

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
January 29, 2019**

Commissioner M. Elizabeth Melton, Chair, called the regular meeting of the Routt County Board of County Commissioners to order. Commissioner Timothy V. Corrigan, Commissioner Douglas B. Monger, County Manager Tom Sullivan and Deputy County Manager Dan Weinheimer were also present. Those present recited the Pledge of Allegiance. Sarah Janopoulo recorded the meeting and prepared the minutes.

EN RE: WARRANTS

MOTION

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

Accounts Payable Check- Cycle Date:	1/21-1/25	\$844,421.72
Accounts Payable Check: Manuals	1/21-1/25	\$
Accounts Payable Wires:	1/21-1/25	\$
Total:		\$844,421.72
Payroll Checks- Cycle Date:	1/21-1/25	\$0.00
Payroll Checks- Manuals	1/21-1/25	\$0.00
Payroll – IRS & State Income Tax	1/21-1/25	\$0.00
Total:		\$
Total Disbursements Approved:	1/21-1/25	\$844,421.72

Commissioner Corrigan seconded.

Mr. Sullivan advised of the **2018** Accounts Payable items of note for run date of January 24, 2019.

Vendor	Amount	Department
ACTION SERVICES INC	2,715.00	Facilities Management: Fairgrounds Sewer Camera Inspection

BASELINE ENGINEERING CORP	2,521.25	Facilities Management: Fairgrounds Restroom site planning GIS Conceptual Plan
TOWN OF HAYDEN	6,672.22	YVRA: December 2018 Law Enforcement Services
Distribution of 2018 dedicated Mill Levies: Developmental Disabilities, and Museum and Heritage Tax Funds		
HISTORICAL SOCIETY OAK CREEK & PHIPPSBURG	15,992.00	Museum and Heritage Tax Fund: Capacity Building Grant - BUCKET PARK RETAINING WALL
WESTERN SECURITY LLC	49,244.88	Building & Plant Pool: Adult Detention Fire Alarm Upgrade
SLATE COMMUNICATIONS	6,000.00	BCC Office Budget: Design County Flicker Site
CDW LLC	4,725.00	IT Capital Pool: MICROSEMI SYNC SERVER
MURPHY SANDERS INC	3,600.00	YVRA Budget: Web Site Design
AP Run Date Total	172,003.75	

Mr. Sullivan advised of the **2019** Accounts Payable items of note for run date January 24, 2019.

Vendor	Amount	Department
Distribution of 2019 Budget Allocations to External Agencies: District Attorney, and Community Services: Routt County Council on Ageing, Community Agriculture Alliance		
CYBERNETICS	5,565.00	IT Budget: Annual Maintenance Service: 01/2019 Backup Service
MOTOROLA SOLUTIONS	97,077.64	Comm Center Pool: E911 Phone System Replacement (25% of Contract \$388,310.54)
AP Run Date Total	672,377.38	

The motion carried 3-0.

EN RE: ITEMS OF NOTE FROM PREVIOUS DAY'S WORK SESSION

Commissioner Melton stated updates were received from the County Manager, the County Attorney, the Environmental Health Department and the Fairgrounds.

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 Meetings of December 18, 2018 and December 31, 2018;
- B. Approval of and authorization for the Chair to sign the Mind Springs Day Treatment Alternative Program Contract.

MOTION

Commissioner Corrigan moved to approve item A and pull item B from the consent agenda and authorized the Chair to sign the related document.

Commissioner Monger seconded; the motion carried 3-0.

Commissioner Corrigan moved to table consent item B until the Human Services Director, Ms. Kelly Keith comes in front of the Board for further discussion.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No members of the public were present for comment.

