

COUNTY COMMISSIONERS' PROCEEDINGS

State of Colorado)
 ss
County of Rio Grande)

The Board of Rio Grande County Commissioners met in regular session on Wednesday, February 3, 2016. Members present were Chairman Doug Davie, Commissioner Pam Bricker, Commissioner Karla Shriver, and Clerk of the Board Mona Syring.

At 9:00 a.m., Chairman Davie called the meeting to order. Commissioner Bricker led the opening prayer. The Pledge of Allegiance was said. Commissioner Bricker moved to approve the agenda with the additions of a discussion about the Underfunded Courthouse Grant and a note that the Public Health update was submitted in writing. Commissioner Shriver seconded the motion and the motion carried. Chairman Davie asked if there were public comments and there were none.

Commissioner Shriver moved to approve the minutes from the January 27, 2016, meeting with changes. Commissioner Bricker seconded the motion and the motion carried.

At 9:16 a.m., Henry Jacobsen, Viaero, and Dixie Diltz, Land Use Department, were present. Mr. Jacobsen presented the Federal Communication Commission's Mobility Fund, which is a 901 grant designed to build out communications in remote areas. This is a two-year project, and Verizon and AT&T will also participate with Viaero. Mr. Jacobsen reported that mobile voice and broadband infrastructure in Baca and Las Animas Counties have been built, and now the focus is on the Rio Grande National Forest comprising Conejos, Saguache, and Mineral Counties, which will require going through Rio Grande County. He noted that some roads shown on a map he was given do not exist and much of the area is federal land.

Mr. Jacobsen said that time extensions would be requested from the FCC. The building will be done on private land as much as possible, rather than on Forest Service land. Viaero is identifying exact sites that will be used as hubs, with Highways 114, 160, and 17 being the main focus. Mr. Jacobsen said that public safety is a priority. In order to obtain the grant, 75 percent of the roads need to be covered, but Mr. Jacobsen said this was an impractical requirement. It would be better to find existing sites, such as Lobo Mountain and Bristol Head.

Commissioner Shriver mentioned Grayback Mountain, near Summitville, as a possible site. She said there is power there, as well as towers. Mr. Jacobsen said he would review this as a possibility.

Mr. Jacobsen noted that there is no commercial incentive related to this project; it is more a matter of public safety in providing 911 services. Highway 114 from Gunnison to Saguache will cover one area; the next areas of coverage include Highways 149, 160, and 17.

Mr. Jacobsen noted that the County 2016 Draft Master Plan did not include communications. It has been suggested that utility poles could be used for antenna placement. He said people's demand for data is overwhelming. Antennae on utility poles will help and not be as intrusive as towers. He noted that the FCC is encouraging the use of antennae, rather than towers.

Commissioner Shriver asked if Viaero was still planning to use railroad easements for coverage. Mr. Jacobsen indicated that this is no longer the plan, and noted that goodwill had been thrown away with that potential plan. He said that would never happen again, as long as he is involved in this area.

At 9:37 a.m., Jerry Dennis, Emergency Manager, was present. He said it is his intention to resign, but will help in the transition to a new Emergency Manager. He thanked the Board for its communication during the storm earlier in the week. Commissioner Shriver noted that this exercise help identify communication weaknesses.

As the Board looks for a new hire, there are some pending issues: quarterly reports and other paperwork, the grant covering the Emergency Manager's position, and the grant covering the emergency consultant. Mr. Dennis explained that the consulting grant runs through December 2016, and Rio Grande County is the fiscal agent. The first quarterly report is complete and has been turned in to the State.

The consultant, Robert Wold, has been chosen and is ready to start conducting meetings and updating the emergency mitigation plan. The grant covering this consulting arrangement might be taken over by Saguache County. Mr. Dennis suggested that the Board contact Patricia

Galveda to discuss this change. Commissioner Shriver said she would contact Ms. Galveda after the Saguache County Commissioners meet and agree to take over the fiscal management of the grant.

Mr. Dennis said that even though Mr. Wold is behind by about 15 days, the grant is an important "insurance" policy to guarantee that the Federal government will help in the event of an emergency after local resources are spent. It was noted that Rio Grande County wants to participate in the grant, but not as the fiscal agent.

Commissioner Bricker asked Mr. Dennis how long he is willing to stay in his position. Commissioner Shriver said an ad needs to be run as soon as possible. Mr. Dennis agreed, and said he will help all he can, but will no longer manage the day-to-day tasks and meetings.

Chairman Davie asked how Mr. Dennis would be compensated through this transition. Mr. Dennis said his hours would be minimal. Mr. Dennis suggested discussing the transition with Dave Osborn, San Luis Valley Regional Emergency Planning Coordinator, Ezzie Michaels, Grants Administration Program Manager, and the State and that they would be helpful in the event of an emergency, as well in this transition. Mr. Dennis said that Mr. Osborn should be involved in the training of the new hire.

Commissioner Shriver asked if the job description for the Emergency Manager was accurate and functional. Mr. Dennis said it is, and suggested changing the hourly rate. The position is a 20-hours-a-week position, so the new hire will likely be a local. Mr. Dennis said it would be important to find a service-minded person who understands the three goals of emergency management: saving lives, protecting property, and insuring that the environment stays intact.

Commissioner Shriver said that Mr. Dennis has represented the County very well. She asked how the educational classes aid the position. Mr. Dennis said the classes help establish the proper mindset and they also provide networking opportunities.

Mr. Dennis said the trend at this time is for Emergency Managers to be full-time employees. Some counties hire a person to fulfill a second job beyond the emergency manager job in order to cover benefits. He suggested that hiring an airport manager who could also serve as the emergency manager might be a possible solution. He noted that these would be compatible positions and office space would be available at the airport.

Commissioner Shriver asked if counties share emergency managers. Mr. Dennis said that counties might balk at this idea. Payments for mileage and salary would be issues to work out. He recommended hiring an older person who would be fiscally conservative, rather than an overzealous younger person.

Mr. Dennis said he would bill the County for the hours he works, during the transition. It was noted that these funds would come from the County General fund. Mr. Dennis suggested that the Board contact Ezzie Michaels to find out what quarterly reports would be needed during the transition. Mr. Dennis said he would complete the necessary reports.

Mr. Dennis said that the new fire manager will be in the area on February 4, 2016, and the Annual Operation Plan would be discussed. Chairman Davie will attend this meeting.

Mr. Dennis thanked the Board for the opportunity to serve the County and noted that getting Doppler radar in the area was a big accomplishment. The Board thanked Mr. Dennis for his work.

At 10:20 a.m., Kristy Dennis, H.R./Financial Officer, was present. January 2016 claims were presented. Ms. Dennis reported that the payment to the Coroner was made. Transportation costs of \$3,000.00 for the year have been budgeted for the Coroner. If the Coroner uses his personal vehicle rather than the County van for Coroner business, the standard mileage charge of \$0.45 per mile should be charged. To help Coroner Strohmayer keep track of charges, Ms. Dennis will send him vouchers with account numbers. Receipts must be turned in, as well. Commissioner Shriver suggested that County policy about the use of personal vehicles be included with the vouchers.

Ms. Dennis reported a late fee in the amount of \$250.00, plus interest charges in the amount of \$5.70 were charged on this month's First Bankcard statement. This happened because last month's payment was not made on time.

Ms. Dennis reported that the Department of Social Services accountant discovered that the workers' compensation and casualty and property liability insurance had not been paid (it was

due January 31, 2016). CTSI sent the notice directly, and extended the County a two-week grace period.

It was noted that Community Banks has announced that it is closing several of its branches in the Valley. It does not hold any County accounts of more than \$250,000.00.

Commissioner Shriver moved to approve January 2016 claims. Commissioner Bricker seconded the motion and the motion carried.

