

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
SEPTEMBER 6, 2022**

Commissioner M. Elizabeth Melton, Chair, called the regular 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. Katie McCaulley prepared the minutes.

EN RE: APPROVAL OF ACCOUNTS PAYABLE, MANUAL WARRANTS, AND PAYROLL

Mr. Harrington presented accounts payable for a total of \$3,624,533.96.

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. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN A LIQUOR LICENSE RENEWAL FOR LA TAZZA INC DBA HAHNS PEAK CAFE FOR A TAVERN LICENSE**
- B. APPROVAL OF COUNTY COMMISSIONERS' MINUTES: MEETINGS OF MAY 15, 20, 22, 26, & 29, 2020, AND JUNE 1, 2, 4, 9, 11, 15, & 16, 2020**
- C. APPROVAL OF AND THE RATIFICATION OF CHAIR'S SIGNATURE ON AN ARBITRATION AGREEMENT**

MOTION

Commissioner Redmond moved to approve consent agenda items A, B, and C.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No public comment was made.

EN RE: PLANNING

Kristy Winser, Planning Director, and Alan Goldich, Staff Planner were present. Sarah Katherman prepared the minutes.

STEAMBOAT SAND AND GRAVEL; PL20220043

Mr. Ed McArthur, Operator of Steamboat Sand and Gravel, reviewed the petition to renew the permit issued ten years ago, with a few changes to the Conditions of Approval (COAs). He said that in response to his request to discontinue water well monitoring he had received some comments from two neighbors asking that the well monitoring continue. He said that he had reached an agreement with them to continue the monitoring for as long as those neighbors own their properties. If the properties change ownership, the monitoring will cease unless a separate agreement is reached with the new owner(s) or unless any change in the water is detected. No changes have been detected over the past ten years. Mr. McArthur reviewed the proposed changes to the hours of operation. He also noted that some changes to the phasing are proposed to assist with operations and that they are requesting that the on-site water testing be done internally rather than by a third party. Reports will continue to be submitted to the Planning Department.

Mr. Goldich stated that Planning Commission had heard this petition for a renewal and amendment to the Steamboat Sand and Gravel (Alpine Aggregates) gravel pit permit and had recommended approval with an 8 – 0 vote. He presented a site plan and indicated the location of the different elements of the operation. He noted the location of the Yampa River Bypass. Mr. Goldich reviewed the history of the site and the prior amendments to the permit. He noted that no complaints have been received regarding the operation. He reviewed the suggested COAs and noted that the school district had submitted a letter stating that it had no concerns regarding the proposed new start time. He stated that information regarding the fog was included in the staff report. He added, however, that the State Patrol has requested that the fog conditions remain. Mr. Goldich described the fog test that is performed daily per the existing permit and said that Planning Commission had approved an amendment that would only require the fog test to be performed on foggy mornings. He reviewed the existing water well testing requirements and the proposed amendments to those conditions. Mr. Goldich said that the operator is very prompt and cooperative in its compliance with the reporting requirements. He reviewed the proposed changes to the phasing and the request to modify which areas must use conveyors. The reason for the requested change is to prevent the conveyors from crossing the Yampa River Bypass twice and thereby reducing the chances of material spilling into the waterway. Mr. Goldich reviewed the other proposed amendments to the COAs.

Commissioner Redmond asked if there are any concerns with traffic on Hwy 131 on Saturday mornings. Mr. McArthur said that the traffic is heavier on the weekdays and that he did not anticipate any issues. He added that Saturday hauling only occurs upon request. The proposed change is only to when the hauling can start on Saturdays. In response to a question

from Commissioner Corrigan, Mr. Goldich confirmed that all the COA changes discussed were included in the Planning Commission approval. Commissioner Corrigan discussed the original permit approval process, acknowledging that the main concern was public safety. He said that he could support the changes to require the fog testing only on foggy days. Commission Melton did not have questions or concerns. There was a discussion of the hours of operation and the potential life of the pit.

