

**STATE OF COLORADO  
COUNTY OF ROUTT**

**OFFICE OF THE CLERK  
July 2, 2019**

Commissioner Beth Melton, Chair, called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Douglas B. Monger, 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 Tim V. Corrigan was absent.

**EN RE: WARRANTS**

Commissioner Monger moved to approve and authorize the Commissioners to sign the Warrants Sheets that included:

Accounts Payable Check- Cycle Date:	6/24 – 6/28	\$127,915.71
Accounts Payable Check: Manuals	6/24 – 6/28	
Accounts Payable Wires:	6/24 – 6/28	
Total:		\$127,915.71
Payroll Checks- Cycle Date:	6/24 – 6/28	\$545,535.46
Payroll Checks- Manuals	6/24 – 6/28	
Payroll – IRS & State Income Tax	6/24 – 6/28	\$226,597.61
Total:		\$772,133.07
Total Disbursements Approved:	6/24/2019 – 6/28/2019	<u>\$900,048.78</u>

Commissioner Melton seconded.

Mr. Sullivan stated the accounts payable included taxes, payments to the benefit providers, and Elan credit card payments. He advised that besides the payments mentioned there were no items of note for this accounts payable cycle.

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, the legal department, human resources department, emergency management department, communications department, public works department, the sheriff's office, and human services department.

## **EN RE: CONSENT AGENDA**

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

- A. Approval of County Commissioners Minutes: Regular Meeting of May 21, 2019;
- B. Approval of the State Human Service Electronic Benefit transfer in the amount of \$124,611.94 through April 2019;
- C. Approval of and authorization for the Chair to sign DHS Core Contracts for the 2019-2020 fiscal year;
- D. Approval of and authorization to ratify the Chair's signature on a letter supporting the Montgomery's General Merchandise Installation of EV charging station in the town of Yampa.

## **MOTION**

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

Commissioner Melton seconded; the motion carried 2-0.

## **EN RE: PUBLIC COMMENT**

No members of the public were present for comment.

## **EN RE: COMMUNICATIONS CENTER / JASON NETTLES**

David DeMorat was also present.

## **PC PURCHASE**

Mr. Nettles stated his request to authorize the Emergency Communications Manager to sign the purchase order to Motorola Solutions for the purchase of 5 PC's for the Communications Radio System in the amount of \$6,313.75. He noted this is the item he briefed the Board on last month.

Mr. Nettles updated the Board on the current standing of this item. The PC's that are currently in use for the Communications Radio System were installed in 2012 and utilize the Windows 7 Operating System. The State of Colorado will perform a statewide radio system update in September, which includes software updates. The September software update requires any PC connected to the State radio network be more current and have the Windows 10 operating system. The County communications department was not notified of this issue until May.

Mr. Nettles continued his update by stating the existing PC's, just like the current Emerald Mountain DTR equipment, will not work after the September update due to their age and being obsolete equipment. Without this PC and Windows operating system update, RCC will not have connectivity to the state DTR radio network, nor to the radios in the field after September. The attached quote provided by Motorola Solutions includes pricing based on the NASPO ValuePoint pricing agreement, with an additional discount.

Mr. Nettles noted these PC's will be added to the inventory and the replacement schedule so, in the future, this will be an anticipated and planned expenditure.

Mr. Nettles added this purchase request follows the policy and procedure cited in the Routt County Purchasing Manual 6th edition, section 6.3, "Colorado State Pricing Agreement may be used for a purchase of any size or amount; however any purchase over \$20,000 must be approved by the BCC prior to issuing a purchase order".

Commissioner Melton noted there were technical difficulties with the audio system. She reiterated the motion for the record.

## **MOTION**

Commissioner Monger moved to approve and authorized the Emergency Communications Manager to sign the purchase order to Motorola Solutions for the purchase of 5 PC's for the Communications Radio System in the amount of \$6,313.75. Noting a supplemental budget is most likely needed for this item at a later time.

