

MINUTES OF THE MEETING OF THE
BOARD OF COUNTY COMMISSIONERS
GILPIN COUNTY, COLORADO

July 23, 2019

A regular meeting of the Board of County Commissioners of Gilpin County was held on July 23, 2019, at the Gilpin County Courthouse. Chair Linda Isenhardt called the meeting to order at 9:02 a.m. In attendance were Chair Isenhardt, Commissioner Gail Watson, Commissioner Ron Engels, County Manager Abel Montoya, County Attorney Jim Petrock, and Deputy Clerk to the Board Sharon Cate.

2018 Tobacco and Health Household Survey Results. Katie Lazar, of Jefferson County Public Health, presented the local results of the Tobacco and Health Household Survey, which was conducted by mail to randomly selected households in Jefferson, Clear Creek, and Gilpin counties in April 2018. She first spoke about three concerns: the rate of adults that have ever smoked cigarettes and/or are current cigarette users are higher than the statewide rates; the numerous sources of tobacco smoke exposure; and, low income residents are more likely to be exposed to tobacco smoke than those with higher income. The most serious concern Ms. Lazar reported on was that tobacco producers seem to be targeting young people for the sale of their products, including vaping devices. Some ideas for solutions included supporting smoke- and vapor-free locations, and requiring tobacco licenses similar to liquor licenses. Commissioner Isenhardt asked what was being done at the state level to fight exposure to smoke and to protect youth. Ms. Lazar said the Indoor Air Act is important, as is the possibility of communities passing legislation to require tobacco licensing, and possibly raising the age to purchase tobacco to 21.

Commissioner Watson and Commissioner Engels agreed that the survey results shared today were not accurate for Gilpin County and that there were more pertinent to Jefferson County. After Commissioner Watson asked that in the future Gilpin County Public Health Coordinator Bonnie Albrecht should make sure that specific information is reported, Ms. Lazar said she would work with Ms. Albrecht to extrapolate that data. Commissioner Isenhardt said the campaign should be taken to our local schools, who need to talk about how bad tobacco is.

Cost Allocation Plan. Ellie Hennes, of MGT Consulting Group, gave a review of Gilpin County's Cost Allocation Plan (CAP), an accounting document that identifies countywide indirect costs such as human resources services, and finances, and distributes those costs to benefiting departments. She said her firm looks at actual expenditures, define departments as either allocating or receiving, and then identifies cost pools or functions within the eligible departments. Once the CAP process is complete and certified by Gilpin County, it is submitted to the State for potential reimbursement of Human Services costs. Ms. Hennes concluded by saying that there is a two-year delay between actual expenses and reimbursement. Commissioner Watson said the CAP also assists with FEMA reports for disaster claims, and noted the CAP review this year had been expanded. In response to a question from Commissioner Engels, Ms. Hennes stated that depreciation is not split over the whole organization, but only over two departments.

Financial Reporting Software—Request to Approve Contract. Gilpin County Business Analyst Cindy Carter proposed the purchase of some software that would create and implement an integrated budget, performance standards, and improve communications and reporting, as well as provide expanded information to the public. She said a request for proposals (RFP) had been issued, with a staff selection committee reviewing the three responses submitted and demonstrations by two of them. Based on their comprehensive proposal, clear pricing, willingness to work on the County's timeframe and to integrate their software with the County's, OpenGov, Inc., was selected as the preferred vendor.

Discussion followed about the actual integration and if the costs of additional integration work were covered. County Manager Montoya said the County had negotiated a price reduction and that enhancement would be free within the annual subscription, which includes 177 hours of work. Commissioner Watson asked what the real benefits of the software would be and said she thought Gilpin County's budget and finances were transparent already, as they are posted on its web site. Analyst Carter said one benefit would be access to OpenGov's survey database and direction on how to create a survey without paying a third party. Commissioner Engels said he believed the software could produce reports at any time, not just at month end, that would be more accurate and faster than a spreadsheet. County Manager Montoya said the data could be accessed at any time via different levels of authorization and security settings. Commissioner Watson asked why the implementation was needed in 2019, when work on the 2020 budget has already begun. Commissioner Engels said he could see a soft start right away, then provide the public facing component as available, and that the cost was not prohibitive. County Manager Montoya said that if approved, the contract would be renewed annually, with a five-year inflation clause.

Commissioner Engels moved to approve the contract with OpenGov, Inc. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

Commissioner Engels move to recess as the Board of County Commissioners and to convene as the Local Liquor Licensing Authority. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

Liquor License Renewal Application. Deputy Clerk Sharon Cate presented an annual renewal application for the retail liquor store Pickle Liquors, LLC, dba Pickle Liquors, located at 661 Highway 46, with a current expiration date

of August 27, 2019. Commissioner Watson moved to approve the application at the local level, as presented, with a new expiration date of August 27, 2020. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

Commissioner Engels moved to adjourn as the Local Liquor Licensing Authority and reconvene as the Board of County Commissioners.