This approval is subject to the following conditions:

General Conditions:

1. The SUP is contingent upon compliance with the applicable provisions of the Routt County Zoning Regulations including but not limited to Sections 4, 5, 6, and 9.
2. The SUP is limited to uses and facilities presented in the approved project plan. Any additional uses or facilities must be applied for in a new or amended application. Minor amendments may be approved by the Planning Director subject to Section 3.2.10 of the Zoning Regulations.
3. Any complaints or concerns which may arise from this operation may be cause for review of the SUP, at any time, and amendment or addition of conditions, or revocation of the permit if necessary.
4. In the event that Routt County commences an action to enforce or interpret this SUP, the substantially prevailing party shall be entitled to recover its costs in such action including, without limitation, attorney fees.
5. No junk, trash, or inoperative vehicles shall be stored on the property.
6. This permit is contingent upon any required permits being obtained and complied with from all involved agencies including, but not limited to the following:
 - a) Division of Reclamation, Mining and Safety (DRMS) 110 Construction Materials Permit
 - b) Colorado Department of Public Health and Environment (CDPHE) Air Pollution Control Division (APCD) Air Quality Permit
 - c) CDPHE Stormwater Management Plan

The operation shall comply with all federal, state, and local laws. Copies of permits or letters of approval shall be submitted to the Routt County Planning Department

7. Fuel, flammable materials, and hazardous materials shall not be kept on the site. Any spills of fuels or hazardous materials shall be reported to the Routt County Planning Department within three days of occurrence.
8. All exterior lighting shall be downcast and opaquely shielded, as per Section 6.3 of the Routt County Zoning Regulations.
9. Prior to the issuance of the permit, the permittee shall provide evidence of liability insurance in compliance with the County's Insurance and Surety Requirements policy then in effect. The certificate of insurance shall include all permit numbers associated with the activity and Routt County shall be named as an additional insured. Permittee shall notify the Routt County Planning Department of any claims made against the policy.
10. Accessory structures/uses associated with this permit may be administratively approved by the Planning Director, without notice.
11. Permits will be assessed an Annual Fee in accordance with the Fee Schedule in Appendix B of the Routt County Zoning Regulations.

12. Transfer of this SUP may occur only after a statement has been filed with the Planning Director by the transferee guaranteeing that they will comply with the terms and conditions of the permit. If transferee is not the landowner of the permitted area, Transferee shall submit written consent to the transfer by the landowner. Failure to receive approval for the transfer shall constitute sufficient cause for revocation of the permit if the subject property is transferred. Bonds, insurance certificates, or other security required in the permit shall also be filed with the Planning Director by the transferee to assure the work will be completed as specified. Any proposal to change the terms and conditions of a permit shall require a new permit.
13. The permittee shall prevent the spread of weeds to surrounding lands, and comply with the most current version of the Colorado Noxious Weed Act and Routt County regulations for noxious weeds-
14. Any land survey monuments shall be recorded in the Colorado Land Survey Monument Records prior to commencement of mining, and if removed, shall be replaced following Reclamation.
15. Copies of all financial guarantees related to the project shall be submitted to the Planning Director prior to issuance of the Special Use Permit. The Board of County Commissioners may require a financial performance guarantee to ensure restoration of the site and access roads and compliance with other conditions of this permit. The County will not require financial guarantees that are duplicative of that required by the State.