EN RE: ADMINISTRATIVE / HELENA TAYLOR

NOMINATION OF MEMBERS TO SERVE ON THE FOURTEENTH JUDICIAL DISTRICT JUVENILE SERVICES PLANNING COMMITTEE

Ms. Taylor stated that the Board of County Commissioners normally nominates 2 to 3 potential candidates to Judge O'Hara in the Fourteenth Judicial Services. Judge O'Hara will then choose either 1 or more of the nominees to serve on the Fourteenth Judicial Services

Planning Committee. She noted that in previous years Mr. Mike Sidinger was the representative, however since he retired, Ms. Grace Levin and Ms. Kelly Keith were suggested by the Board to be nominated in his place. Ms. Taylor stated that she is here to ask the Board to formally make the 2 recommendations to be presented to Judge O'Hara. She added that the County Attorney will notify Judge O'Hara via email regarding the Board's nominations.

Commissioner Melton asked about the language from the MOU in the communication form stating the need to nominate at least 3 people. Ms. Taylor stated that originally when the Board started there was a requirement for at least 3 nominations, however right now there are 2 additional members on the Committee other than Mr. Sidinger. There was further discussion between the Commissioners regarding the MOU and the requirements for nominees. Ms. Taylor stated she took direction from the County Attorney in regards to the number of nominees needed.

MOTION

Commissioner Monger moved to send a notification to Chief Justice O'Hara of the nominations for the Fourteenth Judicial District Juvenile Services Planning Commission which are Ms. Levin and Ms. Keith on behalf of the Board of County Commissioners' recommendations.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: BOARD OF HEALTH / KARI LADROW

Scott Cowman, Environmental Health Director; Brian Harrington, Yampa Valley Medical Association and Stephanie Einfeld, CEO of North West Colorado Health were also present.

1ST QUARTER 2019 UPDATE

Commissioner Melton adjourned the meeting as the Board of County Commissioners and reconvened as the Board of Health.

Mr. Cowman stated that a quarterly Board of Health meeting is held per the agreement with North West Colorado Health who provide Routt County's public health services.

Ms. Ladrow started off by discussing core public health services and stated that the Board of Health is heavily involved with the Community Health Assessment Planning System (CHAPS). After discussing CHAPS with the Board of Health in each county, Ms. Ladrow stated that the consensus was to develop a regional plan but have county specific work groups. She added that the break out work groups will discuss strategies and what is important to focus on regarding mental health and physical security. Ms. Ladrow noted that the goal is to have the project completed by June 2019.

Commissioner Melton asked how frequently this process occurs. Ms. Ladrow stated every 5 years and usually takes the 5 years to complete. She added that the goal this time around is to make it meaningful to the communities and not something that once completed is not looked at. Ms. Ladrow continued discussing the different CHAPS projects currently taking place in the communities, noting that they want to make sure everyone's time is being used efficiently while establishing priorities as a community.

Commissioner Melton asked how mental health and physical security were identified as priorities. Ms. Ladrow stated that data analysis was done to identify priorities. Ms. Einfeld added that there was a community study done 3 years ago which also led to naming mental health and physical security as priorities. Commissioner Melton asked for physical security to be defined in this context. Ms. Ladrow stated that physical security is making sure people feel secure in their environment, which could mean home safety, air quality, early childhood safety, and unintentional injury. She added that this topic is intentionally broad in order to give communities a chance to pinpoint some of the narrower topics.

Ms. Ladrow stated as the work groups get going there will be more data to share and she will share with the communities as it progresses. Mr. Cowman stated that he will continue to stay with the process in order to keep the Commissioners informed. Commissioner Monger stated that as the Board of Health, the Commissioners want to be privy to what's going on in the community and feels that they might not have been kept up to date as well as they could have been regarding the opioid crisis. Commissioner Melton added that there have been some questions regarding the mental health services that are available in the community, along with a few other topics the Commissioners could not provide much information on. She noted that the Commissioners would welcome the additional information sharing. There was discussion with meeting more often with Mr. Cowman during the CHAPS process to stay as up to date as possible.

Mr. Weinheimer asked what the opportunities are for input before the CHAPS June 2019 deadline. Ms. Ladrow stated that the idea is to have the county specific work groups and if the Board is agreeable, her plan is to submit back to each Board of Health what the recommendations for those work groups are, of the strategies and what interventions they would like to see. Then have a discussion if everyone is in agreement on moving forward with those specific strategies and priorities.

