

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
November 16, 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, County Manager Jay Harrington, and County Commissioners' and Manager's Office Manager Kendra Alfieri were also present. Samantha Pearce prepared the minutes.

EN RE: ACCOUNTS PAYABLE/ MANUAL WARRANTS/ PAYROLL

Mr. Harrington presented the accounts payable totaling \$838,789.75

MOTION

Commissioner Melton moved to approve accounts payable as presented.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: CONSENT AGENDA

- a. APPROVAL OF A CORRECTION TO THE 2021 COMMISSIONERS' APPOINTMENT LIST CHANGING THE HUMAN RESOURCES COALITION ALLOCATION COMMITTEE APPOINTEES TO KELLY KISSLING AND JULIE HULSLANDER (ALT) AND REMOVING THE HUMAN RESOURCE COALITION AS AN APPOINTMENT;
- b. APPROVAL OF THE WRITE OFF ON A \$50 UNCOLLECTED DEBT FROM DOUBLE Z FOR A 2019 FAIR BOOK AD.

MOTION

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

Commissioner Melton seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No public comment was made.

EN RE: LEGAL

RESOLUTION CONTINUING DECLARATION OF LOCAL DISASTER (TWENTY-FIRST)

Lynaia South, Assistant County Attorney presented to the Board a Consideration of and adoption of a Resolution Continuing Declaration of Local Disaster.

On March 13, 2020, the Chair signed a Declaration of Local Disaster relating to the COVID-19 global pandemic. On March 16, 2020, the Board of County Commissioners ratified and extended this Declaration of Local Disaster. This is the twenty-first Resolution extending the Declaration. It is effective from the date of the current expiration and extends the Declaration for another 30 days.

MOTION

Commissioner Melton moved to approve Resolution No. 2021-086 continuing Declaration of Local Disaster.

Commissioner Redmond seconded; the motion carried 3-0.

LEGAL PENDING MATTERS AND LITIGATION DOCKET

At 9:40a.m., Commissioner Corrigan moved to enter executive session to discuss the Litigation Docket and the Pending Matters List with the County Attorney, the Assistant County Attorney, the Legal Assistant, and the County Manager, pursuant to C. R. S. 24-6-402 (4)(b), to discuss specific legal matters with the County Attorney.

Commissioner Redmond seconded; the motion carried 3-0. Commissioner Corrigan was absent.

The executive session adjourned at 10:51 a.m. Commissioner Corrigan stated that only the Docket and Pending Matters List were discussed during executive session; no formal actions were taken, and no minutes were taken during the executive session were made.

EN RE: TREASURER

Lane Iacovetto, Treasurer presented to the Board a consideration for approval and authorization for the Chair to sign Paymentus payment processing agreement amendment. This amendment will include Utility Bill Pricing.

MOTION

Commissioner Redmond moved to approve the amending agreement with Paymentus and authorize the Chair's signature on the amending agreement. In addition, I move to authorize the Treasurer's signature on any supplementary documents required by Paymentus in order to implement the primary agreement.

Commissioner Melton seconded; the motion carried 3-0.

EN RE: GRANT ADMINISTRATION

Caroline McClenahan, Grant Administrator, Noel Neal, Fair Director, and Joe Stepan, Facilities Manager presented to the Board a consideration to approve of the Fairgrounds GOCO Initial Grant Application.

Several projects at the Routt County Fairgrounds have been earmarked as needing immediate attention: replacing the Arena Railing, remodeling the North Bathroom to be ADA compliant, and upgrading the Lockhart Barn including heat, insulation and energy efficiency upgrades. The Fairgrounds have received grant support from GOCO in the past and the Community Impact Program has been identified as a potential funding source for the aforementioned projects.

As is, the budget proposes a 60% grant request (\$405,000) to a 40% local match (\$270,000) for a total budget of \$675,000. Ms. McClenahan was advised, however, by the GOCO regional managers that a 50-60% local match may make the application more competitive. There are several other fairgrounds submitting applications during this funding period.

The initial application includes a 2 page narrative, budget, and a fillable project summary page. This is not the final application – based upon the initial application, the next step is to be invited to submit a full application. In the event that they are not invited to submit the full application, they will take GOCO's feedback into consideration and re-submit for the February 2022 initial application deadline. Considering that this submission includes a budget, it is wanted to ensure that the application has Commissioner approval and support before submitting.

MOTION

Commissioner Melton moved to approve the Fairground's Community Impact Grant initial application for \$405,000 GOCO funds and a local match of \$270,000.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PURCHASING

RFP 732 YVRA FAR PART 139 SOFTWARE PURCHASE APPROVAL

Julie Kennedy, Purchasing Agent and Kevin Booth, Airport Director presented to the Board a consideration to approve the purchase, sign the AeroSimple, LLC Enterprise Software Agreement and authorize the County Manager to electronically approve the requisition for FAR Part 139 Software in the amount not to exceed \$60,000.

The FAA highly recommends airports to utilize Part 139 software like Aero Simple's to improve efficiency, accuracy and timeliness in recording and responding to airport incidents, maintenance issues and work orders. Part of the process with reporting and documenting these items is an annual audit performed by an FAA Part 139 inspector. Use of this software not only enhances YVRA's efficiency through both a desktop and mobile application, but allows the auditor to access the system to verify the issues and remedies.

The Airport Director provided a detailed specification for RFP 732 that was sent out to six firms. There were four responses received back with two candidates sending demos. AeroSimple was selected due to their all-inclusive, out of the box system, straight forward pricing that does not require additional costs for customization or enhancements, and the ease of use for the maintenance and OSS staff and their impressive product demonstration.

MOTION

Commissioner Redmond moved to approve the purchase, authorize the Chair to sign the agreement, and authorize the County Manager to electronically approve the requisition for FAR Part 139 Software in the amount not to exceed \$60,000.

Commissioner Melton seconded; the motion carried 3-0.

HHS BUILDING MATERIALS TESTING SOLE SOURCE APPROVAL REQUEST

Ms. Kennedy, Joe Stepan, Steve Faulkner, and Quentin Rockwell presented to the Board a consideration to approve the Sole Source award, the Chair sign the Professional Services Agreement and authorize the County Manager to electronically sign the PO to Northwest Colorado Consultants (NWCC), Inc. for the HHS Building Materials Testing during the construction project for an amount not to exceed \$39,017.

Routt County has a long history of working with NWCC, as it is the only accredited materials testing laboratory in Northwest Colorado. They are located in Steamboat Springs, 5 miles from the HHS Building Construction site, which allows them to provide a quick response using highly qualified staff.

Both the Architect and General Contractor also have worked with NWCC, making this sole source justified as in the best interest of the County for the project. The entire team sees this as essential to have accurate, timely testing and reporting to keep the project on schedule.

MOTION

Commissioner Melton moved to approve the Sole Source award, authorize the Chair to sign Professional Services Agreement and authorize the County Manager to electronically sign the PO to Northwest Colorado Consultants (NWCC), Inc. for the HHS Building Materials Testing during the construction project for an amount not to exceed \$39,017.

Commissioner Redmond seconded; the motion carried 3-0.

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

Kim Bonner, Clerk and Recorder

M. Elizabeth Melton, Chair

Date