Specific Conditions:

Operations Plan:

16. The Special Use Permit (SUP) is valid for ten (10) years from the BCC approval date, provided it is acted upon within one year of approval. The SUP shall be deemed to have automatically lapsed if the uses permitted herein are discontinued for a period of one (1) year.
17. Approved uses include:
 - a) Mining
 - b) Crushing, processing, and washing of material and associated equipment
 - c) Stockpiling of gravel
 - d) Importation of used asphalt and concrete for recycling purposes
 - e) Neither an asphalt plant nor a concrete batch plant is allowed.
18. The operation consists of:
 - a. Sales from the gravel pit shall not exceed 400,000 tons in any twelve consecutive months.
 - b. Extraction and reclamation: 7:30 a.m. to 7:00 p.m., Monday through Friday. No extraction and reclamation on Saturdays.
 - c. Crushing and processing of material: 8:00 a.m. to 6:00 p.m., Monday through Friday. No mining or processing on Saturdays.
 - d. Loading and hauling of material: 7:30 a.m. to 6:00 p.m., Monday through Friday; 8:00 a.m. to 5:00 p.m. on Saturdays subject to fog restrictions as reflected in Specific Conditions 36 - 39.
 - e. No extraction, hauling, or operation of trucks or other equipment shall occur on Sundays and national holidays, which are Christmas Day, Thanksgiving Day, New Year's Day, Fourth of July, Presidents' Day, Memorial Day, and Labor Day.

- f. Warming of equipment is allowed 15 minutes prior to startup.
 - g. The Board of County Commissioners may grant temporary waiver of hours and/or days of operation for public projects or for projects with special technical requirements, by special hearing with at least 24 hours notice to adjacent property owners.
 - h. The hours of operation may be amended at the Board of County Commissioners' discretion to avoid conflicts with school buses. Permittee shall work with the Planning Department on a system to educate haulers/drivers regarding the potential conflicts with school buses.
19. Any proposed amendments to the DRMS permit must be approved by the Planning Director and may be cause for a review of the SUP.
20. A maximum of 25 acres within the permit limits shall be disturbed at any time. "Disturbed acreage" is defined as any area that is not covered by water, substantially noxious weed-free vegetation, paving, or other stabilized road surface.
21. This SUP approval does not confer any pre-approvals for final site development, rezoning of the site, subdivision, or any other development that would normally receive separate Planning review. Any such plans for development shall be submitted to the Planning Department for appropriate review.
22. The use of conveyors will be required on all phases except Phases 1, 2, 3, 4, 5, and 6.
23. The permittee shall incorporate the most technologically advanced procedures and equipment to mitigate any significant negative impacts from the mining operation and associated uses.
24. Permittee shall obtain all necessary County and Federal Emergency Management Agency (FEMA) approvals and permits for both mining and final reclamation-related alterations to the floodplain, prior to issuance of this SUP. No increase in base flood elevation on adjoining properties shall be allowed as part of any such permit. Required approvals include but are not limited to a Routt County Floodplain Development Permit, a FEMA Conditional Letter of Map Revision (CLOMR) prior to any mining-related construction, a FEMA Letter of Map Revision (LOMR) for as-built mining-related construction, and a LOMR for as-built final reclamation.

Reporting:

25. The operator shall submit the current DRMS Annual Report for the pit to the Planning Department within two weeks of due date each year for compliance verification.
26. The operator shall submit an annual report to the Planning Department on or before February 15th of each year. The annual report shall detail total materials imported and exported, remaining reserves, and total number of truck trips to and from the site.
27. Permittee shall conduct an annual inventory of weeds on site each spring including but not limited to species identification and map locations. Inventory shall be submitted to Routt County Weed Program (RCWP) supervisor within 30 days of conducting the survey.
28. Permittee shall submit an annual report prior to December 31 of each year to document all weed control measures undertaken, including herbicides used, rates of application, and total gallons of mixed herbicide solution applied.
29. Any written or verbal notice of violation or citation issued to the Permittee by DRMS, CDPHE, MSHA, or any other permitting agency will be provided to the Routt County Environmental Health within 7 business days of the violation. Any other inspection reports,

annual reports, asphalt plant and crusher relocation notices, and any other documentation required to be submitted to DRMS, CDPHE, or MSHA for any permits obtained through those agencies shall be available to the Routt County Environmental Health Department upon request.