Commissioner Melton seconded; the motion carried 2-0.

## **EN RE: TREASURER / LANE IACOVETTO**

### **INVESTMENT POLICY**

Ms. Iacovetto stated her request for approval and authorization for the Chair to sign the revised 2019 Routt County Investment Policy. She went on to discuss the details of the policy changes. She noted the Treasurer's team made a few updates that make the wording more

present. She added the updates have been approved by the County Attorney and County Manager.

Commissioner Monger asked when the last time the policy was reviewed. Ms. Iacovetto replied County Manager Tom Sullivan reviewed it in 2018. She noted it has to be done annually.

Mr. Sullivan stated he reviewed the policy last year, because Mr. Knaus, County Attorney, provided comments on the policy that the Treasurer at the time did not agree with. The Treasurer told Mr. Sullivan that he needed to take the changes to the Board before she would approve them. She did sign the policy after the Board approved the changes.

Commissioner Melton asked if statutorily the Board of Commissioners has to approve the policy. Ms. Iacovetto confirmed so and replied the updates were mostly bank information.

Commissioner Melton asked if the ethics and conflict of interest policies were there previously. Ms. Iacovetto stated she was not sure. She noted her team did receive input from the Government Finance Officers Association and Investment Advisors.

Commissioner Melton asked what causes banks to not be approved for the County to invest with. Ms. Iacovetto replied it depends on the bank's rating.

Commissioner Monger stated the previous Treasurer had an Investment Committee. Ms. Iacovetto stated statutorily a committee is not required, and she feels the Investment Advisors are sufficient.

#### **MOTION**

Commissioner Monger moved to approve and authorized the Chair to sign Resolution number 2019-046 for the revised 2019 Routt County Investment Policy.

Commissioner Melton seconded; the motion carried 2-0.

#### **EN RE: PUBLIC WORKS DEPARTMENT / RAY DUBOIS**

Alica McCarthy, homeowner; John Holloway, Elevation Law Group; and Mike Mordi, Assistant Public Works Director, were also present.

#### **REVOCABLE LICENSE AGREEMENT FOR INSTALLATION AND MAINTENANCE OF PRIVATE WATERLINE IN PUBLIC ROW**

Mr. Mordi stated his request for approval and authorization for the Chair to sign the Revocable License Agreement for Installation and Maintenance of a Private Water Infrastructure in the Public Right-of-Way on County Road 46.

Mr. Mordi went on to summarize the details of this item. He noted in 1981 the Board signed an agreement that provided an easement to allow the well to be drilled, and the well has

been in operation ever since. The water line serving the home site is 15-20 feet below the surface of the road, so the irrigation line is appropriately out of the way of any road maintenance. The license agreement has been reviewed and stamped by Mr. Knaus.

### **MOTION**

Commissioner Monger moved to approve and authorized the Chair to sign the Revocable License Agreement for Installation and Maintenance of a Private Water Infrastructure in the Public Right-of-Way on County Road 46.

Commissioner Melton seconded; the motion carried 2-0.

### **EN RE: PURCHASING / JULIE KENNEDY**

Kevin Booth, Routt County Airport; and Geovanny Romero and Ray DuBois, Public Works, were also present.

### **IFB 646 YVRA COMMERCIAL MOWER PURCHASE**

Ms. Kennedy stated her request for approval and authorization for the County Manager to electronically sign the Purchase Order to US Tractor & Harvest for the purchase 1 new model John Deere 1575 TerrainCut commercial mower with extended warranty in the amount of \$30,340.13 to be used at Yampa Valley Regional Airport. She noted the current budgeted amount is \$33,000, so the Purchasing team will not need a supplemental budget.

Ms. Kennedy summarized the details of the purchase order. The Purchasing team sent out information to 6 vendors and heard back from 1. The team will be trading in the current mower for a trade-in value of \$4,050. Extended warranty for 4 years was added to the purchase.

Commissioner Melton asked if the \$30,340 includes the extended warranty cost. Ms. Kennedy confirmed so.

