

MEETING MINUTES
GRAND COUNTY BOARD OF COUNTY COMMISSIONERS
GRAND COUNTY DEPARTMENT OF SOCIAL SERVICES
GRAND COUNTY HOUSING AUTHORITY

March 27, 2018

Present: Commissioner Richard D. Cimino, Commissioner District 1
Commissioner Merrit S. Linke, Commissioner District 2 - Chair
Commissioner Kristen Manguso, Commissioner District 3

Also Present: County Attorney Robert Franek
County Manager Lee Staab

Those present recited the Pledge of Allegiance.

County Manager Lee Staab acknowledged the anniversaries of County employees.

Commissioner Cimino moved to approve the Board minutes of March 20, 2018 as presented.

The motion passed unanimously.

General Public

When a subdivision is created, the Board has requirements such as water quality and payment for school lands. County Treasurer Christina Whitmer stated that she does not know when the money for subdivisions is going to come in.

Ms. Whitmer was asked by Commissioner Manguso to determine if a deposit was made for payment of school lands. There was no deposit. Ms. Whitmer started looking for the \$11,000 and found that it was deposited into regular planning fees account along with water quality fees. This money was deposited into incorrect account numbers. That money does not belong to the County. It belongs to East Grand School District.

If the money is put into the general fund, it will be spent as general fund money.

Ms. Whitmer does not know how many times this has happened.

Ms. Whitmer is extremely concerned. In addition to the money going into the wrong account, checks are being held.

Finance Department

Finance Director Curtis Lange presented the Warrant Register and Expenditure List to be paid on March 28, 2018, for vendor payments. The list for this period was verified for the Board's approval.

Commissioner Cimino moved to approve the vouchers presented on March 27, 2018, for payment on March 28, 2018 for the Grand County Board of Social Services.

The motion passed unanimously.

Commissioner Cimino moved to approve the wires payments, interfund transfers and vouchers payments presented on March 27, 2018, for payment on March 28, 2018 for Grand County.

The motion passed unanimously.

Road and Bridge Update

Commissioner Cimino moved to approve and enter into a Contract with Environment Inc. as presented by Road and Bridge Superintendent Chris Baer.

The motion passed unanimously.

Mr. Baer stated that he was able to sell two of the three motor graders.

GMCO was the low bid for magnesium chloride at a cost of \$97 per ton.

The magnesium chloride will arrive in Kremmling on May 11 and application of magnesium chloride will begin on May 14 depending on weather.

The work at the fairgrounds has been done and work is beginning at Flying Heels Arena.

Departmental Contracts, Comments, Issues

County Assessor Tom Weydert stated that the lunchroom was being used for strategic planning meetings and he was not notified that his staff would not be able to use the lunchroom during that time.

Mr. Weydert stated that he would like better communication with regard to strategic planning.

Commissioner Manguso moved to approve the release of capital in the amount of \$25,719 for the purchase of 800 megahertz radios as presented by EMS Chief Ray Jennings.

Discussion: There will be grants in the amount \$6,686 to offset the \$25,719. This will be to purchase 10 handheld radios for EMTs and paramedics and five vehicle radios.

The motion passed unanimously.

Commissioner Manguso moved to approve the Wildfire Annual Operating Plan for 2018 as presented by Undersheriff Wayne Schafer.

The motion passed unanimously.

Commissioner Cimino moved to approve Exhibit A – The Cooperative Law Enforcement Annual Operating Plan Financial Plan between Grand County Board of Commissioners, U.S.D.A. Forest Service Arapahoe Roosevelt National Forest and Pawnee National Grassland 2018 Annual Operating and Financial Plan.

Discussion: The County will be paid \$16,500 according to this agreement.

The motion passed unanimously.

Commissioner Manguso moved to approve the Granicus Contract for streaming and recording in a total amount of \$14,881.41.

Commissioner Manguso withdrew the motion.

Commissioner Cimino moved to enter into a contract with Granicus for streaming and recording in a total amount of \$14,881.41.

