

**STATE OF COLORADO  
COUNTY OF ROUTT**

OFFICE OF THE CLERK  
JUNE 7, 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 \$2,437,876.64.

**MOTION**

Commissioner Corrigan moved to approve the accounts payable 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. APPROVE CONTRACT AMENDMENT 23 QAAA 175659 FIRST IMPRESSIONS;**
- B. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN A LIQUOR LICENSE RENEWAL FOR CATAMOUNT DEVELOPMENT LLC DBA CATAMOUNT RANCH & CLUB FOR A HOTEL & RESTAURANT LICENSE WITH 5 OPTIONAL PREMISES;**
- C. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN PL-21-148 WILLOW POINT SUBD PLAT, FILING 2;**
- D. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN THE REGIONAL SOLAR BILL CREDIT AGREEMENT AND REGIONAL PARTNER AGREEMENT;**
- E. APPROVAL OF COUNTY COMMISSIONERS' MINUTES: MEETINGS OF APRIL 12, 19, & 26, MAY 3, & 10 2022**

**MOTION**

Commissioner Redmond moved to approve consent items A., B., C., & E. on the consent agenda with item C. having Resolution number 2022-P-044.

Commissioner Corrigan seconded; the motion carried 3-0.

**EN RE: ITEMS PULLED FROM CONSENT**

Commissioner Melton pulled item D. on the consent agenda to ask clarifying questions before approving.

**MOTION**

Commissioner Redmond moved to approve consent item D. consent agenda.

Commissioner Corrigan seconded; the motion carried 3-0.

**EN RE: PUBLIC COMMENT**

No public comment was made.

**EN RE: ROUTT COUNTY SHERIFF'S OFFICE**

Undersheriff Doug Scherar presented to the Board a consideration to approve and sign a contract between the Sheriff's Office and USDA, Forest Service Medicine Bow-Routt National Forest Thunder Basin National Grassland for 2022.

Each year the Routt County Sheriff's Office and the USDA Forest Service enter into a contract for the deputies of Rout County to be paid to assist with Forest Service Patrol while off duty.

The Commissioners asked Mr. Scherar clarifying questions about the contract and using personal property to patrol and the reimbursement rates.

**MOTION**

Commissioner Corrigan moved to approve and authorize the Chair to sign a contract between the Sheriff's Office and USDA, Forest Service Medicine Bow-Routt National Forest Thunder Basin National Grassland for 2022 as presented.

Commissioner Redmond seconded; the motion carried 3-0.

**EN RE: PURCHASING**

**RFP 761 HHS BUILDING AV PURCHASE APPROVAL**

Julie Kennedy, Purchasing Agent, Joe Stepan, Facilities Manager, and Steve Faulkner presented to the Board a consideration approve the award, authorize the Chair sign the Notice of award and authorize the County Manager to electronically sign the Purchase Order to LINXMultimedia, LLLP in the amount not to exceed \$93,681.16 for the Routt County Health and Human Services Building AV equipment and installation.

Ms. Kennedy sent out RFP 761 HHS Building AV to 10 vendors and received 2 proposals. LINXMultimedia was not only the low proposer, but also provided the most complete response to the RFP as to experience, qualifications. After the evaluation committee interviewed

LINXMultimedia, there was confidence that they will work with the County for the best and most user friendly AV equipment.

### **MOTION**

Commissioner Redmond moved to approve the award, authorize the Chair to sign the Notice of award and authorize the County Manager to electronically sign the Purchase Order to LINXMultimedia, LLLP in the amount not to exceed \$93,681.16 for the Routt County Health and Human Services Building AV equipment and installation.

Commissioner Corrigan seconded; the motion carried 3-0.

### **YVRA TERMINAL ROOFTOP HVAC REPLACEMENT APPROVAL**

Ms. Kennedy, and Kevin Booth Airport Director presented to the Board a consideration approve the award, authorize the Chair to sign the Notice of Award and authorize the County Manager to electronically sign the Purchase Order for the Routt County YVRA Terminal Rooftop HVAC Replacement to Hannah Mechanical, Inc. d/b/a Peak Services for an amount not to exceed \$112,300.

Ms. Kennedy sent out RFP 728 YVRA Terminal Roof top HVAC Replacement in May, 2021 to seven vendors and did not receive any proposals. Early in 2022, Peak Services submitted a bid to the County directly stating that in May of last year was too busy with other projects to submit a proposal, but could get this started for an installation in Spring of 2022. The Project Manager, Kevin Booth, has worked through the proposal with Peak Services, and received a revised proposal on May 4, 2022.

While this response from the vendor is several months later than requested in the RFP, Ms. Kennedy is requesting that the project move forward with the sole proposal received to date in the best interest of the County.

### **MOTION**

Commissioner Corrigan moved to approve the award, authorize the Chair to sign the Notice of Award and authorize the County Manager to electronically sign the Purchase Order for the Routt County YVRA Terminal Rooftop HVAC Replacement to Hannah Mechanical, Inc. d/b/a Peak Services for an amount not to exceed \$112,300.

