

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Timothy Redmond  
District II

M. Elizabeth Melton  
District III

## Work Session

March 28, 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.

Join the meeting via our [Zoom Link](#) .

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

Webinar ID: 851 5180 1592 Password: 44052

**1. 9:30 A.M. COUNTY MANAGER/ LEGAL/ COMMISSIONERS' COMMITTEES UPDATE**

Jay Harrington, County Manager  
Erick Knaus, County Attorney

**2. 11:00 A.M. COUNTY MANAGER**  
Jay Harrington, County Manager

**A. DISCUSSION ON COUNTY MANAGER EVALUATION PROCESS**

Documents:

[COUNTY MANAGER SELF EVALUATION.PDF](#)

**3. 11:30 A.M. LUNCH BREAK**

**4. 3:00 P.M. ENVIRONMENTAL HEALTH**  
Scott Cowman, Director

**A. CLIMATE ACTION PLAN IMPLEMENTATION UPDATES**

Updates on the Climate Action Plan Collaborative and Routt County's internal efforts to implement the Climate Action Plan with emphasis on review on a plan to install electric vehicle charging infrastructure at Routt

County facilities.

Documents:

[BCC AGENDACOMMMARCHCAP UPDATES20220307DOC.PDF](#)  
[RC TRACKING 2022 20220314.PDF](#)  
[EV INFRASTRUCTUREPLANNING20220314.PDF](#)

**5. 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.



# ROUTT COUNTY MANAGER SELF-EVALUATION FORM

## II. Fiscal Management

Rate I through 5. 5 being the highest.	Rating	Comments
1. Ensures the development of an annual operating and capital budget for BCC approval and monitors the budget to ensure that County departments are functioning within it.		
2. Develops and implements effective planning and budgeting processes to ensure the successful achievement of strategic, operational, financial, and capital goals.		
3. Works with Department Managers to routinely update the BCC on the County 's financial position, assets, and budget variances		
4. Ensures that internal operating procedures are in place to promote effective and efficient County operations and fiscal responsibility.		
<p>What are the major strengths of the County Manager in this area?</p>          <p>How can the County Manager do better in this area?</p>		

# ROUTT COUNTY MANAGER SELF-EVALUATION FORM

## III. Management and Staff Development

Rate 1 through 5. 5 being the highest.	Rating	Comments
1. Fosters a supportive and positive environment for recruitment, training, development, and retention of employees		
2. Sets high standards for staff job performance and ensures that annual performance evaluations are completed for all employees.		
3. Holds Department Managers accountable for their responsibilities and actions.		
4. Promotes organization-wide communications across all levels.		
<p>What are the major strengths of the County Manager in this area?</p>          <p>How can the County Manager do better in this area?</p>		

# ROUTT COUNTY MANAGER SELF-EVALUATION FORM

## IV. Communication, Community Education and Public Image

Rate 1 through 5. 5 being the highest.	Rating	Comments
1. Participates in community activities and professional organizations that will enhance the delivery of services to County residents.		
2. Is an articulate and knowledgeable spokesperson for Routt County.		

What are the major strengths of the County Manager in this area?

How can the County Manager do better in this area?

**Overall comments:**

\_\_\_\_\_  
Beth Melton, Chair District #3

\_\_\_\_\_  
Tim Redmond, Chair Pro Tem District #2

\_\_\_\_\_  
Tim Corrigan, District #1



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> 3/28/2022	<b>ITEM TIME:</b> 11:00am - 11:30am
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<b>FROM:</b>	Scott Cowman
<b>TODAY'S DATE:</b>	3/7/2022
<b>AGENDA TITLE:</b>	CLIMATE ACTION PLAN IMPLEMENTATION UPDATES
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input type="checkbox"/> ACTION ITEM	
<input checked="" type="checkbox"/> DIRECTION	
<input checked="" type="checkbox"/> INFORMATION	
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>	
Updates on the Climate Action Plan Collaborative and Routt County's internal efforts to implement the Climate Action Plan with emphasis on review on a plan to install electric vehicle charging infrastructure at Routt County facilities.	
<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>	
Information and direction on a plan for installation of electric vehicle charging infrastructure.	
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>	
<b>PROPOSED REVENUE</b> ( <i>if applicable</i> ): N/A	
<b>CURRENT BUDGETED AMOUNT:</b> N/A	
<b>PROPOSED EXPENDITURE:</b> N/A	
<b>FUNDING SOURCE:</b> N/A	
<b>SUPPLEMENTAL BUDGET NEEDED:</b> N/A	
<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>	
N/A	



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

The Routt County Climate Action Collaborative was formed to provide an implementation framework for the Routt County Climate Action Plan. Local government partners (towns of Yampa, Oak Creek and Hayden, the City of Steamboat Springs, and Routt County) have jointly developed and adopted the Routt County Climate Action Plan (CAP) in support of sustainability efforts which seek to reduce greenhouse gas emissions (GHG) in accordance with sustainability goals, the GHG Study, and State goals and efforts.

