

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

September 15, 2020

A special meeting of the Board of County Commissioners of Gilpin County was held on September 15, 2020, in an online format; no physical meeting was held. Chair Gail Watson called the meeting to order at 9:00 a.m. In attendance were Chair Watson, Commissioner Linda Isenhart, Commissioner Ron Engels, County Manager Abel Montoya, County Attorney Bradford Benning, and Deputy Clerk to the Board Sharon Cate.

Agenda Review. Commissioner Watson added four topics for discussion: status of the Colorado Counties, Inc., Winter Conference; future Town Halls; Protect Our Neighbors phase; and the 2021 budget process.

COVID-19 Update.

Public Health Coordinator Bonnie Albrecht:

- Gilpin County remains at 18 confirmed cases, with a few people scheduled for testing today.
- Protect Our Neighbors status: Coordinator Albrecht will walk through some casinos soon to monitor their level of compliance.
- Flu Shot Clinic: Coordinator Albrecht will host a flu shot clinic for County employees in early October, plus a second clinic for residents. She cautioned that the flu virus is more strident this year.

Emergency Manager Nathan Whittington:

- Work has begun with Jefferson and Gilpin counties' public health departments on planning for COVID-19 mass vaccinations. Emergency Manager Whittington hopes to establish some capability for Gilpin County residents to receive vaccinations at a Gilpin location.

Commissioner Isenhart said it's understood that COVID-19 is not going away any time soon and the County needs its Emergency Operations Center (EOC) to remain activated. Sheriff Kevin Armstrong said due to flu and COVID-19, the County can only benefit from having it open (activated), and he will keep it open in the best interest of residents.

Gilpin County Personal Protection Equipment Supplies. Emergency Manager Whittington said he would soon send to the Board an inventory list of the personal protective equipment (PPE) on hand; he has received needs lists from local first responder agencies and is working to fill them. County offices that are open to the public will soon receive new supplies of disinfectant wipes, spray and hand sanitizer. The County's expenditure amount for PPE is now at approximately \$44,000.00, which will be reimbursed by FEMA and other grants, and can be used as a soft match for other grants.

Emergency Operations Center Activation Level. Emergency Manager Whittington said that keeping the (EOC) open allows for detailed tracking of COVID-19 expenditures, and designates the County as being in response to a disaster; closing the EOC or moving to a recovery status conveys that there will be no further response to a particular disaster. The EOC staffing is now at a skeleton level and he recommended leaving activation level as is.

Emergency Manager Whittington then gave a visual presentation on the status of and activities in the EOC, and said September 14 was "day number 185" since activation for COVID-19. Commissioner Isenhart thanked Sheriff Armstrong and Emergency Manager Whittington for their work.

Lake Gulch Road Intergovernmental Agreement with Central City and Black Hawk. County Attorney Benning proposed an intergovernmental agreement (IGA) between Gilpin County and the cities of Black Hawk and Central City regarding the ownership, impacts and maintenance of Lake Gulch Road, as it relates to the Proximo development. He explained that the terms have been agreed to by both cities' attorneys and will be presented to their city councils soon.

Commissioner Engels moved to approve Lake Gulch Road IGA between Gilpin County, Black Hawk and Central City. Commissioner Isenhart seconded the motion, which passed by a vote of 3 to 0.

County Operations within Protect our Neighbors Status. County Manager Abel Montoya stated that Gilpin County is one of only three counties in the state granted Protect Our Neighbors status by the Colorado Dept. of Public Health and Environment, a testament to the residents being careful, and County employees following the rules. He informed the Board he had held a meeting with the Senior Leadership Team (elected officials and department directors) to hear their thoughts on having more of the employees working in County facilities and fewer working from home. County Manager Montoya said some employees want to remain safe in their home offices and that private employers are offering this option to retain employees. Gilpin County is currently short-staffed in the Human Resources office and Facilities Maintenance, making some operations very difficult. The Community Development staff will soon begin working alternating days in the office and from home offices, to provide in-person services to the public, and County Manager Montoya will split his work hours between his home office and the Courthouse.

Teryx, Inc., Gilpin County's IT provider, is working on technology that will allow the Board to resume in-person meetings in the Courthouse, while providing an enhanced online experience for attendees. Only 19 visitors plus staff and the Board can occupy the meeting room under current COVID-19 restrictions, but Teryx, Inc., hopes to use a 360-degree camera system with the 2018 sound system to keep attendance and participation numbers high. The Board agreed they wanted to expand public services in the Courthouse and find an effective way to include residents in the online Board meetings.

DOLA CARES Act Funding. County Manager Montoya said he has been working with Emergency Manager Nathan Whittington and Finance Director Clorinda Smith on the most effective ways to use Gilpin County's share of the CARES Act funding, as administered by the Colorado Dept. of Local Affairs. Expenditures related to COVID-19 will be tallied at the end of September for a reimbursement submittal to FEMA by the end of October. He gave a detailed list of which costs and programs would fall under these two funding options, with supporting documentation for an inspection or audit, if needed.