January 2016 Claims

COUNTY GENERAL

Century Link	Telephone	\$417.47
Century Link	Telephone	\$555.37
Century Link	Telephone	\$127.94
Century Link	Telephone	\$748.01
Century Link	Telephone	\$9.24
Coast to Coast Solutions	Sheriff	\$376.44
Colo. County Treasurer's	Dues	\$400.00
Colo. Public Trustee Assoc.	Dues	\$200.00
Colorado Assessors Association	Dues	\$1,042.00
Colorado Counties Inc.	Dues	\$13,500.00
Colorado Counties Inc.	Dues, Public Land	\$2,858.89
Crimestar Corporation	Sheriff	\$1,200.00
Darlene & Samuel Sandoval	Sheriff	\$28.00
District Attorney Office	1st Portion Budget	\$14,583.33
Endpoint Direct	Postage	\$3,850.00
Gunbarrel Service Station	Gas	\$28.11
Hinsdale County	Rio Grande Cutthroat Assessment	\$1,500.00
Maddox Collections	Drug Test	\$30.00
Matt Ratzlaff	Sheriff	\$78.03
Mountain States Employee	Membership	\$3,687.92
Pitney Bowes, Inc.	Postage Machine Reserves	\$7,000.00
Pro Com	Drug Test	\$111.00
RG & Associates	Comp Plan	\$17,490.84
RG & Associates	Comp Plan	\$5,355.50
South Fork Propane	Shop	\$383.50
Stohmayer's Funeral Home	Cooler Rent, 2015	\$825.00
Thyssenkrupp Elevator	Elevator Contract	\$767.56
Torres Plumbing and Heating	Jail Kitchen Repair	\$1,532.24
Total Office Solutions	Office Supplies	\$295.51
Total Office Solutions	Copy Paper	\$57.99
Valley Lock and Security	Museum Security	\$105.00
Verizon Wireless	Telephone	\$1,260.43
Wex Bank	Fuel	\$30.96
Wex Bank	Fuel	\$112.25
WSB Computer Services	Computer Maintenance, Assessor	\$4,500.00
Xcel Energy	Electricity, Gas	\$2,872.81
Xcel Energy	Electricity, Gas	\$5,044.25
Xerox Business Services	Internet Support	\$2,624.96
TOTAL		\$95,590.55
Angela Campbell	Sheriff	\$1,135.87
Brown's Septic Svc Inc.	Sheriff	\$500.00
Business Solutions Leasing	Copier Lease	\$54.73
Century Link	Telephone	\$34.42
Century Link	Telephone	\$96.98
Charter Communications	Veterans Internet	\$779.40
Chavez Plumbing & Heating	Boiler Repair	\$453.39
Chavez Plumbing & Heating	DA Office Expansion Tank	\$515.91
CO Bureau of Investigation	Sheriff	\$105.00
CO Bureau of Investigation	Sheriff	\$300.00
Colorado Counties	Casualty & Property Pool	\$46,241.00
County Workers	Workers Comp	\$43,920.00
Del Norte Auto Supply	Sheriff	\$36.30

Digitcom Electronics	Coroners Radio	\$150.00
Direct TV	Sheriff	\$152.48
District Attorney Office	2nd Portion Budget	\$14,583.33
Dixie Diltz	Mileage	\$46.80
First Bankcard	Credit Card	\$2,900.00
Galls, Inc.	Sheriff	\$348.25
Gobins	Copier Lease	\$45.57
Gobins	Maintenance Agreement	\$416.67
Gobins	Copier Maintenance	\$483.89
Great America Financial	Courthouse Administration	\$349.13
Great America Financial	Copier Lease	\$452.00
Jack's Market	Sheriff	\$81.67
Jeffrey J. Babcock	Homeland Security	\$5,044.16
Kenneth & Alice Black	Sheriff	\$1,172.48
LEDS, LLC	iCounty Storage	\$1,518.00
Mathias Concrete Inc.	Refund Conditional Use Fee	\$500.00
Meadow Gold Dairies, Inc.	Sheriff	\$369.68
Mona Syring	Clerk	\$442.20
Moonlight Customs LLC	Sheriff	\$500.00
Peggy J. Kern	Mileage	\$19.29
Ruby Rodriguez King	Hiring Contractor, HSEEP	\$130.00
Sam's Club	Sheriff	\$29.99
Shamrock Foods Company	Sheriff	\$2,116.51
Strohmayer's Funeral Home	Rent, Storage	\$1,806.92
Terminix Processing Ctr	Sheriff	\$384.00
Torres Plumbing & Heating	Courthouse Boiler	\$391.03
Torres Plumbing & Heating	Sheriff	\$270.00
Total Office Solutions	Office Equipment	\$411.52
Total Office Solutions	Office Supplies	\$90.37
Valley Lumber and Supply	Sheriff	\$86.92
Valley Publishing	Legal Notice	\$24.00
Valley Publishing	Legal Notice	\$224.00
Wex Bank	Fuel	\$3,111.96
William F. Dunn	Legal Fees	\$2,812.50
Xerox Business Services	Track Search	\$25.00
TOTAL		\$135,663.32

American Fidelity	January Payroll	\$175.36
American Public Life	January Payroll	\$67.00
BC Services	January Payroll	\$179.03
California State	January Payroll	\$500.00
Community Banks	January Payroll	\$71,198.45
Family Support Registry	January Payroll	\$50.00
Family Support Registry	January Payroll	\$355.00
Family Support Registry	January Payroll	\$405.00
Family Support Registry	January Payroll	\$350.00
I.R.S.	January Payroll	\$50.00
Rio Grande County Treasurer	January Payroll	\$47,040.38
Security Benefit	January Payroll	\$3,075.00
TOTAL		\$123,445.22

ROAD AND BRIDGE

Airgas USA, LLC	Chemicals	\$187.78
Century Link	Telephone	\$57.37
Donald L. Barton	Tubing	\$187.96
Haynie's Inc.	Repairs, Tools	\$698.64
Maddox Collections	Drug Test	\$30.00
Wagner Equipment	Parts	\$238.12
Waste Management	Trash	\$223.47
TOTAL		\$1,623.34

Alta Fuels	Fuel	\$12,766.29
CARSE	Dues	\$290.00
Century Link	Telephone	\$56.60
Century Link	Telephone	\$409.58
Century Link	Telephone	\$51.58
Colorado Counties	Casualty & Property Pool	\$35,732.00
County Workers	Workers Comp	\$36,455.00

Digitcom Electronics	Radio	\$44.50
Fastenal	Parts	\$124.08
First Bankcard	Credit Card	\$38.59
Gobins	Copier	\$31.50
Great America Financial	Copier Maintenance	\$136.17
Haynie's Inc.	Repairs, Parts, Tools	\$1,535.36
Industrial & Farm Supply	Parts	\$42.42
Leroy A. Romero	Cleaning	\$125.00
Matco Tools	Parts	\$52.45
MHC Kenworth	Parts	\$645.31
Monte Vista Cooperative	Parts	\$223.04
Myers Brothers Truck	Parts	\$749.53
Pro Com	Drug Test	\$44.00
Reliance Steel Co.	Parts	\$289.23
Safety-Kleen	Supplies	\$199.00
South Fork Water	Full Year Sewer	\$216.00
Top Value	Supplies	\$48.84
Town and Country	Parts	\$14.80
Tracker Software Corp	Support, Service	\$1,711.00
Valcomm	Building Rent	\$925.00
Valley Lumber and Supply	Supplies	\$41.18
Wagner Equipment	Parts	\$291.49
Wex Bank	Fuel	\$1,011.53
Whitehall's Alpine	Parts	\$30.05
TOTAL		\$94,331.12

American Fidelity	January Payroll	\$253.70
American Public Life	January Payroll	\$65.40
Community Bank	January Payroll	\$28,959.26
Rio Grande County Treasurer	January Payroll	\$18,604.70
Security Benefit	January Payroll	\$30.00
TOTAL		\$47,913.06

DSS

American Fidelity	January Payroll	\$267.64
American Public Life	January Payroll	\$126.30
Community Banks	January Payroll	\$40,579.03
Rio Grande County Treasurer	January Payroll	\$30,405.64
Security Benefit	January Payroll	\$155.00
TOTAL		\$71,533.61

PEST CONTROL

All-Pro	Tax Inserts	\$319.50
Colo. Weed Management Assoc.	Books	\$282.50
Jade Communications	Internet	\$8.67
Rio Grande Conservation	Building Rent	\$10,000.00
S&S Distribution Inc.	Supplies	\$31.40
SLV REC	Electricity	\$80.00
Total Office Solutions	Office Supplies	\$187.31
TOTAL		\$10,909.38

Century Link	Telephone	\$88.33
Colorado Counties	Casualty & Property Pool	\$3,153.00
County Workers	Workers Comp	\$2,184.00
TOTAL		\$5,425.33

Community Banks	January Payroll	\$1,029.77
Rio Grande County Treasurer	January Payroll	\$1,496.33
TOTAL		\$2,526.10

AIRPORT

Avfuel Corporation	Fuel	\$23,862.46
Century Link	Telephone	\$145.28
Colorado Department of Revenue	Sales Tax	\$109.75
Lockton Companies	Airport Liability	\$1,490.00
Vaisala	Barometer Repair	\$729.00

