

**STATE OF COLORADO  
COUNTY OF ROUTT**

OFFICE OF THE CLERK  
FEBRUARY 22, 2022

Commissioner Tim Redmond, Chair Pro Tem, called the meeting of the Routt County Board of County Commissioners to order. Commissioner Tim Corrigan, County Manager Jay Harrington, County Attorney Erick Knaus, County Assistant Attorney Lynaia South, Paralegal Kendra Alfieri, 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 \$1,016,149.05.

**MOTION**

Commissioner Corrigan moved to approve and authorize the accounts payable, and payroll as presented by the County manager.

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

**EN RE: CONSENT AGENDA**

The following items were presented for consideration, approval, and signing on the consent agenda:

- A. APPROVAL OF PL20210010 SKY HITCH REED SUBDIVISION CONSOLIDATION, ZONE CHANGE, AND VACATION OF EASEMENTS
- B. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN A PAYMENT IN-LIEU OF TAX APPLICATION
- C. AUTHORIZATION FOR THE CHAIR TO SIGN A LETTER OF SUPPORT FOR EIAF GRANT APPLICATION DUE MARCH 1
- D. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN AN INTERGOVERNMENTAL AGREEMENT CREATING THE NORTHWEST COLORADO DEVELOPMENT COUNCIL
- E. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN A RESOLUTION TO PARTNER WITH COLORADO MOUNTAIN COLLEGE IN

APPLYING FOR AND DISTRIBUTING THE COLORADO OPPORTUNITY  
SCHOLARSHIP 2021-2022 MATCHING FUNDS SCHOLARSHIP

**MOTION**

Commissioner Corrigan moved to approve items A, B, C, & E on the Consent Agenda with item E having resolution number 2022-011. Item D to be tabled until further notice for review of the County Attorney

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

**EN RE: PUBLIC COMMENT**

No public comment was made.

**EN RE: PURCHASING**

**A. RFP 738 Milner and Phippsburg Water Treatment Plant Update Project Approval**

**B. Supplemental budget request for Milner and Phippsburg Engineering Assessment**

Julie Kennedy, Purchasing Agent asked for the Commissioners to table items A & B on the agenda for further review.

**MOTION**

Commissioner Corrigan moved to table items A & B on the agenda until further notice.

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

**EN RE: EMERGENCY MANAGEMENT**

**ROUTT WILDLAND OPERATING PLAN**

Jay Harrington, County Manager presented to the Board a consideration for approval and authorization for the Chair to sign the Routt County 2021 Wildland Fire Operating Plan (OP).

Participating agencies in the OP for Routt County are the Routt County Board of County Commissioners, Routt County Sheriff, United States Forest Service (USFS), Bureau of Land Management (BLM), Colorado Division of Fire Prevention and Control (CDFPC), the five Routt

County Fire Protection Districts (FPDs), and Craig Fire Rescue. The OP identifies standard operating procedures and responsibilities to implement cooperative wildland fire protection on all lands within Routt County. Responsibilities are provided for each jurisdiction that is part of the plan. The OP also provides the use and reimbursement of interagency fire resources, reimbursable costs, and cost sharing agreements. While the OP is valid for five years, there were some minor changes to last year's document (that do not change any of the substantial information) so it is being resubmitted for signature.

### **MOTION**

Commissioner Corrigan moved to approve, and authorize the Chair to sign, the Routt County 2022 Wildland Fire Operating Plan (OP)

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

### **COLORADO EMERGENCY FIRE FUND**

Mr. Harrington presented to the Board a consideration for the Chair to approve the Routt County annual contribution to the Memorandum of Understanding for participation in the Colorado Emergency Fire Fund (EFF) between the Board of County Commissioners for the County of Routt, the Routt County Sheriff, and the State of Colorado acting by and through the Department of Public Safety, for the benefit of the Division of Fire Prevention and Control. The initial term of this agreement expired Jan 31, 2021, but is renewable for four additional years in 12 month increments as long as the County has paid the annual contribution. Proposed expenditure is \$20,424.98 for 2022, funding coming from 10260000:794600 Wildland Fire Emergency Fire Fund.

The EFF provides funding for complex wildland fires that exceed the capability of local resources. If the County does not provide the annual contribution to the EFF, the County may not be eligible for State control and funding of large, complex fires. If external resources are required to augment local resources in the suppression of these complex fires and EFF is not available to the County, then the County will be financially responsible for whatever external resources are deployed to Routt County for the duration of the fire for wildfires, or portions of large wildfires, on private or State property in the County.

