

**SAN MIGUEL COUNTY BOARD OF COUNTY COMMISSIONERS
MINUTES**

Wednesday, January 10, 2024

Zoom.us

1) ROLL CALL/CALL TO ORDER.

Presented by:

Lance Waring, Chair

Kris Holstrom, Vice Chair

Anne Brown, Commissioner

Staff Present:

Mike Bordogna, County Manager

Jarrold Biggs, Special Projects Director

Amy Markwell, County Attorney

Rachel Allen, Assistant County Attorney

Nancy Willis, County Paralegal

Carmen Warfield, Chief Deputy Clerk

9:31 a.m. Call to Order.

2) MOMENT OF SILENCE

3) REVIEW OF AGENDA

4) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA.

5) CONSENT AGENDA

5.a) Approval of Minutes: November 15, 2023 and December 5, 2023.

(ATTACHMENT - 20231115-BOCC-MInutes-Draft.pdf)

(ATTACHMENT - 20231205-BOCC-Minutes-Draft.pdf)

5.b) Approval of the Chair's signature on an annual Community Partnership Agreement with Montrose County for their \$8K financial commitment to the San Miguel Basin Fair Board.

(ATTACHMENT - San Miguel Fair 2024.docx)

5.c) Acceptance of the October 2023 Road Report.

(ATTACHMENT - 10.23 Road Report.pdf)

5.d) Approval of Chair's signature on an Intergovernmental Agreement and Memorandum of Understanding with Montrose County for Public Road

Maintenance.

(ATTACHMENT - San Miguel IGA MOU signed by MC 12.23.pdf)

- 5.e) Approval of Chair's signature as the Board of Commissioners and as the San Miguel County Housing Authority on Amended and Restated Deed Restriction and Covenant with Jason Charles and Jennifer Lee Corzine, Lot 314-8, Elk Meadows, Lawson Hills Sub/PUD.

(ATTACHMENT - Corzine Deed Restriction.pdf)

- 5.f) Approval of Chair's signature on the award agreement 2024 Emergency Management Performance Grant.

(ATTACHMENT - 02 LEMS Part I Work Plan SA EMPG.pdf)

(ATTACHMENT - 7 DHSEM-EMPG-Signature Auth-Form.pdf)

(ATTACHMENT - EMPG Program Funding Application Pt III.pdf)

- 5.g) Approval of Chair's signature on the first addendum to the Intergovernmental Agreement for Peacekeeping/Law Enforcement services dated July 20, 2022.

(ATTACHMENT - San Miguel Sheriff Office Agreement 01-24 IGA.pdf)

- 5.h) Ratification of Chair's signature on the Veterans Service Officer Monthly report for December 2023.

(ATTACHMENT - VSO December 2023 Report for Commissioners.pdf)

- 5.i) Approval of Chair's signature on the Professional Services Agreement for the Resiliency Initiative in the amount of \$67,550. /MOTION

(ATTACHMENT - Professional Services Agreement Resiliency Initiative.pdf)

(ATTACHMENT - The Resiliency Initiative 67.5K.pdf)

(ATTACHMENT - CERTIFICATE OF INSURANCE (COI).Pdf)

- 5.j) Road & Bridge CDL Physical Policy # 2024-1

(ATTACHMENT - SMC Road and Bridge CDL Physical Policy 2024-1.docx)

MOTION by Kris Holstrom to approve the consent agenda as presented. **SECONDED** by Anne Brown. **PASSED 3-0.**

6) ADMINISTRATIVE MATTERS

- 6.a) Consideration of the Chair's signature on a Proclamation 2024-01 honoring Sheriff Bill Masters for 45 years of service to San Miguel County./MOTION

(ATTACHMENT - Proclamation_2024-1_-_Bill_Masters_Day.pdf)

Presented by: Jennifer Dinsmore, Chief Administrative Officer; Dan Covault, Undersheriff; Sheriff Bill Masters

MOTION by Kris Holstrom to approve the Chair's signature on a Proclamation 2024-01 honoring Sheriff Bill Masters for 45 years of service to San Miguel County. **SECONDED** by Anne Brown. **PASSED 3-0.**

Public Who Addressed the Board: Harley Brooke-Hitchin, County Resident

(ATTACHMENT I - Proclamation 2024-01)