The Collaborative will have met five times as of March 28<sup>th</sup>. Initial efforts are geared towards building capacity. Accomplishments to date as follows:

1. Establishment of a Google Drive to house all information related to the Collaborative
2. Mission/Vision
3. Selection of logo
4. Communication Plan
5. Sector Group structure and meeting schedule
6. RFP Scope of work for management entity and recommendations for data collection
7. Budget and funding sources
8. By Laws (March 25<sup>th</sup> meeting)

Routt County has established a working group/team to advance internal Climate Action Plan initiatives. A Tracking Sheet has been attached detailing efforts and status to date. Additionally, a draft planning document for installation of electric vehicle (EV) charging infrastructure has been prepared for discussion purposes and to get direction from the Board on how Routt County might proceed in anticipation of accommodating future staff and fleet EV's.

### VI. LEGAL ISSUES:

None

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

Efforts align with objectives outlined in the Routt County Climate Action Plan

### VIII. SUMMARY AND OTHER OPTIONS:

Information and direction only. Refer to draft planning document.

### IX. LIST OF ATTACHMENTS:

1. BCC Agenda Communication Form
2. CAP Implementation Tracking Spreadsheet
3. DRAFT - EV Infrastructure Installation Information & Planning

**ROUTT COUNTY CLIMATE ACTION PLAN IMPLEMENTATION**

SECTOR	PROJECT	WHO?	BUDGET	YEAR	STATUS
ACCT	CAP Administration	City of Steamboat and Routt County	\$30,000	2022	5th CAP Collaborative meeting on March 28. Big ticket items for first five meetings (building capacity): mission/vission, elect officers, bylaws/charter, RFP for management entity, sector group structure, Communication Plan, budget. Google Drive set up to contain key documents, reference information, and agendas/minutes.
ENERGY	Conduct Energy Audits/de-carbonization/Electrification Study	J. Stepan	\$75,000	2022	DRAFT RFP complete. Getting comments from P. Boney. RFP to purchasing this week (week of 3/14). Per email: Plan to augment includes request for the solar feasibility study to make it more comprehensive. Possibly work with YVSC per their proposal on a more comprehensive energy saving plan. Determine level of support needed from YVSC (P. Boney) and potential costs. Possible RFP in early 2022, YVSC for support. Data collection component - <b>schedule meeting with Joe, Jay, and possibly Paul Boney</b> . Lead by example, data collection (performance), lighting. Look into CLEER (Clean Energy Economy for the Region)
	Identify type of EV charging stations and needed infrastructure for new HHS building (parking lot)	J. Stepan		2022	DRAFT Plan complete (refer to Draft Plan). Review Plan with BCC on 3/28. Think about larger effort for EV readiness in Steamboat and Routt County (similar to Broad Band)(CAP Collaborative). Work with YVEA to help nail down needs and costs.
	Review of opportunities in Building Code and Policy to reduce GHG emissions	T. Carr		2022	New building codes adopted on set schedule (3 yrs). Discuss changes with Building Oversight Committee and Jay Harrington. Independent green building code. Collaborate with other Mtn. Communities. Possibly focus on commercial and 2nd homes. Todd to chat with Building Oversight Committee. Impact of snow melt systems to WQ (temp) and runoff, and energy use? Look at REMP program. Focus on water conservation. Efforts may better fit under CAP Collaborative (Energy Sector)
