

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
April 9, 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 County Manager Tom Sullivan were also present. Those present recited the Pledge of Allegiance. Sarah Janopoulo recorded the meeting and prepared the minutes. Deputy County Manager Dan Weinheimer 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:	4/1 – 4/5	\$204,964.07
Accounts Payable Check: Manuals	4/1 – 4/5	\$
Accounts Payable Wires:	4/1 – 4/5	\$
Total:		\$204,964.07
Payroll Checks- Cycle Date:	4/1 – 4/5	\$
Payroll Checks- Manuals	4/1 – 4/5	\$
Payroll – IRS & State Income Tax	4/1 – 4/5	\$
Total:		\$ -
Total Disbursements Approved:	4/1 – 4/5	<u>\$204,964.07</u>

Commissioner Corrigan seconded.

Mr. Sullivan advised there was a Special Accounts Payable item of note this week, including the Clerk's collections payment to the Department of Treasury.

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 legal department, the Deputy County Manager, Human Services, the Building department, the Planning department and the Treasurer.

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 March 12, 2019;
- B. Approval and authorization for the Chair to sign PL-18-163 the Nauleau-Rawlins Replat.

MOTION

Commissioner Corrigan moved to approve items A and B 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

Erica Hewitt, Steamboat Architectural Associates; Emily Katzman, Executive Director Historic Routt County were present.

Ms. Hewitt stated that she is from Steamboat Architectural, however is here as the Historic Preservation Consultant to the City of Steamboat Springs. Ms. Katzman discussed the collaboration with Main Street Steamboat, the Tread of Pioneers museum and the City's Historic Preservation Commission in honor of Historic Preservation Month in May. She added that the idea is to help bring attention to historic resources in the County as well as providing educational tools for citizens to know more about historic preservation.

Ms. Hewitt discussed the social media campaign called This Place Matters which was started by the National Historic Trust. Starting in May, Ms. Hewitt stated that there will be posters given out at the first Friday Art Walk and in the newspaper promoting people to take a photo with the poster anywhere in the County that is important to them. She added that they are asking the City and County for their support by advertising the place that is important to them. The Commissioners decided to take a photo together in front of the Courthouse to help promote the This Place Matters campaign.

Ms. Katzman noted that Ms. Dana Crawford will be speaking at the Chief Theater on May 20, 2019, adding that Ms. Crawford is a preservation minded developer being the force behind the Larimer Square project and recently won the Governor's Citizenship Medal. She also noted that the Tread of Pioneers museum will do an ongoing exhibit using photos from This Place Matters campaign.

EN RE: CLERK AND RECORDER / KIM BONNER

Barb Houston, Recording Supervisor was present.

SPECIAL EVENT LIQUOR LICENSE FOR HAYDEN VALLEY PTO HEALTH & WELLNESS

Ms. Houston stated all the investigation reports are in except for fire, noting that was not abnormal. Commissioner Monger asked for clarification on the location of the event. She added that this event was held in 2018 as well.

MOTION

Commissioner Monger moved to approve and authorized the Chair to sign a special event liquor license for Hayden Valley PTO Health & Wellness Team for an event to be held at the Hayden Granary at 198 E. Lincoln Avenue in Hayden, Colorado on April 19, 2019 from 4:00 pm to 10:30 pm.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: COMMUNICATIONS CENTER / JASON NETTLES

David DeMorat, Emergency Operations Director was present in place of Jason Nettles, Communications Manager.

INDIGITAL 9-1-1 SERVICE AND SOFTWARE LICENSE AGREEMENT

Mr. DeMorat stated this item was presented at the monthly update the week of April 1, 2019 and noted that the Communications department personnel was out of the office, thus the reason for him presenting the request.

Mr. DeMorat stated that the Communications Center is looking to extend text to 911 and need to provide a vendor to do that. He added that there are three providers in the area and only two quotes were received, noting that INdigital's cost was significantly lower than Com-Tech. He stated that there is a \$4,500 one-time installation and setup fee and \$1,210.56 annual service cost. Mr. DeMorat stated that the main reason for many counties offering this service as it allows individuals who are unable to or don't want to speak because of the situation to send a

message to 911. He added that in some rural areas there are dead spots with cell phone coverage, noting that text message sometimes goes through better than phone calls.