TOTAL		\$26,336.49
Century Link	Telephone	\$58.54
Lockton Companies	Airport Liability	\$1,490.00
SLV REC	Electricity	\$1,188.00
TOTAL		\$2,736.54
CONSERVATION TRUST		
San Luis Valley TV Inc.	1st Quarter	\$1,436.25
TOTAL		\$1,436.25
TOURISM		
Adventure Media LLC	Advertising	\$2,595.00
Britt L. Jardon	International Sportsman's Exposition	\$1,235.19
Craig Daily Press	Advertising	\$683.00
Grande Circle Assoc.	Brochures	\$100.00
Internet Honey	Leads Fulfillment	\$90.00
Master Print & Web Design	Search Engine	\$233.52
Miles Marketing	Ads	\$9,971.50
Pen Craft Design Company	Dec/Jan Retainer	\$829.76
Pueblo Chieftain	Advertising	\$435.00
Upper Rio Grande EDC	2nd Year Investment	\$7,500.00
TOTAL		\$23,672.97
PUBLIC HEALTH		
Alamosa Co Nursing SVC	Subcontract Payment	\$4,544.30
Century Link	Telephone	\$81.20
Century Link	Telephone	\$175.45
Century Link	Telephone	\$2.07
Conejos County Nursing	Tobacco Subcontract	\$1,974.00
Conejos County Nursing	Tobacco Subcontract	\$1,244.82
Costilla County Public Health	Tobacco Subcontract	\$4,786.73
Costilla County Public Health	EPSDT	\$2,140.00
Del Norte School District	Nursing Position	\$1,274.44
Kristi Hillis	Monthly Pay	\$2,250.00
Lake County Health Department	Dec. 2015 Billing	\$725.00
Saguache Co. Public Health	Tobacco Subcontract	\$5,501.23
Saguache Co. Public Health	EPSDT	\$1,550.00
Sanofi Pasteur, Inc.	Medications	\$257.12
Staples Business	Office Supplies	\$263.98
Verizon Wireless	Telephone	\$82.17
WSB Computer Services	Remote Monitoring & Management	\$504.00
TOTAL		\$27,356.51
CALPHO	Dues	\$705.00
Century Link	Telephone	\$14.99
Colorado Counties	Casualty & Property Pool	\$2,102.00
Costilla County Public Health	EPSDT	\$2,140.00
County Workers	Workers Comp	\$784.00
First Bankcard	Credit Card	\$439.25
Glaxosmithkline	Medications	\$225.76
Shoreland	Travel Software	\$975.00
Vaxcare	Dec. 2015	\$721.00
WSB Computer Services	Computer & Supplies	\$3,769.00
TOTAL		\$11,876.00
Community Banks	January Payroll	\$4,939.82
Rio Grande County Treasurer	January Payroll	\$5,764.94
TOTAL		\$10,704.76

Ms. Dennis noted that a new signature authority is needed on the Homeland Security Grant, and the previous signature authority needs to be removed. She said the authority should be given to the interim financial person rather than to one of the commissioners. Commissioner Shriver recommended that the signature authority be given to either Chairman Davie or Commissioner Bricker for two months, at which point Jeffrey Babcock, Homeland Security, can

be contacted and the authority changed again. The consensus of the Board was to give Chairman Davie the signature authority. Commissioner Shriver moved to approve the Homeland Security Grant with Chairman Davie as the signature authority until a permanent signature authority is hired. Commissioner Bricker seconded the motion and the motion carried. This will be followed up in two months.

Ms. Dennis reported that Porfie Medina, Custodial Department, was to receive a County cell phone stipend; this stipend has not been paid. The Department is issued a County cell phone for use. This cell phone is being carried by another Custodial Department employee because she lives in Del Norte and can respond quickly to emergencies. The County owes Mr. Medina \$50.00 for January and \$50.00 for February. Commissioner Shriver asked to table the issue until all County policies are evaluated. The issue is that the County supplies the Department a cell phone, but Mr. Medina delegates its use to another employee, so he may not qualify for a stipend for using his personal phone.

Ms. Dennis reported that vacation pay was paid through December 2015 to the former County Administrator and the former Finance Officer. Accrued vacation pay was not paid through January. An employee must work 70 percent of a month to be entitled to paid leave. The status of the former employees is unclear between January 20 and 27, 2016. This issue was tabled for further discussion.

Ms. Dennis reported that no bonuses were paid to Coroner's deputies because they are on stipends. The consensus of the Board was to agree that this is correct.

At 10:40 a.m., Kristine Borchers, Rio Grande Watershed Emergency Action Team, was present to discuss a grant for which Rio Grande County will act as fiscal agent: the Public Lands Assistance Grant/State Forest Plan Revision and the RWEACT Stewardship Agreement. This grant is for 2016 to 2017. A request for administration fees was included in the grant, but was not approved. The scope of work has been established with the Department of Local Affairs. She explained that there is a request for proposal for a consultant to manage the Forest Plan grant.

Rio Grande County acted as the fiscal agent for RWEACT on two other grants in 2015: DOLA marketing grant and an EM economic development grant. Both of these grants have expired and RWEACT is in the final reporting stage. A final report to the State is needed by March 31, 2016; Ms. Borchers will work with Ms. Benton to prepare this report. It was also noted that a request for reimbursement needs to be filed for December 2015 payments. Ms. Borchers offered to help with these requests.

Commissioner Shriver moved to approve the DOLA capacity building grant in the amount of \$118,750.00 on behalf of Mineral, Rio Grande, and Hinsdale Counties. Commissioner Bricker seconded the motion and the motion carried.

It was noted that RWEACT continues to look for a director; Ms. Borchers is serving at the interim director. There will be a meeting February 25, 2016 for discussion of the future transition of the organization.

At 10:50 County Attorney Bill Dunn was present to update the Board. He presented a letter to the board for review that will be sent to Proximity Malt LLC with the indemnification of the County for any lawsuit that occurs as a result of the County not sending the building plans for Proximity Malt. Commissioner Bricker asked why the open records request was made under the Freedom of Information Act. Mr. Dunn explained that the request came from a competitor, who could tailor its future bids to undercut Proximity Malt. The consensus of the Board was to approve sending the letter.

At 10:55 a.m., Ms. Dennis reported that the estimate for the WSB Computer Service ESET computer virus protection agreement had changed. The licensing structure of the agreement has changed, so the cost per computer will increase from \$18.00 to \$26.00. The total cost for a three-year term will be \$1,924.00. It was agreed to proceed with the new virus protection agreement.

Ms. Dennis said the resolution for the 2016 BOCC meeting dates needs to be published. Commissioner Bricker moved to approve publishing the 2016 BOCC meeting dates. Commissioner Shriver seconded the motion and the motion carried.

Ms. Dennis reported that the heating system in the jail kitchen still needs to be repaired. The cost to replace the system would be \$22,000.00 plus labor and installation. Torres Plumbing

and Heating was scheduled to evaluate the system February 3, 2016, to determine if it could be repaired instead of replaced. The consensus of the Board was to have the system evaluated.

Ms. Dennis requested approval to pay dues to the San Luis Valley Council of Governments in the amount of \$13,733.00. It was unclear if this was included in the 2016 budget. Commissioner Shriver said she would check.

Ms. Dennis presented the Veterans Service Officer's January payroll and monthly contract report. Chairman Davie signed the report and Ms. Dennis will send the report to Jack Rudder, Veterans Service Officer.

Ms. Dennis requested approval for Randy Kern, Building Department, to take Friday, February 5 and Wednesday, February 27, 2016, off for meetings. April Kessler-Harris will cover the department. It was agreed to approve the time off.

Ms. Dennis reported that the new copier purchased for the Administration office was not included in the 2015 budget. The contract on the copier was for 3,000 copies, but to date, 21,700 copies have been made, putting the cost \$183.07 over the contracted amount. This issue was tabled until more research can be done.

Ms. Dennis asked if the County website should be revised to include the correct names of County officials. It was agreed that it should.

Ms. Dennis reported a request from someone wanting to use the Annex in a video presentation; he has requested that the fee be waived. The consensus of the Board was not to waive the fee because it was for a "for profit" purpose.

Ms. Dennis requested permission to delay the Accounts Payable/Payroll training for staff, originally scheduled for February 17, 2016, until there is more time to prepare. The Board agreed.

Commissioner Shriver presented a request for approval for Rio Grande County to apply for grant funding to be used for 2016 Rio Grande County Road and Bridge expenses toward noxious weed control. The grant will be applied through the County Weed District and the San Luis Valley Weed Management Association to the Colorado Department of Agriculture Noxious Weed program. The amount requested includes \$3,500.00 for chemicals, \$1,500.00 for seasonal labor, and \$700.00 for mapping technology, for a total of \$5,700.00. Commissioner Shriver moved to approve the request. Commissioner Bricker seconded the motion and the motion carried.

Commissioner Shriver reported that the Underfunded Courthouse Grant needs to be revised so that Chairman Davie can sign it, and the former Administrator and Finance Officer's names removed. A contact person is also needed. It was agreed that all three Commissioners can be contacts for this grant.

Commissioner Bricker presented a request from Louise Colville, Rio Grande County Museum Director, for someone to sign checks and order supplies for the Museum. Commissioner Shriver suggested holding an executive meeting with Commissioner Bricker (who will call the meeting), Cindy Hill, and Ms. Colville to discuss the matter.

Commissioner Shriver reported that she will attend the Colorado State Trails Meeting on February 9, 2016, in Durango.

In an effort to boost County employee morale, Commissioner Shriver suggested sending a memo allowing employees to wear Bronco gear on Friday, February 5, 2016. Ms. Dennis said it would be allowed because Fridays are casual days.

At the January 13, 2016, meeting of the Board, John Stump, Project Developer for the San Luis Valley Ecosystem Council, requested a letter of support and participation in grants for cleaning up landfills in Alamosa and Saguache Counties. Chairman Davie presented an email from Michael Wisdom, San Luis Valley Development Group, who suggested having another entity assist with the letter of support. Chairman Davie reported that Mr. Stump also approached the landfill directly for a letter of support. This issue was discussed at the meeting of the San Luis Valley Commissioners, and while there was agreement in concept, there was concern about the working of the grant. No action was taken.

The jail meal report was presented:

Cost per meal: \$0.72
Average cost for six months: \$1.12

Appointments to the San Luis Valley Fair Board were tabled.