- 6.b) 9:45 am Consideration of approving Resolution 2024-01 updating the County Driving Policies 4-6 & 4-7 /MOTION

(ATTACHMENT - Res_2024-01_Updated_Driving_Policies_(1).pdf)

(ATTACHMENT - Driving on County Business Policy -REDLINE DRAFT Sept 2023.pdf)

(ATTACHMENT - CAPP and Auto Insurance Coverage.2023 (1).pdf)

Presented by: Amy Markwell, County Attorney

MOTION by Kris Holstrom to approve the Chair's signature on Resolution 2024-01 updating the County Driving Policies 4-6 & 4-7. **SECONDED** by Anne Brown. **PASSED 3-0.**

(ATTACHMENT II - Resolution 2024-01)

- 6.c) Discussion and review of the 2024 proposed Boards and Committees for Commissioners.

(ATTACHMENT - 2024 Boards and Committees for Commissioners - for discussion purposes.xlsx)

Presented by: Mike Bordogna, County Manager

Note: To be finalized on January 17, 2024.

7) **HOUSING UPDATES**

Presented by: Mike Bordogna, County Manager

1. Letter of Interest sent to the Town of Telluride for the Virginia Placer development that will be a rental unit for priority of first responders, police officers, fire fighters and et al - Jim Kehow will be working with the Town of Telluride on this development
2. Update on the Pathfinder Pit. The soil types and ground water depth is good. The Penstock running in the middle of the property is concerning of the true location. There will be continued follow-up next week.
3. The Road and Bridge site down valley will be reviewed for housing employees from that department.

Presented by: Jarrod Biggs, Special Project Director

1. Update on the Housing Needs Assessment.

The Doodle Poll to meet with the Town of Telluride Council concerning the Diamond Ridge Property was unsuccessful for any days in January. A new doodle poll will be sent looking at an opportunity to meet in February.

8) **MANAGER MATTERS**

Presented by: Mike Bordogna, County Manager

1. Update on upcoming meetings.
2. Results of the Gondola survey.
3. San Miguel Water Conservation District Meeting in Norwood and Mike plans to attend.
4. Update on the Applebaugh HOA and replacement bridge
5. The Veteran Service Officer Director and CCI will be meeting concerning accreditation for VSO officer's in smaller counties.
6. The new Clerk and Recorder Michael Wyszynski has stepped into that role and so far is doing very well.
7. There is a scheduled newly elected Commissioner training with the Division of Local Affairs at our BOCC meeting room.
8. The County will be closed on Monday for Martin Luther King Day.

Discussion of co-responder program with Axis with additional questions including their role. The concept will be moving forward.

Presented by: Anne Brown, Commissioner; Mike Bordogna, County Manager

9) **SPECIAL PROJECTS DIRECTOR**

Presented by: Jarrod Biggs, Special Projects Director

1. Additional discussion of the different housing locations and accessing the sites.
2. Progression with the Composting program - The request for proposals is out.
3. Jarrod met with the Town of Telluride staff concerning the West Wing as part of the continued Master Planning.
4. Work is continuing for the new HVAC systems for the Miramonte building - The Engineering company will provide three options for this site.
5. Jarrod and Mike Bordogna are working together on some policy issues.

10) **COMMISSIONER UPDATES:**

Lance Waring - Smart, Senator Cleave Simpson meeting with Public Health, Shared a co-host spot on KOTO Radio with the other two town Mayors in attendance

Anne Brown - Senator Cleave Simpson meeting with Public Health, Co-responder meeting, Paradise paradox film in attendance, 10th anniversary of True North, Telluride Foundation Leadership Council, Lee Taylor and others meeting on the East End Master plan, SWRL meeting

Kris Holstrom - SMART Meeting, Telluride Foundation Leadership board; Met with Jarrod on the Compost Grant

11:12 a.m. Recessed.

11:19 a.m. Reconvened.

11) **ATTORNEY MATTERS**

Update - Presented by: Amy Markwell, County Attorney
Continued work on the Administrative Manuals 2.3 policy concerning meeting protocol.

- 11.a) Executive Session: Discussion of the Aldasoro Impact Fee Interest Refunds for the purpose of legal advice C.R.S. 24-6-402(4)(b).

