

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
March 19, 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 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. County Manager Tom Sullivan 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:	3/11-3/15	\$937,607.58
Accounts Payable Check: Manuals	3/11-3/15	\$
Accounts Payable Wires:	3/11-3/15	\$
Total:		\$937,607.58
Payroll Checks- Cycle Date:	3/11-3/15	\$543,179.19
Payroll Checks- Manuals	3/11-3/15	\$0.00
Payroll – IRS & State Income Tax	3/11-3/15	\$223,485.70
Total:		\$766,664.89
Total Disbursements Approved:	3/11-3/15	<u>\$1,704,272.47</u>

Commissioner Corrigan seconded.

Mr. Weinheimer advised of the 2018 and 2019 Accounts Payable items of note for run date March 7, 2019.

Vendor	Amount	Department
SMARTPROCURE INC	\$5,000.00	Purchasing: GOV SPEND Annual Subscription

2018 AP Run Date Total	7,641.17	
AVISBUDGET GROUP	93,596.93	YVRA: DEC17-NOV18 ANNUAL TRUE-UP (net of minimum amount guaranteed and amount paid)
THE HERTZ CORP	42,266.05	YVRA: DEC17-NOV18 ANNUAL TRUE-UP (net of minimum amount guaranteed and amount paid)
TYLER TECHNOLOGY	66,939.44	IT: ASSESSOR & TREASURER SOFTWARE SUPPORT
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC (ESRI)	35,000.00	IT: ANNUAL LICENSE (50% PAID BY CITY)
2019 AP March 8 Run Date Total	430,058.31	
NORTHWEST COLORADO BROADBAND INC	10,000.00	IT Operations – THOR Project, NCB Member Contribution for capital equipment
NORTHWEST COLORADO BROADBAND INC	17,795.97	IT Operations – Broadband Capacity Purchase for remainder of 2019 contracted services
CITY OF STEAMBOAT SPRINGS	476,955.28	Building & Plant Budget: CLEF Reimbursement to City for January 2019
AXON ENTERPRISE INC	19,499.60	Sheriff Budget: 3 Year License and support for 17 cameras
HERTZ	12,886.20	YVRA Budget: reconciliation for overpayments Dec 2017 and Feb 2018 for the Fuel System Services
2019 AP March 15 Run Date Total	937,607.58	

The motion carried 3-0.

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

Commissioner Melton stated updates were received from the legal department, Public Works, CSU Extension, the Deputy County Manager and an update on the CHAPS process from Environmental Health and Northwest Colorado Health.

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 February 19, 2019;
- B. Approval of the State Human Service electronic benefit transfer in the amount of \$211,120.41 through January 2019;
- C. Approval and authorization for the Chair to sign DHS Core Services provider contract with Natalie Gavic, LLC;
- D. Approval and authorization for the Chair to sign the professional service agreement with Xybix Systems, Inc.;
- E. Approval and authorization for the Chair to sign a letter of support to Senator Rankin regarding funding for Early Childhood Councils.

MOTION

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

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

Patrick Stanko, Community Agriculture Alliance (CAA) was also present.

RESOLUTION PROCLAIMING MARCH 17-24, 2019 – AGRICULTURE WEEK

Ms. Taylor stated that this item is for the Commissioners to approve a resolution proclaiming the week of March 17-24, 2019 as Agriculture Week in Routt County. Mr. Stanko expressed his gratitude to the Commissioners for the County supporting Ag Week as agriculture

is a big part of the county. Ms. Taylor stated that there is a list of events for the community to participate in during the week.

Commissioner Corrigan expressed his appreciation to the Ag Alliance for putting on activities during Ag Week and for drawing attention to agriculture in Steamboat Springs and Routt County. He added that part of what makes Steamboat economically successful is by keeping open space and keeping agriculture real.

MOTION

Commissioner Monger moved to approve Resolution 2019 – 008 proclaiming the week of March 17-24, 2019 as Agriculture Week in Routt County and stated “now, therefore, be it resolved, in appreciation of ranchers and farmers in Routt County, we the Routt County Board of Commissioners do hereby proclaim the week of March 17- 24, 2019 as Agriculture Week in Routt County”.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: MUSEUM & HERITAGE FUND ADVISORY BOARD (MAHFAB) – PRESENTATION OF THE FINANCIALS AND BUDGETS OF THE MUSEUM ENTITIES

Pete Wither, MAHFAB Chair was also present.