Commissioner Redmond seconded; the motion carried 3-0.

### **CO-OP PURCHASE APPROVAL FOR THE HHS BUILDING FURNITURE**

Ms. Kennedy, Mr. Faulkner, and Mr. Stepan presented to the Board a consideration to approve the purchase and authorize the County Manager to electronically sign the purchase order for the new HHS Building Furniture from Workplace Resource for an amount not to exceed \$222,859.27.

The Routt County Facilities Department and Purchasing Department worked with Workplace Resource, our long-time Herman Miller CO-OP vendor, to design and provide the office furnishings for the new Routt County Health and Human Services Building. We have

worked diligently with both Directors, the Architect, and HHS Building Design team to meet the needs of the staff workspace and public areas. Workplace Resources has provided a high-quality design and product that is consistent with the intent of this building. This purchase fits within the guidelines of CO-OP Purchases in the Routt County Purchasing Manual 6th Edition.

### **MOTION**

Commissioner Redmond moved to approve the purchase and authorize the County Manager to electronically sign the purchase order for the new HHS Building Furniture from Workplace Resource for an amount not to exceed \$222,859.27.

Commissioner Corrigan seconded; the motion carried 3-0.

### **EN RE: PURCHASE OF DEVELOPMENT RIGHTS (PDR) ADVISORY BOARD**

The Commissioners' conducted interviews with candidates Kimball Crangle and Steve Williams to fill a vacant seat on the Purchase of Development Rights Citizen's Advisory Board for the remainder of a 3-year term. This vacant seat needs to be filled by a Routt County resident residing in either Dist. I or Dist. II.

The Commissioners agreed that both candidates would be a good fit for the seat, but agreed Ms. Crangle would be the better fit for this seat because of the opportunity for her to bring a new and outside perspective as someone who has no ties to the PDR Board previously.

### **MOTION**

Commissioner Corrigan moved to appoint Kimball Crangle to the Purchase of Development Rights Citizen's Advisory Board for a term to Expire on December 31, 2024.

Commissioner Redmond seconded; the motion carried 3-0.

### **EN RE: HUMAN RESOURCES**

Kathy Nelson, Director, and Roberta Smith, Director of Public Health presented to the Board a Consideration to approve the Emergency Preparedness and Response Coordinator Pay Scale.

Ms. Smith is adding an Emergency Preparedness and Response Coordinator position to her department. The job description has been approved by the County Manager, and we are proposing the attached pay scale for your consideration and approval.

This position collaborates with Public Health, Emergency Management, Environmental Health staff, and other community stakeholders in researching, developing, communicating, coordinating, and executing emergency preparedness and response efforts and strategies. This will be a full-time benefitted position and will report directly to the Director of Public Health with cross-collaboration with the Routt County Emergency Management Department.

Ms. Nelson evaluated the job description against Employers Council salary information and benchmarked it against an Emergency Services Coordinator position using 2021 Colorado Public Employers salary data, and aged the data by 4.7%.

The Commissioners asked Ms. Smith clarifying questions about the position and the roles it would be taking on.

### **MOTION**

Commissioner Corrigan moved to approve the Emergency Preparedness and Response Coordinator Pay Scale.

Commissioner Redmond seconded; the motion carried 3-0.

### **EN RE: EMERGENCY MANAGEMENT**

#### **LEASE AGREEMENT-L3HARRIS-OAK CREEK TOWER SITE**

Jim Cullen presented to the Board a consideration to approve and authorize the Chair to sign a lease agreement with L3 Harris for the use of the Oak Creek tower for the placement of Federal Aviation Administration (FAA) Wide Area Multi-laceration (WAM) equipment.

L3 Harris has been contracted by the FAA to place new WAM equipment at three tower sites owned by Routt County. This equipment will run dually at the three sites until such a time that the beta testing is complete and the old equipment can be removed safely. This is anticipated to be approximately two- three years. The requirements of the communications department interference studies have been conducted and have passed and the tower load studies have been conducted and the recommended structural enhancements from these studies will be installed prior to the installation of any additional equipment placed on the tower. This is the second of three sites that have been requested by L3 Harris

### **MOTION**

Commissioner Redmond moved to approve and authorize the Chair to sign a lease agreement with L3 Harris for the use of the Oak Creek tower for the placement of Federal Aviation Administration (FAA) Wide Area Multi-laceration (WAM) equipment.

Commissioner Corrigan seconded; the motion carried 3-0.

### **DISPATCH SCHEDULE CHANGE TO PITMAN SCHEDULE**

Mr. Cullen presented to the Board a brief update about the adoption of a change in the Pitman Schedule. Due to the continuing staffing issues the Communications Center is experiencing, the adoption of the Pitman schedule is recommended for implantation when the County converts to the new pay period format.

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

---

Jenny L. Thomas, Clerk and Recorder

---

M. Elizabeth Melton, Chair

---

Date