(ATTACHMENT - 1.05.24.Aldasoro Ranch Impact Fee Refunds.pdf)

(ATTACHMENT - 11.10.23.Aldasoro Ranch Impact Fee Refunds (1).pdf)

11:23 a.m. Commissioner Brown has recused herself and left the meeting for this Executive Session.

MOTION by Kris Holstrom to go into executive session, to discuss the Aldasoro Impact Fee Interest Refunds for the purpose of legal advice C.R.S. 24-6-402(4)(b). **SECONDED** by Lance Waring. **PASSED 2-0.**

11:23 a.m. Recessed.

11:31 a.m. Reconvened.

Presented by: Rachel Allen, Assistant County Attorney

MOTION by Kris Holstrom to come out of executive session, the only item that was spoken of was the Aldasoro Impact Fee Interest Refunds for the purpose of legal advice C.R.S. 24-6-402(4)(b). **SECONDED** by Lance Waring. **PASSED 2-0.**

MOTION by Lance Waring to approve the authorization of payment [in the amount of] \$14,433.77 to those parties effected by the Aldasoro Impact fees interest refunds as specified in the January 5, [2024], letter from Miss [Haley] Carmer [Garfield and Hecht P.C., Attorney's at Law]. **SECONDED** by Kris Holstrom. **PASSED 2-0.**

Note: Anne Brown returned to the meeting 11:35 a.m.

Note: The Assistant County Attorney requested that the above item not have written minutes as it constitutes a privileged attorney-client communication and a statement signed by the attorney and chair is attached.

(ATTACHMENT III - Executive Session Attest)

12) **Lunch**

11:36 a.m. Recessed.

12:30 p.m. Reconvened.

13) **ADMINISTRATIVE MATTERS - Continued.**

- 13.a) Retreat - Discussion of a County Communication Strategy.

(ATTACHMENT - Draft = To be discussed. COMMUNITY ENGAGEMENT PLAN.docx)

Presented by Suzanne Cheavens, Communications Coordinator

14) **ADJOURNMENT**

MOTION by Anne Brown to adjourn the meeting. **SECONDED** by Kris Holstrom.
PASSED 3-0.

1:30 p.m. Adjourned.

Respectfully submitted,

Approved 2/21/2023 Carmen Wayfuts

BOARD OF COUNTY COMMISSIONERS

Tom Wang

ATTEST:

Mike Gaudy

6A AMI

**PROCLAMATION OF THE BOARD OF COMMISSIONERS OF
SAN MIGUEL COUNTY, COLORADO, PROCLAIMING JANUARY 10, 2024
SHERIFF BILL MASTERS DAY**

PROCLAMATION 2024-01

WHEREAS, William S. (Bill) Masters began his employment with San Miguel County on January 1, 1979; and

WHEREAS, Sheriff Masters has served for 45 continuous years which is the longest tenure of any Sheriff in the State of Colorado; and

WHEREAS, the position of County Sheriff comes with many challenges and responsibilities; and

WHEREAS, despite significant changes in county demographics, Sheriff Masters has maintained an unwavering commitment to peace-keeping instead of just law enforcement; and

WHEREAS, rising numbers of regional visitors over the years have consistently increased demands for services from his office, and

WHEREAS, Sheriff Masters is a highly-skilled team builder who deliberately provides everyone in his organization with the necessary training and mentorship to forge excellence, and

WHEREAS, Sheriff Masters' deputies and staff have been tested by countless difficult situations and have—under his leadership—run toward the danger and risen to every occasion; and

WHEREAS, Sheriff Masters has persevered through many changes in county staff and administrations without ever losing sight of his overall mission; and

WHEREAS, Sheriff Masters has always maintained his strong sense of duty AND his sense of humor throughout the years; and

WHEREAS, Sheriff Masters conducts himself in ways that credit San Miguel county and the entire law enforcement community;

NOW, THEREFORE, we, the San Miguel County Board of Commissioners, do hereby proclaim Wednesday, January 10, 2024, Sheriff Bill Masters Day. We sincerely thank him for keeping the peace in San Miguel County for the past 45 years and we urge citizens and visitors to be calm, courteous, and make good life choices to reduce his workload today and every day in the future.