TRANS.	Identify type of EV charging stations, infrastructure, and feasibility for Courthouse/Annex	M. Mordi	N/A	2022	Refer Draft Plan for EV infrastructure. J. Kennedy working with YVEA to identify types of charging stations and corresponding costs.
	Identify type of EV charging stations and needed infrastructure for new HHS building (6th St)	J. Stepan		2023	Ask Jay to discuss coordination for EV infrastructure during weekly meeting w/ G. Suiter. Think about larger effort for EV readiness in Steamboat and Routt County (similar to Broad Band)(CAP Collaborative). Broader conversation with City for coordination.
	New constructions EV Capable, EV Ready, and EV Installed	T. Carr		2022	Working with City and moving more towards EV Capable while also considering developers, property owners, and contractors and timelines for implementation of codes. Meet again with Winnie, Rebecca, and Todd in January. Implement in 2022. Potential changes in the future correspond to adoption of next Building Code.
	Regional Transit Authority feasibility study	BCC	\$50,000	?	\$40,000 grant w/ \$10,000 match; SS and Craig each have a \$50,000 grant as well and the funding will be combined into a regional project. Awarded - project to proceed in 2022.
	Multi-modal Transportation	BCC/K. Alfieri	?	2022	Bus service from Moffat and West Routt. Continued in 2022 - no changes. Get info from Beth
	Fleet analysis and transition to EV's	M. Mordi	N/A	2022	Fleet analysis - use of pool vehicles and potential consolidation (needs assessment). 12 vehicles out of 94 could be transitioned to EV. Need mechanic training and certification needed (\$5K to \$7K). When Dept. vehicles are up for replacement consider switch to EV or hybrid. Need charging stations at downtown campus and shop. Review need for lower gas mileage trucks vs vehicles that get better mileage (Bld. Dept. Example). Potential interaction with Motor Pool Review Board (K. Nelson, Kim Bonner, Dan Strnad)
LANDUSE	Organics Recovery Study	T. Hagenbuch	\$15,000	2022	City and County has \$15K budgeted for 2022. Project Management Team identified and is seeking funding assistance. Connect Winnie with Todd. Todd met with Sarah and Winnie. Proceed in January pending completion of Waste Diversion Study and confirm with Winnie on timing.
	Integration of CAP into Master Planning process	K. Winsor/S. Cowman	N/A	2022	To be formalized through process of developing the Master Plan. Integrated into Planning analysis and reporting.
	Re-Tree Program	S. Cowman	\$10,000	2022	\$10K match for grant funding budgeted in 2022 for next three years of tree planting. Pending invoice from YVSC for program.
WASTE	Increase waste diversion internally (Routt County)	S. Cowman	N/A	2022	Reviewing local hauling services and planning for potential future changes. Composting program ongoing.
	Drop-Off location feasibility study	S. Cowman	\$15,000	2022	Funding diverted in 2022 from "Green Machine" program to help support study
	Funding support for temporary drop-off location	S. Cowman	?	2022	New facility opened at beginning of December. Look to expand in near future including collection of paint and other HHW.
	Review internal purchasing policies to reduce waste and	S. Cowman/J.	N/A	2022	Reviewing local hauling costs and services. Consider issuing RFP for services
ECON	Support renewable/clean energy transition via state and federal advocacy (including funding)	BCC	N/A	2022	
	Identify grant opportunities	C. McClenahan	N/A	2022	

