

**STATE OF COLORADO
COUNTY OF ROUTT**

OFFICE OF THE CLERK
APRIL 19, 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 \$1,878,192.08.

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. APPROVAL OF COUNTY COMMISSIONERS' MINUTES: MEETINGS OF MARCH 29, & APRIL 5, 2022.**
- B. APPROVAL OF THE JUNIOR LIVESTOCK SALE COMMITTEE'S REQUEST FOR REIMBURSEMENT OF THE \$4,308.68 PROCEED BALANCE FROM THE 2021 JUNIOR LIVESTOCK SALE.**
- C. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN A LETTER OF SUPPORT FOR THE LITTLE SNAKE FIELD OFFICE LAND ACQUISITION.**

MOTION

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

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No public comment was made.

EN RE: LEGAL

Erick Knaus, County Attorney presented to the Board a consideration to approve the revised Grant Policy.

An audit was conducted and found the policy did not address a Standard of Conduct. This resolution adopts the amended policy adding a Standard of Conduct. At a minimum, this policy is required for audit purposes and compliance with federal guidelines.

Commissioner Melton asked clarifying questions about the language in the proposed policy.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign resolution number 2022-024, a resolution amending the Grant Administration Policy.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: CLERK AND RECORDER

LIQUOR LICENSE TRANSFER

Barb Fox, Clerk and Recorder Supervisor presented to the Board a consideration for approval of and authorization to sign a transfer of liquor license from GEHL Enterprises LLC, dba Toponas Country Liquors, to Egeria Park Liquors LLC for a retail liquor store.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign a transfer of liquor license from GEHL Enterprises LLC, dba Toponas Country Liquors to Egeria Park Liquors LLC for a Retail Liquor Store.

Commissioner Corrigan seconded; the motion carried 3-0.

DISCUSSION WITH THE BOARD TO ESTABLISH THE NEIGHBORHOOD FOR A POTENTIAL NEW LIQUOR LICENSE

Ms. Fox presented to the Board a discussion to establish a neighborhood as required by state law for consideration of new local liquor licenses. Currently, the Clerk's office sets a reasonable radius around the perimeter of a proposed liquor license establishment to designate the number of signatures required to prove the needs and desires of the neighbors.

Erick Knaus, County Attorney, discussed the pros and cons of setting a radius and collect signatures to adequately "prove" the needs and wants of the surrounding neighbors. Mr. Knaus advised that the County already has established policies and procedures which do not require the collection of signatures, only a posting on the property and a legal notice in the newspaper.

The Commissioners directed that future hearings regarding new liquor licenses be placed on the agenda by following existing policies and procedures.

EN RE: PUBLIC WORKS DEPARTMENT

REGIONAL TRANSIT AUTHORITY

Tony Brown, Road and Bridge Project Manager presented to the Board a consideration to approve and authorize the Chair to sign two Inter Governmental Agreement's (IGA) with the Colorado Department of Transportation.

In July 2021, an application was submitted to CDOT to conduct a feasibility study for a Regional Transportation Authority serving the Yampa Valley. This application was submitted in partnership with the Cities of Craig and Steamboat Springs to apply for funds needed to complete a combined study with separate scopes of work. Each application requested \$40,000.00 with a local match of \$10,000.00 for a total budget of \$150,000.00 between the three entities.

In November 2021, each application received an award letter for the full amount. The performance period is: January 1 – December 31, 2022. Each project has its own manager (Johnathan Flint, City of Steamboat; Mike Mordi Routt County, City of Craig, TBD) and the three entities will coordinate their separate scopes of works and convene with a conclusive study surrounding the Regional Transit Authority's (RTA) feasibility, later this year.

The expected outcome of this project will include extensive advertising, public outreach and community engagement process within Routt and Moffat Counties in Northwest Colorado to gauge transportation challenges, needs, desires and limitations of our community members, local businesses and other organizations.

This project ideally will work in conjunction with the two other grants awarded from the City of Craig and the City of Steamboat Springs. Their projects will include (City of Craig) research on existing transportation conditions, a needs assessment, and a report of transportation mode options for the region which could include roadway expansion, bike/ped, trails, microtransit, vanpool, shared rides, bus, bus rapid transit, elevated guideway, dedicated roadway over tracks, gondola, rail, flight guarantees and commuter air, and (City of Steamboat Springs) detailed RTA Strategies and priorities moving forward including legal details, ballot language and funding mechanisms. The three projects once completed, will result in a detailed Regional Transportation Authority Plan with a roadmap into the future.