DONE AND APPROVED by the Board of Commissioners of San Miguel County, Colorado, at a duly noticed public meeting held in Telluride, Colorado, on the 10th of January, 2024.

BOARD OF COUNTY COMMISSIONERS
SAN MIGUEL COUNTY, COLORADO

Lance Waring

Lance Waring, Chair



ATTEST:

Carmen Warfield

Carmen L. Warfield, Chief Deputy Clerk to the Board

VOTE:

Anne Brown	☒ Aye	Nay	Abstain	Absent
Kris Holstrom	☒ Aye	Nay	Abstain	Absent
Lance Waring	☒ Aye	Nay	Abstain	Absent

6.B. ATT II

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF SAN MIGUEL COUNTY, COLORADO ADOPTING UPDATED POLICIES
RELATED TO DRIVING ON COUNTY BUSINESS FOR SAN MIGUEL COUNTY**

Resolution #2024-01

WHEREAS, the Board of County Commissioners of San Miguel County, Colorado has previously adopted an Administrative Policy Manual; and

WHEREAS, 4-6 County Vehicle Use Policy and 4-7 Driving on County Business Policy are in need of updating for simplification and clarification; and

WHEREAS, the Board of County Commissioners wishes to improve its administrative policy practices through the adoption of updated 4-6 County Vehicle Use and 4-7 Driving on County Business policies.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SAN MIGUEL COUNTY, COLORADO:

1. Sections 4-6 and 4-7 of the San Miguel County Administrative Policy Manual shall be updated according to the attached Exhibit A and incorporated herein by reference.
2. Sections 4-6 and 4-7 shall apply to all departments of the County including all Elected Official offices with the exception of the Sheriff's Office which has its own policies.
3. This Resolution shall take effect immediately upon its approval by the Board of County Commissioners.

APPROVED AND ADOPTED this 10th day of January 2024, at Telluride, Colorado.

**BOARD OF COUNTY COMMISSIONERS
SAN MIGUEL COUNTY, COLORADO**

By: Lance Waring
Lance Waring, Chair

Vote:	Kris Holstrom	X Aye	Nay	Abstain	Absent
	Anne Brown	X Aye	Nay	Abstain	Absent
	Lance Waring	X Aye	Nay	Abstain	Absent

ATTEST:



By: Carmen Warfield
Carmen Warfield, Chief Deputy Clerk

EXHIBIT A

4-6 COUNTY VEHICLE USE POLICY

PURPOSE

To establish requirements related to staff vehicle assignment and regulations for appropriate usage of county vehicles by authorized employees, for official county business, and with supervisor approval.

POLICY

Vehicle Assignment

The assignment of vehicles used to conduct county business will fall into one of the three (3) following categories. When a conflict or question arises as to which category is appropriate, the decision of the County Manager will be final.

- a. Take-Home Vehicle Assignment: A Take-Home Vehicle will be provided to those employees who are routinely expected to respond to operational emergencies from the employee's residence during off-duty hours and to those employees who are routinely engaged in fieldwork when the nature of whose duties make such transportation necessary. Typically, these employees occupy positions where it is impractical to implement a requirement to proceed to a central dispatch point to obtain a county vehicle, particularly in the event of an emergency.

These vehicles are provided for official business use during the normal work week, and those employees use them for commuting between a residence and a work location.

Department heads must annually submit a listing of staff assigned a Take-Home Vehicle for approval by the County Manager.

A taxable, non-cash fringe benefit of \$3.00 per day (\$1.50 each way to and from work) shall be included in the employee's pay each pay period for those commuting to work. Employees with approved Take-Home Vehicles are responsible for reporting their commuting days in the payroll/time tracking system.

- b. Department Vehicle Assignment: Certain department(s) may be authorized to purchase a departmental vehicle(s) to allow its employees daily access as necessary for conducting official county business during normal work hours with supervisor approval. These vehicles must be parked during the workday and overnight at a county facility unless the employee is traveling on official county business or has received specific approval for temporary storage or basing of the vehicle. The department shall be responsible for maintaining the usage of the vehicle(s) and ensuring each individual using a Department Vehicle complies with the guidelines of this policy.
- c. Fleet Vehicle Assignment: The County maintains fleet vehicles to allow access, as available, to employees having less than daily needs for official county business travel with supervisor approval. Certain department(s) will be assigned responsibility for maintaining

the usage of the vehicle(s) and ensuring each employee using a Fleet Vehicle complies with this policy and submitting accurate records of such usage to the Finance Office.