The motion passed unanimously.

Commissioner Manguso moved to approve the First Amendment to the contract between Grand County and Managing Results LLC as presented by County Manager Lee Staab.

The motion passed unanimously.

County Manager Staab presented his weekly update.

Consent Agenda

Resolution No. 2018-3-13, "A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A MINERAL MATERIAL FREE USE PERMIT TO RENEW AND EXPAND THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT PERMIT NUMBER COC-053397 CONCERNING THE INSPIRATION POINT PIT"

Resolution No. 2018-3-14, "A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A TRACK AGREEMENT BETWEEN GMCO CORPORATION AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR THE SUBLEASE OF RAILROAD TRACK"

Resolution No. 2018-3-15, "A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A COMMUNICATIONS SYSTEM AND SERVICES AGREEMENT BETWEEN

MOTOROLA SOLUTIONS, INC. AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR A NEXT GENERATION 911 CALL HANDLING PLATFORM”

Resolution No. 2018-3-16, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A MAINTENANCE AGREEMENT CONTRACT BETWEEN PEAK PERFORMANCE COPIER & SUPPLY, INC. D/B/A PEAK PERFORMANCE IMAGING SOLUTIONS AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR TWO (2) SAVIN MP C307 PRINTER MACHINES”

Resolution No. 2018-3-17, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A MAINTENANCE AGREEMENT CONTRACT BETWEEN PEAK PERFORMANCE COPIER & SUPPLY, INC. D/B/A PEAK PERFORMANCE IMAGING SOLUTIONS AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR ONE (1) SHARP MX-5070V PRINTER MACHINE”

Resolution No. 2018HA-3-18, “A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO, ACTING IN THE CAPACITY AS THE GRAND COUNTY HOUSING AUTHORITY BOARD, APPROVING AND AUTHORIZING THE CHAIRMAN TO EXECUTE A SERVICES CONTRACT BETWEEN WILLIFORD, LLC AND THE GRAND COUNTY HOUSING AUTHORITY BOARD FOR THE PERFORMANCE OF A COUNTY-WIDE HOUSING NEEDS ASSESSMENT”

Resolution No. 2018HA-3-19, “A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO, ACTING IN THE CAPACITY AS THE GRAND COUNTY HOUSING AUTHORITY BOARD, APPROVING AND AUTHORIZING THE CHAIRMAN TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE TOWNS OF KREMMLING, GRAND LAKE, AND GRANBY, COLORADO TO FINANCIALLY SUPPORT A HOUSING NEEDS ASSESSMENT”

Resolution No. 2018-3-20, “A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING AND ADOPTING A GRAND COUNTY STRATEGIC PLAN”

Resolution No. 2018-3-21, “A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO ACCEPTING THE BID FROM POWER TO THE PEOPLE, AN ELECTRIC SERVICE COMPANY FOR THE INSTALLATION OF ELECTRICAL OUTLETS WITHIN THE GRAND COUNTY CLERK AND RECORDER’S OFFICE”

Commissioner Manguso moved to approve the Consent Agenda.

The motion passed unanimously.

March 21 Commissioner Cimino complete the Ameritown interviews with Fraser Valley Elementary

Commissioner Manguso stated that she met with an individual of the Hot Sulphur Springs/Parshall Fire Department regarding a culvert on County Road 37. They want to put a 30,000 gallon water tank on the property. The Fire Department has received an easement for the water tank. There is a request for plowing in that area for access for the tank.

Commissioner Manguso attended the NWCCOG meeting the big discussion was ebikes.

Commissioners Manguso and Linke went to the Legislative Breakfast.

March 26 Commissioner Linke attended the 1177 meeting. There was a discussion regarding a risk assessment basin wide. The discussion was around Lake Powell. The critical elevation of Lake Powell is 3525. Power will not generate below that level. Grand County is 83 percent of normal with regard to snowfall. The average basin runoff is 50 percent of average.