Reclamation:

30. A SUP shall be in place through the end of reclamation. Permittee shall implement the Reclamation Plan in a manner concurrent with the phased mining plan to insure the maximum disturbed area is not exceeded. Final reclamation shall include measures to prevent the proliferation of non-native species as required in the Army Corps of Engineers 404 permit as approved by the Colorado Parks and Wildlife or U.S. Fish and Wildlife Service.
31. The permittee shall engage in phased reclamation during the life of the permit, and is required to proceed with due diligence upon the closing of the pit.

Access and Traffic:

32. No trucks entering or leaving the operation shall use County Road 20 unless delivering material to a site accessible only by County Road 20. The permittee will be responsible for enforcing this condition with all trucks using its operation.
33. On foggy mornings, an initial fog/visibility check will be conducted at the pit entrance one hour before the pit is scheduled to open. If poor visibility conditions persist, subsequent fog/visibility checks will be performed throughout the day at 30-minute intervals.
34. Fog/visibility checks will consist of the Mine Superintendent traveling to the pit entrance to determine visibility along Highway 131. If visibility is deemed to be less than adequate, as determined by the visibility of a 2' x 2' orange marker placed 771' from the pit entrance to the north and south, pit operators will initialize an email/telephone notification system alerting customers that the pit will be closed until further notice and will activate the site closure sign. If the Mine Superintendent is unavailable, the replacement site manager will execute the standard operating procedure.
35. A list of Alpine Aggregates customers and contact information including email addresses and mobile numbers will be maintained and updated quarterly. This list will be used to send out email and telephone message notifications about delayed pit openings.
36. Notification signs shall be placed on the permittee's property at the pit entrance and exit notifying customers of the pit's fog visibility notification system and related policies, including the potential for delayed openings due to poor visibility.
37. Signs shall be placed 1200' in advance of the pit entrance along Highway 131 (to the north and south) alerting drivers of the presence of turning truck traffic (subject to CDOT approval).

Visual Mitigation:

38. Permittee shall maintain buffering and screening in accordance with the Landscape Plan approved as part of this SUP throughout mining operations. Screening berms not natural to the area or desired by adjacent landowners will be removed at the completion of mining.

39. Maximum stockpile height during at-grade Phase IA operations shall be 25 feet. During all other phases, stockpiles shall be located in the bottom of the pit and shall not protrude more than 10 feet above the original ground elevation.

Air and Water Quality and Noise

40. Permittee shall work with and obtain approval from Planning Director and Army Corps of Engineers through a Section 404 permit of a mitigation and monitoring plan to ensure that wetlands on-site are maintained in a healthy condition during the life of the mine. Plan may require annual sample plot and photo monitoring, turbidity monitoring, and water-depth monitoring at key points.
41. The permittee shall conduct groundwater level monitoring monthly at the locations shown on the mine plan. Monitoring reports shall be made available to Routt County Planning Department on request. The Planning Director, in consultation with the Environmental Health Department, may authorize changes in the testing regimen, including frequency.
42. Permittee is required to immediately mitigate and rectify impacts to nearby wells that are reasonably attributable to dewatering on the site. Planning Director (or designated expert) will use baseline pump data, groundwater monitoring information, and any other pertinent information to determine whether mine dewatering has affected nearby wells. The State Engineer's Office will be consulted prior to any mitigation being required.
43. The Division of Water Resources approved water supply plan only accounts for 47.9 acres of exposed groundwater in the ponds. The reclamation plan indicates 56.6 acres of exposed groundwater will exist. Prior to the closing of the pit, the permittee shall either submit documentation showing that enough water rights exist for the full 56.6 acres of exposed groundwater or demonstrate that the size of the ponds does not exceed the 47.9 acres covered under the approved water supply plan.
44. The permittee is responsible for adequately conveying all adjudicated water rights to downstream users, complying with the Settlement Agreement between parties, and obtaining and complying with all applicable permits from the Division of Water Resources.
45. Permittee is responsible for maintaining historic flows to downstream users of all affected ditches on the property.
46. The permittee shall comply with all conditions of any applicable discharge permits and shall not permit drainage onto adjacent properties greater than historic flows thereon unless approved by the terms of any discharge permit or by separate agreement with affected property owners.
47. The permittee shall comply with the Colorado Parks and Wildlife recommendations to properly screen all connecting irrigation channels as well as the Yampa River bypass to prevent Northern pike ingress and egress.
48. Prior to issuance of the SUP, A Watershed Protection Permit shall be obtained from the City of Steamboat Springs.
49. Fugitive dust will be controlled by the use of a water truck and other control measures as appropriate, as often as necessary, to reduce, control, and minimize all dust generated by traffic, material processing, and other activities that occur at the site. Dust suppression operations shall be increased immediately in response to periods of high wind. The