Mr. Booth stated the mower is used to cut the grass around the airfield lighting areas. He noted it is critical to have features that allow the staff to operate the airfield while the mowing is happening.

Commissioner Melton asked how often these mowers are replaced. Ms. Kennedy stated the current one being used is from 2005.

Commissioner Monger stated the Airport does not have a maintenance pool and asked if the current mower is becoming a maintenance issue. Mr. Booth stated the current mower does have short falls that cause safety problems.

### **MOTION**

Commissioner Monger moved to approve and authorized the County Manager to electronically sign the Purchase Order to US Tractor & Harvest for the purchase 1 new model John Deere 1575 TerrainCut commercial mower with extended warranty in the amount of \$30,340.13 to be used at Yampa Valley Regional Airport.

Commissioner Melton seconded; the motion carried 2-0.

#### **RFP 644 ROAD & BRIDGE STEAMBOAT SHOP BOTTOM DUMP TRAILER**

Ms. Kennedy stated her request for approval and authorization for the County Manager to electronically sign a purchase order for one 1 new 2019 Armor Lite Bottom Dump Trailer for the Road & Bridge Department Steamboat Shop to Transwest Trailer in the amount of \$35,169.00.

Ms. Kennedy stated the proposed budget was \$55,000, and the machine is a new capital addition.

There was some discussion over the difference of the machine being a capital addition opposed to a replacement.

Mr. DuBois stated the machine is made by a manufacturer that the County has not used before. He noted he has no reservations about that, but this machine was not the one the County Shop wanted. However, the machine chosen is \$14,000 less than the one the shop wanted, and it is narrow enough to fit the County's needs. The shop also did not want the sideboards, but the Purchasing team decided they were needed for safety measures.

Commissioner Melton asked what this machine is used for. Mr. DuBois replied it releases and organizes gravel.

Ms. Kennedy stated the Purchasing team went out to bid with 16 suppliers and received 2 bids. She noted this purchase adheres to the County's policy in the purchasing manual 6<sup>th</sup> edition.

Mr. DuBois noted this purchase order went out to bid twice, because the first time the bids were out of the County's price range, and the specifications did not meet the County's service ability.

#### **MOTION**

Commissioner Monger moved to approve and authorized the County Manager to electronically sign a purchase order for one 1 new 2019 Armor Lite Bottom Dump Trailer for the Road & Bridge Department Steamboat Shop to Transwest Trailer in the amount of \$35,169.00.

Commissioner Melton seconded; the motion carried 2-0.

**EN RE: CLERK AND RECORDER / KIM BONNER**

## **SPECIAL EVENTS LIQUOR LICENSE FOR SKI TOWN USA MORNING ROTARY CLUB**

Ms. Bonner stated her request for approval and authorization for the Chair to sign a Special Events Liquor License for Ski Town USA Morning Rotary Club for an event to be held at the Bald Eagle Lake at 35445 US Hwy 40 in Steamboat on July 13, 2019 from 6:00 am to 11:30am.

Commissioner Melton asked if Ski Town USA Morning Rotary Club always needs a liquor license for this event. Ms. Bonner stated this is the first time she has had to do one. She noted the time the event is starting is 6 am because they are serving mimosas.

Commissioner Melton noted she thinks the event was ran by the Chamber and has been taken over by a new entity.

### **MOTION**

Commissioner Monger moved to approve and authorized the Chair to sign a Special Events Liquor License for Ski Town USA Morning Rotary Club for an event to be held at the Bald Eagle Lake at 35445 US Hwy 40 in Steamboat on July 13, 2019 from 6:00 am to 11:30am.

Commissioner Melton seconded; the motion carried 2-0.

## **EN RE: ROUTT COUNTY FAIRGROUNDS / JILL DELAY**

Ray DuBois, Public Works, and Steve Faulkner, Facilities Director, were present.