Calendar

March 27 Commissioner Cimino will attend meeting at Fraser Valley Library regarding plastic shopping bags

March 30&31 Commissioner Linke will attend Club 20

May 16 Tabletop Exercise for Executive Level Decision making during a Pandemic from 8:00 a.m. to 11:30 a.m. in Georgetown

County Manager Lee Staab presented information on the Short Term Rental Program.

Mr. Staab stated that there legacy customers in the short term rental program. There are approximately 300 people last year that were part of the program and they paid their \$20 fee.

With the institution of the new program in May 2017, staff sent expired properties two separate notifications saying that they need to renew the rental.

There are new customers and there are three types of customers.

1. People who are approved.
2. People who have submitted an application on line that is incomplete but they paid their fee.
3. People who are incomplete. Some people started the application almost 10 times.

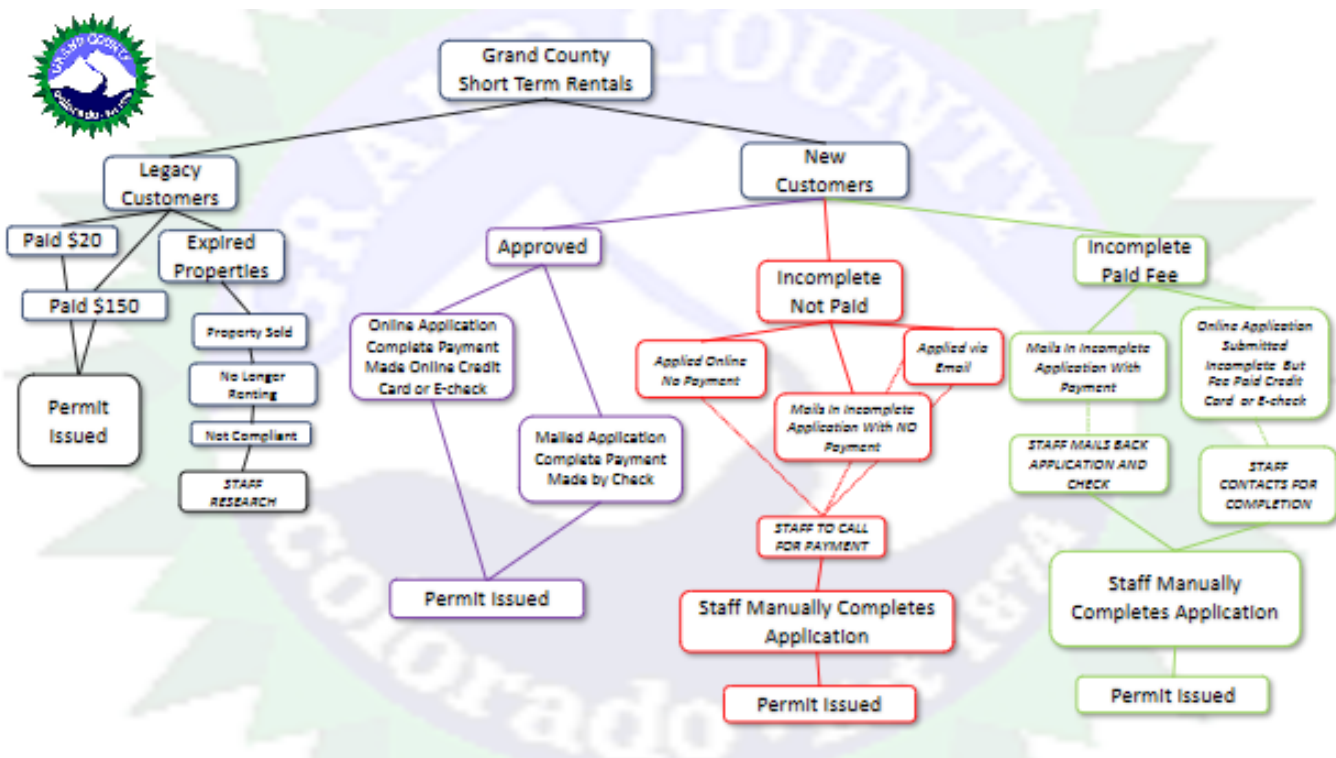
Mr. Staab stated that people have submitted incomplete applications and staff returned the checks and the applications a number of times. Those checks are dated back to when they originally submit their application. When the application is complete, staff deposit the original checks. Sometimes those checks are six to eight weeks old because of the continued rejection of the application.

