



## **Minutes of the Meeting of the Board of County Commissioners Gilpin County, Colorado**

### **August 12, 2025**

A regular meeting was held on Tuesday, August 12, 2025, at the Gilpin County Courthouse, 203 Eureka, and online via Zoom. In attendance were Commissioner Sandy Hollingsworth - Chair, Commissioner Susan Berumen, Commissioner Jeff Aiken, County Manager Ray Rears, County Attorney Jack Reutzel, and Deputy Clerk to the Board, Kimberly Kaufman. Chair Hollingsworth called the meeting to order at 9:01 a.m.

Chair Hollingsworth enquired if there were any agenda changes. The following changes were made: U.S. Forest Service Special Use Permit Review was added; an Executive Session was added to the end of the agenda, and the approval of the July 22, 2025 minutes was removed from consent to regular agenda.

County Attorney Jack Reutzel asked the Commissioners if they had any conflicts of interest with any matter on the adopted agenda. None were noted.

**Public or Press Comment** – Zane Plsek spoke as an Alderman for Central City regarding Russell Gulch water issues. He suggested a joint meeting with all concerned parties to discuss solutions.

Susan Thayer expressed concerns about short-term rental impacts and requested limits on the number allowed in each neighborhood.

County Manager Rears said he would reach out to City Manager Miera to discuss the Russell Gulch water concerns.

### **CONSENT AGENDA**

Commissioner Hollingsworth enquired if there was anything that should be taken off of the consent agenda. Commissioner Aiken stated he had a question regarding the Human Service Report, so it was moved to the regular agenda. Commissioner Hollingsworth mentioned the removal of the July 22, 2025 meeting minutes as well. Commissioner Aiken then moved to approve the remaining consent agenda including the **Departmental Quarterly Reports – Q2 2025** – **Assessor, Clerk and Recorder, Colorado State University Extension Service, Community Development, Facilities, Finance, Human Resources, Human Services, Parks and Recreation, Public Health, Public Works, Treasurer and Public Trustee, Treasurer's Monthly Report -June 2025, Clerk and Recorder July 2025 EOM Report, Resolution 25-080, Official Appointment List Update** – **Melanie Bleyler- Community Engagement Officer, Resolution 25-095, Authorizing Additional Expenditures Relative to Special Counsel Services of Dagner, Schluter, and Werber LLC, Resolution 25-098, Appointment to the Gateway to the Rockies Opioid Council Executive Board of Marie Larson, Community Health Specialist with Alisa Witt as her Alternate, Approval of March 25, 2025; June 10, 2025; June 24, 2025; July 1, 2025; and July 8, 2025 BoCC**



**Meeting Minutes.** Commissioner Berumen seconded; the amended Consent Agenda was adopted 3 to 0.

**New Hire Introductions** followed. Paige Sons, Human Services Child Program Manager, introduced Megan Thompson, Caseworker II -Prevention Specialist, Sydney Lawrence, Caseworker II, and Marie Cosby, promoted to Caseworker III. Paige also introduced Johana Bravo as the Senior Services/ Transportation Supervisor.

**Letter in Support for Associated Governments of Northwest Colorado (AGNC) As Administrator of the Northwest Colorado Enterprise Zone** – Tiffany Dickenson, Executive Director, AGNC, appeared via Zoom. She explained AGNC is a Council of Governments forming a collective voice on the impacts of issues such as transportation, infrastructure, housing, energy, and technology. They advocate for the rights and needs of the counties and municipalities they serve. They are a federally designated economic development district which allows them to apply for federal grants through the Economic Development Administration (EDA), and they serve as the Enterprise Zone Administrator for eight counties including Clear Creek and Gilpin.

An enterprise zone is an incentive program with tax credits to help spur economic development in distressed communities. A review is required every 10 years to ensure the boundaries of the zone still include distressed counties meeting required statutory criteria. Jeff Noffsinger, Community Development Director for Central City, spoke briefly asking the Commissioners to approve a letter of support for AGNC to continue serving as the administrator of the Northwest Colorado Enterprise Zone. Commissioner Berumen moved for approval of a letter of support; Commissioner Aiken seconded, the motion was approved 3 to 0.

At 9:35 a.m., Chair Hollingsworth called the **9:30 a.m. Public Hearing – Second Reading Ordinance 25-01 – An Ordinance Prohibiting the Depositing of Snow and Ice in Certain Roadways** – Sarah Baciak, Paralegal presented.