Mr. DeMorat stated that they had to put this in as a supplemental, but may be able to include this item in the operating budget depending on how the budget plays out the rest of the year. He noted that the recurring cost of \$1,210.56 will come out of the operating budget. Commissioner Melton clarified the \$4,500 one-time fee was controllable.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign the INdigital 9-1-1 Service and Software License Agreement to enable the Routt County Emergency Communications Center to continue to offer Text-to-911 as an available service to our citizens and guests.

Commissioner Monger seconded; Mr. DeMorat stated that the contract has been reviewed and approved by the Attorney's office. Commissioner Corrigan amended the motion to state the approval of the supplemental budget, noting it is not a resolution but a realignment of expenditures to approve a project.

The motion carried 3-0.

EN RE: PURCHASING / JULIE KENNEDY

Geovanny Romero, Road & Bridge Field Coordinator was also present.

ROUTT COUNTY SHERIFF'S OFFICE PRISONER TRANSPORT VEHICLE CO-OP PURCHASE

Ms. Kennedy stated this item is for approval of the HGAC Cooperative Purchasing Program (HGACBuy) purchase and authorization for the County Manager to electronically sign the Purchase Order to Braun Northwest, Inc. for the purchase of (1) new model year 2019 North Star 143-5 Prisoner Transport on a Ford F-350 4x4 Diesel Chassis per the specifications dated October 22, 2018 in the amount of \$128,144.00.

She added that the budget for this vehicle was \$125,000, noting the supplemental budget for \$3,144.00 will be funded by the Sheriff's predictive positive variance 2019 at the end of the year.

Ms. Kennedy stated that the Routt County Motor Pool is replacing the current prisoner transport van as it has reached the end of serviceable life. She noted that due to current federal and state regulations that mandate separation of prisoners during transport by age and gender, the transport vehicle requires several compartments. She added that Sheriff Wiggins has met with Braun Northwest at several law enforcement conventions and determined that this vehicle

will best serve the needs of Routt County as well as enabling the sheriff's office to cooperate with surrounding Colorado Counties to facilitate prisoner transport across the state.

She noted that the HGAC is a cooperative purchasing group and is for all government entities, adding that the County also used the Ford identification number in order to save money on the F-350 chassis. Ms. Kennedy described the list of options included on the communication form, noting that the necessary optional equipment has been added to the vehicle and the County won't need to add too much once it is picked up. She stated that this purchase adheres to the purchasing policy and procedure as cited in the Routt County Purchasing manual 6th Edition, Section 6.4 "Cooperative Purchases" as to the following criteria:

- It is sometimes beneficial to group County requirements with like requirements of other cities, counties or agencies. This practice usually results in a lower purchase price to all entities while maintaining the integrity of each entity's purchasing process requirements. The County participates formally or informally in cooperative purchases through other agencies.

Commissioner Melton asked about the cost of \$730 for travel from Denver, CO to Portland, OR. Ms. Kennedy stated that the Sheriff chose the option to inspect the vehicle before it ships, noting it is being manufactured in Portland, OR. Commissioner Corrigan asked for further clarification regarding the travel cost referring to the note of travel for preconstruction meetings (2) and final inspection (1) at \$730. He asked if the cost of \$730 was charged for each of the items listed. Ms. Kennedy stated that the preconstruction meetings were for the salesperson to travel to Colorado. She noted that it is important for the vehicle to be inspected before it leaves the factory as it is being custom built. Commissioner Monger asked if the vehicle is being delivered. Ms. Kennedy confirmed that it is.

Mr. Romero stated that it was less expensive to have the vehicle custom built, as it would have cost the County extra for having the options added later. Commissioner Corrigan asked what the end of serviceable life is and if there was a mileage limitation on this vehicle. Mr. Romero stated that this vehicle will have a diesel engine, noting the expectation is to get over 200,000 miles out of the engine with the hope of transferring the box to a new chassis at that point. Commissioner Melton asked how much these vehicles are driven in a year. Mr. Romero stated that the current van has been in service for about 10 years and only has 80,000 miles on it. Commissioner Monger noted that the vehicle wasn't driven much because it was not good for transport. It was noted that the County used smaller vehicles to transport one or two prisoners at a time and most of the time paid a transport company. It was also noted that with the purchase of this vehicle, the County can participate in transporting for other counties.