### **FAIRGROUNDS RV PARK PROJECT CHANGE ORDER**

Mr. Faulkner stated his request for approval and authorization for the Chair to sign the Change Order 2 - Fixed Contract Amount, for Giovanni Construction in the amount of thirty-thousand five-hundred dollars (\$30,500.00) to complete certain outstanding items that are necessary to complete the Fairground RV Project by the project completion date set forth in the grant agreement from the Great Outdoors of Colorado (GOCO). He noted this change order is to complete the rest of the project.

Mr. DuBois discussed the details of this item. He noted the write up states Babson and Carpenter Career Technical School provided in-kind labor as part of the GOCO Grant. This labor included finishing the bridge, trash enclosure, pro-trails for the bridge, and a privacy fence. Some of these projects were not completed. The original deadline for construction completion in adherence to the grant was in March of this year. The County was able to get an extension to September of this year, but Babson and Carpenter Career Technical School is still not able to complete the project in time.

Commissioner Melton asked Mr. Faulkner to speak to how Giovanni was chosen to do the project. Mr. Faulkner replied the Facilities team did an invitation for bids.

Commissioner Monger asked if Giovanni was originally doing the whole project, but Babson and Carpenter Career Technical School was going to provide and build the items noted above. Mr. Faulkner confirmed so. He added there is a very small amount of work left to do.

Mr. DuBois stated when he sent his update to Mr. Sullivan in the first week of May, Babson and Carpenter was intending to finish. He added when he sent his update to the Board in the middle of May, Babson and Carpenter had backed out. He went on to explain the Board could choose to contract with Giovanni or take the project back out for bids. The deadline is quickly approaching though.

Commissioner Melton asked for clarification on the budgeted amounts for 2017, 2018, and 2019, as well as the expenses for \$55,000. Mr. DuBois replied there was \$144,000 budgeted in 2018 and \$559,200 budgeted in 2017. At this time last year the Facilities team thought this was going to be done in 2018, so there was not a budget for 2019. He noted \$175,000 of the \$350,000 from the grant have been paid for the works completed. The other \$175,000 was waiting for pay applications for the project completion. The money that has been spent and is pending is the \$55,000, but \$30,000 of the \$55,000 is work that has already been done.

Commissioner Monger asked if the County has asked GOCO for a grant on cost of additional runs. Mr. Faulkner stated they have not. He noted the funding for this project is from the grant and lottery funds.

Commissioner Monger asked how much the project originally cost. Mr. Faulkner replied it was originally around \$600,000. Commissioner Monger encouraged the Facilities team to ask for a cost overrun from GOCO.

Commissioner Melton asked if the in-kind component was required for a match of some type.

Commissioner Monger stated part of the fact is the County was helping schools, so the project has an education component. He added the County did not get all the work they needed from Babson and Carpenter, but they did do most of it.

Mr. DuBois explained the process with the in-kind matching. He stated when Babson and Carpenter looks at the percentage they want to give, they put a dollar amount on the match. They give cash as their in-kind donation. He noted Ms. Delay informed GOCO the project was not going to be done on time, and the County was going to have to use County cash. GOCO replied, "We are sorry to hear that, but we are happy you are finishing the project."

Commissioner Monger stated the County may have "sunk the boat" by doing that. Mr. DuBois agreed. Commissioner Monger suggested Ms. Delay call her contact at GOCO to see their temperament on the County's situation.

Mr. Faulkner noted the County could have cut back on a lot of items in this project to save money, but the County would have been compromising the terms of the grant. He noted

the County could have not done the volleyball court, but that decision would have to have been taken to GOCO.

**MOTION**

Commissioner Monger moved to approve and authorized the Chair to sign the Change Order 2 - Fixed Contract Amount, for Giovanni Construction in the amount of thirty-thousand five-hundred dollars (\$30,500.00) to complete certain outstanding items that are necessary to complete the Fairground RV Project.

Commissioner Melton seconded; the motion carried 2-0.

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

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Kim Bonner, Clerk and Recorder

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M. Elizabeth Melton, Chair

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Date