Planning Director or Environmental Health Director may require temporary closure of the facility if dust control measures are not effective.

50. No off-site transport of visible dust emissions shall be allowed.
51. Noise from all on-site sources and haul trucks shall be in compliance with the performance standards in the State noise statute (C. R. S. 25-12-101). Violations of performance standards shall be enforceable by the Routt County Environmental Health Department and may be cause for a review of the SUP by Planning Commission and/or the Board of County Commissioners.
52. All permanent dewatering pumps on-site shall be connected to line electric power. Temporary dewatering pumps may be used for up to two months at the start of each phase. Temporary pumps may be powered by generators, which shall use best available technologies (BATs) to reduce noise.

MOTION

Commissioner Corrigan moved to approve Planning item **PL20220043**, a special use permit for mining sand and gravel with the following findings of fact:

1. The proposal with the following conditions meets the applicable guidelines of the Routt County Master Plan and is in compliance with Sections 4, 5, 6, and 9 of the Routt County Zoning Regulations.
2. The Special Use Permit with the following conditions will not adversely affect public health, safety, and welfare.
3. The proposal with the following conditions is compatible with the immediately adjacent and neighborhood properties.

This approval is subject to the following conditions: general conditions 1-15, and specific conditions 16-52, as stated in the Planning Commission minutes.

Commissioner Redmond seconded; the motion carried 3-0.

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

PDR board members present included Claire Sollars, Chair; C. J. Mucklow; and Kimball Crangle.

PROJECT EXTENSION, TIER I & TIER II APPROVALS

MOTION

Commissioner Melton, acting as Chair, moved that the Board of County Commissioners go into Executive Session to discuss Purchase of Development Rights Advisory Board Recommendations for several projects. This executive session is being electronically recorded but minutes of the meeting will not be produced. This is an Executive Session for the following purpose: to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interests under C.R.S. Section 24-6-402.4A. Each participant was cautioned to confine all discussion to the stated purpose of the Executive Session and that no formal action may

occur during the Executive Session. If at any point in the Executive Session any participant believes the discussion is going outside the proper scope of the Executive Discussion, participants were encouraged to interrupt the discussion and make an objection. The date was September 6th, 2022, and the time was 10:08 AM.

Commissioner Corrigan Seconded; the motion carried 3-0.

The Executive Session concluded at 12:12 PM. The following individuals were present: Commissioners Corrigan, Redmond, and Melton; County Manager Jay Harrington; and PDR Board members Kimball Crangle, Claire Sollars, and C. J. Mucklow. The Board limited its discussion to the purpose stated in the motion to go into Executive Session and no formal action was taken.

MOTION

Commissioner Corrigan moved to accept the PDR Board's recommendation to accept an extension request related to PDR projects 198, 199, 201, and 202. Commissioner Melton noted that this extension is until May 21, 2023.

Commissioner Redmond seconded; the motion carried 3-0.

MOTION

Commissioner Corrigan moved to accept the PDR Board's recommendation for Tier 1 funding of projects 203, 204, 205, 206, 207, 208, and 209.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES

Kathy Nelson, Human Resources Director; Gary Peterson, County Assessor; and Erick Knaus, County Attorney, were present.