Commissioner Melton asked if the County is aware of whether there are other companies who make a similar vehicle at a lower price, noting that she is aware of the process to determine this is an appropriate purchase. Ms. Kennedy referred to the documents in the packet, noting that she went to GovSpend and looked at what other counties are purchasing. She added that the comparisons are not apples to apples due to the differences in the needs of other counties, noting that the other vehicles she compared to did not have separate compartments to protect the officers. Mr. Romero discussed the quotes he received and added that this vehicle must be four wheel drive which increases the price. Ms. Kennedy noted a 2014 vehicle that was similar but had no options with a price tag of \$100,000. She added that she feels that getting the cooperative purchasing price of \$110,000 is a good deal. Commissioner Corrigan asked if the

vehicle will be delivered on a larger truck or if it will be driven to Steamboat. Mr. Romero confirmed it will be delivered.

MOTION

Commissioner Monger moved to approve the HGAC Cooperative Purchasing Program (HGACBuy) purchase and authorized the County Manager to electronically sign the Purchase Order to Braun Northwest, Inc. for the purchase of (1) New Model Year 2019 North Star 143-5 Prisoner Transport on a Ford F-350 4x4 Diesel Chassis per the specifications dated October 22, 2018 in the amount of \$128,144.00.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: ENVIRONMENTAL HEALTH / SCOTT COWMAN

Cameron Hawkins and Anne Mudgett, Yampa Valley Sustainability Council (YVSC); Catherine Carson, citizen; and Derek Maiolo, Steamboat Pilot and Today were also present.

WASTE DIVERSION STRATEGIC PLAN

Mr. Cowman and Commissioner Melton discussed the importance of partnership with the YVSC and the City of Steamboat Springs. Ms. Hawkins discussed updates regarding task force groups, noting that the strategic plan was completed in March. Commissioner Monger asked who the author of the report is. Mr. Cowman stated that YVSC wrote the plan and submitted to a formatter to format the document. Ms. Hawkins stated that YVSC received assistance from a waste diversion specialist at EcoCycle to help obtain the correct information from the community. She added that from the plan they developed six task force groups, one for each of the six priorities that were identified.

Curbside Recycling: Ms. Hawkins stated that this group will meet Thursday, April 11 and she doesn't have much to report yet. She added that the haulers, Stagecoach HOA, a mountain HOA and the City of Steamboat Springs are some of the active participants for this group. She stated that one of the purposes of the Curbside Recycling group is to increase accessibility to curbside recycling in rural areas of Routt County. Mr. Cowman discussed the current contamination problems using the green machines out in Oak Creek, noting that the machines are funded by the County through tipping fees. It was noted that the machines fill up quickly in both Oak Creek and Yampa. Commissioner Melton asked how often they are set out. Ms. Hawkins stated that they are set out once a month. Commissioner Corrigan asked if there is more contamination with the green machines over the curbside recycling. Ms. Hawkins stated that she does not have the data on that and can't say for sure, however has heard there is high contamination with the green machines and hopes to find a way to change that.

Commissioner Monger asked if curbside recycling is available to everyone in the City of Steamboat Springs. Ms. Hawkins stated that curbside recycling is only available to single family homes and duplexes and not to multi-family dwellings. She added that the other purpose of the

Curbside recycling group is to increase accessibility to multi-family units, HOAs and condos. Commissioner Melton asked if this is required. Ms. Hawkins stated no and Mr. Cowman added that per the current ordinance, the hauler is required to provide that service within downtown Steamboat. He noted that there are some requirements in the current ordinance that are not being fulfilled which will be looked at in hopes of improving it. Mr. Cowman stated that one of the things that makes waste diversion more successful is volume which helps pay for itself. Ms. Hawkins stated that she receives a lot of calls from guests and local residents asking where they can recycle because their condo complex doesn't offer recycling.

Organics Recycling: Ms. Hawkins stated Elkstone, Innovative Ag, CSU Extension, several community members and Twin Enviro are some of the individuals involved in the organics recycling group. Commissioner [?] asked about composting with Twin Enviro. Ms. Hawkins stated that they are taking bio solids and Mr. Cowman noted that bio solids are the byproduct from the wastewater treatment facility. Commissioner Melton clarified that they are no longer composting and the food goes into the landfill rather than a compost area. Ms. Hawkins confirmed Commissioner Melton's statement. Ms. Hawkins added that Twin Enviro is only composting bio solids and maybe some yard waste and once it breaks down they are probably using it for land application locally.

