

**STATE OF COLORADO
COUNTY OF ROUTT**

OFFICE OF THE CLERK
APRIL 12, 2022

Commissioner M. Elizabeth Melton, Chair, called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, Commissioner Timothy V. Corrigan, County Manager Jay Harrington, and Executive Assistant Jennifer Parent were also present. Samantha Pearce prepared the minutes.

EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL

Mr. Harrington presented accounts payable for a total of \$476,709.64.

MOTION

Commissioner Corrigan moved to approve the accounts payable, and payroll as presented by the County manager.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: CONSENT AGENDA

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

- A. AUTHORIZATION FOR THE CHAIR TO SIGN A LIQUOR LICENSE RENEWAL FOR BLACK MOUNTAIN INVESTMENTS LLC DBA BLACK MOUNTAIN RANCH FOR A HOTEL & RESTAURANT LICENSE.**
- B. AUTHORIZATION FOR THE CHAIR TO SIGN A SUPPLEMENTAL BUDGET REQUEST FOR BASIS OF DESIGN ENGINEERING FOR THE MILNER AND PHIPPSBURG WASTEWATER TREATMENT FACILITIES.**

MOTION

Commissioner Redmond moved to approve consent items A. and B. on the consent agenda.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No public comment was made.

EN RE: HUMAN RESOURCES

Kathy Nelson, Director presented to the Board a consideration to approve the Yampa Valley Regional Airport (YVRA) Shuttle Bus Driver Hourly Wage.

The primary responsibilities of this role include providing CDL shuttle bus transportation for airport passengers between the Yampa Valley Regional Airport and local stops. This is a safety and service-oriented role that includes maintaining safe and reliable transportation for YVRA passengers and their luggage. This position works an irregular and as-needed schedule that may include nights, days, weekends, and holidays as necessary.

The proposed wage is \$40/hr. This position is unique and is not benchmarked against a regular full-time shuttle bus driver due to the irregular work schedule. Individuals in this role will operate on an on-call basis. Hours worked will be due unexpected transportation needs at the airport (e.g. flight cancellations and flight delays) where other transportation to and from local lodging and establishments is unavailable.

The County Manager has reviewed this request and approved placing this request on the agenda for consideration and approval.

The Commissioners asked clarifying questions on liability issues. Kevin Booth, Airport director answered alleviating concerns.

MOTION

Commissioner Corrigan moved to approve the YVRA Shuttle Bus Driver Wage noting that a supplemental budget may be needed

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: YAMPA VALLEY REGIONAL AIRPORT

Kevin Booth, Director presented to the Board a consideration for approval and authorization for the Chair to sign Amendment 16 to Professional Services Agreement between Routt County and Mead & Hunt for FY 2022 in support of the Terminal Plan (TAP) Project.

This AIP-funded Terminal Area Plan (TAP) is being completed under the same grant as the General Aviation (GA) Development Planning Project. The FAA will fund the planning effort for the TAP, and the probable cost for construction will be included as part of the plan through the FAA Airport Improvement Program (AIP) eligibility study.

This amendment covers Mead & Hunt's fees for project management and organization, background information, inventory, environmental and sustainability considerations, forecasts of aviation activity, facilities programming, terminal area and terminal building concept alternatives, airport layout plan update, financial implementation plan, public outreach, and documentation.

The Terminal Area Plan (TAP) with ALP update for the Airport will accommodate recent and expected future enplanement growth and enhance the Airport experience for Yampa Valley passengers. The project will include facilities programming to determine appropriate sizes for

terminal building components, aircraft and automobile parking, ground service equipment (GSE) storage, and other airport facility needs that are quantifiable.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign Amendment 16 to Professional Services Agreement between Routt County and Mead & Hunt for FY 2022 in support of the Terminal Area Plan (TAP) Project.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: EMERGENCY MANAGEMENT

ROUTT COUNTY TYPE 4 IMT PARTICIPATION INCENTIVE

David DeMorat, Emergency Operations Director presented to the Board a consideration to approve the Emergency Operation Director's approval to use Emergency Operations Management training and education budget and emergency spending authority to reimburse County employees for time spent when activated for the Emergency Operations Center (EOC) or Incident Management Teams (IMT), or reimburse other jurisdictions providing employees that commit to being committed and trained members of EOC and IMT.

Routt County OEM has been trying to develop a Type 4 Incident Management Team (IMT) for several years. The most significant challenge has been getting a commitment of personnel to support this team. While individuals are willing to help when an emergency situation occurs, they are not properly trained to be effective their emergency roles. A Routt County Type 4 IMT will provide a better emergency response capability for emergencies that require more than a single agency response.

Additionally, a Routt County Type 4 IMT can provide personnel to become part of a regional Type 3 IMT, which is more cost effective than having to request a federal Type 2 IMT. This proposal is to provide incentive to Routt County and municipal government employees for them to commit approximately 84 hours per year, which will include emergency plan review and update, training, exercises, and real-world events.