TOTAL \$195,000

\* 2021 Solar installation at YVRA

# EV INFRASTRUCTURE INSTALLATION INFORMATION & PLANNING

## ROUTT COUNTY, CO

**Goal:**

- Install EV charging infrastructure at Routt County facilities to **facilitate fleet transition and support workforce** use of EV's, and fulfill relevant goals identified in the [Routt County Climate Action Plan](#) for the Transportation Sector:

GHG Emission Reduction Strategies and Actions						
Sector	Strategy (i.e., Intent)	Actions	Priority	Complexity	Tactics for Implementation	
Transportation	TS2. Increase adoption of electric vehicles such that 20% of registered vehicles in Routt County are EVs by 2030 and 95% are EVs by 2050.	Strategy TS2 is estimated to reduce community-wide emissions by 4% by 2030 and 20% by 2050.	TS2 A1. Adopt plans, policies, and codes to support the transition to electric vehicles or other clean power vehicles.	High	Low	TS2 A1 T2. Identify barriers to residential, workplace, and commercial charging in each community and across the county and modify codes in order to remove identified barriers;
						TS2 A1 T3. Review model EV codes and adopt building codes which require installation of wiring/conduit and/or charging infrastructure to enable future EV charging installation in all new residential, multi-family, and commercial construction;
						TS2 A1 T4. Integrate EV planning into other relevant County and community plans;
						TS2 A1 T5. Establish minimum requirements and/or incentives to promote designated EV parking for new and renovated construction;
			TS2 A2: Increase EV charging infrastructure (community, workplace, residential, commercial).	Medium	Low	TS2 A1 T6. Adopt code incentives such as fee reductions and/or permitting priority to support private investment in chargers.
						TS2 A2 T1. Develop a workplace charging program to facilitate charger integration for local agencies, businesses, education providers, medical centers, cultural centers, and recreation centers;
						TS2 A2 T2. Install Level 2 chargers near destinations with mid-range dwell times with the goal of providing one level 2 charger for every 12 registered electric vehicles;
						TS2 A2 T3. Install one or more Level 3 chargers in each community along the Highway 40 corridor;
						TS2 A2 T4. Support the adoption of mixed-level charging near multi-family or affordable housing to support both overnight and quick charge options;
						TS2 A2 T5. Facilitate and/or incentivize EV charger deployment at high-traffic areas such as state parks, airports, community centers, libraries, park-and-rides, ski resorts, the fairgrounds and other locations utilizing dwell time and siting criteria.
						TS2 A2 T6. Combine EV charging with solar where possible to reduce carbon footprint and enhance charging for short-range EVs.
						TS2 A2 T7. Identify existing incentives, create new incentives, and promote incentives for installing EV charging infrastructure.
			TS2 A3: Develop and disseminate education and outreach to support EV adoption.	High	Medium	TS2 A3 T1. Carry out education and outreach to the general public around EV basics, cost effectiveness, environmental benefits, models available batteries, winter operation, and other topics to stimulate EV adoption;
						TS2 A3 T2. Develop and implement an EV education and outreach program focused on workplaces;
						TS2 A3 T3. Carry out education and outreach to stimulate EV infrastructure development, especially for multi-family and residential charging;
						TS2 A3 T4. Host Ride-and-Drive events to stimulate interest and understanding of EVs;
TS2 A4: Promote fleet transition to electric or other clean energy vehicles.	Medium	High	TS2 A3 T5. Provide education and outreach information in multiple languages.			
			TS2 A4 T1. Perform fleet analysis and develop plans for fleet transitions to clean energy vehicles for municipal, county, school district, and private fleets;			
			TS2 A4 T2. Carry out a fleet vehicle sizing needs assessment to identify needed vehicle characteristics and compare to available clean energy models;			
			TS2 A4 T3. Identify opportunities to replace conventional school buses with low or no emitting school buses;			
					TS2 A4 T4. Carry out demonstration projects to show clean energy mid- and heavy-duty fleet vehicle feasibility;	
					TS2 A4 T5. Provide or facilitate incentives and grants for fleet conversions and/or charging/fueling stations;	
					TS2 A4 T6. Carry out education and outreach on fleet planning and transition to fleet owners and managers.	

**Overview & Information**

- Routt County Facilities:
  - Courthouse/Annex
  - Health and Human Services (HHS)
  - Justice Center
  - Combined Law Enforcement Facility (CLEF)
  - County Shops in Steamboat, Oak Creek, and Hayden
  - Fairgrounds
  - Yampa Valley Regional Airport (YVRA)
- HHS Building under construction with plans for conduit to be installed to support EV charging stations. All other locations would require retrofitting in identified locations
- K. Booth (YVRA) needs to get infrastructure (conduit) installed prior to paving expanded parking lots (work planned for 2023)
- Partnerships are being formed to more broadly examine installation of EV infrastructure within the County **for public use**
  - Climate Action Collaborative and Transportation Sector Group
  - [EV Readiness Plan](#) completed for Steamboat Springs in partnership with Routt County, Steamboat Ski and Resort Corp., and Steamboat Chamber

- Grant opportunities are currently available to support this type of work (Charge Ahead and others)
- Need research on charging platforms and YVEA plan for separate metering (potential implications)
- Other options: Hydrogen/Advanced Bio-fuels – unknown role possibly more niche (shipping, aviation, etc...)
  - Better possibility with heavy duty - not so much with light and medium duty vehicles at present
  - Priority on light and medium duty to 2030
  - Supply chain issues will continue
  - Late 2023 for Ford F150 Lightening for orders today (18 months out at least)

### Key Staff

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Jay Harrington – Routt County Manager</li> <li>• Scott Cowman – Director of Environmental Health</li> <li>• Mike Mordi – Public Works Director</li> <li>• Joe Stepan – Facilities Manager</li> <li>• Todd Carr – Building Department Director</li> </ul> | <ul style="list-style-type: none"> <li>• Kevin Booth – YVRA Director</li> <li>• Garret Wiggins – Routt County Sherriff</li> <li>• Caroline McClenahan – Grant Writer</li> <li>• Julie Kennedy – Contracts and Purchasing</li> </ul> |
|---|---|

