the award, the Chair sign the Professional Services Agreement and authorize the County Manager to electronically sign the purchase order to Leonard Rice Consulting Water Engineers, Inc. d/b/a LRE Water in the amount not to exceed \$20,000.

Documents:

[BCC AGENDA COMMUNICATION FORM SOLE SOURCE EH PHIPPSBURG WATER AUGMENTATION PSA APPROVAL.PDF](#)  
[EH PBURG AUGMENTATION LRE WATER PROFESSIONAL SERVICES AGREEMENT\\_LRE WHF COMMENTS LS 8-24-2022.PDF](#)  
[CFP AWARD LETTER\\_PHIPPSBURG AUG 2022.PDF](#)

**C. RFP 771 YVRA FLIGHT INFORMATION DISPLAY SYSTEM PURCHASE APPROVAL**

Request the Board of County Commissioners approve the purchase, the Chair sign the Professional Services Agreement and authorize the County Manager to electronically sign the purchase order to Terminal Services International, Inc. (TSI) in the amount not to exceed \$29,514.

Documents:

[RFP 771 YVRA FIDS PURCHASE APPROVAL REQUEST BCC AGENDA COMMUNICATION FORM.PDF](#)  
[RFP 771 YVRA FIDS BID EVALUATIONS.PDF](#)  
[TSI PSA EXHIBIT A.PDF](#)

**16. 4:00 P.M. MEETING ADJOURNED**

All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.