Mr. Wither stated that during the last MAHFAB meeting there were questions regarding the Hahn’s Peak Area Historical Society budget as the Dues and the Donations had been separated in 2018 and didn’t follow the same method as previous years. He noted that there had been a request to revise the budget sheet and Ms. Taylor stated that the revised budget sheet was received and has been corrected to read the same as in previous years. Commissioner Corrigan clarified that the information presented in the agenda packet is the most current. Ms. Taylor confirmed that the information is correct.

Commissioner Melton asked if the fractional allocation was part of the mill levy in the ballot language. Mr. Wither confirmed that Commissioner Melton was correct and added that it was broken up by fire districts as it was the most accurate way to calculate the population around the museums. Commissioner Monger noted that a map was created and the Assessor allocates the valuation for all of the districts and both Oak Creek and the Hayden district are decreasing. He added that the City of Steamboat Springs creates approximately 80% of the property tax revenue, so the Tread of Pioneers Museum is able to benefit from that.

Ms. Taylor stated that the smaller museum entities rely on the Capacity Building Grant fund in order to complete the projects they would normally not be able to complete with their current funding.

Commissioner Monger noted that 10% goes to the grant fund and 10% goes to Historic Routt County off the top so Historic Routt County has a bit more discretionary funding that they

can use in different places. Ms. Taylor added that the overhead costs for the MAHFAB board are very low and the 3% that is allocated to administration goes back into the Capacity Building Grant. Mr. Wither stated that if all of the money isn't allocated in one year, it carries over to the next year creating a reserve and that has been useful over the years for many projects.

Commissioner Monger stated that Oak Creek is working on a basement remodel and the Tread of Pioneers is working with the Steamboat Pilot to complete the digitization project. Commissioner Corrigan stated that Historic Routt County completed the Crossan's project as well. He commented on some of the complaints he has heard in the past regarding Yampa –Egeria carrying a large reserve balance year after year. Ms. Taylor stated that she believes Yampa – Egeria is planning on doing some interpretive signs and displays at Crossan's in the future.

There was discussion between Commissioner Corrigan and Mr. Wither regarding the jail and Crossan's and the public availability in the past. There was also discussion regarding Hahn's Peak overhead expenses. Commissioner Monger expressed his appreciation to the MAFHAB Board for representing Routt County and taking care of the funds each year.

Commissioner Corrigan discussed some of the current displays at Crossan's and noted how popular it has become with visitors.

MOTION

Commissioner Monger moved to approve and accept the report from the Museum and Heritage Fund Advisory Board in relationship to the activity from 2018 and accept the reports from all entities which all seem to be in good standing and the 2019 budgets.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PURCHASING / JULIE KENNEDY

Jason Nettles, Communications Manager; Steve Faulkner, Maintenance Operations Manager; Ray DuBois, Public Works Director and Derek Maiolo, Steamboat Pilot and Today were also present.

CLEF UNINTERRUPTIBLE POWER SUPPLY (UPS) WAIVER REQUEST

Ms. Kennedy stated this item is for consideration by the Board of County Commissioners to waive the formal purchasing process and approve the award and authorize the County Manager to electronically sign the purchase order to Challenge Technology, Inc. for the amount of \$42,732.00 for the UPS Project at the CLEF building. She added that this item was budgeted at \$22,000 and noted that they are over budget. Ms. Kennedy stated that after speaking with Accounting and based on the Capital Pool, they may request a supplemental budget at the end of the year. She stated that the reason that this item was under budgeted was because the last time an item similar to this was purchased was in 2017 and the cost was \$20,000.

Ms. Kennedy added that this purchase adheres to the purchasing policy and procedure as cited in the Routt County Purchasing Manual 6th Edition, Section 3.3 “Waiver of the Formal Purchasing Process” as to the following criteria:

- A particular material, professional service or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration.
- Where the process may cause undue delay or hardship for a department.
- Waiver of the competitive process is found to be in the best interests of the County and its citizens.

