

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
August 10, 2021**

Commissioner Timothy V. Corrigan, Chair, called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Redmond, Commissioner Beth Melton, Interim County Manager Mark Collins, County Commissioners' and Manager's Office Manager Kendra Alfieri were also present. Jennifer Parent prepared the minutes.

EN RE: ACCOUNTS PAYABLE/ MANUAL WARRANTS/ PAYROLL

Mr. Collins did not have warrants to present at this time.

EN RE: CONSENT AGENDA

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

- A. Approval of the ratification of the Chair's signature on the FAA 2021 American Rescue Plan Act (ARPA) general grant award;
- B. Approval of and authorization for the Chair to sign the contract agreement with Oldcastle SW Group, INC. dba United Companies for the fy2021 de-ice pad expansion and apron rehabilitation project at YVRA.

MOTION

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

Commissioner Melton seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

There was no public comment.

EN RE: ACCOUNTS PAYABLE/ MANUAL WARRANTS/ PAYROLL

Mr. Collins presents accounts payable in the amount of \$387,270.14

MOTION

Commissioner Melton moved to approve accounts payable as presented.

Commissioner Redmond seconded; the motion carried 3-0.

ITEMS OF NOTE:

Family Development Center- \$15,000

CO Cattleman's Ag- \$25,000

City View- \$46,159

Runbeck Election Services- \$9,500

EN RE: CLERK AND RECORDER

Sarah Hagenbuch, Routt County Deputy Clerk was present.

SPECIAL EVENT LIQUOR LICENSE FOR YAMPA VALLEY COMMUNITY FOUNDATION

Consideration for approval and authorization for the board to sign a Special Event liquor license for Yampa Valley Community Foundation for an event to be held at the Larson Barn at 32380 Wild Goose Lane Steamboat Springs On August 22nd 2021 from 3:00 pm to 9:00 pm.

MOTION

Commissioner Melton moved to approve and authorize for the Chair to sign a Special Event liquor license for Yampa Valley Community Foundation for an event to be held at the Larson Barn at 32380 Wild Goose Lane Steamboat Springs on August 22nd 2021 from 3:00 pm to 9:00 pm.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PLANNING

Alan Goldich, Staff Planner was present.

MOUNTAIN LEISURE SUBDIVISION

Mr. Goldich described the location of the Mountain Leisure Subdivision, which is on the north side of Seedhouse Road. The northern boundary of the subdivision is the southern boundary of the Steamboat Lake Subdivision Filing 4. Mr. Goldich explained that when the subdivision was approved in the late 1980s, the County wanted to ensure there would be an access from Steamboat Lake Subdivision Filing 4 to Seedhouse Rd. via an easement through the Mountain Leisure Subdivision. The approval of the Mountain Leisure Subdivision included a condition stating that if the access connecting Steamboat Lake Subdivision Filing 4 to the Mountain Leisure Subdivision was not constructed within 20 years, the easement would no longer be required. An additional condition stated that the roads in Steamboat Lake Filing 4 had to be constructed to County standards prior to the easement being granted. Mr. Goldich said that the County has been holding the deed for the easement since Mountain Leisure Subdivision was approved in 1988. The developers of the subdivision are now asking to be released from the easement agreement since the 20-year timeframe has expired and the roads in Steamboat Lake Subdivision Filing 4 have not been constructed. Mr. Goldich said that the document presented for signature is a release of the agreement. Once recorded, the title for these lands would be cleared of the encumbrance of the potential easement.

Commissioner Corrigan asked if there is another access out of Steamboat Lake Filing 4. Mr. Goldich said that there is not. The subdivision has not been developed, and none of the roads have been constructed. He presented a site plan and indicated the location of the unconstructed access road from CR 129 to Steamboat Lake Filing 4 which crosses USFS land. The developers of Steamboat Lake Filing 4 did not obtain an easement for this access road and the County did not require proof of access. The USFS has since stated that it will not provide an easement for access to Steamboat Lake Filing 4 through its property. Commissioner Melton offered that because the agreement was for 20 years only, the County could not deny the application. She said it would be the responsibility of the property owners of Steamboat Lake Filing 4 to negotiate an access easement. Mr. Goldich added that the zoning of Steamboat Lake Filing 4 also requires connection to a central water and sewer system, which does not exist. The lots could be consolidated into 5-acre parcels, but could not be accessed without an easement.

In response to a question from Commissioner Corrigan, Mr. Goldich clarified that the application for release from the agreement did not require adjacent property owner notification. Commissioner Melton asked about the ownership of the lots in Steamboat Lake Filing 4. Mr. Goldich said that several lots in the southern portion of the subdivision are owned by a single landowner, but that he is not sure about the others. He clarified that the only requirement for granting the easement was the construction of subdivision roads.

Public Comment

Ms. Kendra Alfieri, a member of the homeowners' association board of the Steamboat Lake Subdivision Filing 4 stated that she had not been notified about the application. Commissioner Corrigan stated that this type of petition does not require adjacent landowner notification.