Commissioner Melton asked clarifying question about the timeline for completion and a project manager.

MOTION

Commissioner Corrigan moved to and authorize the Chair to sign an IGA between Routt County and the Colorado Department of Transportation for the 5304 Transportation Planning grant to explore a Regional Transit Authority in the amount of \$50,000.00 with a local match of \$10,000.00.

Commissioner Redmond seconded; the motion carried 3-0.

CONGESTION MITIGATION AIR QUALITY

Mr. Brown presented to the Board a consideration to approve and authorization to accept an IGA between Routt County and the Colorado Department of Transportation for the application of Magnesium Chloride on the gravel county roads within the Steamboat Air Shed.

The County was awarded Congestion Mitigation Air Quality (CMAQ) funding in 2010 and has been rolling over the funding to complete a project in the Steamboat air shed. In 2015, the county paved a portion of the Steamboat shop parking lot that was previously gravel with CMAQ monies.

The Colorado Department of Transportation (CDOT) indicated that they would like to continue to perform projects that will help increase the air quality in the air shed. No other roads within the air shed have been identified for paving. CDOT has accepted the use of CMAQ money to pay for the application of Magnesium Chloride on our existing gravel roads within the air shed.

Request is for the authorization to sign the IGA between the County and CDOT authorizing the 82.79% grant funding and 17.21% match funding (\$11,532) for the application of Magnesium Chloride to the county roads in the Steamboat Air Shed. The IGA has been reviewed by Road and Bridge and the Legal department.

MOTION

Commissioner Redmond moved to and authorize the Chair to sign an IGA between Routt County and the Colorado Department of Transportation for application of Magnesium Chloride to the gravel roads in the Steamboat Springs air shed in the amount of \$55,479.00 from a CDOT grant with a county match of \$11,532.00 for a total of \$67,012.00.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: ENVIRONMENTAL HEALTH

Commissioner Corrigan was recused for this item due to a conflict of interest.

Scott Cowman, Environmental Health Director, Winnie DelliQuadri, and Bryce Carter presented to the Board a consideration to approve between \$5,000.00 and \$10,000.00 of matching funding with the City of Steamboat Springs to support launch of a Northwest Solar Co-op in 2022.

This will likely be an annual request in support of objectives identified in the Routt County Climate Action Plan. Funding helps support Strategy (ES1) for increasing adoption of renewable energy sources.

A solar co-op is formed when a group of neighbors enters the process of going solar. Typically, the group selects a single contractor to install systems on all the participating homes. Each participant owns their own system and signs their own contract with the installer. By going solar as a group, each participant saves on the cost of their system and gets support from the group throughout the process. The installer chosen by the group can order equipment in bulk

and reduce travel and marketing costs, allowing them to pass significant savings on to the participants.

Mr. Cowman is asking for \$10,000.00 in funding from Routt County matching a \$5,000.00 2022 budget from the City of Steamboat Springs, and \$5,000.00 carried over from the 2021 City of Steamboat Springs budget.

Commissioner Redmond asked clarifying questions about the structure of the co-op and membership.

Commissioner Melton and Commissioner Redmond briefly discussed the amount to fund. Commissioner Redmond noted concerns of removing incentives for other funding sources if the County and City funded the total amount. It was also mentioned the need to help this program progress in a timely manner. It was agreed upon to fund \$10,000.00 to match the City of Steamboats funding.

MOTION

Commissioner Redmond moved to approve \$10,000.00 of matching funding with the City of Steamboat Springs to support launch of a Northwest Solar Co-op in 2022 noting that this will require a supplemental budget at the end of the year.

During discussion Commissioner Melton noted that the funds will be provided to Solar United Neighbors (SUN) for the Solar Co-op in Northwest Colorado.

Commissioner Melton seconded; the motion carried 2-0.

EN RE: PURCHASING

RFQU 754 DHS PART-TIME GRANT WRITER APPROVAL

Julie Kennedy, Purchasing Agent, and Angela Plesh, Early Childhood Care and Learning Program Leader First Impressions of Routt County, presented to the Board a request to approve the award, the Chair sign the Professional Services Agreement and authorize the County Manager electronically sign the purchase order to Nonprofit Know How, Inc. for part-time grant writing services at a rate of \$70 per hour, 10 hours per week, not to exceed \$30,000.00.