- d. Private Vehicles: In the event a Department or Fleet Vehicle is unavailable, employees may be authorized by their supervisor to use their Private Vehicle for official county business travel. Motorcycles shall not be used for official county business travel.

Employees will be reimbursed at the IRS-approved rate-per-mile. Employees are responsible for submitting accurate records of such usage to the Finance Office to ensure proper reimbursement. Mileage reimbursement will not be paid when employees are using a Take-Home, Department, or Fleet Vehicle.

Vehicle Use Regulations

- a. Prior to driving on official county business, the employee must be qualified pursuant to 4-7 Driving On County Business Policy and have received, read, signed, and understood the Driving on County Business Policy. Copies of this document will be maintained by the employee and the Human Resources Department in the employee's personnel file.
- b. Employees assigned a Take-Home Vehicle shall complete a Take-Home Vehicle Use Agreement. Copies of this document will be maintained by the employee and the Human Resources Department in the employee's personnel file.
- c. Only employees who have been assigned a Take-Home Vehicle are authorized to drive a county vehicle to and from work unless there are extenuating circumstances and supervisor approval in advance when using a Department Vehicle or Fleet Vehicle. (e.g., when the Vehicle is needed very early in the morning or when official county business is conducted after hours)
- d. Employees are prohibited from using any county vehicle during non-work hours for personal use (e.g., weekends or holidays) except in response to an operational emergency. Use of a county vehicle during work hours for personal business is restricted to incidental stops. (e.g., stopping for lunch or dinner during longer periods of Vehicle use)
- e. All employees who use a county vehicle are subject to this policy's documentation reporting and personal use restrictions.
- f. Generally, employees who are provided a Take-Home Vehicle should not house their vehicles outside of the County, even if their residence is located in another county. However, the County Manager may grant an exception to this rule if operational requirements necessitate.
- g. Employees are authorized to park their Personal Vehicle at any county facility in order to pick up Department or Fleet Vehicles.
- h. Employees found to be violating the above policy are subject to disciplinary action, which may include dismissal. In addition, employees found to be using county vehicles in violation

of the policy may be pursued for monetary damages incurred by the county. Employees may be required to substantiate all business and personal use of the vehicle (including commuting) by submitting appropriate documentation to the County upon request.

(TAKE HOME VEHICLE USE AGREEMENT)

EXHIBIT B

4-7 DRIVING ON COUNTY BUSINESS POLICY

PURPOSE

To set standards for driving county vehicles or personal vehicles while on county business. This policy applies to all drivers of county vehicles or of personal vehicles while on county business. It does not apply to law enforcement personnel of the Sheriff's Office.

POLICY

San Miguel County's policy is to ensure that all operators of motor vehicles, while on official county business, are qualified to drive and to drive safely. This policy applies to employees driving both county vehicles and personal vehicles while on official county business. This policy aims to promote county drivers' safety and protect employees, the public, and county resources from vehicular harm or incidents.

Violations of this policy are subject to disciplinary action which may include dismissal. In addition, employees found to be using county vehicles in violation of the policy may be pursued for monetary damages incurred by the county.

County Driving Privileges

Driving for the County is a privilege, and with that comes the expectation that our drivers will operate vehicles in a safe and responsible manner. This requires that county drivers be familiar with and adhere to the guidelines and expectations that are outlined in 4.6 County Vehicle Use Policy as well as this 4.7 Driving on County Business Policy. When driving county vehicles or their own vehicles on approved, official county business, county employees are expected to comply with speed limits, drive defensively, and exhibit courtesy and consideration towards their passengers, pedestrians, and other drivers.

Authorization to Drive on County Business

- a. Authorization must be received from the Human Resources Department prior to:
 - An employee driving on county business in a county vehicle or personal vehicle.
 - A department extending an offer of employment to a new employee if driving on county business is required.
- b. Employees and applicants for employment are subject to an evaluation of their driving record. The Human Resources Department shall review employees and applicants for county employment's motor vehicle records for compliance with the County Driving Standards below.
- c. Employees driving on approved, official county business in a county or personal vehicle must possess a valid Colorado driver's license. Newly hired employees with out-of-state licenses must obtain a Colorado driver's license within 30 days of hire.