CONSIDERATION TO APPROVE HIRING ABOVE STEP 1

Ms. Nelson presented a consideration to approve hiring a Human Resources Coordinator at Step 4. The candidate is an individual who is a former employee of Routt County and meets all of the educational and work experience requirements to be hired at Step 4, including a Bachelor's Degree and over seven years of Human Resources and general administrative office experience. This individual will be expected to work 30 hours per week. Mr. Harrington explained that this was the most qualified candidate to come forward, but is unable to work a 40-hour work week. Ms. Melton asked for clarification regarding the benefit structure for an individual working less than 40 hours per week. Ms. Nelson responded that this candidate will be eligible for all benefits and that time accrual will be pro-rated based on hours worked.

MOTION

Commissioner Redmond moved to approve the hiring of the HR Coordinator at Step 4. The annual compensation at Step 4 is 1560 hours annually or 30 hours per week at \$41,199. This position is budgeted.

Commissioner Corrigan seconded; the motion carried 3-0.

CONSIDERATION TO APPROVE A JOB RECLASSIFICATION

Ms. Nelson presented a consideration to approve reclassifying an Appraiser III to a Commercial Appraiser. Mr. Peterson's justification is based on an increased need for his department to carry out more commercial property appraisals. One of the employees in the Assessor's office, Matt Kuckkahn, has been carrying out more commercial appraisals and fewer residential appraisals. Commercial Appraiser responsibilities for Mr. Kuckkahn have surpassed his Residential Appraiser responsibilities and this trend is expected to continue. Ms. Nelson recommended that this role be reclassified to a Commercial Appraiser to more accurately reflect the type of work that this employee is carrying out and that his pay is commensurate. Mr. Kuckkahn also meets all of the requirements necessary to be reclassified as a Commercial Appraiser. Mr. Peterson provided an in-depth explanation of the changes regarding Mr. Kuckkahn's responsibilities and how these changes have improved the functionality of the department.

MOTION

Commissioner Corrigan moved to approve the reclassification of an Appraiser III to a Commercial Appraiser, noting that this will be a move into Step 2 of the Commercial Appraiser payscale and that compensation be retroactive to January 1, 2022. This motion was amended to be retroactive to January 2, 2022, per Mr. Nelson's request in recognition of the holiday.

Commissioner Redmond seconded; the motion carried 3-0.

REVIEW AND DISCUSSION OF EMPLOYEE VACATION ACCRUALS

Ms. Nelson presented a consideration to review and discuss vacation accruals for Routt County employees. Currently, full and part-time employees accrue vacation hours as a percentage of time worked. As the job market becomes more competitive, businesses have become more flexible and allowed for a greater number of hours for vacation and/or PTO to offer greater work/life balance. While Routt County offers excellent benefits to employees, we're finding that we may not be as competitive in the job market as it relates to the number of vacation hours we offer staff, particularly in the first five years of their employment. Ms. Nelson explained that the recent mental health survey indicated that many staff felt that 2 weeks during the first 5 years of employment wasn't enough, and there have also been situations where people either didn't accept a job offer due to the number of vacation days offered or almost didn't take the job due to this.

Ms. Nelson recommended having a conversation as to whether or not any of these factors warrant increasing accruals to further support recruiting and retention efforts and

promote work/life balance for staff. She provided documentation to the Board of County Commissioners, showing the number of staff that would be affected in each department for individuals currently receiving 10 and 15 days off annually. Other areas addressed included the possibilities of diminished productivity, liability regarding unused vacation accrual payout as required by law, how and which outside organizations to compare accrual systems to, and additional value that is being provided to employees. Mr. Harrington expressed the opinion that an increase in vacation accrual was better classified as a value than an expense because it would allow for the acquisition and retention of a strong workforce.

MOTION

No motion was called for.