It was agreed that the County will not make a contribution to Del Norte's after-prom activities or any other school after-prom requests.

Emily Brown submitted the Department of Health's monthly report in writing.

SLV Public Health Partnership is discussing a timeline for completing the next Community Health Assessment. The goal is to complete this in 2017.

The memorandum of understanding with the Clerk and Recorder's office will be updated soon.

The Department is monitoring pertussis in the County. Through a grant from the Colorado Department of Public Health and Environment, the Department is reaching out to providers to promote the HPV cancer vaccine.

The Department will work with the County and other stakeholders to conduct a community assessment about tobacco and other substances. Ms. Brown will discuss a needle exchange/disposal program with the Board at the end of the February. The Department would like to support advocacy efforts to fund the Long Acting Reversible Contraception program. This would mean that the Rio Grande County Department of Public Health would be listed on the fact sheet. Ms. Brown will discuss this with the Board.

The Department is working with Saguache and Mineral counties to develop processes and procedures for obtaining, storing, and distributing the public health emergency antibiotic cache. The Joint Health Care Coalition is meeting February 11, 2016. The focus of the meeting is including non-regular attendees, especially those who serve vulnerable populations such as nursing homes and oxygen providers.

A bill in the amount of \$4,500.00 was received for the annual payment to Alamosa County for Rio Grande County's portion of the regional environmental health program. Regional environmental health staff is working get all outstanding restaurant licenses from the Department's facilities. Outreach assistance will be provided, if needed.

Judge Martin Gonzales, 12th Judicial District, is working on a "Sequential Intercept Mapping" project to determine resources, gaps, and opportunities in the criminal justice/mental health system. The Department will host a meeting February 4, 2016, at 3:00 p.m., to provide assistance.

Upcoming meetings and trainings include:

- February 4, 2016, 3:00 p.m., 12th Judicial District Sequential Intercept Mapping Project
- February 11, 2016, Joint Health Care Coalition Vulnerable Populations meeting
- February 27, 2016, TB Taskforce
- March 2, 2016, SLV AHEC discussion on a needle exchange/disposal program
- April 5, 2016, Rio Grande Prevention Partners, 1:30 p.m., Monte Vista

At 11:20 a.m., the Board adjourned to a closed work session which included Dennis Hunt, CTSI, and County Attorney Bill Dunn.

Attest:

Doug Davie, Chairman
Chairman of the Board

Mona Syring
Clerk of the Board

COUNTY COMMISSIONERS' PROCEEDINGS

State of Colorado)
 ss
County of Rio Grande)

The Board of Rio Grande County Commissioners met in regular session on Wednesday, February 10, 2016. Members present were Chairman Doug Davie, Commissioner Pam Bricker, Commissioner Karla Shriver, and Clerk of the Board Mona Syring.

At 9:00 a.m., Chairman Davie called the meeting to order. Commissioner Shriver led the opening prayer. The Pledge of Allegiance was said. Commissioner Bricker moved to approve the agenda with the additions of including Suzanne Benton in the scheduled work session, and a discussion about the emergency management grant. Commissioner Shriver seconded the motion and the motion carried. Chairman Davie asked if there were public comments and there were none.

Commissioner Shriver moved to approve the minutes from the February 3, 2016, meeting with changes. Commissioner Bricker seconded the motion and the motion carried.

At 9:15 a.m., a letter of support to Conejos Clean Water was reviewed. The letter did not include a commitment of funds to clean up dump sites on public land. Commissioner Bricker moved to approve the letter. Commissioner Shriver seconded the motion and the motion carried. Chairman Davie read an email from the regional landfill in support of the project.

Porfie Medina, Custodial Department, presented an update to the Board. The Department is working on the third-floor bathrooms. Floors are being stripped. The painting done by an outside company is being touched up by the Department. It was agreed that the outside company will not be hired again.

Mr. Medina requested permission to hire a work-release employee. The Board decided to discuss the issue and reminded Mr. Medina that a background check would have to be done before the person is hired. Mr. Medina reported that the boiler has been partially repaired. Some parts are needed in order to finalize the repair.

At 9:24 a.m., Dixie Diltz, Land Use Department, was present. She reported that she has spoken to Colorado Recycling in Monte Vista about arranging to clean up scrap iron and about the need to follow its conditional use permit requirements for approval. American Iron will pick up the scrap iron, and Ms. Diltz will follow up at the end of the month. She will also notify Forrest Neurerburg, City of Monte Vista, about the arrangement.

Ms. Diltz is researching short-term rentals in the County. It was recommended that she talk to the Tourism Council about the matter. Commissioner Shriver reported that Eagle Valley is fighting short-term rentals in that area because it reduces the collection of lodging taxes. There was discussion at the CCI Annual Conference on this topic. However, controlling short-term rentals is difficult to enforce.

Ms. Diltz reported that the 2016 County Master Plan needs to include the Land Use Department fee schedule. She will review the fees with the Planning and Zoning Commission and re-record the Department's fees.

Ms. Diltz reported that the annual review of conditional use permits should be updated. A fee for the review is listed on each application, but the actual reviews have not been done. It was suggested that random permits be chosen and reviewed each year. Ms. Diltz will discuss this with the Planning and Zoning Commission.

Ms. Diltz reported that there will be a meeting with the Planning and Zoning Commission and RG & Associates regarding the 2016 County Master Plan on February 16, 2016. The Master Plan will be adopted in March 2016.

The Board asked if there were training meetings that would be beneficial to Ms. Diltz. She explained that the Rocky Mountain Land Use Conference in March was a possibility, but she has not registered for it. She said the FEMA Flood Plane conference might be a better opportunity for training. It was recommended that she speak to the Land Use Supervisor in Alamosa for suggestions about other trainings.

At 9:35 a.m., Patrick Sullivan, Road and Bridge Supervisor, was present to update the Board. He reported that the past two months have been busy. Base work has started on County Road 15; a half-mile is complete. Mr. Sullivan said the work would be three-quarters complete by the end of the month.

The Road and Bridge crew attended the annual Mine Safety and Health Administration refresher training. Southway started crushing operations and will be finished by February 19, 2016. This will provide material for two to three years. Mr. Sullivan reported that a new pickup has been put into service. He also reported that the parking lots for the Potato and Grain Conference had been plowed. The grader operators have trimmed trees in problem areas.

Mr. Sullivan reported that County Road 5 North was closed for eight days for the McDonald Ditch pipeline project. Cleanup will begin the week of February 15, 2016.

Mr. Sullivan reported that the Department spent several days in January plowing snow. He also said that a 15-foot, tilt-deck trailer had been purchased from Iron Planet at a cost of \$3,500.00. Title issues are being resolved.

Mr. Sullivan reported that the Highway Use Tax Fund report will be submitted. Chairman Davie signed this report.

Mr. Sullivan reported that the shop has been busy and that grading has started on gravel roads and will continue as weather permits.

Mr. Sullivan reported that the fuel master program at the airport is underway. He said he needs to meet with the airport advisory board regarding maintenance issues. A runway light was knocked over and was repaired by the Department, but the airport advisory board needs to notify the Department when these sorts of repairs are needed. Mr. Sullivan said that monthly inspections of the fuel tank have started and are conducted at the end of every month. There will be both written and computer records of these inspections.

Chairman Davie asked if the runway lights at the airport are working. Mr. Sullivan said they are working and are tied to the night eye: when it becomes dark enough, the beacon goes on. He also said he would check the lights and would check with Eagle Air to determine if it also checks the lights.

Mr. Sullivan said the Department is replacing overhead bay lights at the South Fork shop. Insulation has been done at the Monte Vista shop. Bids are being sought for lights for the Del Norte shop. Interior work on the office will be completed at a later date.

Mr. Sullivan reported that an employee hired January 1, 2015, received a good evaluation and has become valuable to the Department. He requested permission to raise this employee's salary to a 9.5 step salary. Mr. Sullivan said there are funds for this increase due to the loss of another employee. Commissioner Shriver moved to approve the employee's step increase. Commissioner Bricker seconded the motion and the motion carried.

Commissioner Bricker asked Mr. Sullivan about overtime as it affects Road and Bridge crews. He suggested a review of the overtime policy. According to the Fair Labor Act of 1938, no overtime can be paid unless an employee is present 40 hours per week. The County follows this policy. The first eight hours an employee works is considered straight time; time worked after that is paid at a time-and-a-half rate. The Department worked 10 to 12 hours on both December 25 and 26, 2015, and were only paid three hours overtime. The Board agreed to review the policy as it relates to the employee manual.

Commissioner Bricker brought up a concern from a citizen. The parking area on County Road 14 near the Forest Service gate is a problem because snow is plowed up to the gate and snowmobilers have to ride on dirt to get to the forest. Commissioner Shriver noted that the gate was moved several years ago. The County now plows snow up to the Burro Creek Trail Head, which is now the parking lot. However, the parking lot needs work. She suggested that the Forest Service cut a few trees to allow room for snow to be pushed, and to park vehicles with large trailers. Mr. Sullivan said he would look at the area.

Mr. Sullivan reported that a 14-foot snow pusher has been purchased and will be used at the airport. He also reported that a 2000 grader needs to be repaired; it needs an oil cooler and a radiator. The cost of this repair will be \$1,500.00.

