



ARCHULETA COUNTY  
BOARD OF COUNTY COMMISSIONERS

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

PUBLIC COMMENT WILL ONLY 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](https://zoom.us/j/91609048375?pwd=dIFFV0J1cGVKa1NHWHFsa2taeGxtZz09) -  
Meeting ID 916 0904 8375 - Passcode 4141885

CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COUNTY  
COMMISSIONERS OF JANUARY 16, 2024 AT 1:30 P.M.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

DISCLOSURES AND/OR CONFLICTS OF INTEREST

APPROVAL OR ADJUSTMENTS TO AGENDA

\* Executive Session - Special 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](#)

**NEW BUSINESS**

- A. **Consideration And Designation Of The Chairman And Vice Chairman Of The Board Of County Commissioners Pursuant To C.R.S. 30-10-307**

Pursuant to C.R.S. 30-10-307, the Board of County Commissioners ("BoCC") is required to reorganize and choose one member as the Chairman. In the event of the Chairman's absence, the Board shall also choose a member as the Vice Chair.

Presenter Derek Woodman  
Presenter's Title County Manager

## PROCLAMATIONS

### A. National Human Trafficking Prevention Month

Proclamation of the Board of County Commissioners declaring January 2024 as National Human Trafficking Month in Archuleta County, Colorado.

Presenter Sara Cole  
Presenter's Title CCCAP Technician/EBT Coordinator

Documents:

[NATIONAL HUMAN TRAFFICKING PREVENTION MONTH - 2024.DOC](#)

## LIQUOR BOARD

### A. Consideration And Approval Of A Special Events Permit For Pagosa Springs Chamber Of Commerce

This is an application for a Special Events Permit for the Pagosa Springs Chamber of Commerce to sell Malt, Vinous and Spiritous Liquor at the Archuleta County CSU Extension Building located at 344 Hwy 84, Pagosa Springs, CO 81147, for the "2024 Winterfest Bonfire" event on January 19, 2024. The Sheriff has been notified of this event. The proper fees were collected. The premises was posted for the required ten (10) days prior to the event. Staff recommends approval of this Special Event Permit.

Presenter Gina McCune  
Presenter's Title Administrative Assistant

Documents:

[REDACTED PAGOSA SPRINGS CHAMBER OF COMMERCE - 2024 WINTERFEST BONFIRE 1-19-24.PDF](#)

## CONSENT AGENDA

### A. PAYABLE WARRANTS AND PURCHASE CARDS

**January 3, 2024 - January 16, 2024**

### B. REGULAR MEETING MINUTES

**Regular Meeting Minutes 01/02/2024**

Draft of the Regular Meeting Minutes from January 02, 2024 for approval.

Documents:

[01-02-2024R.PDF](#)

**C. Consideration Of Resolution 2024-\_\_\_\_\_ To Consolidate 2 Lots Into 1 Lot In Block 2, Log Park Amended Subdivision, Owned By Richard And Kimberly White**

This request is to consider a Resolution authorizing the consolidation of Lots 16 and 17 of Block 2, Log Park Amended Subdivision, to become Lot 16X, owned by Richard and Kimberly White. 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 WHITE.DOCX](#)

**D. Consideration Of Resolution 2024-\_\_\_\_\_ To Consolidate 3 Lots Into 1 Lot In Pagosa Highland Estates, Owned By Steven And Denise Santille**

This request is to consider a Resolution authorizing the consolidation of Lots 536, 537, and 538 of Pagosa Highlands Estates, to become Lot 537X, owned by Steven Craig Santille and Denise Marie Santille. 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 SANTILLE.DOCX](#)

**E. Consideration Of Resolution 2024-\_\_\_\_\_ To Consolidate 2 Lots Into 1 Lot In Pagosa Meadows Unit Two, Owned By Lyle And Glenda Finn**

This request is to consider a Resolution authorizing the consolidation of Lots 67 and 68 of Pagosa Meadows Unit Two, to become Lot 68X, owned by Lyle and Glenda Finn. 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 FINN.DOCX](#)

**F. Consideration Of Resolution 2024-\_\_\_\_\_ To Consolidate 2 Lots Into 1 Lot In Pagosa In The Pines Unit Two, Owned By Joseph And Sonda Valdez**

This request is to consider a Resolution authorizing the consolidation of Lots 27 and 28 of Pagosa In The Pines Unit Two, to become Lot 27X, owned by Joseph and Sonda Valdez. 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 VALDEZ.DOCX](#)

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

This annual report provides to the Colorado Department of Transportation 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 CERTIFICATION.PDF](#)

**H. Consideration And Approval Of Letter Of Support For Aspen Services - A Safe Place In Pagosa, Inc.**

This letter provides the Board of County Commissioners' support of Aspen Services-A Safe Place in Pagosa Inc.'s application to the Section 811 Supportive Housing for Persons with Disabilities (Capital Advance) grant.

Presenter	Derek Woodman
Presenter's Title	County Manager

Documents:

[LETTER OF SUPPORT FOR ASPEN SERVICES GRANT.PDF](#)

**I. Consideration And Approval Of Letter Of Support For Town Of Pagosa Springs**

This letter provides the Board of County Commissioners' support of the Town of Pagosa Springs' application to the Rebuilding American Infrastructure with Sustainability and Equity grant for funding of the proposed Town-to-Lakes Trail Project.

