



**ARCHULETA COUNTY  
BOARD OF COUNTY COMMISSIONERS**

Meetings are conducted in person at the Administration Building located at 398 Lewis Street. Whenever possible, meetings will be broadcast online via Zoom, which can be accessed from a computer or phone with internet access. The County does not and cannot guarantee internet service or **online broadcasting. Remote attendance is at the risk of the attendee as public meetings will continue in person regardless of the County's broadcast capability. View the Zoom Meeting at [https://zoom.us/j/91609048375?](https://zoom.us/j/91609048375?pwd=dIFFVOJ1cGVKa1NHWHFsa2taeGxtZz09) Meeting ID 916 0904 8375 - Passcode 4141885**

**CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS OF JANUARY 3, 2023 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**

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.PDF](#)

**LAND USE REGULATION HEARING**

**A. Public Hearing For Final Plat Review Of PLN22-126, The Pagosa Alpha Section 23 Plat Amendment 2023-01, Requested By Karen Fritz**

Karen Fritz has applied for Approval of PLN22-126, the Pagosa Alpha Section 23, T 35 N, R 2 W, N.M.P.M. Amendment 2023-01 Final Plat, being a Replat of Parcel 23-7, Creating Parcel 23-7AZ and Parcel 23-7BZ. This plat amendment is intended to subdivide the 10-acre parcel into two 5-acre parcels to allow for construction of multiple homes and possible sale.

Presenter Pamela Flowers  
Presenter's Title Development Director

Documents:

[22-126, BOCC STAFF REPORT, FRITZ, PAGOSA ALPHA SECTION AMND 2023-01, FINAL PLAT, 221228.PDF](#)

**B. Public Hearing For Final Plat Review Of PLN22-132, The Kerrigan Exemption Plat Amendment 2023-01, Requested By Patrick And Elayne Kerrigan**

Patrick and Elayne Kerrigan have applied for Approval of PLN22-132, the Kerrigan Exemption Plat Amendment 2023-01 Final Plat, being a Replat of Lot 1, Creating Lot 1Z and Lot 2Z. This plat amendment is intended to subdivide the approximately 23.5-acre parcel into one of approximately 18.5 acres to remain in agricultural use and one of approximately 5 acres for transfer to a friend for residential development.

Presenter Pamela Flowers  
Presenter's Title Development Director

Documents:

[22-132, BOCC STAFF REPORT, KERRIGAN EXEMPTION PLAT AMND 2023-01, FINAL PLAT, 221228.PDF](#)

**CONSENT AGENDA**

**A. PAYABLE WARRANTS AND PURCHASE CARDS**

**December 21, 2022 - January 3, 2023**

**B. REGULAR MEETING MINUTES**

**Regular Meeting Minutes 12/20/2022**

Draft of the Regular Meeting Minutes from December 20, 2022 for approval.

Documents:

[12-20-2022R.PDF](#)

**C. SPECIAL MEETING MINUTES**

**Special Meeting Minutes 12/27/2022**

Draft of the Special Meeting Minutes from December 27, 2022, for approval.

Documents:

[12-27-2022S.PDF](#)

**D. Consideration And Adoption Of Resolution 2023-\_\_\_\_\_ Establishing A Location For The Posting Of Official County Notices, Setting Meeting Dates For The 2023 Calendar Year And Establishing Days And Office Hours For County Offices To Transact County Business For Fiscal Calendar Year 2023**

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. 30-10-109, the BoCC is required to establish the days and office hours for county offices to be kept open for the transaction of county business. Pursuant to C.R.S. 30-10-303, at the first meeting of the year, the BoCC sets the dates and times for BoCC meetings. This resolution complies with these three statutory requirements.

Documents:

[RESOLUTION 2023-\\_\\_\\_\\_\\_ - DESIGNATING MEETING DATES AND OFFICE HOURS.PDF](#)

**E. Consideration Of The Appointment Of A Budget Officer For Fiscal Year 2023**

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.

**F. Consideration And Approval Of The 2023 County Merit System Certification**

Colorado counties are required by both federal and state law to administer and operate their county merit systems consistent with federal "merit system principles." These principles require that county merit system employees be afforded certain basic protections against political interference, summary discipline/termination, and groundless discipline/termination. Failure to adhere to these merit system principles will place federal and state funding of human services programs at risk. Staff recommends approval of this certification. Responsible Staff: Isabel Vita, DHS Director.

Documents:

[MERIT SYSTEM CERTIFICATION.PDF](#)

**G. Consideration And Approval Of Certification Of Highway User Trust Fund Eligibility**

This annual report provides the Colorado Department of Transportation with the number of miles of streets that are eligible in Archuleta County for HUTF funding. Staff recommends approval of this certification. Responsible Staff: Yari Davis, Engineering Technician.

Documents:

[HUTF 2022 SIGNATURE SHEET.PDF](#)  
[HUTF REPORT 2022.PDF](#)

**H. Consideration And Approval Of A Revised Letter Of Support For State-Owned Fiber**

On December 20, 2022, the BoCC approved a letter to Governor Polis requesting his assistance in getting various state agencies to work with local governments and broadband offices in the western region to gain access to state-owned fiber along Interstate 70 and Highway 160 over Wolf Creek Pass. The Broadband Services Manager has requested a slight revision to the letter. This agenda item presents the revised letter.

