



ARAPAHOE COUNTY

Carrie Warren-Gully, Chair Pro Tem, District 1
Nancy Sharpe, District 2
Jeff Baker, District 3
Nancy Jackson, Chair, District 4
Bill Holen, District 5

Arapahoe County

Board of County Commissioners Study Session

Meeting Minute Summaries

Monday, September 13, 2021

**Administration Building
West Hearing Room**

****Specific to COVID - The members of the Board of County Commissioners may choose to attend study sessions virtually or in person. The public may attend study sessions marked with an asterisk (*) by following this link (<https://arapahoe.legistar.com>) and clicking the "In Progress" link located under the Audio/Video column to watch and listen to the live stream. These study sessions can only be attended virtually by the public due to the current social distancing requirements. The public may attend study sessions/administrative meetings that are not marked with an asterisk (*) in person only. These study sessions/administrative meetings are held in the West Hearing Room on the main floor of the County Administration Building, 5334 South Prince Street, Littleton, CO 80120. The Board of County Commissioners may go into executive session during or at the conclusion of a study session or administrative meeting as necessary to receive legal advice or discuss other confidential matters, and if they do so, the public will be excluded from that portion of the meeting.*

***** Non-COVID *****

The Arapahoe County Board of Commissioners typically holds weekly study sessions on Monday and Tuesday. Study sessions (except for executive sessions) are open to the public and items for discussion are included on this agenda. Meeting agendas (except for executive session agendas) are available at arapahoegov.com/agendas.

The Board may alter the times of the meetings throughout the day, as well as cancel or reschedule noticed meetings. Contact the Commissioners' Office at 303-795-4630 or gtrost@arapahoegov.com with questions about the agenda.

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9:00 AM Calendar and Board Updates

Michelle Halstead, Director, Commissioners' Office

11:00 AM Strategy and Performance Update

Manisha Singh, Director, Strategy and Performance

STUDY SESSION TOPICS

11:30 AM *C19-24 Utility Relocation Policy, updated draft for review and adoption

Attachments: [Board Summary Report](#)

- [1. Utility Relocation Policy - 08-19-2021](#)
- [2. 20210830 Utility Relocation Policy Presentation](#)
- [3. Administrative Procedure 87-5 BOCC Reso 108-89](#)
- [4. 20201026 Utility Relocation Presentation](#)
- [5. 20201026 BSR - Utility Relocation Policy Discussion](#)

The purpose of this study session was to present the updated policy to the Board for review and adoption.

A PowerPoint presentation was presented, a copy is retained for the record.

A high level overview of Administrative Procedure 87-5 was discussed.

The revised policy was reviewed and discussed.

Commissioner Baker inquired regarding research done for similar policies in other jurisdictions.

Commissioner Warren-Gully questioned if paying 50% was unusual for a county to share in cost allocation.

Commissioner Sharpe asked for clarification of policy implementation.

Commissioners expressed support for a 1 year adoption evaluation.

The policy will be added to the consent agenda.

Following previous BOCC direction, staff from Public Works and Development (PWD) revised Administrative Procedure 87-5 (Utility Relocation Policy, adopted under resolution number 108-89), and now present the updated policy to the BOCC for review and adoption.

12:00 - 1:00 PM BREAK

1:00 PM Align Arapahoe Meeting

STUDY SESSION TOPICS

2:00 PM *Temporary Use Permit: ZTU-2021-00003; Xcel Energy Staging Yard Area for Transmission Line Improvements

Attachments: [Board Summary Report](#)

[ZTU-2021-00003; 2050 S County Road 201; Description and Site Plan](#)

The applicant, Xcel Energy, is requesting a Temporary Use Permit (TUP) for a temporary construction staging yard located at 2050 S County Road 201, Byers CO. Staff is requesting a referral/feedback from

the Board of County Commissioners.

Background for the request was discussed.

Staff confirmed that they did not confer with Colorado Parks & Wildlife.

Conditions of the road damage agreement was discussed.

All commissioners supported the request.

The applicant, Xcel Energy, is requesting a Temporary Use Permit (TUP) for a temporary construction staging yard located at 2050 S County Road 201, Byers CO. Staff is requesting a referral/feedback from the Board of County Commissioners.