- d. If an employee does not meet the County's Driving Standards, the employee can no longer drive on county business. Revocation of driving privileges could lead to dismissal from employment.

County Driving Standards

- a. Driver must possess a current and valid license of the proper class for the vehicle(s) they will be permitted to operate.
- b. Must have no restrictions that would prevent them from legally or safely operating the assigned vehicle.
- c. To be eligible to drive on county business in the past three years, an employee shall not have a major violation(s) listed on their motor vehicle record. Major Violations include but are not limited to:
 - DUI, DWI, or DWAI (including driving while under the influence of a controlled substance) and/or refusal to take a blood alcohol content test.
 - Reckless driving.
 - Homicide, manslaughter, or assault arising from using a vehicle.
 - Leaving the scene of an accident.
 - Reckless driving, speed contests, fleeing, or attempting to elude police.
 - Any felony involving the use of a vehicle.
 - Violation of state or local laws relating to vehicle traffic control arising in connection with a fatal accident.
- d. Must have no more than two at-fault or chargeable accidents within the previous three-year period.
- e. Must have no more than three moving violations in the previous 12-month period.

Responsibilities of Employee Drivers

- a. Be knowledgeable of the County's 4.6 Vehicle Use Policy and 4.7 Driving on County Business Policy.
- b. Adhere to the Colorado Vehicle Code, all applicable laws of the Department of Transportation, and local laws and regulations, including always carrying their driver's license when driving on official county business.
- c. No consumption of alcohol or cannabis products is allowed at any time before or during the use of the Vehicle. Violation of this provision of the policy may result in immediate termination.
- d. Promptly report accidents, violations, and tickets issued while driving on county business to their supervisor, the Human Resources Department, and the Risk Manager.

- e. Promptly report to their supervisor and the Risk Manager all Major Violations as listed above received while driving on county business or while driving on personal time.
- f. Maintain a Colorado driver's license, and a commercial driver's license, if applicable, in valid and good standing. Suspension or loss of driving privileges, especially for employees with job descriptions that require driving, may result in the employee being temporarily reassigned until such time as their driving privileges are reinstated. Reassignment will be provided only if an appropriate position is available. If no appropriate position is available, then termination of employment may result. Each employee who operates a county vehicle is required to report any suspension or revocation of his/her license to their supervisor. Failure of an employee to report a change in license status will result in disciplinary action.
- g. Ensure that the gas tank is full or not lower than 3/4 full when returning the county vehicle after use. Failure to return a county vehicle with adequate fuel for the next employee may result in a suspension or revocation of authorization to drive a county vehicle.
- h. Be familiar with and follow department-specific policies and procedures related to driving.
- i. Report any unsafe condition(s), mechanical problems, and any damage to your supervisor immediately.
- j. Employees shall not let non-employees or unauthorized employees ride in county vehicles without express approval of the County Manager after consultation with the County Attorney and Risk Manager. Notice of said approval shall be forwarded to the employee's supervisor and the Risk Manager with a copy provided to the Human Resources Department. The authorized non-employee may only ride in a county vehicle after signing a liability waiver. The executed liability waiver shall be maintained by the employee's supervisor with a copy forwarded to the Human Resources Department.
- k. Employees shall not let non-employees or unauthorized employees drive county vehicles.
- m. Seatbelts must be worn at all times in county vehicles, including approved passengers. Use child safety seats and seatbelts in accordance with state law when transporting children.
- n. While driving a county vehicle, employees must comply with the prohibition on talking/listening to or using a mobile phone as outlined in the County's Mobile Phone Use Policy. If you need to make a call during an emergency, pull the vehicle over and stop away from traffic. Effective December 1, 2009, it is illegal in the State of Colorado to send and/or receive text messages while operating any vehicle.
- o. Smoking and/or vaping is prohibited in all county vehicles.

Private Vehicles Used for County Business

In addition to the provisions of “Private Vehicles” in Section 4.6, an employee who is approved to drive their personal vehicle to conduct official county business will be required to report claims to their personal insurance. The employee’s personal insurance shall cover damages. The County will not reimburse employees for deductibles on insurance policies.