There was further discussion between the Commissioners, Ms. Hawkins and Mr. Cowman regarding composting and future opportunities to either use an existing facility or build a composting facility. Ms. Hawkins discussed the three types of composting which includes windrow composting – open air composting, in vessel – composting in a building without using the methane for energy, and anaerobic digestion – an in vessel facility where the methane is used for energy. She discussed the organics study she is currently involved in, noting the data collected on food waste being generated.

Business Waste Diversion: Ms. Hawkins stated that this group is being led by Ms. Lisa Popovich of Main Street Steamboat, noting that there are restaurant owners, a few people from Colorado Mountain College and community members as some of the active participants in this group. She added that this group will look at some of the restaurants, retailers and service providers in the downtown Steamboat area and determine their barriers to composting, recycling and waste disposal with the hopes of expanding this effort throughout the county to determine some of the challenges these businesses are having. Ms. Hawkins stated that the overall purpose of this group is to increase access to and availability of recycling for businesses in the county, while providing education and promoting waste reduction strategies. Commissioner Melton asked if they will be looking at food waste from restaurants as well. Ms. Hawkins stated that all types of waste including food waste and plastic waste will be looked at.

Construction and Demolition: Ms. Hawkins stated that some of the active participants in this group include residential construction representatives, Calcon – commercial construction representative, the City of Steamboat Springs construction site stormwater inspector and Twin Enviro. She noted that this group is still identifying what their main project will be. Ms. Hawkins discussed the data that is being collected from Gerber Berend and Fair and Square on the amount of waste that is being disposed of at construction sites. Commissioner Melton asked what kinds of things are being looked at with that. Ms. Hawkins stated that they are focusing on scrap metal, wood, cardboard and aggregate with the hopes of either diverting these materials for a project over a certain number of square feet, or having certain bins for certain materials on site. She added that right now they have the infrastructure to take these materials, but wonders

if they have the infrastructure to take the volume of materials that would be received. She noted that the data collected is very important to determine that factor. Ms. Hawkins stated that there are some initiatives at the State level to try and divert more construction demolition debris from the landfill because the heavy materials take up a lot of space.

Ms. Hawkins noted that with the exception of the Education and Events group, each group will be led by someone outside of the YVSC.

Transfer Station: Mr. Cowman stated that while the name of the group is transfer station it really is a drop off site. He added that some counties have a transfer station where they bring all of their waste and then it is transferred somewhere else. In this case, Mr. Cowman stated that this will be just a drop off site, noting the success of past community drop off days. He discussed the YVSC recycling guide which allows people to search different types of items and where they can be recycled. He added that the YVSC has increased the drop off event to two times per year instead of once per year, noting that household hazardous waste is still only being accepted once per year, however there might be a need to accept it twice per year. Mr. Cowman stated that they are working with the City in hopes of receiving financial support to hold these events. There was discussion between the Commissioners and Ms. Hawkins regarding the popularity of electronic recycling.

Mr. Cowman stated they are looking for an area for a dedicated drop off facility. Commissioner Melton asked if the drop off day pays for itself. Ms. Mudgett stated that part of Routt County's funding pays for it along with hauler fees. She added that donations are collected at the events but usually range from \$1,000 to \$1,200 dollars which is appreciated but doesn't cover much of the cost. Ms. Hawkins stated that the haulers charge for their services and the YVSC covers the transportation costs, noting that it saves citizens the cost of transportation if they were to take it and drop their recyclables off outside of the event window. Commissioner Melton stated that her real question is whether or not YVSC is talking about a long term drop off site and how it would be funded. Mr. Cowman and Ms. Hawkins stated that is the big challenge they need to figure out while keeping recycling affordable.

Education and Events: Ms. Hawkins stated that the education and events group is looking at consistent signage as a way to help reduce contamination in curbside recycling. Ms. Mudgett stated that the goal is to start with a small group with the hopes of creating signs that are the same countywide and have the haulers put stickers on the curbside bins. Ms. Hawkins added that this model has been really successful in other communities for decreasing contamination rates. Mr. Cowman stated that they are going to do a community wide survey and try to educate people.

