

**STATE OF COLORADO
COUNTY OF ROUTT**

OFFICE OF THE CLERK
MAY 24, 2022

Commissioner M. Elizabeth Melton, Chair, called the 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. Samantha Pearce prepared the minutes.

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

Mr. Harrington presented accounts payable for a total of \$2,908.52.

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. PL20220012 JLB REPLAT;
- B. APPROVAL OF AND AUTHORIZATION FOR THE CHAIR TO SIGN THE '22-'24 BUELL GRANT AWARD LETTER ON BEHALF OF THE FATHERHOOD PROGRAM OF ROUTT COUNTY;
- C. APPROVAL AND AUTHORIZATION FOR THE CHAIR TO SIGN THE DHS COLORADO WORKS POLICIES;
- D. APPROVAL OF RATIFICATION OF SIGNATURE OF THE CHAIR ON LETTERS OF SUPPORT;
- E. APPROVAL AND AUTHORIZATION FOR THE CHAIR TO SIGN A RESOLUTION APPOINTING A NEW BOARD MEMBER TO THE SOUTH ROUTT LIBRARY DISTRICT FOR A 5-YEAR TERM.

MOTION

Commissioner Redmond moved to approve consent items A., B., C., D., & E. on the consent agenda with item E. having Resolution Number 2022-026.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: PUBLIC COMMENT

No public comment was made.

EN RE: ACCOUNTING

Dan Strnad, Accounting Manager presented to the Board a consideration to approve and authorize the Chair to sign the 2021 Supplemental Budget Resolutions.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign resolution numbers 2022-0027 through 2022-042, resolutions pertaining to the 2021 supplemental budgets.

Resolutions	
Resoluton Number	Title
2022-042	Resolution Re: Supplemental Budget Airport Operations Budget
2022-041	Resolution Re: Supplemental Budget Insurance Pool Operations and Transfer Budget
2022-040	Resolution Re: Supplemental Budget Communications Pool Fund Capital Budget
2022-039	Resolution Re: Supplemental Budget Human Services Operations Budget
2022-038	Resolution Re: Supplemental Budget Road and Bridge Infrastructure Budget
2022-037	Resolution Re: Supplemental Budget COVID19 Personnel Budget
2022-036	Resolution Re: Supplemental Budget Public Health Personnel Budget
2022-035	Resolution Re: Supplemental Budget Clerk Personnel Budget
2022-034	Resolution Re: Supplemental Budget Treasurer Operations Budget
2022-033	Resolution Re: Supplemental Budget Facilities Management Operations
2022-032	Resolution Re: Supplemental Budget Purchasing Personnel Budget
2022-031	Resolution Re: Supplemental Budget Board of County Commissioners General Fund
2022-030	Resolution Re: Supplemental Budget Information Technology Operations
2022-029	Resolution Re: Supplemental Budget Emergency Medical Services
2022-028	Resolution Re: Supplemental Budget General Recycling Fund
2022-027	Resolution Re: Supplemental Budget Grant Administration

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PLANNING

Kristy Winser, Planning Director presented to the Board a consideration to approve and authorize the Chair to sign a Release of Agreement Regarding Development of Land.

The landowner is restricted by a 2007 Development Agreement recorded at Reception #664606 that prohibits a Secondary Dwelling Unit in an existing structure (the original home on the site) due to the construction of a new primary home onsite at that time. The Landowner has since acquired enough land to have 5 acres – the minimum needed to support a Secondary Dwelling Unit on a property served by well & septic service – and the Landowner wishes to be released from this Agreement to facilitate the conversion of this structure back into a Dwelling Unit.

MOTION

Commissioner Redmond moved to approve the Release of Agreement Regarding Development of Land

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: LEGAL

Erick Knaus, County Attorney presented to the Board a consideration to approve and authorize the Chair to sign a Resolution readopting the HIPAA Security Policy.

The Board of County Commissioners previously adopted the Security Policy and it was contained in the Personnel Handbook. The Handbook was recently amended and the Security Policy was removed. The Policy is still required and will be placed in the Administrative Policy and Procedure Manual and posted online.

MOTION

Commissioner Corrigan moved to approve and authorize the Chair to sign Resolution number 2022-043, a Resolution readopting adopting the Routt County Security Policy under the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act of 2009.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: CIVIL REVIEW PANEL

The Board of County Commissioners conducted interviews with candidates that were interested in serving on the Human Services Civil Review Panel. This panel is to provide a forum for grievances concerning the conduct of Social Services personnel in performing their child welfare duties.

The candidates interviewed were Michael Sidinger, Lina Grant, & Garlon Riegler. The Commissioners all agreed that the candidates are qualified for serve on this panel and should be approved.

MOTION

Commissioner Corrigan moved to approve the appointment of Michael Sidinger, Lina Grant, with term expirations of June 1, 2024, & Garlon Riegler with a term expiration of June 1, 2023 to the Civil Review Panel.

Commissioner Redmond seconded; the motion carried 3-0.