Public Comment was opened at 9:37 a.m. No one expressed an interest in speaking, so the public comment period was closed at 9:38 a.m.

There was discussion regarding the ordinance process and costs for publication, sheriff's office citations, and signage. Due to a misspelling in section 3.3 of the word "sheriff", that section will be republished. Commissioner changes from the previous BoCC meeting prior to publication were restated. Commissioner Aiken moved to adopt the ordinance with the correction of the typographical error; Commissioner Berumen seconded; the ordinance was adopted 3 to 0.

The public hearing was closed at 9:44 a.m. by Commissioner Hollingsworth.

The **Sheriff's Office Second Quarter Report 2025** was presented by Kevin Armstrong, Sheriff, and Greg Demo, Undersheriff.



**Resolution 25-099, Stage 1 Fire Restrictions** - Kevin Armstrong, Sheriff and Greg Demo, Undersheriff, discussed the response to a small vegetation fire of approximately 2/10ths of an acre that occurred in Gilpin County on the previous Saturday. Timberline Fire, the US Forest Service, and Golden Gate Fire responded to the scene and were able to put it out quickly. At the time, only one aerial attack fire apparatus was available to the county due to the numerous fires on the western slope. Fire restrictions are needed due to reduced moisture and abundant dry fuels, so a fire ban was put into effect at 12:01 a.m. the evening before. Commissioner Berumen moved to adopt the resolution instituting the Stage One Fire Ban; Commissioner Aiken seconded; the motion passed 3 to 0.

The **U.S. Department of Agriculture Forest Service Special Use Permit** was presented by Manager Rears. The Organic Administration Act from June 4<sup>th</sup> of 1897 was approved as a method of permitting the mitigation of vegetation in federally owned areas to increase egress along contiguous roadways of Gilpin County. Timberline Fire and the Forest Service have been working together to identify the potential areas for mitigation work to be done. An increase in funding for Timberline Fire had been previously approved by the Commissioners for this purpose. Commissioner Berumen moved to execute the Special Use Permit from the US Department of Agriculture Forest Service approving fire mitigation along the right of ways that intersect with forest service lands. Commissioner Aiken seconded; the motion passed 3 to 0.

**Resolution 25-097, Resolution Opting Out of Graywater Legislation** - Alisa Witt, Public Health Director presented background regarding graywater system requirements, and her recommendation that Gilpin County opt out of the requiring these systems be installed in county residences. She cited the oversight burden on the Gilpin Public Health Department, the complicated nature of the systems, the maintenance obligations of the homeowner, and the overall lack of demand for them. The Commissioners agreed the resolution language needed to be clarified, so it will be re-presented to the Board at the August 26th meeting.

Manager Rears noted that the Sheriff's Office Resolution (25-099) approved earlier by the Board did not contain the start date and time of the Stage One Fire Ban (12:01 a.m., August 12, 2025), and he offered a revised version. Commissioner Berumen moved to retract the original adoption of the resolution. Commissioner Aiken seconded. That motion passed 3 to 0. Commissioner Berumen then moved to adopt Resolution 25-099 as amended to show the effective date, August 12, 2025 at 12:01 a.m. Commissioner Aiken seconded. Resolution 25-099 as amended was adopted 3 to 0.

**Financial Statements for the Year Ended December 31, 2024**- Lorna Plamondon, Interim Finance Director and Jim Hinkle, Hinkle & Company presented. Mr. Hinkle discussed the audit process and findings. Of note, he found no significant deficiencies or material weaknesses in the internal control structure. A clean opinion was rendered that stated the financial statements had been prepared in accordance with general accounting principles.



Because the county receives federal funds in excess of \$750,000, a “single” audit is required. This means the external auditors are required to audit compliance with federal award programs. Two audit opinions are issued with respect to that work. Any non-compliance on any federal program is required to be reported by the auditors. They issued a clean opinion again finding all internal controls were in place with no instances of non-compliance. The auditors issued a required communication letter. Their letter had all positive comments reflecting there were no audit adjustments for found errors, and they had no disagreements with management. Mr. Hinkle stated it was very important to note there was open transparency with timely response on all requests. The audit report had been submitted to the State by July 31, 2025, as required and also to the Government Finance Officers Association (GFOA). He thanked the entire staff for their assistance.