EN RE: COMMUNITY AGRICULTURE ALLIANCE 2023 BUDGET PRESENTATION

Michele Meyer, Community Agriculture Alliance Executive Director; C. J. Mucklow, Community Agriculture Alliance Board member; and Dan Strnad, Finance Director, were present.

2023 BUDGET PRESENTATION

Ms. Meyer presented the 2023 budget for Community Agriculture Alliance, stating that the request was similar to past years. Topics covered in the budget report included the amount requested, an overview of the proposed 2023 budget in comparison to previous years, leadership advocacy, how funds would be allocated, additional funding sources, grant funding, and justifications. She also described the organizational strategic plan that was updated in February of 2022 and the impact these plans would have on the organization's future. Commissioner Melton brought up the fact that this is one of the few community organizations that receive taxpayer-sourced funding and that increasing the amount given needs to have significant evidence to justify those changes.

MOTION

No motion was called for.

EN RE: ROUTT COUNTY SEARCH & RESCUE 2023 BUDGET PRESENTATION

Jay Bowman, President of Routt County Search and Rescue; Matt Lundy, Routt County Search and Rescue Treasurer; and Dan Strnad, Finance Director, were present.

2023 BUDGET PRESENTATION

Mr. Lundy presented the 2023 budget for Routt County Search and Rescue. Topics covered in the budget report included a summary budget overview, a comparison to the activity level and budgets of previous years, projected cash balance, current balance sheet, accomplishments, upcoming goals, an assessment of current resources regarding personnel and equipment, and ways that funding will be used to support maintenance and expansion of current operations.

MOTION

No motion was called for.

EN RE: HUMAN RESOURCE COALITION 2023 BUDGET PRESENTATION

Kate Nowak, Executive Director of Routt County United Way, and Dan Strnad, Finance Director, were present.

2023 BUDGET PRESENTATION

Ms. Nowak presented a summary of the 2023 budget for the Human Resource Coalition, with a focus primarily on grant allocations. She also commented on differences in the projected budget compared to the 2022 budget, as well as changes occurring and challenges faced throughout different organizations supported by the Human Resource Coalition.

MOTION

No motion was called for.

EN RE: YAMPA VALLEY HOUSING AUTHORITY 2023 BUDGET PRESENTATION

This agenda item was rescheduled for the following Monday, September 12, 2022, at 2:30 PM.

EN RE: BOARD OF COUNTY COMMISSIONERS 2023 BUDGET PRESENTATIONS

Dan Strnad, Finance Director, was present.

2023 BUDGET PRESENTATION

Ms. Parent provided an overview of all budgets that are the responsibility of the Board of County Commissioners' office. The list of dues in the General Fund was reviewed to ensure that all charges were correct. Included in the Board of County Commissioners 2023 budget were various departments such as Grant Administration, Community Engagement Officer, and the Board of County Commissioners. Mr. Harrington presented the 2023 budget for the Grant Administration. Topics covered in the budget report included a budget overview, grant revenue, personnel changes, and operation changes. He also presented information regarding the Community Engagement Officer and the Board of County Commissioners with both reports covering an overview of the 2023 budget, personnel changes, and operation changes. Other areas of focus addressed in this budget presentation included affordable housing, community services, developmental disabilities, museums, multi-modal transportation, purchase of development rights, and Taylor Grazing.

MOTION

No motion was called for.

EN RE: PURCHASING

Julie Kennedy, Purchasing Agent, and Kevin Booth, Yampa Valley Regional Airport Director, were present.

RFP 775 YVRA PIPER LANE AND RENTAL CAR LOTS IMPROVEMENT AWARD APPROVAL

Ms. Kennedy presented a request that the Board of County Commissioners approve the award, the Chair sign the Notice of Award, and authorize the County Manager to electronically sign the Purchase Order to Precision Excavating, Inc. in the amount not to exceed \$543,813.90. These funds would be provided by the budget amount of \$1.2 Mil that was allocated for the car wash facility at Yampa Valley Regional Airport. The road is an essential element in the construction and accessibility of the Rental Carwash facility.