### **MOTION**

Commissioner Corrigan moved to approve the Routt County annual contribution to the Memorandum of Understanding for participation in the Colorado Emergency Fire Fund (EFF).

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

## **EN RE: LEGAL**

Lynaia South, Assistant County Attorney presented to the Board an Intergovernmental Agreement (IGA) with the Town of Yampa regarding pending litigation, Routt County v. Cordova, Case No. 2021CV30048.

On June 30, 2021, the County Attorney's office filed a complaint in Routt County District Court against Ronnie Cordova for violation of the Routt County Zoning Regulations. In very general terms the violations involve the outdoor storage of junk. The property involved sits adjacent to a parcel within the Town of Yampa, which is also owned by Mr. Cordova. In fact, the parcel within unincorporated Routt County and the parcel within the Town limits would seem to a passerby to be one parcel containing mobile homes and other structures. Some (incorrectly) refer to both parcels together as the Hodges Mobile Home Park. The Town of Yampa has been added as a Plaintiff to the complaint and the parcel within the Town is now part of the subject property.

The Town of Yampa has requested assistance in prosecuting this action. The proposed IGA would allow the County Attorney's office to represent the Town in the lawsuit. As the property is so intertwined it is not anticipated that the inclusion of the Town will add significantly to the workload of the County Attorney's office. There is no payment for the legal services. The Town would be required to reimburse any actual out of pockets expenses up to \$250 unless express approval is received by the Town to exceed \$250.

## **MOTION**

Commissioner Corrigan moved to approve, and authorization for the Chair to sign, an IGA with the Town of Yampa for the provision of attorney services related to Routt County v. Cordova, Case No. 2021CV30048; and to approve and authorize the Chair and the County Attorney to sign any other documents or agreements that may be necessary to effectuate the purpose of the IGA.

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

## **EN RE: YAMPA VALLEY REGIONAL AIRPORT**

### **AMENDMENT 12 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN ROUTT COUNTY AND MEAD & HUNT FOR FY 2022 IN SUPPORT OF THE PURCHASE OF TWO REPLACEMENT PLOW TRUCKS.**

Kevin Booth, Yampa Valley Regional Airport Director presented to the Board a consideration for approval, and authorization for the Chair to sign, Amendment 12 to Professional Services Agreement between Routt County and Mead & Hunt for FY 2022 in support of the purchase of two replacement plow trucks.

These two plow trucks replace two Volvo plow trucks purchased in 2000. The two trucks will be interchangeable and this purchase price includes a liquid deice dispenser system that can be easily installed and operated in either truck. This deice system is a significant

improvement in deice coverage and volume capacity and will speed the run way deice operations. The airport will release the Volvo plow trucks to auction through the CDOT Aeronautics Division and proceeds (if over \$5K) will be applied to future AIP costs.

### **MOTION**

Commissioner Corrigan moved to approve, and authorize the Chair to sign, Amendment 12 to Professional Services Agreement between Routt County and Mead & Hunt for FY 2022 in support of the purchase of two replacement plow trucks.

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

### **AMENDMENT 13 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN ROUTT COUNTY AND MEAD & HUNT FOR FY 2022 IN SUPPORT OF THE PIPER LANE AND RENTAL CAR STORAGE AREA IMPROVEMENTS.**

Mr. Booth presented to the Board a consideration for approval, and authorization for the Chair to sign, Amendment 13 to Professional Services Agreement between Routt County and Mead & Hunt for FY 2022 in support of the Piper Lane and Rental Car Storage Area Improvements.

This non-AIP project is being completed ICW the Mead & Hunt Amendment 11 for the rental car car wash project. The scope includes the paving of Piper Lane and the construction of two unpaved rental car over flow storage lots; one lot on each side of Piper Lane. Paving Piper Lane allows for improved access to the existing rental car fueling station and snow removal operations, and allows the rental cars to remain clean as they are moved from the car wash to the ready lot by the terminal. Construction of these two over flow lots was mandated by their purposing of the current rental car overflow parking lot into our new employee parking lot.

### **MOTION**

Commissioner Corrigan moved to approve, and authorize the Chair to sign, Amendment 13 to Professional Services Agreement between Routt County and Mead & Hunt for FY 2022 in support of the Piper Lane and Rental Car Storage Area Improvements.