Mr. Sullivan reported that Mineral County has a water tanker it wants to give to Rio Grande County in exchange for a cab and chassis from an old County truck. Commissioner Shriver suggested getting a letter agreeing to this trade.

At 10:07 a.m., Kristy Dennis, Human Resources/Finance Officer, was present to update the Board. She presented a letter to change the signature authority on the Homeland Security grant. Signature authority was given to all three commissioners; Commissioners Shriver and Bricker signed the letter.

Ms. Dennis presented the Rio Grande County Noxious Weed Control District Advisory Committee By-Laws for review. Commissioner Shriver moved to acknowledge the bylaws. Commissioner Bricker seconded the motion and the motion carried.

Ms. Dennis presented the recommendation to appoint Peter Clark to the San Luis Valley Fair Board. There are three positions on this board that the County fills. She said she had spoken to the manager of the fair who said that this is a difficult position to fill. Commissioner Bricker moved to appoint Peter Clark to the SLV Fair Board for a term of three years. Commissioner Shriver seconded the motion and the motion carried. Chairman Davie signed the letter of appointment.

Chairman Davie noted that at a recent meeting he signed the fire plan agreement. Commissioner Shriver moved to ratify Chairman Davie's signing of the fire plan agreement. Commissioner Bricker seconded the motion and the motion carried.

Ms. Dennis reported that several tax abatements need to be discussed. There are some small abatements on mobile homes, and another abatement has to do with the tax payer paying taxes on land he or she did not own. The Boys and Girls Club of Alamosa is being taxed for a property it does not currently occupy and is leasing to the school. It was decided to table these abatements until County Assessor Mondragon could be present to explain them.

Commissioner Shriver reported that she had discussed the Emergency Management Grant with Dave Osborn, San Luis Valley Regional Emergency Planning Coordinator, and he outlined four areas for research. The 2015 Emergency Manager grant provides funds for the Emergency Manager position. Jerry Dennis, interim Emergency Manager, brought the Quarterly Reimbursement Request and Financial Report to the County Finance Department on January 14, 2016. Ms. Dennis requested that the report be recognized and signed, so that the County will be in compliance with the grant. Commissioner Bricker moved to approve the Quarterly Reimbursement Request. Commissioner Shriver seconded the motion and the motion carried. Chairman Davie signed the request and report.

Ms. Dennis requested a signature on the 2016 Emergency Manager grant, parts 2 (jurisdiction) and 3. It was noted that the County will continue to participate in the grant, even though with Mr. Dennis's resignation, the County does not have an active Emergency Manager at this time.

Jerry Dennis was present later in the meeting to discuss the 2016 Emergency Manager grant. He explained that Parts 2 and 3 need to be signed in order for the County to participate in the grant. He said a request needs to be made to the State to opt out of the grant for the first and second quarters of 2016. Mr. Dennis said that the State pays \$40,840.00 and the County pays half that amount. Commissioner Bricker asked if the money had to be spent by the end of the first quarter. Mr. Dennis explained that if the Emergency Manager job is not being done, the State will not pay the full amount. Mr. Dennis suggested leaving the grant in place, in case of an extreme emergency. Commissioner Bricker moved to approve signing parts 2 and 3 of the Emergency Manager Grant for 2016. Commissioner Shriver seconded the motion and the motion carried. Chairman Davie signed the 2016 Emergency Manager Grant. Commissioner Shriver moved to opt out of the grant and not to do reports for the first and possibly second quarters of 2016. Commissioner Bricker seconded the motion and the motion carried. Mr. Dennis noted that if a new Emergency Manager is hired by the second quarter, he or she can catch up on reports related to the grant.

Mr. Dennis reported that a fiscal agent is needed for the Multi-Hazard Security Grant (the consulting grant). Saguache County has declined to be the fiscal agent. Conejos or Alamosa Counties might be able to manage this grant.

It was noted that Mr. Dennis is keeping the Emergency Manager's computer until a new Emergency Manager is hired, since he is on stand-by in emergency situations to assist the County.

Ms. Dennis presented the federal tax exemption form for Wex Fuel for signature. Commissioner Bricker moved to approve the County's tax exempt status for purchasing fuel. Commissioner Shriver seconded the motion and the motion carried. Chairman Davie signed the form.

At 10:25 a.m., Cindy Hill, Clerk and Recorder, was present. She requested permission to close the Clerk's office on March 15, 2016, so the staff can attend training in Alamosa. She also requested permission to close the office for the primary on June 28, 2016, and for the election on November 8, 2016. Commissioner Shriver moved to approve the three closings. Commissioner Bricker seconded the motion and the motion carried.

Ms. Hill reported that Resolution No. 2, the reorganization of the Board, which was approved on January 13, 2016, was not recorded because this is not something that is normally recorded.

Ms. Hill notified the Board that HB 1219 is pending, and would require Clerks and Recorders to issue driver's licenses. Ms. Hill expressed concern about conducting driving tests. She said that lobbying against the bill has started, and noted that CCI is probably aware of the bill, as well. Ms. Hill noted that Saguache County's Clerk and Recorder handles driver's license renewals. Commissioner Shriver suggested that the County discuss the issue with CCI and write a letter of opposition to the bill.

Ms. Hill requested permission to provide a link on the County Clerk's website and on the County website to searchable minutes of the Board meetings. The consensus of the Board was to agree.

Ms. Hill reported that a Rio Grande County Museum board meeting needs to be called so that check signing authority can be recorded. She also said that the Museum's 501(c)3 status needs to be reviewed in terms of the Internal Revenue Service. Ms. Hill said that the Museum Director has been busy creating a pamphlet and updating the Museum's website. Also, inventory is being done and computers are being set up at an estimated cost from WSB Computer Services of \$798.70. It was unclear if these computers need internet access or if they need to be networked. This issue was tabled until the Museum board meeting.

At 10:40 a.m., Ms. Dennis presented a letter from Crossroads' Turning Points requesting \$2,000.00 in funding. She said the letter references an agreement signed in January 2015, but it is unclear if these funds are for the detox program. No action was taken; Commissioner Bricker will research the issue.

Ms. Dennis reported receiving an inquiry from Mark Jones, asking if the County is interested in office space he intends to create in the Mac Apartment building. It was agreed to table this until the Underfunded Courthouse Grant is complete. The Board will review needs for office space in the planning grant process.

Ms. Dennis reported that she has received a letter from the San Luis Valley Hazardous Substance Board requesting \$1,900.00 in funding. It was unclear if this funding is for 2015 or 2016. Once this is determined, the consensus of the Board was to provide the funding.

Ms. Dennis received a letter from Steve Vandiver, Rio Grande Water Conservation District, advising the Board that Cory Off's term on the District Board expires in April 2016. Ms. Dennis asked if this position should be advertised or if the Board would appoint someone for this board. Commissioner Shriver suggested advertising the position. Commissioner Bricker and Chairman Davie disagreed. Commissioner Bricker suggested posting the position on the County website, and Commissioner Shriver suggested that the Conservation District also post the position on its website. Commissioner Shriver will talk to Mr. Vandiver. The postings should conclude March 31, 2016.

Ms. Dennis received a fax from Strohmayer's Funeral Home with monthly charges. The invoice included a carry-over in the amount of \$220.00 for mileage from a previous invoice, and a charge in the amount of \$425.00 for a trip to Colorado Springs. Commissioner Shriver suggested that the Board talk to County Attorney Bill Dunn about terminating the contract with Strohmayer's Funeral Home. Commissioner Shriver moved to table the request for payment. Commissioner Bricker seconded the motion and the motion carried.

Ms. Dennis reported that the aviation sales tax return needs to be completed.

Ms. Dennis reported that Mountain States Employment Council is reviewing the County employee handbook at no charge.

Ms. Dennis reported that three locks have been replaced on the Administrative office doors, at a cost of \$150.00. Extra keys have been made and the Commissioners were each given a new key.

Ms. Dennis reported that she is holding the check to Finishing Edge, for painting inside the courthouse.

At 11:10 a.m., County Attorney Bill Dunn was present. Pursuant to C.R.S.24-6-402(4)(f), Commissioner Shriver moved to go into executive session for personnel matters. Commissioner Bricker seconded the motion and the motion carried.

At 11:45 a.m., pursuant to C.R.S. 24-6-402(4)(f), Commissioner Bricker moved to come out of executive session. Commissioner Shriver seconded the motion and the motion carried.

Commissioner Shriver moved to direct County Attorney Bill Dunn to write a letter for personnel reasons regarding severance packages. Commissioner Bricker seconded the motion and the motion carried.

At 11:50 a.m., the meeting adjourned to a closed work session.

Attest:

Doug Davie, Chairman
Chairman of the Board

Mona Syring
Clerk of the Board

COUNTY COMMISSIONERS' PROCEEDINGS

State of Colorado)
 ss
County of Rio Grande)

The Board of Rio Grande County Commissioners met in regular session on Wednesday, February 24, 2016. Members present were Chairman Doug Davie, Commissioner Pam Bricker, Commissioner Karla Shriver, and Clerk of the Board Mona Syring.