Commissioner Corrigan commented on the organization of the report noting that it is a nicely put together report and very easy to read. Ms. Mudgett stated that by doing one doable project per task force in 2019 and hopefully that success will build the momentum for the future. Commissioner Melton expressed her appreciation to those who put a lot of time into doing this project and feels that these are priorities with many citizens in the community. Commissioner Monger stated that he appreciates the report but doesn't agree with all of the content. He expressed his concern about the carbon footprint in regards to the recycling process. Mr. Cowman expressed his appreciation for Commissioner Monger's comment and noted that there are a lot of other people in the community with similar concerns. He continued to discuss landfill life and the processes that are involved and stated that it is a complicated question to ask how

much life is left at the landfill, when what should be asked is if there is a better use of that property and if there are better ways of doing things. Mr. Cowman stated that this report is just a guidance document, however Routt County needs to start thinking about what solid waste management will look like in 20 years. He added that Routt County's ability to do some of these things is limited based on the system that is currently setup.

Commissioner Monger expressed his concern about catering to consumerism and stated that the consumers need to be more educated about what goes into the landfill and that all of the plastic bottles purchased will then need to be recycled. Ms. Hawkins stated that recycling is not the answer, but reduction is. She added that if waste reduction is at the forefront of everyone's minds, it could help start a cultural shift. She stated that there needs to be an outlet for things to be recycled but also need a way to educate people about reducing. Mr. Cowman stated that the answer to recycling plastic isn't figuring out a way to pay for it, but figuring out a way to reduce it.

PUBLIC COMMENT

Ms. Carson expressed her gratitude toward YVSC for their extraordinary outreach and the Commissioners for working on waste diversion for many years. She added that this is an exciting next step in the plan for waste diversion.

EN RE: TREASURER / LANE IACOVETTO

Kathy Nelson, Human Resources Director was also present.

2019 BUDGET REALLOCATION

Ms. Iacovetto stated this is an overall plan to restructure the organization of the Treasurer's Office and it comes to better suit the needs and services offered to the citizens. She added that within that restructure she will reclassify two positions and in order to do that, Ms. Iacovetto has adjusted line items in the budget to counter the expenses incurred. She continued to discuss the money she is using in different areas of the department.

Commissioner Monger asked if the job descriptions currently exist or if the Commissioners will be approving job descriptions. Ms. Nelson stated that Mr. Sullivan already approved the job descriptions and the Commissioners will be approving the cost for the reclassifications. Commissioner Melton asked Ms. Iacovetto to explain the justification for moving from a temporary position to a full time position. Ms. Iacovetto stated that she conducted a survey of other counties in the State to see if her request was in line with what was going on throughout the State. If this reclassification is approved she will then have four full time employees which is in line with other Treasurer's Offices in the State. She added that there are tasks in her office that are not getting done that she would like to have done and feels the citizens deserve a full service office.

There was discussion between the Commissioners and it was clarified that a full FTE was being added because the current position was a temporary position. Ms. Iacovetto clarified

that she is not asking for a supplemental budget or additional funds, she is asking to adjust the line items within her budget to allow for the reclassification of positions and reorganization of the department. There was further discussion between the Commissioners and Mr. Sullivan stated the only supplemental aspect is the Commissioners' approval of the additional half FTE for the remainder of 2019, but doesn't require a supplemental request.

MOTION

Commissioner Corrigan moved to approve a reallocation of the budget to cover personnel budget changes and the reallocation of vacancy savings and budget corrections to overtime for FY 2019.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES / KATHY NELSON

Lane Iacovetto, Routt County Treasurer was also present.

DEPUTY TREASURER JOB RECLASSIFICATION

Ms. Nelson stated that she and Mr. Sullivan have reviewed the updates to the job description, noting that the minimal requirements for the pay scale have been met.

MOTION

Commissioner Monger moved to approve a request to reclassify the Deputy Treasurer/Administrative Assistant III position to a Public Trustee Deputy Treasurer/Administrative Assistant IV, based on the information given.

Commissioner Corrigan seconded; the motion carried 3-0.

RECLASSIFICATION OF THE BOOKKEEPER/ADMINISTRATIVE ASSISTANT V TO AN ACCOUNTANT POSITION IN THE TREASURER'S OFFICE

Ms. Nelson stated that Ms. Iacovetto added a good portion of what is already in the existing accountant job description for the Deputy Accountant position. She added that from a pay standpoint, it meets the criteria for being reclassified as the accountant with that pay scale. Commissioner Melton clarified that this work is already being done. Ms. Iacovetto stated that these duties and tasks are already being performed, it's about paying the employee equal to what other departments pay a person doing the same tasks.

MOTION

Commissioner Monger moved to approve a request to reclassify the Bookkeeper/Administrative Assistant V position to an Accountant in the Treasurer's Office.

Commissioner Corrigan 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