The Department of Human Services requested the Purchasing Department issue RFQU 754 PartTime Grant Writing Professional Services in February, with the intent to provide grant funding services for all childcare agencies under one “umbrella”. It was advertised, posted on the website and sent the RFQU out to 6 vendors and received 1 proposal.

The principal of Nonprofit Know How, Inc. is Meg Tully. Meg has significant experience in the nonprofit sector securing grant funding. With over 15 years working with and writing grants for the various agencies in our area, Meg will be a valuable asset to the DHS in the search for childcare funding opportunities. This is an excellent opportunity to pool resources for grant applications that will service the County childcare centers.

MOTION

Commissioner Corrigan moved to approve the award and authorize the Chair to sign the Professional Services Agreement and authorize the County Manager electronically sign the purchase order to Nonprofit Know How, Inc. for part-time grant writing services at a rate of \$70 per hour, 10 hours per week, not to exceed \$30,000.00.

Commissioner Melton noted that the contract identifies that the first 30 hours of work are to be paid at \$75 an hour.

Commissioner Redmond seconded; the motion carried 3-0.

RFP 757 STRIPING 2022 APPROVAL

Ms. Kennedy and Tony Brown presented to the Board a request to approve the purchase for Striping 2022, the Chair sign the Notice of Award and authorize the County Manager to electronically sign the Purchase Order to Straight Stripe Painting, Inc. in the amount of \$250,893.00.

Ms. Kennedy sent out RFP 757 Striping 2022 to ten vendors as well as advertised in the Steamboat Pilot, and posted on the County website. Only two vendors submitted bids.

Straight Stripe Painting, Inc. has completed the striping project for Routt County Road & Bridge seven of the past eleven years due to their fair bid and professional performance. Confidence is still felt in their performance and value to the County.

MOTION

Commissioner Redmond moved to approve the purchase and authorize the Chair to sign the notice of award and authorize the County Manager to electronically sign the Purchase order to Straight Stripe Painting, Inc. in the amount of \$248,893.00 noting that this will require a supplemental budget at the end of the year.

Commissioner Corrigan seconded; the motion carried 3-0.

RFP 760 DUST SUPPRESSION 2022 AWARD

Ms. Kennedy, and Mr. Brown presented to the Board a request to award the contract for the 2022 dust abatement project, the Chair sign the Notice to Proceed and Notice of Award, and authorize the County Manager to electronically sign the purchase order to GMCO Corporation in the amount not to exceed \$753,360.00 for the Routt County Road & Bridge Department.

Ms. Kennedy sent out and publicly posted RFP 760 for 2022 Dust Suppression (estimated 860,000 gallons of magnesium chloride) and received two bids that meet the detailed specifications required. GMCO Corporation is recommended as the responsible low bidder for this project.

MOTION

Commissioner Corrigan moved to award the contract and authorize the Chair to sign the Notice to Proceed and Notice of Award and authorize the County Manager to electronically sign the purchase order to GMCO Corporation in the amount not to exceed \$753,360.00 for the Routt County Road and Bridge Department noting that this will require a supplemental budget at the end of the year.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: ROUTT COUNTY BOARD OF HEALTH

The Routt County Board of County Commissioners convened as the Board of Health.

Scott Cowman, Environmental Health Director, and Roberta Smith, Public Health Director presented to the Board a consideration to enter into a new 5-year State of Colorado (Department of Public Health and Environment) Master Contract for Public Health and Environmental Health programs and services.

The intent of the master contract is to set forth the general contract terms and conditions between the parties and to define how the parties will contract with each other in the future using the task order contract process as defined therein. Task order contracts cannot be crafted until the master contract is fully executed. Routt County has previously entered into master and task order contracts with the CDPHE to conduct public health and environmental health programs and services.

Compared to the latest contract in 2017, this contract incorporates remaining public health services that were previously administered by NW Colorado Health (Visiting Nurse Association) but are now administered through Routt County Public Health.

Not executing the contract would prevent Routt County from receiving funding from the Colorado Department of Public Health and Environment (CDPHE) to conduct certain public health and environmental health programs that have proven to be valuable to the citizens and residents of Routt County.

Commissioner Redmond, and Commissioner Melton asked clarifying question about the contract.

MOTION

Commissioner Corrigan moved to approve signature to enter into a new 5-year term State of Colorado (Department of Public Health and Environment) Master Contract for Public Health and Environmental Health programs and services.

Commissioner Redmond 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 19 2022

Final Audit Report

2022-06-10

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