EN RE: PURCHASING

PSA APPROVAL FOR DREXEL BARRELL TROUT CREEK BRIDGE REDESIGN

Julie Kennedy, Purchasing Agent, and Mike Mordi, Public Works Director presented to the Board a consideration to approve the Professional Services Agreement to the Drexel Barrell & Co., the Chair sign the PSA and authorize the County Manager to electronically sign the Change Order for additional design services in the amount not to exceed \$26,327.25.

On October 7, 2014, the Road & Bridge Department executed an Agreement for Professional Services with Drexel, Barrell & Co. to design the Trout Creek Bridge. The design was completed in 2016. Routt County applied and was awarded a construction grant to replace the bridge in late 2019. On April 4, 2020, Routt County negotiated with Drexel a fee of \$58,000 of which \$1,327.25 is remaining as of April 4, 2022, to bridge the project plans up to CDOT standards. During this time, the Structural engineer identified a different structure than the original design that would meet CDOT flow requirements in more economical manner in the Structural Selection Report. CDOT agreed and a new structure was designed. In their 2020 proposal, Drexel stipulated that the fees were to bring the plans up to specifications for the original design, if a new structure was needed, Routt County may incur more fees. Drexel tried to work within their initial fees to get the new bridge designed, but exhausted the funds prior to completion. Drexell, Barrell and Company has requested an additional amount of \$25,000 to complete the design to be ready to assist with the bid process, CDOT Approval and construction consultation in 2022 and 2023.

MOTION

Commissioner Redmond moved to approve and authorize the Chair to sign the Professional Services Agreement to the Drexel Barrell & Co. and authorize the County Manager to electronically sign the Change Order for additional design services in the amount not to exceed \$26,327.25.

Commissioner Corrigan seconded; the motion carried 3-0.

HHS BUILDING CALCON CHANGE ORDER 002 APPROVAL

Ms. Kennedy, Joe Stepan, and Steve Faulkner presented to the Board a consideration to approve Change Order 002, authorize the Chair sign the Change Order, and authorize the County Manager to electronically approve the Change Order to Calcon Constructors, Inc. in the amount not to exceed \$133,068.

Change Order 002 incorporates the following HHS Project Manager approved changes to the original contract:

PCO#	Description	Value	Status
3	Steel Detailing	\$46,815	Approved
16A	Wood Ceiling in Community Room	\$23,112	Approved

16B	Ceiling Tile and Grid	\$36,809	Approved
23	Light Control and Fixtures	\$9,992	Approved
34	Abandon Water Line at Oak Street	\$16,340	Approved

MOTION

Commissioner Corrigan moved to approve Change Order 002, authorize the Chair sign the Change Order, and authorize the County Manager to electronically approve the Change Order to Calcon Constructors, Inc. in the amount not to exceed \$133,068.

Commissioner Redmond seconded; the motion carried 3-0.

JUSTICE CENTER X-RAY SCANNER CO-OP PURCHASE APPROVAL REQUEST

Ms. Kennedy, Mr. Stepan, and Mr. Faulkner presented to the Board a consideration to approve the award and authorize the County Manager to electronically sign the Purchase Order to Auto clear, LLC for an amount not to exceed \$27,600 for one new model 6040 DVSX-ray Scanner for the Routt County Justice Center under CO-OP GSA Contract #GS07F184GA.

The Routt County Facilities Manager solicited the attached GSA CO-OP quote from Auto clear, LLC for a new model X-ray Scanner for the Routt County Justice Center. The current scanner is no longer supported for parts or software, so this model was selected that includes the 3' roller beds, option for artificial intelligent "Threat Assistance" that detect both metal and plastic weapons, installation and training and all shipping expenses.

MOTION

Commissioner Redmond moved to approve the award and authorize the County Manager to electronically sign the Purchase Order to Auto clear, LLC for an amount not to exceed \$27,600 for one new model 6040 DVSX-ray Scanner for the Routt County Justice Center under CO-OP GSA Contract #GS07F184GA.

Commissioner Corrigan seconded; the motion carried 3-0.

RFQ PATCH 2022 APPROVAL

Ms. Kennedy and Tony Brown presented to the Board a consideration to approve the purchase and authorize the County Manager to electronically sign the Purchase Order for patch material and to Oldcastle SW Group dba United Companies in the not to exceed amount of \$217,500.

Ms. Kennedy sent out RFQ Patch 2022 to the two vendors in the County that have historically provided patch materials to the Road & Bridge Department. Oldcastle SW Group was the only quote received.

In 2020, the price per ton was \$72.00. In 2021, the price per ton was \$75.15. United has stipulated in their 2022 quote that the price will hold throughout this year, but that as of January 1, 2023 it can be anticipated a 10% increase per ton per calendar year moving forward.

The Road & Bridge department will take this into account during the budget process for 2023.

MOTION

Commissioner Corrigan moved to approve the purchase and authorize the County Manager to electronically sign the Purchase Order for patch material and to Oldcastle SW Group dba United Companies in the not to exceed amount of \$217,500.