County Manager Montoya then advised the Board of a more immediate need: to pay Teryx, Inc., \$56,000.00 for billable hours since the closure of County facilities for setting up many staff and elected officials with technology to work remotely from home offices, and setting up an additional computer server to accommodate extra online activity and storage. He said the timekeeping records maintained by Teryx, Inc., were exemplary, and that their primary request is payment for the billable hours, which are separate from an additional \$40,000.00 in hours they have donated to Gilpin County. Commissioner Watson said Gilpin County should thank Teryx, Inc., and find other contractors like them to help the County through its current crisis.

Commissioner Engels asked if some reimbursement requests could be submitted now, and then in the fourth-quarter audit, identify other costs that could also be reimbursed. County Manager Montoya said that was possible. Commissioner Engels moved to submit a reimbursement request to DOLA for CARES Act funding including Teryx, Inc's., billable hours and all other the documented expenditures to date. Commissioner Isenhardt seconded the motion, which passed by a vote of 3 to 0.

Legal Status Report. County Attorney Bradford Benning advised the Commissioners that Gilpin County had received a notice of claim from Jefferson County for a guardrail that was damaged when an employee lost control of a semi-truck and the vehicle overturned. The employee was not seriously injured; the damage will cost \$8,085,00. County Attorney Benning will see if this type of claim is covered by the County's insurer, or if in-kind work for Jefferson County would be accepted.

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

Grants Update. Business Analyst Gabrielle Chisholm gave an onscreen demonstration on how she has organized the overall grant application process, and gave a status report on numerous grants the County has applied for recently, including a Community Development Block Grant for providing the food bank service. The food bank service request will be for approximately \$50,000.00. Discussion followed regarding the decision to locate the food bank in the current Public Health building on Norton Drive. It will not be relocated to the new Health and Human Services building, once the renovations are complete. Facilities Manager Kyle Benedict added that Food Bank of the Rockies will provide funding for a new large refrigerator and the necessary electrical work. County Manager Montoya thanked Business Analyst Chisholm for tracking so many grant applications simultaneously.

Tax Calculator on Website. Business Analyst Chisholm gave an onscreen demonstration on how Gilpin County property owners can use the County's online calculator to determine the approximate amount of their taxes, in the event one or more of the local ballot issues for increased mil levies passes in the upcoming election. County Manager Montoya asked questions that might be asked by property owners, and she showed how information could be accessed and used in the calculator. She emphasized that the mil levies would affect only the County portion of a tax bill and not other districts, such as those for fire protection and public schools. Commissioner Watson noted that much of the information to be used in the calculator is on a property owner's tax statement.

Blue Book Update. County Manager Montoya gave the Board an introduction to the language that will be used in the blue book, the *2020 State Ballot Information Booklet*, that describes in plain language the pros and cons of each ballot question. He explained there would be brief financial charts showing operations in the Sheriff's Office and the Community Center with and without the revenue generated by proposed mil levy increases. He further stated that if no public comments are received for the booklet, that fact will be noted in the booklet.

Board of County Commissioners Status Reports.

Notice of Public Meetings. The Board's upcoming public meetings will include:

- September 17, 9:00 a.m., a work session for a discussion of the language for the *2020 State Ballot Information Booklet* (Blue Book) for Two Mill Levies—Sheriff's Office Operations, and Parks and Recreation Dept. Limited Operations, and for a discussion of Courthouse first-floor operations
- September 21, 22 and 24, budget work sessions
- September 22, a regular Board meeting.

Planning Commission Appointments. Commissioner Watson said that regrettably, some members of the Planning Commission have resigned; the Board thanked Jim Wailes, Joe Marr and Dorothy Sweet for their service. On September 8, the Planning Commission met with three applicants and made recommendations for appointments to vacant seats.

Commissioner Isenhart moved to appoint David Seitsema as a regular member. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0. Commissioner Isenhart moved to ap Art Fuqua as the First Alternate member. Commissioner Engels seconded the motion, which passed by a vote of 3 to 0. It was the recommendation of the Planning Commission to not fill the second alternate vacancy at this time, as that term will expire at the end of 2020. Any remaining vacancies will be advertised soon, for terms that will run from January 2021 through December 2023.

CCI Winter Conference. The Board discussed the question of registering for the Colorado Counties, Inc., winter conference, which is usually attended by approximately 200 people. Commissioner Watson said she would not be attending, as her second term ends in December, but she encouraged whoever is elected to District 3 to attend. Commissioner Engels said he was skeptical it would be held in person, but for Gilpin County budget purposes, he was not planning to attend. Commissioner Isenhart said she will not attend. Any newly elected Commissioners can determine their own position on attendance.

Town Hall Schedule Under Protect our Neighbors. This topic will be discussed after the September 17 work session.

Budget Writing Process. County Manager Montoya gave an overview of the budget process calendar and how each department or elected office had written their section. He spoke about different scenarios under consideration, should one or more of the mil levy ballot questions pass. Afterward, he assured the Board that Business Analyst Jaime Tirado would work independently with each Commissioner to learn how to use the Budget Builder software.

Adjournment to Executive Session. Commissioner Engels moved to adjourn into Executive Session 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). Commissioner Isenhart 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 11:44 a.m.

Signed this 20th day of October 2020.