



**ARCHULETA COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**MEETINGS ARE CONDUCTED IN PERSON AND WILL BE BROADCAST VIA  
ZOOM.**

**PUBLIC COMMENT WILL BE ALLOWED THROUGH THE ZOOM PORTAL IF A  
PUBLIC COMMENT REQUEST FORM IS SUBMITTED PRIOR TO THE  
MEETING.**

**VIEW THE ZOOM MEETING AT [https://zoom.us/j/91609048375?](https://zoom.us/j/91609048375?pwd=dIFFV0J1cGVKa1NHWHFsa2taeGxtZz09)  
pwd=dIFFV0J1cGVKa1NHWHFsa2taeGxtZz09 -  
Meeting ID 916 0904 8375 - Passcode 4141885**

**CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COUNTY  
COMMISSIONERS OF JANUARY 2, 2024 AT 1:30 P.M.**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**DISCLOSURES AND/OR CONFLICT OF INTEREST**

**APPROVAL OR ADJUSTMENTS TO AGENDA**

\* Executive Session - Specific Agenda Topic

**EXECUTIVE SESSION**

Pursuant to C.R.S. 24-6-402(4): The Board reserves the right to meet in executive session for any purposes allowed and announced prior to voting to enter into executive session.

**PUBLIC COMMENTS FROM THE FLOOR OR ONLINE**

This is an opportunity during the session for the public to address the Commissioners. Please complete the Public Comment Request Form and submit to an Administrative Staff member **prior to the beginning of the meeting**. Please keep your comments to three (3) minutes. The Board is not required to discuss or reply to your comment.

Documents:

[PUBLIC COMMENT REQUEST FORM\\_\\_REV08-23.DOCX](#)

**PROCLAMATIONS**

**A. National Blood Donor Month**

Proclamation by the Board of County Commissioners proclaiming January at National Blood Donor

Month in Archuleta County.

Presentor Dr. Rhonda Webb, CEO/CMO  
Presentor's Title Pagosa Springs Medical Center

Documents:

[NATIONAL BLOOD DONOR MONTH - 2024.DOC](#)

## LAND USE PUBLIC MEETING

### A. **Public Meeting For Final Plat Review And Approval Of Twincreek Village Amendment 2024-01, Minor Lot Line Adjustment (PLN23-187)**

Russell and Betty Freeman have applied for Approval of (PLN23-187) the Twincreek Village Amendment 2024-01, Minor Lot Line Adjustment, Final Plat. The purpose of this action is to remove one of the previously consolidated lots to sell to their neighbor. Once completed, Lot 451X will become 451XZ and Lot 450 will become 450XZ. The existing parcel is zoned Planned Unit Development (PUD).

Presentor Pamela Flowers  
Presentor's Title Development Director

Documents:

[PLN23-187, BOCC STAFF REPORT, TWINCREEK VILLAGE AMENDMENT 24-01, MLLA, FINAL PLAT, 122123.PDF](#)  
[PLN23-187 FREEMAN REVIEW MATRIX, TWIN CREEK VILLAGE AMEND 23-01, MLLA, 586 TWIN CREEK VILLAGE.PDF](#)  
[LAYOUT1 - TWINCREEK VILLAGE AMENDMENT 2023-01 \(4\).PDF](#)

## CONSENT AGENDA BY BOCC/LIQUOR BOARD

### A. **Consideration And Approval Of A Hotel & Restaurant License Renewal For MAS Events LLC Dba Keyah Grande Guest House**

This is a renewal of a Hotel & Restaurant liquor license for MAS Events, LLC dba Keyah Grande Guest House located at 13211 W. Hwy. 160 in Pagosa Springs, Colorado. This renewal includes no changes.

The application is complete and the proper fees have been paid. The Sheriff's Office and the County Building Department have completed their inspections and found no issues. The financial impact to the County is the fees paid per the County Fee Schedule and staff recommends approval of this liquor license renewal. Responsible Staff: Mary Helminski, Liquor Licensing Agent.

Documents:

[KEYAH GRANDE.PDF](#)

## CONSENT AGENDA

### A. **PAYABLE WARRANTS AND PURCHASE CARDS**

**December 20, 2023 - January 2, 2024**

### B. **REGULAR MEETING MINUTES**

**Regular Meeting Minutes 12/19/2023**

Draft of Regular Meeting Minutes from December 19, 2023 for approval.

Documents:

[12-19-2023R.PDF](#)

**C. SPECIAL MEETING MINUTES**

**Special Meeting Minutes 12/12/2023**

Draft of the Special Meeting Minutes from December 12, 2023 for approval.

Documents:

[12-12-2023S.PDF](#)

**D. Consideration Of Resolution 2024-\_\_\_\_\_ To Consolidate 2 Lots Into 1 Lot In Block 9, Pagosa In The Pines, Owned By The Matthews Family Trust**

This request is to consider a Resolution authorizing the consolidation of Lots 23 and 24 of Block 9, Pagosa in the Pines, to become Lot 24X, owned by the Matthews Family Trust. The impact to the County budget includes fees paid per the County Fee Schedule, generally balanced by a reduction in property taxes. This consolidation has been reviewed by the Staff and is recommended for approval.