Four contractors attended the mandatory pre-bid meeting regarding RFP 775 and only one proposal was received. Both the YVRA Director and Assistant Director, along with Mead & Hunt, have reviewed the proposal and find that Precision Excavating can meet the timeline and budget for this vital project to construct the road that will lead to the Rental Carwash structure, which was awarded earlier this summer. This project can start prior to the carwash project. Ms. Kennedy and Mr. Booth feel this proposal is of good value for the County and will greatly enhance the ability of Car Rental Agencies to meet the ever-growing needs of the visitors utilizing YVRA services.

MOTION

Commissioner Redmond moved the Board of County Commissioners to approve the award, the Chair sign the Notice of Award, and authorize the County Manager to electronically

sign the purchase order to Precision Excavating, Inc. in the amount not to exceed \$543,813.90, with the caveat that a supplemental budget will be needed at the end of the year for this project and that the county will repay itself from the customer facility charges.

Commissioner Corrigan seconded; the motion carried 3-0.

RFP 771 YVRA FLIGHT INFORMATION DISPLAY SYSTEM PURCHASE APPROVAL

Ms. Kennedy presented a request that the Board of County Commissioners approve the purchase, the Chair sign the Professional Services Agreement, and authorize the County Manager to electronically sign the purchase order to Terminal Services International, Inc. (TSI) in the amount not to exceed \$29,514. The current budgeted amount was \$18,150. This PSA was for the implementation of the software with a three-year maintenance plan. The total amount being spent in 2022 would be \$12,014, with the remaining service contract fees being paid in 2023 and 2024.

YVRA has a contract with a current Flight Information Display System (FIDS) supplier that expired September 30, 2022, which is limited in scope. Rather than renewing this contract, YVRA decided to seek out a more robust solution moving forward. Routt County Purchasing issued RFP 771 YVRA FIDS to 14 vendors, advertised in the Pilot, and posted on the Routt County website. Nine proposals were received, of which four were selected for interviews. The evaluation committee selected TSI as the best value, taking into consideration excellent references and the vendor's ability to meet the required schedule.

MOTION

Commissioner Redmond moved the Board of County Commissioners to approve the purchase, the Chair sign the Professional Services Agreement, and authorize the County Manager to electronically sign the purchase order to Terminal Services International, Inc. in the amount not to exceed \$29,514.

Commissioner Corrigan seconded; the motion carried 3-0.

ENVIRONMENTAL HEALTH PHIPPSBURG WATER AUGMENTATION PROJECT APPROVAL

Ms. Kennedy presented a request that the Board of County Commissioners approve the award, the Chair sign the Professional Services Agreement, and authorize the County Manager to electronically sign the purchase order to Leonard Rice Consulting Water Engineers, Inc. d/b/a LRE Water in the amount not to exceed \$20,000.

Ms. Kennedy explained that because the Upper Yampa River has been deemed over-appropriated, public water systems that rely on the operation of relatively junior water rights require an augmentation plan to avoid curtailment when a senior downstream call is in effect. In order to fulfill this requirement, consulting services are needed for analysis, application, and enrollment in the Upper Yampa Water Conservancy District (UYCD) Augmentation Plan. The EH Director solicited a proposal for professional services from LRE Water based on their

reputation for completing the plan on time and at a reasonable cost. Ms. Kennedy believed this firm would best serve the interests of the County.

MOTION

Commissioner Redmond moved the Board of County Commissions to approve the award, the Chair sign the Professional Services Agreement, and authorize the County Manager to electronically sign the purchase order to Leonard Rice Consulting Water Engineers, Inc. d/b/a LRE Water in the amount not to exceed \$20,000, with the understanding this project will require a supplemental budget request for the balance of the Phippsburg Reserve Funding at the end of 2022.

Commissioner Corrigan seconded; the motion carried 3-0.

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

Jenny L. Thomas, Clerk and Recorder

M. Elizabeth Melton, Chair

Date