At 9:05 a.m., Chairman Davie called the meeting to order and led the opening prayer. The Pledge of Allegiance was said. Commissioner Bricker moved to approve the minutes from the February 10, 2016, meeting with changes. Commissioner Shriver seconded the motion and the motion carried. Commissioner Shriver requested that a discussion about the airport board meeting and fuel prices be added to the agenda. Commissioner Bricker moved to approve the agenda with this addition. Commissioner Shriver seconded the motion and the motion carried. Chairman Davie asked if there were public comments and there were none.

Commissioner Shriver reported that the Airport Advisory Board has developed Operation Framework Guidelines. At the Advisory Board meeting, it was decided that the Board of County Commissioners would approve and sign these guidelines. Commissioner Shriver distributed copies of the Guidelines and it was agreed that the Board would review them at the March 2, 2016, meeting. Commissioner Shriver also reported that the Advisory Board is working on covenants. Randy Kern, Building Department, and Dixie Diltz, Land Use Department, attended this meeting, and Mr. Kern made suggestions regarding the covenants. The Advisory Board will review these suggestions at its next monthly meeting and will make recommendations for the BOCC. Commissioner Shriver noted that the topic of drones was brought up and this is an issue to be discussed.

The price for aviation fuel was discussed at the Airport Advisory Board meeting. An Eaton representative instructed Patrick Sullivan, Road and Bridge Supervisor, on how to change the fuel price. The Advisory Board recommended a price of \$4.50 per gallon for aviation fuel (this is a decrease from \$4.69 per gallon). It was noted that Alamosa charges \$4.59 per gallon; Center charges \$4.65 per gallon; Monte Vista charges \$4.85 per gallon; Walsenburg charges \$3.95 per gallon; and Santa Fe charges \$3.83 per gallon. All associated costs were figured into the recommended price and there is some profit for the County. Commissioner Shriver moved to approve the recommended price for aviation fuel in the amount of \$4.50 per gallon. Commissioner Bricker seconded the motion and the motion carried.

At 9:18 a.m., the meeting was adjourned to the Board of the Department of Social Services.

At 9:30 a.m., the meeting of the Board of County Commissioner reconvened.

Emily Brown, Director of the Department of Public Health, was present to update the Board. She is attending quarterly Assessment and Planning workgroups for small health departments. These workgroups are hosted by the Colorado Department of Public Health and Environment. The San Luis Valley Public Health Partnership is working on a regional timeline and plan for the next assessment process.

A five-year grant management plan is being discussed regarding the formation of one Local Public Health Agency department. Ms. Brown explained that there are many grant opportunities but resources to manage these grants is becoming limited. The grants management plan would establish that one county would handle the management of all grants. This may not happen right away. Ms. Brown said that this should not be set up as an agency.

Ms. Brown reported that the Memorandum of Understanding between the Department and the Clerk and Recorder's office to manage vital records has been signed.

Ms. Brown reported that the Department continues to work with schools and Headstarts to keep students up-to-date on immunizations and to help them better utilize the Colorado Immunization Information System. Ms. Brown explained that immunization records are required by schools, but they are not always reported to the State. Immunization exemptions are not reported. Ms. Brown said that a mini grant might be available.

Ms. Brown reported that nursing students made a presentation to jail staff about administering medications. She said the staff was very receptive. She noted that the Department is working with the jail staff so it will be up-to-date on receiving hepatitis A and B and tuberculosis shots. A training regarding naloxone will be set up.

Ms. Brown reported that the Del Norte school nurse is working well in the Department. She also said that the Coordinated Health and Management Program expansion is working well. The Department is meeting with Sargent in March.

Ms. Brown requested ratification of the contract for Emergency Preparedness Radio supplemental funding in the amount of \$3,554.10. (Commissioner Shriver signed this contract at the Managers' Meeting on February 17, 2016.) Commissioner Shriver suggested ordering extra radios, using Rio Grande Watershed Emergency Action Team funding. Ms. Brown will get quotes on the price of the radios. It was suggested that Ms. Brown talk with Jerry Dennis, Interim Emergency Manager, or John Montano, Regional Emergency Medical and Trauma Advisory Council, to get recommendations. Commissioner Bricker moved to ratify the supplemental funding in the amount of \$3,554.10. Commissioner Shriver seconded the motion and the motion carried.

Ms. Brown reported a funding opportunity from Communities that Care (marijuana tax funding) for local public health departments to use for substance abuse programs. The amount of this funding will be determined by the Legislature, and could be in the range of \$90,000.00 to \$500,000.00. The funding will be approved in July 2016; a letter of intent needs to be submitted in March, including the scope of work and a budget. Ms. Brown explained that it was decided that counties should apply for this five-year funding individually. A full-time employee (or contracted employee) will be needed to manage this funding. Commissioner Shriver asked if a partnership could be established with Rio Grande Hospital to provide someone to manage the funding. Ms. Brown will discuss this with Arlene Harms.

Commissioner Bricker asked when the next Prevention Partners meeting is. Ms. Brown said it is scheduled for April 5, 2016.

Ms. Brown asked the Board for its opinion on a regional needle exchange/disposal program. There were both positive and negative comments. Ms. Brown pointed out that such a program would build relationships with substance abusers. Commissioner Shriver expressed concern about liability. Ms. Brown said that rather than being a County program, it should be managed regionally or by a group. There is a meeting in Alamosa on March 2, 2016, and Ms. Brown will report to the Board after attending.

Ms. Brown asked if the Board had questions or concerns about the Long Acting Reversible Contraception funding. It remains to be determined if this funding will be continued. The Colorado Association of Local Public Health Officials serves as an active lobbying group and CCI also has a list of pending legislation, which it tracks.

There will be an Emergency Preparedness training exercise on February 25, 2016. Generators/fuel and communication were identified as two of the major necessities at the Joint Health Care Coalition vulnerable populations meeting.

The Emergency Managers' meeting, scheduled for March 17, 2016, may be cancelled. Ms. Brown will confirm with Jerry Dennis and Dave Osborn.

Ms. Brown discussed her plans for her maternity leave in May. She proposed having her baby at work for four to six months. This will need to be discussed; no decision was made.

Upcoming Meetings

- March 2, 2016, SLV AHEC discussion on a San Luis Valley needle exchange/disposal program
- March 3, 2016, Regional Tobacco/Prevention meeting

- March 7, 2016, CHAMP discussion with Sargent
- March 8, 2016, Monte Vista Headstart Health Advisory Committee
- March 9, 2016, Executive IOG
- March 10, 2016, Board of Health; will review an onsite wastewater treatment system
- March 15, 2016, Continuity of Government planning for Rural Communities
- April 2, 2016, Del Norte Health Fair
- April 4 to 10, 2016, National Public Health Week
- April 5, 2016, Rio Grande Prevention Partners, 1:30 p.m., Monte Vista
- April 15, 2016, Sequential Intercept Mapping follow up, 9:00 to 11:00, Annex
- April 15, 2016, CALPHO directors meeting, Pueblo
- April 30, 2016, National DEA Take Back Day
- June 1, 2016, Youth and Marijuana training, 9:00 to 4:00, Saguache
- June 14 to 16, 2016, SAPST training, Boulder

At 10:05 a.m., Randy Kern, Building Department, was present to update the Board. Mr. Kern reported that he is conducting an inspection of an onsite wastewater treatment system on February 24, 2016. He presented the plans for this system. He noted that this is a soil replacement plan and is the first system under the reduced flow rate. Chairman Davie expressed concern about flooding if a ditch breaks.

Mr. Kern will be attending a conference and continuing education the week of February 29, 2016. He discussed the classes he will take with the Board, noting that tiny houses are going to be challenging with regard to building codes. He noted that a tiny house request will be on the agenda of the next Planning and Zoning Commission meeting.

Mr. Kern has emailed contractors to let them know that he will be unavailable next week. Commissioner Shriver asked who will manage an emergency building inspection situation, should it occur while he is gone. Mr. Kern said he would find someone, and suggested that Ken Vanlwarden might be available to help.

Mr. Kern said the inspections of the Proximity Malt LLC facility and the Safeway remodel will be covered in his absence. He suggested that hiring another inspector might be necessary because of the increase in construction in the County. Commissioner Shriver asked if all the counties could share an employee as a back-up. Mr. Kern said he would explore the idea with the other counties.

Mr. Kern reported that Alamosa County is updating its building code from the 2003 and 2006 codes. Mr. Kern does not think Rio Grande County needs to change its code (established in 2006). Commissioner Shriver suggested that this be discussed at the San Luis Valley Commissioners meeting, and that it might be beneficial if counties had similar codes.

Mr. Kern reported that revenues for 2016 are good. He noted that in addition to the inspections noted above, Quincy's Steakhouse is being remodeled in Monte Vista. He also said that the building of the nursing home will go forward, and that a cheese factory will be built in the near future. With the opening of Big R in Monte Vista, access to Highway 160 from the back of San Luis Valley Federal Bank needs to be addressed.

At 10:30 a.m., February 2016 payroll was presented. Commissioner Shriver expressed concern about overtime in the Sheriff's office. The Sheriff will be contacted. Commissioner Shriver moved to approve February 2016 payroll, with the contingency that the Sheriff will monitor overtime. Commissioner Bricker seconded the motion and the motion carried.