As of March 23, there were a number of people approved. Out of the approved, there are 403. Those 403 paid either \$20 or \$150 depending upon when they registered their property.

Mr. Staab believes there are approximately 310 properties that are separate listing that have not complied. Mr. Staab believes there are 37 people who have paid but do not have a complete application. Mr. Staab believes there are 81 who have incomplete applications who have not paid.

As of March 23, he believes there are 831 separate short term listings.

Mr. Staab presented a diagram of the Short Term Rental process:



Paper Application Process

Ideal	Reality
Application sent via mail or email	Application submitted but is incomplete <ul style="list-style-type: none"> • Incorrect property address • No contact information (email or phone #) • No tax ID #, or SSN entered • One or no local contacts • No payments made or • Payment is made, application is sent back with check
Application is complete <ul style="list-style-type: none"> • Correct property address • Verified Tax ID # • Two local contacts • Check included 	
Permit Issued	

Online Process

Ideal	Reality
Online Application Submitted	Online application submitted but is incomplete <ul style="list-style-type: none"> • Incorrect property address • No tax ID #, or SSN supplied • No local contacts • No payment made Issue: Now we have their fee, incomplete application (assumption of permit)
Application is complete <ul style="list-style-type: none"> • Correct property address • Verified Tax ID # • Two local contacts • Payment made 	Staff contacts applicant and manually enters information, once received
Permit issued	Permit issued

Short term rental status / issues

- All STR payments entered into Incode (23 March)
- Original check with returned / amended applications
 - FedEx (23 March – Check 19 Feb)
- Multiple applications submitted by single owners
- Owner mailing applications and submitting online
- Errors in completing applications (online & hard copy)
- Incorrect Colorado State Sales Tax ID
 - Unable to verify with state or entering FEIN # instead

Major STR revisions

- Software changes / revisions
- Realignment of staff and consultant responsibilities
- How-to-do video outlining application processes

2018 National Forest Payment – Secure Rural Schools

Finance Director Curtis Lange presented:

Grand County received \$1,192,049.29 on 3-23-2017 for this program.

Congress didn't reauthorize the Secure Rural Schools and Community Self Determination Act. This payment was determined under the Act of May 23, 1908 where 25% of the value of federal receipts received from a National Forest within a county.

Colorado statute for this type of payment varies if the statewide payments are over \$6 million or under \$6 million. This year the total is over \$6 million.

When the statewide payments are over \$6 million, a minimum of 25% of the county's share is to be allocated to the school districts on a per pupil basis. Another 25% of the payment may be allocated to the county road and

bridge fund at the county's discretion. The county can elect to allocate less than 25% to the road and bridge fund if desired. The remaining 50% is to be determined by a panel of 6 people, 3 representing the schools, and 3 representing the county.

The BOCC has decided the allocation for Grand County in recent past periods. Any funds not allocated by this panel shall be retained by the County but not expended until an agreement is reached by the panel.

I don't believe there is a set deadline to come to agreement by the panel. Ideally the distribution should occur before the Federal fiscal year-end of September 30 each year. Any funds not allocated are reported to the Federal Government as retained by the county and will have an effect on later PILT payments.

Also, the state surveys the County Treasurer's in November to determine the amount retained by the county for road and bridge purposes.

PILT payments to Grand County in subsequent years are subject to the allocation of the Secure Rural Schools/National Forest payment. Any National Forest funds retained by the County are deducted from the subsequent PILT payment to the County.

PILT is not a permanent funding source for the County. It must be approved and funded each year by the US Congress.