If a personal vehicle is to be used for county business, the employee shall:

- a. Maintain auto insurance in accordance with state law;
- b. Provide proof of insurance to Human Resources Department upon request; and
- c. Maintain the vehicle in safe operating condition.

When to Report a Vehicle Accident

- a. Employees must immediately notify law enforcement, of any accident involving a county vehicle or personal vehicle while conducting county business. Employees must also promptly notify their supervisor and the Risk Manager. The employee shall complete a Vehicle Accident Report to document the accident's details and obtain a copy of the local law enforcement report and provide a copy of both to the Risk Manager.
- b. Failure to report an accident as provided by County Policy may result in disciplinary action, including revocation of driving privilege or dismissal from employment.

Employees Who Receive a Citation While Driving on Official County Business

- a. Employees are not exempt from receiving tickets for violations while driving county vehicles. An employee who receives a citation while driving on approved, official county business is responsible for paying any and all related penalty fines on their own and making any and all court appearances.
- b. The employee must promptly report any citations issued to them while driving on county business to their supervisor and the Risk Manager and provide both with a copy of the same.
- c. Employees who fail to report citations as provided by County Policy will be subject to disciplinary action, including revocation of driving privilege or dismissal from employment.

Employees holding a Commercial Driver’s License

- a. All employees who hold a Commercial Driver’s License (CDL) as a requirement of their position must pass all requirements of the Department of Transportation (DOT) physical.
- b. All employees holding a required CDL must present a current DOT Examination Card and a Certification of a Road Test.
- c. Employees holding a CDL must follow all DOT and Colorado Department of Transportation regulations.

Safe Operation of County Vehicles

Safe driving is the responsibility of the driver. There are safety considerations a driver must be aware of to enhance their personal safety and the safety of others.

Such considerations include

- How to drive defensively;
- How to avoid aggressive and distracted driving;
- How to recognize the warning signs of fatigue; and
- How to adjust driving behavior for weather conditions.

Before the initial use of any vehicle, the driver will inspect the vehicle for damage, inoperable lights, under-inflated tires, or any defect that may create an unsafe condition.

Drivers will ensure that the windows, headlights, taillights, and windshield wipers are clean and operational at all times. Any defect that the driver cannot remedy prior to using the vehicle will be reported to a supervisor. It will be the supervisor's responsibility to ensure that appropriate action is taken to correct the problem(s).

Backing vehicles without a clear view of the area directly behind the vehicle will only be done with the assistance of a guide. If a second person is in the vehicle, he/she will get out and guide the driver using the appropriate hand signals and voice signals. If the driver is alone, he/she will get out of the vehicle and inspect the area behind before backing. Always back with caution.

During periods of limited visibility or any time windshield wipers are in use, vehicle headlights will be turned on.

No more than three (3) persons will ride in the front seat of any vehicle. Where only two single seats exist, there is to be only one rider per seat. Drivers shall not permit vehicles to be loaded beyond the recommended capacity for passengers or materials.

Drivers shall use extreme caution when moving vehicles into, out of, or around County buildings, parking lots, and shop areas.

An item or items that may slide, shift, or move around during vehicle operation must be properly secured.

Parking of County Vehicles

- a. Take-Home, Department, or Fleet Vehicle shall not be parked in areas designated as "No Parking" except in emergencies or as necessary in performing their official duties. At those times when a vehicle is parked in a "No Parking" zone, hazard flashers will be turned on.
- b. Unattended vehicles should be properly parked and locked with the key in the driver's possession. Under no circumstances should the key be left in the vehicle ignition. While

parked, vehicles with automatic transmissions are to be placed in park, and manual transmissions in first gear or reverse.