Ms. Ladrow moved on to talking about the Community Infectious Disease Emergency Response (CIDER) Team. She stated that one of the biggest concerns was the lack of cohesiveness amongst the medical community to identify, communicate and prevent communal infectious diseases. Ms. Ladrow stated that there are 2 CIDER teams, one in Moffat County and one in Routt County and the intention is to work with the resources at the Colorado Department of Public Health and Environment (CDPHE) who analyze and track communal disease data to identify some of the risks and have a communication pattern should there be an outbreak and a need to get information to the correct people in a timely manner. She added that there is a Routt County alert system that members of the CIDER team can use to get information out quickly. Dr. Harrington stated that Steamboat is at risk for an outbreak being a tourist town and it's important to figure out how to quarantine if necessary, which is a work in progress.

Commissioner Corrigan asked how the County is doing on immunizations. Ms. Ladrow answered that the County is doing well and mentioned the PSA on the radio. She added that one area needing improvement is education for those who don't normally vaccinate, and to help with that there are flu clinics and travel immunizations with a really active nursing staff. Commissioner Corrigan asked if there were actual real numbers for Routt County for those who are not immunized. Ms. Ladrow stated that yes those numbers are available but she did not have the specifics in front of her. Commissioner Melton asked who provides the numbers. Ms. Ladrow responded by saying that CDPHE normally provides the numbers and Dr. Harrington added that CDPHE gets the numbers from schools and a statewide registry. Ms. Ladrow continued to discuss flu season hospitalizations and the publicity of flu vaccines.

Mr. Cowman stated that January was Radon awareness month and discussed how information was presented to the public on how to get Radon testing. Commissioner Corrigan asked what the specific health risks are associated with Radon. Mr. Cowman answered that lung cancer is the primary risk and stated that there are some activities going on throughout the state and some grant funding to support education and testing kits. Commissioner Monger stated that no one really knows how big a crisis Radon is or if it is a crisis. He added that even with the increased communication effort, he has not heard of one building that possesses Radon. Dr. Harrington stated that there are quite a few buildings in the County that have higher levels of Radon. Mr. Cowman noted that his house tested positive for Radon and stated that the new building regulations as of 2015, require for there to be a mitigation system.

Ms. Ladrow discussed the exercise performed at the Yampa Valley Regional Airport should a plane land with a communal disease on board and what to do. Mr. Cowman added that emergency preparedness is one of the core services the Board of Health is required to fulfill.

Ms. Ladrow and Mr. Cowman discussed updating the agreement and getting on an upcoming agenda. Regarding the MOU update, Mr. Cowman stated that was something being discussed and moving forward the decision would have to be made whether to continue with an MOU or go with a more binding contract. He added that based on feedback from the State, more assurances would have to be provided in either the MOU or contract for the requirements of the delivery of the services provided.

Ms. Ladrow and Commissioner Corrigan discussed the involvement of the Steering Committee. Ms. Ladrow stated that as a participant of the last meeting, she brought forward that one of the main concerns is the mandate of services but not putting money behind it. She added that the Steering Committee adopted this as their number one concern. Ms. Ladrow stated that another important piece to this is the cost assessment of public health services. The Steering Committee looks at where every penny goes and how much it costs to provide core public health services and preventative services. She added that the cost assessment will take place spring 2019, which requires a submission of data on where the money goes collectively that was received from CDPHE, CDHS and other different funding streams to support public health in the community.

Commissioner Corrigan departed the meeting ten minutes early and noted he would be joining the second half a few minutes late.

Ms. Ladrow asked what the Commissioners would like to see in future presentations. Commissioner Monger expressed his frustration about not hearing any health updates unless it

is presented in the newspaper, which he stated is very infrequent. He added that it would be beneficial to get regular updates via email regarding different health trends that arise.