The BOCC has allocated all the National Forest payments to the schools in each of the last three years. The benefit is that more funds are available to the schools from this allocation, and the County anticipates no reduction in funds as the subsequent PILT payment will be adjusted for the funds allocated to the schools. The risk for the County is that the subsequent PILT payment must be approved and funded by the US Congress. This risk may be small, as PILT has been approved each year for the past periods, but the risk should be considered when determining the allocation of these funds.

Both the school district thanked the Board for its support in the form of this payment.

Commissioner Cimino suggested that both school districts remember that this fund is not guaranteed every year.

Commissioner Cimino moved to allocate 100 percent of Secure Rural Schools funding to the two school districts in our County.

Discussion: The money will be divided between the two districts based on a per pupil count.

The motion passed unanimously.

Community Development Quarterly Update

Community Development Director Tom Leatherwood presented.

Shortly after Mr. Leatherwood started his employment with Grand County, work began on the zero-based budget process.

Mr. Leatherwood stated that year-to-date in 2018, there has been a 55 percent increase in permit fees and that represents a 70 percent increase in valuations.

Mr. Leatherwood stated that it is required to have two people receipting in payments. One of the two people needed to receipt payments was absent for a long period of time.

With regard to the 2018 budget, the following requests were made:

1. Combination inspector – was approved by the Board
2. Building administrative assistant – was not approved by the Board
3. Senior planner – was not approved by the Board
4. Summer interns – two requested for Summer 2018

With regard to new staff:

1. Planner 1 – promotion for Alex Taft
2. Planning and Building Technician – Richard Hubler
3. Combination Inspector – James Snapp (April 2)
4. STR Administrative Assistant – Julie Nessen-Gasner

Mr. Leatherwood stated that there has been a lot of activity in the Building Department section of Community Development.

Mr. Leatherwood stated that plan review is being done in-house. It is not contracted out. There is a two week turnaround time. During the peak season, the County Building Inspectors are driving up to 150 miles in a day.

Over-the-counter permits are provided on the same day.

The Community Development Director stated that there is a strong effort to notify builders of the new fees.

If people are building without a permit, the Department makes an effort to notify the owner that a permit is required. The people who have been contacted have made every effort to comply.

Mr. Leatherwood has been working on a comprehensive Department Operations, Policies and Procedures to include but will not be limited to:

1. All areas of department responsibility listed – brief summary of each with links to relevant plans and documents and authorizing resolutions etc.
2. Standard operating procedure
3. Create file/folder for each application or “case”
 - a. Many instances – no record of item / issue to address
4. Revise and make accurate all application forms
5. Mandatory pre-application conferences
 - a. Example – AFP with 20 conditions!!!
6. Checklist – very important – checklist for every type of application
 - a. Accurate, specific, comprehensive
7. Record of all communications – mail, emails (print), telephone
8. Record of decision – logic and basis for decision
 - a. Does it set a precedent
9. Standard instructions for surveyors
10. Public notices and notifications (spreadsheet) – in Policies and Procedures manual
 - a. No uniformity throughout the code (example – The Ranches)
11. No building permits without resolution and recording
12. Check deposit policy – deposit when received
 - a. 2 person policy
13. Project Management (PM) – spreadsheet by category of all pending projects, cases, applications, with milestones and timelines for completion (Outlook “ticklers”)
 - a. The volume of work is increasing - makes this very important
14. Goal – closure!! So many files inherited were near completion but were not closed out.
 - a. One reason – staffing levels need to match level of work.

Mr. Leatherwood stated that in conclusion, he has highly competent and dedicated staff. There are growing pains in his office but they are on tract. Mr. Leatherwood added that they have a plan and they will succeed.

There being no further business to come before the Board, the meeting was adjourned at 11:59 a.m. The minutes were prepared by Clerk and Recorder Sara L. Rosene. Approved this _____ day of April 2018.

Merrit Linke, Chair

Attest:

Sara L. Rosene, Clerk and Recorder