Clerk and Recorder's Monthly Report. Clerk and Recorder Sahari McCormick reported on operations in her office for the month of June 2019, saying she and Chief Deputy Clerk Elaine Lewers were now up to date on reports. Chief Deputy Lewers said the trend in revenue losses continues, but that she is working with a State controller to determine the problem. She said the State is performing financial adjustments to their DRIVES system and that they had talked with her about what data she is using. At this time, it seems to be a Gilpin County anomaly, as other counties are not seeing this problem. Commissioner Engels asked if Chief Deputy Clerk Lewers if she was applying same methodology as previous staff. She replied that the previous raw data was not available to current staff, but that the State has it and she has requested it be sent to her. She further stated that she believed that in August she could compare "apples to apples" for a clearer picture. Clerk McCormick said there were reports backed up on the County servers, but there were no procedure sheets to show how the reports were compiled. County Manager Montoya said the state data that would be available in August might be the best way to determine if the problem lies with Gilpin County or if it is the new DRIVES system. Commissioner Watson said the previous Clerk had told the Board last September that you could not recover overpayments to the State, so these circumstances are a great concern. Chief Deputy Clerk Lewers said the State will evaluate Gilpin County's procedure and will report their findings to Clerk McCormick.

Legal Status Report. County Attorney Jim Petrock advised the Commissioners there were several legal issues to discuss in Executive Session later today.

County Manager Status Report. County Manager Abel Montoya updated the Board of County Commissioners on the following items:

Monthly Leadership Team Reports. The monthly departmental reports that had been submitted were discussed. Commissioner Watson said it was good to see lower inmate population reported by the Sheriff's Office. Discussion continued regarding emergency management, the standardization of departmental reports, the need for more in-depth reports on the number of full-time positions vs vacant positions, and the need for reports on Veterans and Senior services. Also discussed was Xcel Energy's upcoming public information meeting at the Community Center, and their request for input from Dory Hill Road residents as to how best to manage road closures.

Board of County Commissioners Status Reports.

Notice of Public Meetings. The public meetings in the upcoming weeks that could be attended by more than one Commissioner and at which public business may be discussed will include:

- Incident Command Training, July 24, 9:30 a.m. to 2:30 p.m., Black Hawk Emergency Operations Center
- The July 25 Commissioners work session is rescheduled to July 29, 9:00 a.m., Courthouse
- CDOT and DRCOG planning information, July 30, 10:00 a.m. to 12:00 p.m., Community Center
- Xcel Energy public information meeting, July 30, 5:30 p.m. to 7:30 p.m.
- Commissioners' regular meeting and Board of Equalization, August 1, 9:00 a.m.
- Commissioners work session, August 8, 9:00 a.m.
- Joint meeting with Historic Preservation Advisory Commission and Planning Commission, August 13, 6:30 p.m., Courthouse
- Tour of detention facility, August 14, 12:30 p.m. to 1:30 p.m.
- Commissioners regular meeting, August 20, 9:00 a.m., Courthouse

Proposed Change in National Environmental Policy Act. Commissioner Watson said there is growing concern that although the National Environmental Policy Act (NEPA) is stringent and is a good process to have in place, the USDA Forest Service want to change the requirement for allowing local input. She added that counties in Colorado agree that local governments need to have a say in land use activities that occur in their jurisdiction. Commissioner Watson suggested that the Board send a public comment letter stating that they value the opportunity to make their thoughts known. She will write a letter, share it with Commissioners Isenhart and Engels and have it ready to be signed by all three Commissioners.

NoCo Places 2050 DOLA Grant Match Commitment. Commissioner Watson spoke about a group—NoCo Places 2050—that works toward the goal of managed recreation and their intention to apply for a grant from the Department of Local Affairs (DOLA) for the facilitated continued management of NoCo Places 2050's work. The grant would require a 50% match. County Manager Montoya said the deadline is August 1, 2019, to decide if a match amount of \$50,000 over the next two years was feasible. He further stated that an executive committee in NoCo Places 2050 will try to decide the portion for each agency within their organization, but that a letter of commitment is required from each at this time. After discussion, Commissioner Watson moved to authorize County Manager Montoya to negotiate and create a letter to show Gilpin County support for a DOLA grant and a County match for 2020 up to \$50,000. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

Appreciation to Gilpin County Employees. Commissioner Engels cited a recent incident in which a resident visited the Commissioner's Office with concerns about some road work in front of his house. Commissioner Engels said Deputy Clerk Sharon Cate had then contacted Public Works Director Gordon Thompson who instructed his crew to reshape the road. The resident thanked the Commissioners, the Public Works Department and Deputy Clerk Cate.

Minutes.

Commissioner Engels moved to approve the Board of County Commissioners Meeting Minutes for July 9, 2019, as presented. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

Commissioner Watson moved to approve the Board of County Commissioners Special Meeting Minutes for July 12, 2019, as presented. Commissioner Engels seconded the motion, which passed by a vote of 2 to 0, as Commissioner Isenhardt was absent on July 12, 2019, and did not vote.

Adjournment to Executive Session. Commissioner Watson moved to adjourn into Executive Session as follows:

- For a conference with the County Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); and
- For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e).

Commissioner Engels seconded the motion, which passed by a vote of 3 to 0. There being no further business to come before the Board, they adjourned at 10:47 a.m.

Signed this 20th day of August, 2019.