

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

August 20, 2019

A regular meeting of the Board of County Commissioners of Gilpin County was held on August 20, 2019, at the Gilpin County Courthouse. Chair Linda Isenhart called the meeting to order at 9:01 a.m. In attendance were Chair Isenhart, Commissioner Gail Watson, Commissioner Ron Engels, County Manager Abel Montoya, County Attorney Jim Petrock, and Deputy Clerk to the Board Sharon Cate.

Agenda Review. Four topics were added to the agenda: 1) a discussion of the proposed Talion contract for a Radio Infrastructure Study, 2) CCI legislative committee member designation, 3) a discussion on the policy for recognizing employees separating from Gilpin County, and 4) an executive session near the end of the regular session, then resume regular session for Resolution #19-07, "Affirming and Authorizing the Continued Employment of a County Manager."

Public/Press Comment. Those who spoke during public comment were:

- Former Gilpin County Commissioner and State Senator Jeanne Nicholson addressed the Commissioners as a member of the Gilpin Senior Living (GSL) Board regarding the need to continue working together to create affordable senior housing. She gave a brief summary of the work performed to date and shared the GSL Board's ideas on how to move the housing project forward.
- Oscar Barlow, 477 Rangeview Drive, spoke about some ongoing concerns regarding a property in his neighborhood. County Manager Montoya said Gilpin County is pursuing the matter.

Treasurer & Public Trustee Reports. County Treasurer and Public Trustee Mary Lorenz presented the following:

Public Trustee—First Quarter 2019. Commissioner Engels moved to accept the Public Trustee's First Quarter 2019 report. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

Treasurer—Semi-Annual, First Half 2019. Commissioner Engels moved to accept the Treasurer's Semi-Annual, January—June 2019, report. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

2018 Financial Statements/Audit Review. Finance Director Clorinda Smith, and Jim Hinkle and Chris Parker, of Hinkle and Company, presented Gilpin County's 2018 Financial Statements and Audit Review. Mr. Hinkle described the steps in the audit process and stated that his staff had found no problems, but had passed some small comments on to management. He further stated that the result of the audit is that his company has issued an open and unmodified report, a clean opinion, which means there are no internal weaknesses or problems. Mr. Parker reinforced those comments and thanked Director Smith and her staff for providing requested documents in a timely and cooperative manner.

Commissioner Watson moved to accept the 2018 Financial Statements and Audit Review. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

Permit Application Software Contract. Business Analyst Cindy Carter presented a proposal for an online permit application software that could be used by the Community Development, Parks and Recreation, and Public Works departments. She said a review committee of representatives of each of those departments had viewed demonstrations of four products and agreed that they found the software offered by ViewPoint Government Solutions, Inc., (ViewPoint) to be the best options for Gilpin County.

Lengthy discussion followed with Commissioner Watson asking about actual costs and the timing of implementing the software. Commissioner Engels expressed numerous concerns about the County starting several new software programs in the final quarter of 2019, and said that an integrated chart of these projects was needed. He also said that Gilpin County does not have, but needs a quality assurance instance of our production systems.

Commissioner Watson moved to approve the contract for online permit application software with ViewPoint Government Solutions, Inc., at a cost of \$23,197.00, with the caveat that this approval is subject to further conversation addressing Commissioner Engels' concerns. Commissioner Engels seconded the motion with the caveat. The motion passed by a vote of 3 to 0.

Document Management Software Contract. Business Analyst Cindy Carter presented a proposal for a software program that would digitize County documents and would provide a secure document deposit for many County departments. She said a selection committee viewed product demonstrations by four vendors and with County Manager Montoya's assistance, they determined that Information First met the committee's criteria and would best serve the County's needs. Commissioner Watson asked if Teryx, Inc., the County's IT Support provider, could accommodate this software, to which County Manager Montoya replied that he had met with Teryx, Inc., to determine the current server's storage capacity. If an expansion is necessary it will carry a one-time cost of

\$5,000.00. Commissioner Engels said the County needs to ensure that in expanding server capacity, there is a robust back up, redundancy and recovery system.

Commissioner Watson moved to approve the contract for integrated document management software with Information First, Inc., in the amount of \$37,546.51 through 2020. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

Recess. The Board recessed from 10:43 a.m. to 10:50 a.m.

Xcel Energy Wildfire Mitigation Program. Preston Gibson and Kirk Scheitler of Xcel Energy presented information about Xcel Energy's project to identify wildfire high risk zones in an effort to be prepared and to minimize any safety concerns. Mr. Gibson said with the many fires in recent years, Colorado is modeling its prevention program on California's program. He and Mr. Scheitler spoke on numerous aspects of the project. After the presentation, Commissioner Isenhardt thanked Mr. Gibson and Mr. Scheitler, saying it was encouraging to have good partners.

Clerk and Recorder's Items. Clerk and Recorder Sahari McCormick presented the following agreements for participation in Gilpin County's upcoming coordinated election:

Coordinated Election Intergovernmental Agreement—Gilpin County School District RE-1. Commissioner Watson moved to approve the Intergovernmental Agreement with the Gilpin County RE-1 School District. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

Coordinated Election Intergovernmental Agreement—Boulder Valley School District RE-2. Commissioner Watson moved to approve the Intergovernmental Agreement with the Boulder Valley School District RE-2. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

Monthly Report. Clerk McCormick and Chief Deputy Clerk Elaine Lewers reported on operations during July 2019 saying that the situation of high revenue amounts going to the State continues. Counties across the state are pressing the State to delay implementing a new financial update project until after elections, as the update doesn't work well for each county. It was agreed that Chief Deputy Clerk Lewers will draft a letter to the Department of Revenue and the State Controller's Office for the Board's review and signatures.