February 2016 Payroll

County General:	\$167,840.07
Road and Bridge:	\$ 60,851.38
DSS:	\$ 99,608.70
Pest Control:	\$ 3,443.81
Public Health:	\$ 12,675.95
TOTAL:	\$344,419.91

Pursuant to C.R.S. 30-25-111(1.5), total payroll for 2015 follows:

Title	Gross Salary
Accountant	\$41,037.81
Administrator	\$60,000.00
Appraiser	\$44,912.37

Appraiser	\$28,876.17
Appraiser	\$34,146.66
Appraiser	\$23,656.16
Case Aid-Living Skill	\$3,601.80
Case Aid-Living Skill	\$26,282.75
Case Manager	\$27,384.50
Case Manager	\$28,608.16
Case Manager	\$32,750.31
Case Manager	\$53,668.89
Case Manager	\$13,364.85
Case Manager	\$43,246.18
Case Worker	\$36,237.00
Case Worker	\$36,050.76
Case Worker	\$19,859.74
Case Worker	\$41,631.00
Case Worker	\$36,199.80
Civil Process Server	\$37,909.77
Clerk	\$30,628.02
Clerk	\$24,401.11
Clerk	\$26,364.63
Clerk	\$39,602.29
Clerk	\$30,442.52
Clerk	\$47,150.33
Clerk	\$33,069.36
Clerk	\$26,443.73
Clerk	\$32,655.71
Clerk/Typist/Secretary	\$28,106.00
Clerk/Typist/Secretary	\$21,979.75
Clerk/Typist/Secretary	\$21,979.75
Custodian	\$21,938.80
Custodian	\$25,667.16
Custodian	\$33,737.61
Custodian	\$12,812.70
Department Head	\$60,675.30
Department Head	\$56,092.44
Department Head	\$27,274.82
Department Head	\$76,500.00
Deputy Officer	\$12,276.48
Deputy Officer	\$9,457.56
Deputy Officer	\$31,803.24
Deputy Officer	\$33,243.57
Deputy Officer	\$36,860.91
Deputy Officer	\$13,726.95
Deputy Officer	\$26,922.83
Deputy to Elected Official	\$41,659.80
Director	\$76,500.00
Dispatcher/Detention	\$34,238.64
Dispatcher/Detention	\$27,963.62
Dispatcher/Detention	\$6,923.75
Dispatcher/Detention	\$23,662.27
Dispatcher/Detention	\$36,139.74
Dispatcher/Detention	\$51,769.56
Dispatcher/Detention	\$12,234.78
Dispatcher/Detention	\$26,757.45
Dispatcher/Detention	\$31,996.72
Dispatcher/Detention	\$25,238.77
Dispatcher/Detention	\$31,888.50
Dispatcher/Detention	\$27,941.89
Dispatcher/Detention	\$27,700.35
Dispatcher/Detention	\$5,839.64
Elected Official	\$49,700.04
Elected Official	\$50,150.99
Elected Official	\$1,506.06
Elected Official	\$49,700.04
Elected Official	\$61,340.04
Elected Official	\$49,517.05
Elected Official	\$66,600.00
Elected Official	\$49,700.04

Elected Official	\$22,100.03
EPSDT Case Manager	\$25,686.28
Equipment Operator	\$42,506.83
Equipment Operator	\$32,587.76
Equipment Operator	\$48,275.02
Equipment Operator	\$30,733.20
Equipment Operator	\$29,999.54
Equipment Operator	\$28,636.43
Equipment Operator	\$47,342.79
Equipment Operator	\$43,283.55
Equipment Operator	\$48,473.37
Equipment Operator	\$31,047.98
Equipment Operator	\$29,131.55
Equipment Operator	\$33,598.96
Foreman	\$53,191.89
Foreman	\$51,552.42
Human Resource Officer	\$49,039.15
Income Maintenance Technician	\$28,478.13
Income Maintenance Technician	\$30,941.67
Income Maintenance Technician	\$26,929.50
Income Maintenance Technician	\$26,573.65
Income Maintenance Technician	\$31,915.00
Income Maintenance Technician	\$17,794.49
Income Maintenance Technician	\$30,337.14
Income Maintenance Technician	\$26,398.17
Income Maintenance Technician	\$30,538.66
Income Maintenance Technician	\$13,685.60
Income Maintenance Technician	\$30,941.67
Income Maintenance Technician	\$30,488.28
Jail Administrator	\$45,530.58
Jail Chef	\$452.25
Jail Cook	\$24,226.32
Jail Lieutenant	\$33,924.77
Land Use/Building Inspector	\$31,367.18
Land Use/Building Inspector	\$58,104.78
Legal Technician	\$27,216.28
Legal Technician	\$32,501.67
Legal Technician	\$33,215.06
Manager	\$41,486.25
Manager	\$54,299.70
Manager	\$51,337.00
Mechanic	\$48,072.63
Office Assistant	\$26,835.49
Office Manager	\$43,589.06
Office Manager	\$34,091.16
Office Manager	\$33,488.04
Public Health Nurse	\$41,896.38
Public Health Nurse	\$34,595.13
Recovery Technician	\$37,670.75
Undersheriff	\$50,003.24
Welder	\$47,739.96
TOTAL	\$4,181,760.38

At 10:33 a.m., Dixie Diltz, Land Use Department, John Troyer, and T.J. Brown were present to discuss a conditional use permit application from Mr. Troyer for a 7,500-hen, organic and free-range egg production operation. The property is located at 4744 East County Road 7 South in Monte Vista. The application was presented to the Planning and Zoning Commission on February 19, 2016, and the Commission recommended that the Board approve the application. Concerns were raised from two neighbors, and these concerns were answered to their satisfaction. The building to be used for the operation meets current codes and is set back 250 feet from all property lines. Any changes to the building will require a new conditional use application. The approved conditional use application cannot be transferred to a new owner. A new well will be drilled to support the operation. The well was approved by the San Luis Valley Water Conservancy District. Ms. Diltz commended Mr. Troyer on the completeness of the application.

Commissioner Shriver moved to approve the conditional use application with the contingency that all requirements from the Planning and Zoning Commission be met. Commissioner Bricker seconded the motion and the motion carried. The resolution was signed. Book 579 Page 1482

Mr. Brown explained the levels of organic and free-range protocols, and noted that this operation will be value-added agriculture.

Ms. Diltz requested signatures on a previously approved exempt division of land from Fred Gibson. The resolution was signed.

Ms. Diltz requested signatures on the Colorado Exempt Covenant Certification Forms for the San Luis Valley Regional Landfill, which is in compliance. Commissioner Shriver moved to sign the annual form in compliance with the Monte Vista and Del Norte landfills. Commissioner Bricker seconded the motion and the motion carried.

At 11:00 a.m., Coroner Rusty Strohmayer, Attorney Ben Gibbons, and County Attorney Bill Dunn were present. Chairman Davie noted that a contract between the County and Coroner Strohmayer for services provided by Strohmayer's Funeral Home was signed. The contract lists agreed upon prices for storage and other services, and states that a monthly invoice must be presented for payment by the 10th of each month.

Coroner Strohmayer stated that he has not been paid for charges submitted in 2015: the County was billed in the amount of \$3,300.00 and paid \$825.00 of this amount. Commissioner Shriver questioned charges incurred in January and February 2016, for a trip. Coroner Strohmayer explained that the County van would not start and he had to use his own vehicle for this trip. He also had to pay a driver for making this trip.

Mr. Dunn explained that the contract with Coroner Strohmayer includes a schedule of compensation and charges should be consistent with this schedule. According to the contract, \$3,000.00 has been allotted for travel for the year. Commissioner Shriver noted that the County does not pay the driver, but pays mileage at a rate of \$0.45 per mile, which covers fuel expenses, as well as the driver. Coroner Strohmayer said that the trip in question was not a County trip and that paying the standard mileage was unacceptable. Commissioner Bricker explained what the mileage rate covers fuel only, and Coroner Strohmayer said he "was not doing that."

Mr. Dunn pointed out that the agreed upon rate for monthly telephone and internet charges was \$100.00. Coroner Strohmayer said he would discuss this with Mr. Gibbons.

Mr. Strohmayer asked about the \$3,300.00 invoice submitted in 2015 that was partially paid. Commissioner Shriver said that this needs to be addressed. Coroner Strohmayer said that promises were made to him in 2012 when his submitted budget was refused. He explained that he billed \$150 for storage, but was paid \$75.00; thus the County still owes \$2,500.00. Chairman Davie said the Board would review this.

Coroner Strohmayer explained that not all bodies require storage. Only those needing autopsies require storage. Commissioner Shriver suggested that Coroner Strohmayer submit a spreadsheet with each invoice that lists individual storage fees (bodies, cooler, bodies for autopsy, etc.). Coroner Strohmayer agreed, and noted that Ms. Dennis will provide him with line item numbers, which will help make invoices clearer.