These employees would continue to receive their regular wages during activations, paid by their employers, as well as special pay of \$20/hr during activations. Routt County would reimburse the employer this special pay during activations. Mr. DeMorat's goal is to recruit approx. 27 non-first responders to serve in the following positions: Planning Section Chief, Situation Unit Lead, Resource Management Unit, Logistics Section Chief, Finance/Administration Section Chief, Public Information Officer, and Volunteer and Donations Coordinator.

Mr. DeMorat received several emails from residents of Routt County volunteering to support, but is unable to identify how they could be paid for their training and work, and having some employees be reimbursed for their time and others providing services without reimbursement would be untenable.

The County could continue to rely and encourage Routt County Department Heads and municipal government leadership to provide personnel to perform these functions. However, OEM has not been successful in this effort over the last three years when it began formulating the IMT.

The Commissioners held brief discussion and asked Mr. DeMorat clarifying questions on implementing the new program to better grasp the ending image. After Mr. DeMorat answered the Commissioners were in agreement to implement.

MOTION

Commissioner Corrigan moved to approve the Emergency Operations Director's Approval to use OEM training and education budget and emergency spending authority to reimburse County employees for time spent when activated for the EOC or IM noting that a supplemental budget may be needed.

Commissioner Redmond seconded; the motion carried 3-0.

INTERGOVERNMENTAL AGREEMENT FOR THE PROVISION OF RADIO EQUIPMENT MAINTENANCE AND REPAIR SERVICES

Jim Cullen, Communications Center Manager presented to the Board consideration to approve the updated Inter Governmental Agreement (IGA) for the Provision of Radio Equipment Maintenance and Repair Services.

In 2012, the current vendor servicing the Routt County Communications radio maintenance service ceased operations leaving the County to find another vendor. After a few years of not being successful in finding a reliable source for this need, the Communications Department created the Radio Technician position in 2016. Also at that time the Department created the IGA for Radio Maintenance Services for the user agencies in the County. Some of the agencies signed onto the agreement and others found other vendors to fill the need.

Since then the needs of the agencies and the technology has changed and it has been determined that the agreement needs to be updated. The Center Manager and Equipment Technician is aiming to fine tune the details and the pricing of the agreement and the expectations of the services provided.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign an updated IGA for the Provision of Radio Equipment Maintenance and Repair Services dated 4/12/2022.

Commissioner Redmond seconded; the motion carried 3-0.

RESOLUTION TO PROCLAIM APRIL 10-16 2022 NATIONAL TELECOMMUNICATORS WEEK

Mr. Cullen presented to the Board a consideration to adopt a resolution proclaiming the week of April 11th -16th, 2022 as Routt County Public Safety Telecommunicators Week.

APCO International sets aside the second full week of April to honor the many Telecommunicator professionals who aid in providing 9-1-1 emergency assistance to citizens everywhere. Every week hundreds of Routt County residents depend on the skill, expertise and commitment of our dispatchers who help save lives by responding to emergency calls, dispatching emergency professionals and equipment and providing moral support to citizens in distress. Rapid response, poised under pressure, aid with compassion in times of distress and critical decision-making within seconds are a few of the vital attributes of your team.

Telecommunicators provide the vital link by communicating accurate information from the citizens to the Law, Fire and emergency services and monitoring their activities by radio to ensure their safety.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign resolution number 2022-023, a resolution proclaiming April 10-16, 2022 as National Telecommunicators Week in Routt County.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: ROUTT COUNTY MUSEUMS AND HERITAGE FUND ADVISORY BOARD

Peter Wither, Chair presented to the Board a Consideration of the approval of the recommendation of the Museum & Heritage Advisory Board and accept the museum entities' 2021 financials and the 2022 budgets.

The Museum & Heritage Advisory Board (MAHFAB) met on January 25, 2022 to review the 2021 financials and the 2022 budgets of the museum entities.

Through Resolution 2003-060, the Museum and Heritage Fund was created. This voter-approved fund authorized the imposition of a county-wide mill levy of .30 mill. The funding is distributed the following way:

- 3% is allocated to administration, incl. funds for Historic Preservation Board. Any funds not utilized on any given year are then part of the Capacity Building Grant Fund.
- Capacity Building Grant Fund received 10% of the proceeds of the mill. These grant funds are awarded twice a year (April & October) to the 6 entities eligible: Hahn's Peak Area Historical Society, Hayden Heritage Center, Historic Routt County, Historical Society of Oak Creek & Phippsburg, Tread of Pioneers Museum, and Yampa-Egeria. These entities can also sponsor other entities' projects but remain the fiscal agent.
- Historic Routt County receives 10% of the revenue generated by the mill.