Commissioner Melton asked for clarification on the details of the item being purchased. Mr. Faulkner stated that it is not a generator, but more like a big cabinet of batteries that will take over for the generator when there is a power outage. He clarified that when there is a power outage, the generator takes a bit to kick on and the UPS system is uninterrupted and will have power immediately, lasting about 70 minutes. Mr. Nettles added that it also provides clean filtered power from Yampa Valley Electric to all of the equipment that is on the UPS and protects approximately \$1.5 - \$2 million dollars’ worth of electronic equipment inside the Communications Center.

Commissioner Melton asked if the UPS only serves the Communication Center. Mr. Nettles confirmed that was correct. Commissioner Corrigan asked if the UPS system was plug and play. Mr. Faulkner stated that this item is for the purchase of the equipment and not the installation of it and added that Calcon will be installing the UPS system. Commissioner Corrigan confirmed that there will be additional expenses to the Communication Center budget for the installation costs through Calcon.

There was discussion regarding the costs of certain items and which budget it was going to come from. Commissioner Corrigan clarified that the wiring and conduit that currently exist is part of Routt County’s Communication Center budget and the UPS system is coming from the pool. Commissioner Monger asked for clarification regarding the budgeted amount for the UPS system. Mr. Faulkner stated that the amount budgeted was taken from the item purchased in 2017. Commissioner Melton clarified that this project required a larger piece of equipment than what was originally budgeted for and the price of the product didn’t just change since 2017. Ms. Kennedy added that the design for the equipment has also changed since the previous purchase. Commissioner Corrigan noted that at one time the design for the UPS system was going to cost considerably more than what is being presented now. Mr. Nettles stated that the new UPS system will be double in size to the one that is currently housed in the Communications Center.

Commissioner Melton clarified that the justification for waiving the formal purchasing process was because the revision of the design took up until a couple of weeks ago to complete. Mr. Faulkner added that the design was completed March 8, 2019. Commissioner Melton asked how it was evaluated that there wasn’t a cheaper way to design the new system. Mr. Faulkner stated that an RFP was used when the last UPS system was purchased and Challenge Technology was the lowest bidder on that purchase. Mr. Nettles added that Challenge Technology also maintains the other UPS systems in the County. It was noted that the purchase of the new UPS system does not come with maintenance and a separate maintenance contract will have to be purchased. Commissioner Monger asked how much the

maintenance contract will cost. Mr. Faulkner stated that the contracts for the other UPS systems cost about \$1,800 per year and he assumes this contract may cost approximately \$2,500 per year since it is a slightly larger system. He added that a good maintenance contract comes with battery replacement service.

Commissioner Melton asked about using an RFP process for the other UPS systems purchased throughout the County. Commissioner Corrigan stated that there aren't a lot of comparable UPS systems throughout the County as this is a unique one. Ms. Kennedy stated that had the design for the UPS system come in sooner, they would have been able to go through the formal purchasing process. There was discussion regarding the item being double the budgeted amount and Mr. Nettles stated that the Communications Department had to make assumptions when creating the budget for 2019 and only had the existing UPS system to compare costs to.

MOTION

Commissioner Corrigan moved to approve and waive the formal purchasing process and approve the award and authorized the County Manager to electronically sign the purchase order to Challenge Technology, Inc. for the amount of \$42,732.00 for the UPS Project at the CLEF, noting that a supplemental budget may be necessary.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: COMMISSIONERS

COUNTY ATTORNEY ANNUAL REVIEW

MOTION

At 1:26 p.m., Commissioner Melton moved to enter Executive Session pursuant to C.R.S. 24-6-402 (4)(f) – Personnel Matters. Those present included the Board of County Commissioners Melton, Corrigan and Monger. Commissioner Melton noted that the Executive Session would be electronically recorded, however no minutes would be taken.

Commissioner Corrigan seconded; the motion carried 3-0.

The executive session adjourned at 2:20 p.m. No minutes or formal actions were taken during the executive session and no decisions were made.

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

Kim Bonner, Clerk and Recorder

M. Elizabeth Melton, Chair

Date