MOTION

Commissioner Redmond moved to authorize the Chair's signature on the Release of Agreement for the Mountain Leisure Subdivision, as presented.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: LEGAL

Erick Knaus, County Attorney was present.

ADOPTION OF UPDATED HIPAA PRIVACY POLICY

The Board of County Commissioners previously adopted a Statement of Policy of Routt County, Colorado, Concerning Privacy under the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act (the "HIPAA Privacy Policy"). The Department of Human Services, who is designated as a "hybrid entity" under the HIPAA Privacy Policy, requested that Exhibit D-2, the Routt County Department of Human Services Records Request, be updated and replaced. Other non-substantive updates were also made including identification of County privacy officers named in the policy.

Commissioner Melton asked for a summary of what this policy protects. Mr. Knaus stated Human Services and Human Resources maintain protected health information. At this time Public Health does not require such a policy because of the services they do not offer. In the future this could change.

MOTION

Commissioner Melton moved to approve Resolution No. 2021-067, a Resolution adopting an updated Routt County Privacy Policy under the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: HUMAN SERVICES

Cora Wagoner, DHS Child Support Services Supervisor; and Cristina Camacho Child Support Technician were present.

APPROVAL OF CHILD SUPPORT AWARENESS MONTH PROCLAMATION

The Department of Human Services, Child Support Services Unit, would like the Routt County BOCC to proclaim August 2021 as Child Support Awareness Month. Local, state and national organizations are proclaiming August 2021 as Child Support Awareness Month. Recognizing that Colorado's children need the emotional and financial support of both parents; as well as the support of parents, extended families, and the community to help children grow into secure and healthy adults.

Commissioner Corrigan stated that the Commissioners are in total support of this proclamation and asks how successful Routt County is in collecting child support. Ms. Wagoner informed him that Routt County historically has a well performing program and right now with about 370 cases they are in the 90th percentile as far as collections, establishing orders, and for timeliness of modifications, as far as state standards Routt County does very well. Ms. Wagoner also recognizes and thanks her team for their hard work.

The Commissioner are unanimous in their support and appreciation for the work of the Child Support Services Department.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign Resolution No. 2021-068, a resolution proclaiming August 2021 as Child Support Awareness Month.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES

Stephanie Pearce, Human Resources Generalist; David DeMorat, Emergency Management Director; Jim Cullens, Communications Manager; and Lt. Ryan Adrian were present.

CONSIDERATION TO APPROVE HIRING THE COMMUNICATIONS SPECIALIST II AT STEP 4

The Emergency Management Operations Director, David DeMorat, is requesting to hire Sarah Longchamps at Step 4 of the Communications Specialist II Pay Scale. Ms. Longchamps meets all of the education and work experience requirements to be hired at Step 4. She has a high school diploma, she has over 4 years of experience working at the Routt County Communications Center as a Dispatcher and over 4 years working at the Routt County Sheriff's Office as an Animal Control Deputy. Ms. Pearce recommends the approval of hiring Ms. Longchamps at Step 4 of the Communications Specialist II pay scale. The County Manager has reviewed this request and recommended it be placed on the agenda for your consideration for approval.

Mr. DeMorat talked about the difficulty in hiring and retaining new hires and is excited about hiring Ms. Longchamps from within the County. He also states that Ms. Longchamps is a trained and qualified D2 Dispatcher, although some of her qualifications have lapsed and will need to be renewed, she is a qualified dispatcher.

MOTION

Commissioner Melton moved to approve the hire of the Communications Specialist II at Step 4 per recommendation of the County Manager.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: EMERGENCY MANAGEMENT

David DeMorat, Emergency Management Director was present.

AMBULANCE PERMIT NUMBERS 54-21-21 AND 54-21-22 FOR NEW AMBULANCES OPERATED BY YAMPA FIRE PROTECTION DISTRICT AND STEAMBOAT SPRINGS FIRE RESCUE

Mr. DeMorat is requesting two ambulance permits, one for a new ambulance for the Yampa Fire Protection District, and one for a new ambulance for Steamboat Springs Fire Rescue. Both ambulances have been inspected and meet the minimum equipment requirements for advanced life-support-equipped ambulance set forth by the Routt County Board of County Commissioners and the State of Colorado.

MOTION

Commissioner Redmond moved to approve and authorize for the Chair to sign the Ambulance Permit Numbers 54-21-21 and 54-21-22 for New Ambulances Operated by the Yampa Fire Protection District and Steamboat Springs Fire Rescue.

Commissioner Melton seconded; the motion carried 3-0.

ROUND-TABLE DISCUSSION

The Commissioners and Mr. Collins had a round-table discussion concerning an AGNC invoice the County had received in May of 2021.

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

Kim Bonner, Clerk and Recorder

Timothy V. Corrigan, Chair

Date