2:30 PM *Drop In Board of County Commissioners

Water Supply Study and Grant Application

Attachments: [Board Summary Report](#)
[Presentation](#)

The purpose of this study session was to present a request to apply for grant funding from the Colorado Water Conservation Board for the Arapahoe County Water Supply Study and to apply for technical assistance grant funding from the Sonoran Institute for policy updates and implementation related to water-efficient landscapes.

A PowerPoint presentation was reviewed, a copy of which has been retained for the record.

Proposed water supply study tasks were discussed.

The funds are to be used for a 2000 water study which has expired.

There was discussion regarding what impacts an annexation would have.

It was confirmed that the study would cover a 200-year supply.

Commissioner Holen asked what the effects climate change would have on the analysis.

Larry Mugler stated that the consultant would include that in the evaluation.

Possible grant programs, fiscal impacts, and the timeline were discussed.

Commissioner Sharpe asked for clarification regarding funding.

Commissioner Holen expressed support to move forward with the application.

Commissioner Warren-Gully asked for clarification on what building revenue consists of.

There was discussion regarding what would happen if the study indicates that growth cannot continue.

All commissioners support the request.

The purpose of this Study Session is to present a request to apply for grant funding from the Colorado Water Conservation Board for the Arapahoe County Water Supply Study and also to apply for technical assistance grant funding from the Sonoran Institute for policy updates and implementation related to water-efficient landscapes.

Removal of Microfilm Records from State Archives

Attachments: [Board Summary Report](#)
[US Imaging Facility Specifications for Security and Storage](#)

The purpose of this drop in was to request approval for the Clerk's Office to remove microfilm rolls from the Colorado State Archives for purposes of digitizing the records by US Imaging.

Options to obtain microfilm rolls for processing were discussed.

Commissioner Jackson inquired why microfilm rolls wouldn't be returned to the State Archives Office.

Commissioner Sharpe asked if there was already off site, climate controlled storage utilized by the County.

Commissioner Jackson expressed concerns for the security of the documents once pulled from the State Archives Office.

Commissioners Holen, Sharpe, Warren-Gully, and Baker support the request.

The purpose of this drop in is to request approval for the Clerk's Office to remove microfilm rolls from the Colorado State Archives for purposes of digitizing the records by US Imaging. The Board approved an Agreement for Services with US Imaging for digitization of the subject historical records via Resolution No. 21-254 on Aug. 10, 2021 and the contract was executed on September 1, 2021.

STUDY SESSION TOPICS

3:00 PM *Nova Automation - New Business Personal Property Tax Rebate Request

Attachments: [Board Summary Report](#)

The purpose of this request was to request consideration of a business personal property tax (BPPT) incentive agreement between the County and Nova for the period of ten years.

Denver South is the organization that works to attract high-quality employment for the citizens of the County and the Denver South region.

Background of the proposal, including construction footprint and wages, were discussed.

Background information of the company were discussed.

Commissioner Warren-Gully asked for clarification regarding the salary level and nature of the potential jobs.

Commissioner Baker asked John Christofferson to give background on how Arapahoe County historically handles tax rebates.

Commissioner Sharpe proposed an alternate option to offer 50% of the rebate for 5 years with a possible renewal for an additional 5 years.

Commissioner Jackson expressed concerns that private industry shouldn't be subsidize by the residents of the county but would support 50% for 5 years with a possible renewal for an additional 5 years.

Other commissioners support 50% for 5 years with a possible renewal for an additional 5 years.

The purpose of this request is two-fold; to help attract a primary employer to Arapahoe County (County) and facilitate the creation of high-quality employment opportunities for the citizens in the County and the Denver South region.

Denver South, on behalf of Nova Automation (Nova), requests consideration of a business personal property tax (BPPT) incentive agreement between the County and Nova for the period of ten years.

3:30 PM *Executive Session

Executive Study Session and County Attorney Administrative Meeting [Section 24-6-402(4)

(b)C.R.S.](As required by law, specific agenda topics will be announced in open meeting prior to the commencement of the closed and confidential portion of this session)

Ron Carl, County Attorney

The motion was made by Commissioner Baker and duly seconded by Commissioner Warren-Gully that the Board go into executive session pursuant to Section 24-6-402(4)(b) of the Colorado Revised Statutes, to receive legal advice regarding:

- 1. Reorganization at Community Resources Department**
- 2. Judge Vahle notice of claim and response**
- 3. Douglas County's withdrawal from Tri-County Health Department**

The motion passed 5-0.

The meeting was adjourned.

***Virtual/Streamed Only**