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

### **AMENDMENT 14 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN ROUTT COUNTY AND MEAD & HUNT FOR FY 2022 IN SUPPORT OF THE GENERAL AVIATION DEVELOPMENT PLANNING PROJECT**

Mr. Booth presented to the Board a consideration for approval, and authorization for the Chair to sign, Amendment 14 to Professional Services Agreement between Routt County and Mead & Hunt for FY 2022 in support of the General Aviation Development Planning Project.

This non-AIP project is being completed ICW the FAA grant funded AIP-55 for the General Aviation (GA) Development Plan and the Terminal Area Plan (TAP). The FAA will fund the planning effort for this type of airport development, but will not fund the cost of infrastructure improvements needed to support the development. This amendment covers Mead & Hunt's fees for planning and administrating the alignment of RCR 51 B around a 35 acre, County owned parcel of land adjacent to the east end of YVRA. The realignment moves RCR 51 B from the west and south sides of the parcel to the north and east sides. Pay back on this investment will be incremental as developers build hangar facilities and execute ground lease agreements with YVRA; payback is currently estimated at 11 years. Demand from hangar developers has increased significantly in the past two years. The development is targeting hangar sizes for larger/jet air craft that require a longer runway and better instrument approach procedures than are currently available at the Steamboat Springs Airport.

### **MOTION**

Commissioner Corrigan moved to approve, and authorize the Chair to sign, Amendment 14 to Professional Services Agreement between Routt County and Mead & Hunt for FY 2022 in support of the General Aviation Development Planning Project.

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

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

Kathy Nelson, Human Resources Director presented to the Board a consideration to approve advancing the Building Permit Tech to Step 4 upon successful completion of his six month performance evaluation. This position is budgeted. Annual Base Compensation at Step 4 is \$49,920.00.

Todd Carr is requesting to hire Nicolas Neiberger at Step 3 of the Permit Tech pay scale with the opportunity to advance to Step 4 upon successful completion of a six month performance evaluation. Mr. Neiberger meets the educational and experience requirements to be hired at Step 3 and advance to Step 4 upon successful completion of a six month performance review. He has 2 years of study towards a Bachelor's Degree in Business Administration; one year more than required, and over 9 years relevant work experience; 6 years above the minimum requirement. Ms. Nelson supports Mr. Carr's request to hire Mr. Neiberger at Step 3 with the opportunity to advance to Step 4 upon successful completion of his six month performance evaluation. The County Manager has approved this request and recommended it be placed on the Commissioners agenda for consideration and approval.

### **MOTION**

Commissioner Corrigan moved to approve advancing the Building Permit Tech to Step 4 upon successful completion of his six month performance evaluation.

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

#### **EN RE: GRANT ADMINISTRATION**

Mr. Harrington presented a request to use ARPA funds as an EIAF grant match for Phippsburg and Milner wastewater project.

The Routt County Department of Environmental Health is submitting a grant application to DOLA's Energy and Mineral Impact Fund (EIAF). The project is for the engineering work required to establish the best wastewater treatment system upgrades and remediation at the Phippsburg and Milner WWTP. This grant requires a 50/50 match and this project has a budget of \$125,000 which will be used for the services provided by Aquaworks. Environmental Health requests ARPA funds at \$62,500.00 for Routt County's match.

When approached about this project, DOLA asked that this project be put to bid to capture the costs and determine the best funding mechanism. Based upon the bid selected and relevant cost estimate received, EIAF Tier I funding was identified by DOLA as being the best funding option for this project.

#### **MOTION**

Commissioner Corrigan moved to approve \$62,500.00 of ARPA funds to be used as matching dollars for Routt County's EIAF Tier I grant application for the Phippsburg and Milner Wastewater Treatment Plants.

Commissioner Redmond seconded; the motion carried 2-0. Commissioner Melton was absent.

#### **EN RE: EPIC CHILDCARE FEASIBILITY DISCUSSION**

As part of a Commissioners' Work Session, Executives Partnering to Invest in Children (EPIC) discussed with the Commissioners' the feasibility and options for development of a child care center on Routt County's new HHS building campus to serve the local workforce. This discussion included: assessment of potential age groups, the age group configurations feasible in terms of building and outdoor space available, identification of and financial pro-forma for various classroom configurations for the space, pro/con for various options, recommended classroom age configurations for building, and start-up cost estimates.

This was discussion only, no action was taken.

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

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Jenny L. Thomas, Clerk and Recorder

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M. Elizabeth Melton, Chair

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Date