

Moffat County Board of County Commissioners  
221 W Victory Way Suite 130 Craig, CO 81625

August 30, 2022 - Special Meeting

**In attendance:** Donald Broom, Chair; Tony Bohrer, Board Member; Melody Villard, Board Member; Erin Miller, Deputy Clerk & Recorder; Roy Tipton; Rebecca Tyree; Kristin Grajeda; John Williams; Tracy Winder; Carol Haskins; Stacy Morgan; Tammy Raschke; Sarah Colding; Ida Stehle; Adam Krustchinsky

Commissioner Broom called the meeting to order at 10:00 am

**Department of Human Services – Kristin Grajeda**

- Present Personnel Requisitions for approval (see attached)

Grajeda requested to have two temporary workers (through Flint Personnel) contracts extended:

- Administrative Assistant
- Child Support Case Worker

There was also a Lead Child Support Caseworker position that was filled in-house and did not require a Personnel Requisition.

Bohrer moved to approve the temporary Personnel Requisition as presented, not to exceed \$2,493.08, for both positions. Villard seconded the motion. Motion carried 3-0.

Bohrer moved to approve the Lead CSS worker position as presented, not to exceed \$1,393.18. Villard seconded the motion. Motion carried 3-0.

**Office of Development Services – Roy Tipton**

**Approve:**

- Change Order for Site Work for new Courthouse project (see attached)

This Change Order is for the site work and for part of the solar field. The bulk of this money being paid out the Congressionally Directed Spending award. Tipton commented that they have been struggling to get all of the numbers together for site work and get as much work done before the snow flies. The total change order is (not to exceed) \$1, 216,696.49.

Villard moved to approve the Change Order (not to exceed) \$1, 216,696.49. Bohrer seconded the motion. Motion carried 3-0.

- Price Change Order(s) #27, 28, 31, 33, 37 (see attached)

Normally (by resolution), Commissioner Broom would just be able to sign off on the Change Orders, but Tipton decided that since he was up before the BCC, he would just go over them with the BCC. There is about \$77,000 contingency left on BHI's contract.

PCO 37: Addition of an electronic lock and camera, turning a storage room into a secure evidence storage for \$11,969.

PCO 33: Add conduit for EV Charging stations for \$1,738.72

PCO 28: Add a cabinet back in for an ice maker in the employee break room

PCO 31: Level damaged floor

PCO 27: Various casework, countertops, and concrete foundation work for \$1550.

All of these have been reviewed by Tipton, Traenor and our engineers to make sure the costs are reasonable.

### **Board of County Commissioners**

- Discuss preservation of Voter Records

Villard spoke about a request that came before the BCC at their last meeting during Public Comment regarding asking the County Clerk about retention of Voter Records. The BCC consulted with the County Attorney, who confirmed that Voter Record Retention is strictly up to the County Clerk to follow the policy (at a minimum) set forth by the Secretary of State's office. The BCC asked County Clerk, Tammy Raschke, and the staff from the Elections office to come up and address this.

Raschke read two different statutes that covers the requirements on retention of election records. Federal law says 22 months and state law says 25 months. There were three elections in 2020: the presidential primary in March 3, 2020 (records destroyed June 13, 2022), the primary election of June 30, 2020 (records destroyed August 22, 2022) and the general election in November 2020 (due to be destroyed December 3, 2022). The general election records will most likely not be destroyed at that time, but will probably depend more on when the County moves to the new facility. The Clerk's office uses Vital Records Control (shredding service) out of Grand Junction. This is the same company that banks and the courts use.

Commissioner Bohrer asked how many boxes of records there are. Raschke responded that there are (at least) 20 and they do take up quite a bit of room, especially with the elections from this year. Bohrer said that since there will be more room in the new building, he would like to see those records held onto for a bit longer. The BCC formally requested that the Clerk's Office retain the General Election records from November of 2020 for longer than the required 25 months. The Clerk's Office said they would take that under advisement.

**Meeting adjourned at 10:17 am**

**The next scheduled BOCC meeting is Tuesday, September 13, 2022**

Submitted by:

Erin Miller, Deputy Clerk and Recorder

Approved by: Sonal Broom

Melodyillard

[Signature]

Approved on: September 13, 2022

Attest by: Erin Miller