### Decision Points:

- Decide on number of stations and specific locations for each facility or a phased plan based on priority and funding availability
  - Iterative approach with prioritization but aggressive to meet 2030 goals
  - Identify funding and funding assistance opportunities
- Decide on public/private access to charging stations at each campus
  - Private, public or mix of private/public at each facility except shop(s)
    - Probably better for the streets (5<sup>th</sup>/6<sup>th</sup>) and partnership with City and/or other stakeholders (Collaborative) as a part of a broader effort for charging stations accessible to the public
- Decide on Level (I, II, III)
  - Recommend Level II stations for fleet and workforce
  - Consider Level III charging for any public charging stations
  - Possibly Level III for law enforcement
- Funding
  - HHS – Charging stations not included in HHS construction budget (just conduit)
  - Identify grant assistance
    - [Charge Ahead Colorado](#) (80%/20%) up to \$9,000
      - Estimate \$11,250 (at least) for each dual port station
      - Track updates on new regional grant through Charge Ahead
      - Generally grant pays for equipment (level 2 and level 3)
      - Typically offered 3x/year
      - Cannot purchase or install prior to award being made “Notice to Proceed”

- Cannot run bid prior to meeting with the Colorado Energy Office (CEO)
    - Stations must have dedicated parking space for EV charging ONLY
    - Application must indicate station type (level) and whether or not station(s) are accessible to public
    - Stations must be operable for 5 year minimum (reporting required)
  - Other funding sources likely available (ARPA and other Federal or State Funding)
    - Other?
- Clarify YVEA plan for separate metering and potential implications
- Identify **payment platform** for any public charging stations
  - Charge Point – link bank account to Charge Point software
    - Look for interoperability (don't get locked in to one software)
      - Charge Point's software is a proprietary system and should be carefully studied
    - Security for fleet/work force
- Determine rules for use: how long one vehicle can stay at a station or how long after charge is complete
  - Employees and fleet – considerations for snow removal
  - Publicly accessed - need discussion with RCSO / SPD regarding parking enforcement

### Other Considerations

- Need mechanic training and certification (\$5K to \$7K)
- Make spaces available for private enterprise (cell tower example)
  - May become a business model that becomes popular in the future
- Most charging takes place over night at residences
- Increases in range and charge time on the horizon
- Sheriff's office – consider pilot program with EV
- Employee survey about who has or who is planning on owning an EV (priority)

### Recommendations:

#### 2022

- HHS:
  - Apply in Sept/Oct 2022 Charge Ahead grant for HHS building
    - \$18K ask w/ explanation for why funding assistance is needed
    - 2023 budget item (Joe Stepan)
- YVRA
  - Finalize needs and timelines with K. Booth/J. Harrington in consideration of upcoming construction projects (parking lot expansion)
  - Identify needs, potential locations, and number of stations
    - Consideration of rental car companies
- Fleet analysis and replacement schedule (M. Mordi)
- Steamboat Shop
  - Depending on need, identify location(s) and develop plans to install conduit
  - RFP for design and installation

## 2023

- HHS:
  - Install Level II chargers in parking lot for employees and fleet vehicles pending funding approvals
- YVRA
  - Install conduit ahead of paving for 2023 parking lot expansion
  - Identify needs, potential locations, and number of stations
    - Consideration of rental car companies
- Courthouse/Annex
  - Identify location(s) and develop plans to install conduit
  - Apply for grant funding
- CLEF
  - Consider pilot program with purchase of 1-2 vehicles
    - Need charging infrastructure first
  - Partner with the City?
- Steamboat Shop
  - Depending on need, identify location(s) and develop plans to install conduit
  - RFP for design and installation
- Fairgrounds
  - Depending on need, identify location(s) and develop plans to install conduit
- Develop plan to replace existing vehicles with EV (M. Mordi)
  - Possibly a pool vehicle and vehicles up for retirement
  - May wait to replace EH vehicles until supply chain issues improve and selection is better
- Look into Charge Point as payment platform (partnership with City)
  - Charge Point's software is a proprietary system and should be carefully studied

## 2024

- Courthouse/Annex
  - Install 2-4 Level IV chargers in the parking lot for employees and fleet vehicles
    - Confirm location, type and number of stations with BCC
    - Rules for use
  - Apply in Sept/Oct 2023 Charge Ahead grant
    - \$18K ask w/ explanation for why funding assistance is needed
    - 2023 budget item (Joe Stepan)
  - Need RFP for design and installation
- CLEF
  - Partner with City or consider projects for the future and timeline
- Justice Center
  - Consider project for 2024 or 2025 depending on success of other installations
- YVRA
  - Plan to install chargers depending on plan developed in 2023
- Update plans to replace existing vehicles with EV for 2023 (M. Mordi)