Documents:

**I. Ratification Of The Chairman's Signature On A Bond Release**

Endurance Assurance Corporation held a bond (#EACX4008689) for operation of oil and gas facilities in Archuleta County. That bond was replaced by SIMCOE, LLC effective September 26, 2022. The Chairman signed this Bond Release on December 21, 2022.

Documents:

[BOND RELEASE.PDF](#)

**J. Ratification Of The Chairman's Signature On A Client Authorization To Bind Coverage**

Prior to binding coverage for the 2023 County Workers Compensation coverage through Pinnacol Assurance Company, this authorization form was required. The Chairman signed this Authorization on December 22, 2022.

Documents:

[CLIENT AUTHORIZATION TO BIND COVERAGE.PDF](#)

**OLD BUSINESS**

**A. Consideration Of Resolution 2023-\_\_\_ Extending The Policy For Recreational Vehicle Temporary Use Permits**

In December 2022, the Board adopted Resolution 2022-130 which extended the interim policy for recreational vehicle temporary use permits. This resolution further extends the policy until June 2023.

Presenter	Pamela Flowers
Presenter's Title	Development Director

Documents:

[RESOLUTION 2023-\\_\\_\\_ EXTENDING THE INTERIM POLICY FOR TEMPORARY RVS.PDF](#)

**NEW BUSINESS**

**A. Consideration And Selection Of Archuleta County's Employee Of The Month For January 2023**

The Employee of the Month program was created as a way to show county employee's how much they are appreciated. All county employees were invited to nominate a co-worker who provides service above and beyond the call of duty and/or exhibits core values that other employees observe and aspire to emulate. The nomination forms were shared with the BoCC and this agenda item is for the BoCC to select this month's Employee of the Month, who will be presented with a Certificate of Appreciation at the next scheduled work session.

Presenter	Tina Woodman
Presenter's Title	Human Resources Director

**B. Consideration Of A Special Events Use Park Permit For Pagosa Nordic Club**

### **And Request A Waiver Of Fees**

This is an application for a Special Use Park Permit for Pagosa Nordic Club's use of Cloman Park for the Pagosa Nordic Season Opener for three (3) hours on January 7th, 2023. The Pagosa Nordic Club is requesting a waiver of the permit fees (approximately \$100 plus \$200 Deposit) since they provide free community cross-county ski trails at Cloman Park.

Presenter                      Jamie Jones  
Presenter's Title            Administrative Assistant

Documents:

[3 PAGOSA NORDIC SEASON OPENER 2023.PDF](#)

### **C. Consideration Of A Special Events Use Park Permit For Pagosa Nordic Club And Request A Waiver Of Fees**

This is an application for a Special Use Park Permit for Pagosa Nordic Club's Use of Cloman Park for the Moonrise Ski Socials (two (2) hours each event) on January 6th, February 3rd and March 3rd. The Pagosa Nordic Club is requesting a waiver of the permit fees (approximately \$75 plus \$200 deposit each day) since they provide free community cross-country ski trails at Cloman Park.

Presenter                      Jamie Jones  
Presenter's Title            Administrative Assistant

Documents:

[2 MOONRISE SKI SOCIALS 2023.PDF](#)

### **D. Consideration And Appointment Of County Representative To The Southwestern Water Conservation District**

JR Ford presently serves as Archuleta County's appointee to the Southwestern Water Conservation District ("SWCD") Board of Directors. Mr. Ford's term will expire in late January 2023. Pursuant to the terms of SWCD's Organic Act, appointments by the Board of County Commissioners must be made at their first meeting of the year. Mr. Ford has expressed his interest in renewing his appointment for another three years.

Presenter                      Derek Woodman  
Presenter's Title            County Manager

Documents:

[20221227005529.PDF](#)

### **E. Consideration And Adoption Of Resolution 2023-\_\_\_\_\_ Appointing Raymond F. Taylor As The Archuleta County Veterans Service Officer**

Pursuant to C.R.S. 28-5-802, the Board of County Commissioners shall appoint a county veterans services officer for a term of two years.

Presenter                      Derek Woodman  
Presenter's Title            County Manager

Documents:

[RESOLUTION APPOINTING VETERANS SERVICE OFFICER.PDF](#)

**F. Consideration And Approval Of HR/Payroll Software Vendor**

In November 2022, the Human Resources and Finance Directors spoke with the Board at a work session about the possibility of changing software vendors for HR/Payroll services. This agenda item is to finalize that discussion and possibly direct staff to move forward with negotiating a contract with a new vendor.

Presenter	Tina Woodman
Presenter's Title	Human Resources Director

**G. Consideration And Approval Of Animal Shelter Management And Services Agreement With Humane Society Of Pagosa Springs**

This Animal Shelter Management and Services Agreement with the Humane Society of Pagosa Springs provides the terms and conditions for sheltering strayed and surrendered animals in Archuleta County for the 2023 calendar year.

Presenter	Derek Woodman
Presenter's Title	County Manager

Documents:

[HUMANE SOCIETY AGREEMENT.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.