**Finance Resolution 25-096, A Resolution Approving Revisions to P-5, Travel and Per Diem Policy and Adopting the Revised Policy as Part of the Master Policy and Procedure Manual –** Lorna Plamondon, Interim Finance Director presented this item. She reported the policy changes included increasing the time allowances for employees to request reimbursement for travel expenses had increased from 10 days to 120 days. Receipts from the prior year to be submitted by January 31<sup>st</sup> of the new year. Also revised was the dollar amount requiring County Manager signature. It was increased from \$1000 to \$1400. Discussion followed regarding travel insurance, meals, room service, parking tickets and fines, use of rail, per diem payment when meals are covered by grants or the conference, and use of county vehicle. Calculating mileage reimbursement when traveling to a meeting from home was also discussed. Revisions made to the policy included: allowing room service reimbursement under certain circumstances, non-reimbursement for parking violations; approval of travel by rail; and per diem cannot be received if expenses covered by a grant or the conference. Commissioner Aiken moved to adopt the resolution with the stated policy revisions; Commissioner Berumen seconded, the resolution was adopted 3 to 0.

Chair Hollingsworth then called the Human Service Q2 2025 Report. Human Services Director Janey Barker appeared via Zoom to answer a question posed by Commissioner Aiken regarding overspending in Adult Protective Services. The allocation of \$30,000 was overspent by 116.44 %. Community Benefits overspent by 144.73%. Most of the overages have been covered by the State other than Adult Protective Services which was in the budget. Closeout numbers were just received yesterday., so Finance is still looking at the numbers to see if any additional monies need to be paid. Commissioner Berumen moved to approve the Human Services Second Quarter report with correction of the typos changing 2024 to 2025. Commissioner Aiken seconded; the motion passed 3 to 0.

The July 22, 2025, meeting minutes were addressed next. Commissioner Hollingsworth expressed dissatisfaction due to missing information with the minutes that had been generated using artificial intelligence. Discussion followed. The minutes will be amended and resubmitted for the August 26<sup>th</sup> agenda.



**County Attorney's Report** – County Attorney Reutzel highlighted the work being done by Fairfield and Woods on behalf of the County. He complimented Paralegal Baciak's efforts in reviewing items before their submission to their firm thereby cutting down on attorney review time and expense.

**County Manager's Report** – Ray Rears presented his written report with verbal highlights on upcoming meetings and topics, the budget process, and community engagement efforts. He also provided updates on the community annex, staff vacancies, and the meeting with City Manager Miera on the Russell Gulch water concerns.

**Public or Press Comment** - There was none.

### **Board of County Commissioner Reports and Notice of Public Meetings**

#### **Upcoming meetings which two or more commissioners may attend:**

Clear Creek economic Development Regional Resiliency Workshop - August 13, 2025

Colorado Department of Public Health and Environment talk on PFAS in Water, Gilpin Library Employee Picnic – August 14, 2025

Regular BoCC meeting –August 26, 2025 9:00 a.m.

Next Work Session – August 19, 2025 9:00 a.m.

Cookies with Commissioners –

- August 16, 2025, Community Center 3:00 p.m.
- August 26<sup>th</sup>, 131 Main Street, Central City 6:00 p.m.

Timberline Fire Groundbreaking - Observatory – 6:00 p.m.

Colorado Counties, Inc. Mountain District meeting - August 21, 2025

Commissioner Berumen, Aiken, and Hollingsworth reported on the meetings, events, and conferences they each attended.

Commissioner Berumen moved to:

- Adjourn to Executive Session for a conference with the County Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. §24-6-402(4)(b) relative to an ongoing litigation matter; and



- Adjourn to Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. §24-6-402(4)(e)(I) relative to an ongoing litigation matter.

Commissioner Aiken seconded; the motion passed 3 to 0.

There being no additional business, the meeting was adjourned at 11:47 a.m.

Approved this 26th day of August, 2025.

Signed:

Sandy Hollingsworth, Commissioner, Chair

Susan Berumen, Commissioner

Jeff Aiken, Commissioner

Kimberly Kaufman, Deputy Clerk to the Board of County Commissioners

*A signed and recorded version of these minutes is available via the Clerk & Recorder's Office.*