Coroner Strohmayer reported that the local hospice is upset because he collects unused medications, which are generally narcotics. His procedure is to count the medications and he signs off on what he has collected. He keeps copies of these records in his files. Coroner Strohmayer said that he gave the hospice a choice of collecting the unused medications itself, if it would relieve the County of the liability for the medications. Coroner Strohmayer reported that he keeps the medications in a safe until they can be collected by the Sheriff or the police. Coroner Strohmayer feels it is his responsibility to keep these drugs off the street. Chairman Davie stated that the procedure for the collection of unused medications is not up to the County, and needs to be established between the hospice and Coroner Strohmayer.

At 11:30 a.m., County Attorney Bill Dunn reported receiving the indemnification from Proximity Malt LLC regarding not providing building plans requested in an open records request. Some changes were made in the indemnification: the prevailing party's fees will be paid by the other party, in the event of a lawsuit. If Rio Grande County were to lose the lawsuit, Proximity Malt would reimburse the County.

Commissioner Shriver noted that Proximity Malt requested that a use fee be waived. However, the County does not charge a use fee, so this is not an issue.

Commissioner Shriver reported that the Airport Advisory Board has developed Operation Framework Guidelines, which the Board may sign. Mr. Dunn reported that he is redrafting the airport covenants, pending receipt of notes from members of the Advisory Board.

Chairman Davie asked if there are statutes requiring payments to the Coroner. Mr. Dunn said that the terms of the contract for 2017 can be renegotiated. He also noted that the 2016 contract should have been between the County and Mr. Strohmayer, rather than with Strohmayer's Funeral Home.

Commissioner Bricker expressed concern about Coroner Strohmayer storing unused medications and not counting them when they are turned over to the Sheriff or police. Mr. Dunn said he would speak to the hospice. Commissioner Bricker asked if there is a statute regarding unused medications.

Commissioner Shriver reported that a County ordinance regarding off highway vehicles has been drafted, and that Mr. Dunn would be asked to review it. She noted that State legislation may impact this ordinance. She asked Mr. Dunn to find out what the timeline would be to pass this ordinance. The ordinance may include all County roads or it may include specific County roads. A map will have to be created showing roads that can be accessed by OHVs. Mr. Dunn suggested getting input from the Sheriff, and said he would review the process. Commissioner Bricker expressed concern about how bicycles would be affected by this ordinance.

At 1:05 p.m., County Assessor J.J. Mondragon was present to present several tax abatements. Two mobile homes have moved to another county; abatements in the amounts of \$125.36 and \$37.48 were requested. These properties will be taken off the County tax rolls. An abatement in the amount of \$289.26 was presented for taxes charged to a property owner for grain bins on another property. The Boys and Girls Club was charged for a building even though it is an exempt organization; an abatement in the amount of \$3,803.46 was requested. Commissioner Bricker moved to approve these tax abatements. Commissioner Shriver seconded the motion and the motion carried. The abatements were signed.

Ms. Mondragon explained that if an abatement is more than \$10,000.00 it has to be approved by the BOCC, before being submitted to the State tax administrator.

At 1:20 p.m., Human Resource/Finance Officer Kristy Dennis and Suzanne Benton were present to update the Board. Ms. Dennis reported that Brianna Brannon, Rio Grande County Weed District, is using her personal cell phone in order to take advantage of a mapping application. Ms. Brannon has requested an upgrade of the District's cell phones. The Board will consider the request.

Ms. Dennis reported that Ms. Benton was hired as a part-time employee, effective February 10, 2016. She requested a signature on this agreement and Chairman Davie signed it.

Ms. Dennis presented a letter of support to the Rio Grande Headwaters Land Trust for a conservation easement on the Nash Ranch. Commissioner Shriver moved to approve the letter of support from the County for the Rio Grande Initiative's conservation easement on the Nash ranch on behalf of RiGHT. Commissioner Bricker seconded the motion and the motion carried. Chairman Davie signed the letter.

Ms. Dennis requested that a warrant to Valley Lumber be voided. The Sheriff's Department paid this bill with a credit card. Commissioner Bricker moved to void this warrant. Commissioner Shriver seconded the motion and the motion carried.

Ms. Dennis presented a request from Frank Muniz, Alamosa County Veteran Service Officer, for \$500.00 in yearly funding. The consensus of the Board was to approve this funding.

Ms. Dennis presented a request from Crossroads/Turning Point in the amount of \$2,000.00 for 2015 to 2016 funding. Commissioner Bricker said that the San Luis Valley County Commissioners Association provided funding. It was unclear if this funding was budgeted in the County's 2016 budget. Ms. Benton reported that no funds were paid in 2015, but that \$2,000.00 was budgeted for 2016. It was asked if this funding was for a detox program. Chairman Davie asked Ms. Dennis to talk to the Sheriff to see if Crossroads takes Rio Grande County inmates. Commissioner Shriver asked Ms. Dennis to email Crossroads and state that these funds are to be used for the detox program, and to request a history of services provided to Rio Grande County.

Ms. Dennis reported receiving an email from Brenda Felmler, Field Representative for Representative Scott Tipton, regarding Transportation Investment Generating Economic Recovery grants.

At 1:30 p.m., a call was placed to Karla Willschau, Wall Smith and Bateman, to discuss the use tax waiver request from Proximity Malt LLC. Marty Asplin, Upper Rio Grande Economic Development, was present. Ms. Willschau explained that auditors must remain independent and cannot make management decisions. However, auditors can consult and train/educate staff on these issues. Ms. Willschau noted that when building materials are purchased outside the area, a use tax is applied, which compensates for the loss of local sales tax. Rio Grande County does not have a use tax.

A new request to waive sales tax was received from Proximity Malt. Ms. Willschau stated that she has not seen such a waiver. She said some concessions can be made. Mr. Asplin asked if sales tax can be waived on capital purchases, and noted that the City of Monte Vista is waiving sales taxes for another company that may also come to the County for a similar waiver. Ms. Willschau noted that waiving sales tax for one company would set a precedent for other companies.

Ms. Benton explained how the two-cent County tax is distributed. Half of the first cent goes to the County, and the rest is distributed to the towns in the County. Thirty percent of the second cent goes to the County, with the remainder distributed to the towns. Waiving sales tax would take money away from the towns. Commissioner Shriver noted that the use tax is a non-issue, and that the sales tax issue is a broader issue. She suggested that an incentive plan might be developed, but it is a bigger issue than could be handled in this meeting. Ms. Benton asked if it was worth all the calculations that would be needed. She noted that the County does not want to discourage growth, but it must be responsible to the towns. Commissioner Shriver asked Mr. Asplin to thank Proximity Malt and to notify it that the Board would review the request and would perhaps offer other incentives.

At 1:45 p.m., Ms. Benton was present to update the Board. She noted that she will provide a monthly update to the Board. She has:

- Filed the 2016 budget with the Department of Local Affairs before sanctions went into effect
- Electronically filed State and Federal W-2s
- Changed the point of contact with DOLA for future e-filing and notification
- Completed the January general ledger, but has not reconciled it with the Treasurer; County departments have been given copies

Ms. Benton is correcting some information on the Governor's Recovery Grant. She will prepare the fourth quarter report, when the prior reports are corrected. She reported that \$29,560.08 will be unspent from this grant. Ms. Benton will review the 2013 and 2014 Homeland Security grants.

Ms. Benton reported that the \$40,000.00 planning portion of the Underfunded Courthouse Grant requires no match. The portion of the grant for new doors (\$4,220.00) requires a match from the County. Ms. Benton said that monthly reports are required, but needs to find out when they are due. Commissioner Shriver has drafted a request for proposal for bids and this will be posted when Randy Kern is back in the office. She noted that Tom Lincoln, who handles planning for the Underfunded Courthouse Grant will review the RFP process.

Ms. Benton reported that the Town of Del Norte paid \$3,750.00 toward the cost of the 2016 Master Plan. It is unclear if reports have been done.

Commissioner Shriver moved to nominate Ms. Benton as the interim financial authority for the County. Commissioner Bricker seconded the motion and the motion carried.

With the pending closing of Community Banks in Del Norte, withholding funds would have to be driven to the Monte Vista every pay day. Ms. Benton and Treasurer Peggy Kern think these funds can be handled in the main account. Ms. Benton suggested closing the Community Banks account.

Ms. Benton reported that sales tax numbers are being reviewed and corrected. Ms. Dennis will check to see if a credit card was ordered for Commissioner Shriver. Bank accounts and investment accounts need to be reconciled with the Treasurer. A check in the amount of \$3,600.00 for Summitville signs is being held until February 25, 2016.

Commissioner Shriver requested invoices submitted from Coroner Strohmayer from 2015, so the charges can be compared to the current contract.

Ms. Dennis requested permission to research and review Emily Brown's maternity plan.

At 2:15 p.m., pursuant to C.R.S.24-6-402(4)(f) Commissioner Shriver moved to adjourn to executive session for personnel matters. Commissioner Bricker seconded the motion and the motion carried.

At 2:55 p.m., Commissioner Bricker moved to adjourn the executive session and move to a work session for a discussion about off-highway vehicles. Commissioner Shriver seconded the motion and the motion carried.

At 3:30 p.m., the work session was adjourned.

Attest:

Doug Davie, Chairman
Chairman of the Board

Mona Syring
Clerk of the Board