Commissioner Redmond seconded; the motion carried 3-0.

STEEL DECK PLANKS MATERIAL SOLE SOURCE PURCHASE APPROVAL

Ms. Kennedy, & Mr. Mordi presented to the Board a consideration to approve the purchase of steel deck plank materials for the Clark Bridge and authorize the County Manager to electronically sign the purchase order to Contech Engineered Solutions for an amount not to exceed \$52,600.96.

Ms. Kennedy sent out IFB 679 Steel Bridge Material Purchase in February, 2020 to nine vendors. There was only one bid received from Contech of \$43,354.08 on March 20, 2020.

Due to the Covid Pandemic, all County departments were requested to reduce their budget expenses due to the uncertainty of the impact to operations and staff. This material purchase was pushed to the 2022 budget, and the Director of Road & Bridge has received an updated quote from Contech of \$51,600.96 plus \$1000 for delivery to the Steamboat 3 Shop.

Ms. Kennedy is requesting to approve this sole source purchase before there is any further price escalation in the steel industry and is in the best interest of the County.

MOTION

Commissioner Redmond moved to approve the purchase of steel deck plank materials for the Clark Bridge and authorize the County Manager to electronically sign the purchase order to Contech Engineered Solutions for an amount not to exceed \$52,600.96.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: MORRISON CREEK METROPOLITAN WATER AND SANITATION DISTRICT

Geovanny D. Romero, General Manager presented to the Board a consideration to approve funding to the Morrison Creek Metropolitan Water & Sanitation District.

The district is moving towards the construction phase of their new wastewater treatment plant. After invitation for bid, the district received several bids that exceed the district's original budget. One of the bids is not too far from the original budget, only exceeding it by \$120,000.00. If construction of the new wastewater treatment plant is not performed, the district may fall out of compliance with the State of Colorado and EPA clean water standards.

Mr. Romero is asking for the County to contribute infrastructure ARPA funding for the project.

MOTION

Commissioner Redmond moved to approve the contribution of \$120,000.00 of ARPA funding to the Morrison Creek Metropolitan Water & Sanitation District noting that a supplemental budget will be required.

Commissioner Corrigan seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES

Kathy Nelson, Human Resources Director presented to the Board a consideration to approve the Paid Family and Medical Leave Policy.

Routt County would like to institute a paid family and medical leave program for their staff. This program may replace the existing Sick Leave Transfer program and the need for a short-term disability policy. The Commissioners have already reviewed two different drafts of this policy and provided direction.

On November 3, 2020, Colorado voters passed Proposition 118, the Paid Family Medical Leave Initiative which creates a state-run paid leave insurance benefit for Colorado employees. While local governments may decline participation in the Colorado Paid Medical and Family Leave program, Routt County wanted to, at a minimum, meet the Colorado Paid Family Medical Leave Insurance Act requirements to provide employees a substitute for the state benefits. Currently, the proposed policy exceeds the state program benefits. The County Attorneys have reviewed this policy and their edits are included in the document presented.

MOTION


Commissioner Corrigan moved to approve Paid Family and Medical Leave Policy as presented effective July 1, 2022.

Commissioner Redmond seconded; the motion carried 3-0.

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



Jenny L. Thomas, Clerk and Recorder


Beth Melton (Aug 12, 2022 10:21 MDT)

M. Elizabeth Melton, Chair



Aug 12, 2022

Date











May 24 2022 DRAFT

Final Audit Report

2022-08-12

Created:	2022-07-19
By:	Jennifer Parent (jparent@co.routt.co.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzLjwodbYG4wxvuDUNovd53D9bJrwAkaK

"May 24 2022 DRAFT" History

-  Document created by Jennifer Parent (jparent@co.routt.co.us)
2022-07-19 - 6:46:50 PM GMT
-  Document emailed to bmelton@co.routt.co.us for signature
2022-07-19 - 6:47:36 PM GMT
-  Email viewed by bmelton@co.routt.co.us
2022-08-12 - 4:20:06 PM GMT
-  Signer bmelton@co.routt.co.us entered name at signing as Beth Melton
2022-08-12 - 4:21:06 PM GMT
-  Document e-signed by Beth Melton (bmelton@co.routt.co.us)
Signature Date: 2022-08-12 - 4:21:08 PM GMT - Time Source: server
-  Document emailed to jthomas@co.routt.co.us for signature
2022-08-12 - 4:21:10 PM GMT
-  Email viewed by jthomas@co.routt.co.us
2022-08-12 - 4:22:47 PM GMT
-  Signer jthomas@co.routt.co.us entered name at signing as Jenny L Thomas
2022-08-12 - 4:23:37 PM GMT
-  Document e-signed by Jenny L Thomas (jthomas@co.routt.co.us)
Signature Date: 2022-08-12 - 4:23:38 PM GMT - Time Source: server
-  Agreement completed.
2022-08-12 - 4:23:38 PM GMT