- c. No vehicles or equipment shall stop or park on a traveled portion of the roadway when it is practical to stop or park off the roadway, except when required to do so in the performance of job assignment and then only when the area has been properly marked and protected by the use of approved safety devices.
- d. No vehicles or equipment shall be parked or left close to or adjacent to the roadway in such a manner as to constitute a traffic hazard.
- e. When parking trailers or other non-self-propelled equipment when parking brakes are not installed, the wheels of such equipment shall be blocked or fastened to prevent movement of the equipment.
- f. No vehicles or equipment shall be parked with raised moldboards, buckets or beds.
- g. Winter Parking in Telluride: No Take-Home, Department, or Fleet Vehicle shall be parked on the road when parking is prohibited that day or the next day due to the snow removal schedule. If the employee fails to move the county vehicle and the vehicle is ticketed and/or towed, the employee will be solely responsible for any costs associated with the ticket or towing.

Safe Operation of Equipment

- a. Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
- b. Riding on the sides, running boards, toolboxes, tailgates, or roof of any piece of equipment is prohibited. Further, standing in the back of any truck (except fire equipment) is not permitted. Passengers will be seated only in the intended area.
- c. Operators shall not permit equipment to be loaded beyond the capacity of the unit, nor shall they permit material, equipment, or other cargo to be loaded in any manner that presents a hazard {i.e., extending beyond the legal limits of width or height, or the obstruction of vision of the operation}. An approved tarping system will be used when hauling fine material. No portion of any load or material shall be permitted to spill from any vehicle, including axles, bed rails, or tailgate ledges.
- d. Portable or detachable doors may not be removed from vehicles unless a) it is necessary in order to perform the assigned job, and b) mirrors remain usable when the doors are off. Similarly, vehicle doors are not to be tied open.
- e. Movement of motorized vehicles and equipment into, inside of, out of, or around buildings and shop areas shall be in low gear and at low speeds with extreme safety precautions.

- f. Tailgates, when vehicles are so equipped, will be up and latched when the vehicle is in motion. If a vehicle's function requires that the tailgate remains in the open position, red flags will be attached to the outward corners of the gate or to items hanging over the tailgate. If a loaded vehicle does not have a tailgate, the driver of the vehicle will ensure the load is secure and that overhangs are properly marked.

Safe Operation of Construction and Special Equipment

Special equipment such as all-terrain or utility track vehicles (ATV and UTV), tractors, dump trucks, hi-lifts, high ranges, graders, plows, cranes, or any such unit that has special devices added for specific types of work will require formal instruction prior to use by a driver. This special training will include the following:

- a. Explanation and demonstration of all control devices.
- b. Explanation and demonstration of all safety equipment.
- c. Knowledge of maintenance items such as fuel, water, oil, and other minimum operating needs of the unit.
- d. Demonstration of operation.
- e. New driver operation under supervision with testing.
- f. Instruction in driving to and from or on and off a trailer, parking procedures, and methods for security.

Passengers will ride only in seats or locations designed for passengers.

When backing, operators will maintain a clear view of the area directly behind the vehicle. If an unobstructed view does not exist, the operator will have a person guiding them.

Construction-type equipment will travel at less than 25 mph without exception.

This equipment will use the correct lane except when a left turn is required.

Right-of-way will be given to all other motor vehicles. Headlights will be on at all times during highway driving. Triangular, orange-colored slow-moving vehicle signs will be displayed on the rear of the vehicle.

No inspection or repair work underneath dump truck boxes shall be permitted when the truck box is raised unless the use of an approved prescribed safety device is provided to prevent it from suddenly lowering.

Use of special equipment without proper training and prior authorization may result in disciplinary action.

Responsibilities of the Risk Manager

The designated Risk Manager for the County shall ensure that all other appropriate personnel are notified of any violation(s) of County policy such as the County Manager, County Attorney, Finance Director, and/or Human Resources Director, and forward documentation to the same.

(ACKNOWLEDGMENT OF RECEIPT)

**SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
MEETING**

01/10/2024

Date of Meeting

Executive Session Minutes Attest

I, Rachel Allen, Assistant County Attorney attest that the 01/10/2024
Date of Meeting

Executive Session discussions of attorney-client matters were confined to a permissible executive session topic; and constituted a privileged attorney-client communication that does not have written minutes.

Rachel Allen
Rachel Allen, Assistant County Attorney

I, Lance Waring, Chair of the San Miguel County Board of
Commissioners attest that the 01/10/2024
Date of Meeting

Executive Session discussions of attorney-client matters were confined to a permissible executive session topic; and constituted a privileged attorney-client communication that does not have written minutes.

Lance Waring
Chair