The Board reconvened after the lunch break as the Board of County Commissioners.

EN RE: EMERGENCY MANAGEMENT / DAVID DEMORAT

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) – LOCAL EMERGENCY MANAGER SUPPORT (LEMS) PROGRAM FUNDING GRANT APPLICATION

Mr. DeMorat stated that the EMPG is a grant that is applied for annually and the County is scheduled to receive approximately \$60,000. He added that this accounts for salaries, supplies and training exercises. Mr. DeMorat stated that in order to qualify for the grant, a work plan has to be in place which includes mandatory tasks that need to be completed. He added that 75% of the authorized funds will go toward the completion of the mandatory tasks and the remaining 25% can be used for discretionary items but must be approved by the Regional Field Manager. Mr. DeMorat noted that progress and financial reports are submitted quarterly in order to be reimbursed for the eligible items.

Commissioner Melton asked what Mr. DeMorat felt was able to be accomplished last year with the grant. Mr. DeMorat stated that the grant didn't necessarily enable the Emergency Management Department to do more, as what they're doing would have come out of the County budget anyway.

Commissioner Monger asked if the grant would be the same amount as the previous year. Mr. DeMorat stated that the amount is expected to be about the same as last year. There was discussion between Commissioner Monger and Mr. DeMorat regarding past years' grant awards and what was reimbursable in the past.

MOTION

Commissioner Monger moved to approve and authorize all applicable signatures on the Emergency Management Performance Grant (EMPG) – Local Emergency Manager Support (LEMS) Program Funding Grant Application for calendar year 2019.

Commissioner Melton seconded; the motion carried 2-0.

EN RE: PUBLIC WORKS / RAY DUBOIS

Mike Mordi, Public Works Assistant Director was also present.

2018 HIGHWAY USERS TAX FUND (HUTF) MILEAGE CERTIFICATION

Commissioner Corrigan rejoined the meeting.

Mr. Mordi stated that HUTF is an amount of money received from the State which is allocated based on the mileage of maintained roads. He added that each year he is responsible for creating an updated list of gravel roads and paved roads that have been maintained by the County and through the submission of this list the County receives an allocation of funds. He noted that in 2017 the County received \$3.02 million for the maintenance.

Mr. Mordi continued by discussing some minor changes from past years and listed a few roads that were added to or taken off the maintenance list.

Commissioner Melton asked what the typical process is for creating this list. Mr. Mordi stated that this has an ongoing maintenance list and he adds notes on what roads change and the levels of maintenance the roads need. Commissioner Corrigan asked if the list is affected by the Schedule A Agreements. Mr. Mordi stated that the Schedule A agreements are not part of the HUTF, however for example, if a previous Forest Service maintained road was taken over by the County, then that road would be added to the County's list.

Mr. Mordi discussed the reimbursement rules for snow plowing certain roads that are in different counties. There was also discussion regarding reimbursement for gravel versus paved roads.

MOTION

Commissioner Monger moved to approve and authorize the Board to sign the annual mileage certification required by the Colorado Department of Transportation (CDOT) to support receiving HUTF funding.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES / KATHY NELSON

DISCOVERY BENEFITS ADMINISTRATIVE SERVICES AGREEMENT

Ms. Nelson stated that Discovery Benefits is the vendor that handles the County's Flexible Spending Accounts and the County has been working with this vendor for 3 years.

Commissioner Corrigan asked for more specifics regarding administering the FSAs. Ms. Nelson stated that the County takes the money through the employees' deductions and funnels it to Discovery Benefits. She added that the employee then submits a form to Discovery Benefits for reimbursement. Ms. Nelson stated that the vendor is in place to make sure the County

follows certain IRS regulations and they are strict on providing receipts for reimbursements, which is different than HSAs.

Commissioner Melton clarified the cost of administration per enrollee is \$4.50 per month, which the County splits with the employee, making both party's portion \$2.25 per month.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign the Discovery Benefits Administrative Services Agreement.

Commissioner Monger 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