The remainder of the revenues are allocated to the other 5 entities based on fraction equal to the assessed valuation within their respective district divided by the total assessed valuation of Routt County:

- Yampa Fund District
- West Routt Fund District
- North Routt Fund District

- Steamboat Springs Fund District
- Oak Creek/Phippsburg Fund District

MOTION

Commissioner Corrigan moved to accept the recommendation of the Museum & Heritage Advisory Board and accept the museum entities' 2021 financials and the 2022 budgets, as presented.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PURCHASING

RFP 756 HERBICIDES 2022 PURCHASE

Julie Kennedy, Purchasing Agent presented to the Board a consideration to approve the purchase and authorize the County Manager to electronically sign the purchase order to Snyder & Counts Feed, Seed and Supply, Inc. in the amount of \$40,987.50.

Ms. Kennedy published RFP 756 Herbicides Purchase 2022 and sent out the RFP directly to six vendors and received four proposals. Snyder & Counts Feed, Seed and Supply, Inc. is the lowest proposal and they have provided great service to the County in the past. Ms. Kennedy recommends this vendor for purchase as they guarantee their pricing throughout the 2022 weed control season if additional product is required and due to their proximity to Routt County.

MOTION

Commissioner Redmond moved to approve the purchase and authorize the County Manager to electronically sign the purchase order to Snyder & Counts Feed, Seed and Supply, Inc. in the amount of \$40,987.50.

Commissioner Corrigan seconded; the motion carried 3-0.

RFP 736 SECURITY SYSTEM INTEGRATOR APPROVAL REQUEST

Ms. Kennedy presented to the Board a consideration to approve the award for RFP 736 Security System Integrator to TeamLINX LLLP, authorize the Chair sign the Notice of Award, and authorize the County Manager to electronically sign the Purchase Order in the amount not to exceed \$425,850.91.

Ms. Kennedy issued RFP 638 Security Assessment of the Routt County Historic Court house and Annex in March, 2019. Due to COVID19, the second RFQP724 Security Design Consultant was not issued until June, 2021. In that time, the County began design and construction of the new Health and Human Services (HHS) Building that broadened the scope of the project.

In December, 2021 Ms. Kennedy sent out RFP 736 Security System Integrator for the third and final phase of the project to include purchase and installation of the standardized security system for all three buildings, working with the design consultant and Owner's Rep. Ms.

Kennedy feels confident that the best system and integrator to facilitate the County's desire to improve employee security while maintaining "open" campus for constituents to conduct day-to-day business was selected.

MOTION

Commissioner Corrigan moved to approve the award for RFP 736 Security System Integrator to TeamLINX LLLP, authorize the Chair sign the Notice of Award, and authorize the County Manager to electronically sign the Purchase Order in the amount not to exceed \$425,850.91 noting that a supplemental budget may be needed.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES

Kathy Nelson, Director presented to the Board a Request to Hire the Deputy Clerk Motor Vehicle position at Step 9.

The Routt County Clerk, Jenny Thomas is requesting to re-hire Valerie Moira Da Silva at Step 9 of the Deputy Clerk Motor Vehicle pay scale. Ms. DaSilva would bring over 15 years of customer service experience, excellent computer skills, managerial skills as well as the experience and knowledge she gained while previously employed in our Motor Vehicle department. During her time in the Clerk's office she completed all of the necessary Learning Management System training required to facilitate Motor Vehicle transactions. This training is a 3 month program that is both online and live taught online classes. Ms. DaSilva left six months ago to move to the Eastern Slope of Colorado for her husband's job. Ms. DaSilva is in the process of moving back. Step 9 would be reflective of her experience and skillset required to operate within the office as well as bring her to the salary she received when she left.

The County Manager has reviewed this request, approved Step 3, and recommended placing the approval of Step 9 on the agenda for consideration for approval.

MOTION

Commissioner Redmond moved to approve the request to hire the Deputy Clerk Motor Vehicle position at Step 9.

Commissioner Corrigan seconded; the motion carried 3-0.

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

Jenny L Thomas
Jenny L. Thomas, Clerk and Recorder



B. Melton

M. Elizabeth Melton, Chair

Jun 9, 2022
Date












April 12 2022

Final Audit Report

2022-06-15

Created:	2022-06-09
By:	Jennifer Parent (jparent@co.routt.co.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAA1sJDQj9v6Sv5qGs2Yp7bj56y0vpR2XI

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-  Document created by Jennifer Parent (jparent@co.routt.co.us)
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-  Document emailed to Beth Melton (bmelton@co.routt.co.us) for signature
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-  Email viewed by Beth Melton (bmelton@co.routt.co.us)
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-  Document emailed to Jenny L Thomas (jthomas@co.routt.co.us) for signature
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-  Document e-signed by Jenny L Thomas (jthomas@co.routt.co.us)
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-  Agreement completed.
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