Documents:

[LOT CONSOLIDATION RESOLUTION MATTHEWS FAMILY TRUST.DOCX](#)

**E. Consideration Of Resolution 2024-\_\_\_\_\_ To Consolidate 2 Lots Into 1 Lot In Rio Blanco Cabin Sites Unit One, Owned By Scott And Christie Calderwood**

This request is to consider a Resolution authorizing the consolidation of Lots 68 and 65X of Rio Blanco Cabin Sites Unit One to become Lot 65XX, owned by Scott and Christie Calderwood. The impact to the County budget includes fees paid per the County Fee Schedule, generally balanced by a reduction in property taxes. This consolidation has been reviewed by the Staff and is recommended for approval.

Documents:

[LOT CONSOLIDATION RESOLUTION CALDERWOOD.DOCX](#)

**F. Ratification Of A Letter To DOLA Requesting A Deadline Extension For The SLFRF IGA Grant Agreement**

This letter to DOLA requests an extension of time for completion date for the SLFRF IGA Grant Agreement. The Chairman signed this letter on December 19, 2023.

Documents:

[LETTER TO DOLA FOR SLFRF IGA GRANT DEADLINE EXTENSION REQUEST.PDF](#)

**G. Ratification Of A Vendor Contact Information Sheet For The Department Of Human Services**

The Colorado Dept. of Early Childhood currently has a Memorandum of Understanding with the County's Department of Human Services that needs to be reaffirmed each year. In order to affirm this MOU, each county needs to complete a new Vendor Contact Information Form. The Chairman signed this form on December 19, 2023.

Documents:

[DHS CONTRACT INFO SHEET.PDF](#)

## OLD BUSINESS

### A. **Consideration And Appointment Of Members To County Road And Bridge Advisory Board**

At their regular meeting on December 19, 2023, the Board of County Commissioners approved the creation of a County Road & Bridge Advisory Board. Letters of interest were requested and seven letters were received. This agenda item is for the BoCC to appoint the members to the Advisory Board, as well as the County Road & Bridge Manager.

Presenter	Derek Woodman
Presenter's Title	County Manager

## NEW BUSINESS

### A. **Consideration Of Resolution 2024-\_\_\_\_ Establishing A Location For The Posting Of Official County Notices, Setting Meeting Dates For The 2024 Calendar Year And Establishing Days And Office Hours For County Offices To Transact County Business For Fiscal Calendar Year 2024**

Pursuant to C.R.S. 24-6-402, the Board of County Commissioners ("BoCC"), at their first regular meeting of the calendar year, shall designate a public posting place(s) for notice of agendas. Pursuant to C.R.S. 30-10-303, at their first regular meeting of the calendar year, the BoCC is required to set the dates and times for BoCC meetings. Pursuant to C.R.S. 30-10-109, the BoCC is required to establish the days and office hours for county offices to be kept open for the transaction of county business. This resolution complies with these three statutory requirements.

Documents:

[RESOLUTION 2024-\\_\\_\\_\\_ - DESIGNATING MEETING DATES AND OFFICE HOURS.DOCX](#)

### B. **Consideration Of The Appointment Of A Budget Officer For Fiscal Year 2024**

Pursuant to C.R.S. 27-1-104, the governing body of each local government shall designate or appoint a person to prepare the annual budget for submittal to that governing body. The County Manager has historically been designated as the Budget Officer for Archuleta County.

### C. **Consideration Of Resolution 2024-\_\_\_\_ Levying Property Taxes For The Year 2023 To Help Defray The Costs Of Government For Archuleta County For The 2024 Budget Year**

A resolution levying property taxes for the year 2023, to help defray the costs of government for Archuleta County for the 2024 budget year.

Presenter	Chad Eaton
Presenter's Title	Finance Director

Documents:

[2024-C - RESOLUTION TO SET MILL LEVIES 1-05-24.DOCX](#)

### D. **Consideration And Approval Of Agreements For Public Highway Maintenance**

These Agreements pertain to Highway User Tax Funds (HUTF). There are separate but identical agreements for Colorado's Timber Ridge Metropolitan District and Aspen Springs Metropolitan District. The other three metro districts' agreements were approved at the December 19, 2023 regular

meeting.

Presenter	Todd Weaver
Presenter's Title	County Attorney

Documents:

[HUTF AGREEMENT - COLORADOS TIMBER RIDGE METRO DISTRICT.PDF](#)  
[HUTF AGREEMENT - ASPEN SPRINGS.PDF](#)

## **COMMISSIONER COMMENTS**

## **ADJOURNMENT OF THE REGULAR BOCC MEETING**

All meetings to be held in the Archuleta County Administration Offices  
398 Lewis Street, unless otherwise stated.  
All Regular and Special BoCC Meetings are recorded.