Presenter	Derek Woodman
Presenter's Title	County Manager

Documents:

[LETTER OF SUPPORT FOR TOWN-TO-LAKES TRAIL GRANT.PDF](#)

**NEW BUSINESS**

**A. Consideration Of Resolution 2024- \_\_\_\_ Certifying Levies And Revenue For Budget Year 2024 To The Assessor And Property Tax Administrator**

Pursuant to C.R.S. 39-1-111, no later than December 22nd of each year, the Board of County Commissioners (the "BoCC") shall, by an order to be entered in the record of its proceedings, levy against the valuation for assessment of all taxable property located in the county and in the town, school districts, and special districts within the county, the property taxes for all purposes required by law.

For the 2024 budget year, the General Assembly delayed this deadline until January 17, 2024, through Senate Bill 23B-001.

The BoCC shall certify all such levies to the Assessor on the "Certification of Levies and Revenues" form, and a copy of the certification will be sent to the Property Tax Administrator, Division of Local Government, and the Department of Education no later than January 22, 2024.

The Certification of Levies and Revenues for Archuleta County includes 23 government entities: one County, one Town, three School Districts, and 18 Special Districts.

The above governmental entities had until January 10th to supply a certification of their tax levies to the County Commissioners. Of the total 23 entities, 22 entities submitted their certifications by the due

date.

Presenter Chad Eaton  
Presenter's Title Finance Director

Documents:

[RESOLUTION FOR CERTIFICATION OF LEVIES AND REVENUE 1-10-2024.PDF](#)  
[CERTIFICATION OF LEVIES REVENUE 12-2024.PDF](#)

#### **B. Consideration And Designation Of Board And Committee Appointments For 2024**

The Board of County Commissioners ("BoCC") have appointments on various Boards and Committees for local and regional organizations. They may appoint other members of the community or staff in their place.

Presenter Derek Woodman  
Presenter's Title County Manager

Documents:

[2024 COMMISSIONERS BOARDS AND COMMITTEES - PROPOSED.PDF](#)  
[2024 COMMISSIONERS BOARDS AND COMMITTEES - BLANK.PDF](#)  
[2023 COMMISSIONERS BOARDS AND COMMITTEES - FINAL REVISED.PDF](#)

#### **C. Consideration And Designation Of CCI 2024 Steering Committee Proxy**

In the past, the Board of County Commissioners ("BoCC") has designated the Director of the County's Department of Human Services as proxy for the CCI Health and Human Services Steering Committee. This proxy form designates Director Isabel Vita as the Board's proxy for this committee.

Presenter Derek Woodman  
Presenter's Title County Manager

Documents:

[CCI PROXY-VITA.PDF](#)

#### **D. Consideration And Approval Of Cleaning Services Company For County Facilities**

An Invitation for Bid(s) for county cleaning services was advertised on the county website and published in The Pagosa Sun. The submission deadline was January 4, 2024. Two bids were received. This agenda item is for the Board of County Commissioners to select the winning bid and to direct the County Attorney to finalize a contract with the company selected.

Presenter Daniel Matyniak  
Presenter's Title Buildings & Grounds Manager

#### **E. Consideration And Approval Of Application For LPEA Work Order For Transit Facility**

This work order with LPEA is for electrical service to be installed to the new transit facility at Harman

Park.

Presenter Kevin Bruce  
Presenter's Title Transportation Coordinator

Documents:

[LPEA WORK ORDER.PDF](#)

**F. Consideration And Approval Of Letter Of Engagement With Hinkle & Company For Audit Services**

This letter provides the terms and conditions of Hinkle & Company PC performing the 2023 Archuleta County audit.

Presenter Derek Woodman  
Presenter's Title County Manager

Documents:

[ENGAGEMENT LETTER - HINKLE.PDF](#)

**G. Consideration And Approval Of Davis Engineering Invoice**

This invoice from Davis Engineering is for preliminary design and construction of Trujillo Road and Bristlecone Drive. The project starts on County Road 500 at the end of the asphalt to Cascade and from County Road 500 to the end of the asphalt on Bristlecone.

Presenter Mike Torres  
Presenter's Title Public Works Director

Documents:

[DAVIS ENGINEERING.PDF](#)

**H. Consideration And Approval Of Kilgore Companies, LLC DbA Elam Construction Invoice**

This invoice from Elam Construction is the final payment for the Piedra Reconstruction Project, which was completed in 2023.

Presenter Mike Torres  
Presenter's Title Public Works Director

Documents:

[ELAM CONSTRUCTION INVOICE.PDF](#)

**I. Consideration And Approval Of Short Elliott Hendricksen Invoice**

This invoice from Short Elliott Hendricksen, Inc. reflects the remaining air calculation, survey, Cell 4A report, and Cell 4B design work performed in 2023.

Presenter Mike Torres  
Presenter's Title Public Works Director

Documents:

[SEH INVOICE.PDF](#)

**J. Consideration And Approval Of A Purchase Order For Concrete Pumping For Abutment On North Pagosa Blvd.**

This is a request to contract with a concrete company to build the abutment walls for the North Pagosa Culvert Project. The walls need to be built and established before the 2024 spring runoff. The new culverts were installed in 2023. The walls are an essential part of the repair, due to the erosion that would take place, if not installed. Staff recommends Mastercraft Concrete for this work.

Presenter Mike Torres  
Presenter's Title Public Works Director

Documents:

[NORTH PAGOSA CULVERTS.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.