Boundary Line Adjustment Application—BLA #19-02. County Planner Daniel Horn presented a boundary line adjustment application for property owner Brandy Hale, adjusting the boundary line between Lot 8A and Lot 13, Mountain Meadows Subdivision, 592 Morning Star Circle. He said adjusting the boundary line as proposed would enlarge Lot 8a to encompass the water well serving the dwelling on that lot. Commissioner Engels moved to approve BLA #19-02, for property owner Brandy Hale, Lot 8A and Lot 13, Mountain Meadows Subdivision, 592 Morning Star Circle. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

Boundary Line Elimination Application—BLE #19-04. County Planner Daniel Horn presented a Boundary Line Elimination (BLE) application for property owners James and Kathleen Kennedy, combining Lots 48A, 49 and 50, Meadowlake Mountain Acres Subdivision, to create a new 4.4-acre parcel, Lot 49A. Commissioner Engels moved to approve BLA #19-04 for property owners James and Kathleen Kennedy. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

Talion Radio Infrastructure Study. Undersheriff Tonia Kapke and Communications Manager Lyssa Gray requested the Board's approval of a contract with Talion Defense Corporation (Talion) to perform a Radio Infrastructure Study to assist the Sheriff's Office in its transition to the State Digital Trunked Radio System (DTRS). Talion proposes to ensure the County receives the required coverage, functionality and interoperability, and to assist the radio end-users; the contract amount of \$37,500.00 has already been budgeted and approved. Manager Gray explained that a consultant is needed to study the current and incoming radio systems to determine how well the two might work together and if simulcasting might be possible. The Sheriff's Office has two consolettes at the Dory Hill site and with the DTRS would have complete interoperability with other counties.

Commissioner Engels moved to approve the Public Safety Radio Infrastructure Study Agreement in the amount of \$37,500.00. Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

Legal Status Report. County Attorney Jim Petrock advised the Board that Gilpin County has received a demand letter from a property owner related to the County's building inspector, claiming he was negligent in inspecting their home. A notice of claim has been filed in court naming the builder and the independent building inspector, but not Gilpin County.

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. County Manager Montoya also reported on a situation at the waste management facility serving the Justice Center, Community Center and Exhibit Building, that was inoperable for 24 hours. He thanked Public Works Director Gordon Thompson and his crew for their quick response.

Board of County Commissioners Status Reports.

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

- Commissioners' Road Trip (informal forum), August 21, 6:30 p.m. to 8:00 p.m., at the Community Center
- Colorado Counties, Inc., Mountain District meeting, August 22, 10:00 a.m., in Fairplay
- Five County Commissioners monthly breakfast, August 28, in Winter Park

CCI Legislative Committee Member Designation. After brief discussion, Commissioner Watson moved to appoint Commissioner Ron Engels as Gilpin County's representative on the Colorado Counties, Inc., Legislative Committee. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

County Employees Separating from Employment. The Board discussed the recently accepted Guidelines for Recognizing Employees, particularly as it applies to some of the upcoming employees' separation from employment. Commissioner Watson noted that awards and some ceremonies will now be coordinated by the Human Resources Department. County Manager Montoya added that the policy was set up for County employees, but CSU Extension Agent Dr. Irene Shonle is a CSU employee and the Board would need to decide how to recognize her years of service.

Minutes.

- Commissioner Watson moved to approve the Board of County Commissioners Meeting Minutes for July 23, 2019. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.
- Commissioner Watson moved to approve the Board of County Commissioners Meeting Minutes for August 1, 2019, with clarifications. Commissioner Isenhart seconded the motion, which passed by a vote of 2 to 0, with Commissioner Engels abstaining from the vote.
- Commissioner Watson moved to approve the Board of Equalization Meeting Minutes for August 2, 2019. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

Public / Press Comment. Resident Sandy Hollingworth thanked the Board for all that they do for Gilpin County.

Recess to Executive Session. At 12:18 p.m., Commissioner Watson moved to recess into Executive Session in accordance with C.R.S. 24-6-402(4)(f)(1), to receive legal advice on a personnel matter. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0. At 2:27 p.m., the Board resumed regular session.

Resolution #19-07—Affirming and Authorizing the Continued Employment of a County Manager. Commissioner Engels moved to adopt Resolution #19-07, "Affirming and Authorizing the Continued Employment of a County Manager." Commissioner Watson seconded the motion, which passed by a vote of 3 to 0.

Election IGA—Central City. Clerk and Recorder Sahari McCormick presented an Intergovernmental Agreement between the City of Central and Gilpin County for the City's participation in the upcoming coordinated election. Details of the Agreement were discussed, including the clause that legal fees would be paid to Gilpin County. Commissioner Watson moved to approve the Intergovernmental Agreement between the City of Central and Gilpin County for their participation in the 2019 coordinated election. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0.

Adjourn. There being no further business to come before the Board, they adjourned at 2:32 p.m.

Signed this 24th day of September 2019.