<table>
<thead>
<tr>
<th>Time</th>
<th>Attendee(s)</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 P.M.</td>
<td>Heidi Miller</td>
<td>Executive Session Pursuant to C.R.S. 24-6-402(4)(b) and (e) for the Purpose of Receiving Legal Advice and Negotiation Discussions Regarding Oil and Gas Regulation in Adams County</td>
</tr>
<tr>
<td>2:00 P.M.</td>
<td>Jeanne Shreve / Kevin Doran</td>
<td>Legislative Working Group</td>
</tr>
<tr>
<td>2:30 P.M.</td>
<td>Ed Finger</td>
<td>Naming Policy / HSC Change Order</td>
</tr>
<tr>
<td>3:00 P.M.</td>
<td>Ed Finger / Mike Goins / Sean Braden</td>
<td>Land Discussion</td>
</tr>
<tr>
<td>4:00 P.M.</td>
<td>Mike Goins / Jen Rutter</td>
<td>Old Shooting Range</td>
</tr>
<tr>
<td>4:30 P.M.</td>
<td>Todd Leopold</td>
<td>Administrative Item Review / Commissioner Communications</td>
</tr>
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</table>

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

***AGENDA IS SUBJECT TO CHANGE***
STUDY SESSION AGENDA ITEM

DATE: February 16, 2016

SUBJECT: Naming Policy / Change Orders

FROM: Ed Finger, Deputy County Manager

AGENCY/DEPARTMENT: County Manager’s Office, Facilities Department, Finance Department

ATTENDEES: Ed Finger, Deputy County Manager; Mike Goins, Facilities Director; Ben Dahlman, Finance Director

PURPOSE OF ITEM: To discuss a potential county naming policy as well as potential purchasing policy changes for change orders.

STAFF RECOMMENDATION: That the BoCC provide direction on a potential naming policy as well as potential purchasing policy changes for change orders.

BACKGROUND:

During a 2015 study session, a majority of the board members present expressed interest in a policy for naming county buildings. County staff would like to discuss the parameters of such a policy, including whether additional county assets should be part of a potential naming policy.

Additionally, during a 2015 study session, staff requested an opportunity to modify the county’s change order policy. Staff was directed to bring the issue back at a later date.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Facilities Department
Finance Department
Parks and Open Space Department
Transportation Department

ATTACHED DOCUMENTS:

PowerPoint presentation – Potential County Naming Policy
PowerPoint presentation – Project Change Orders
**FISCAL IMPACT:**

Either mark ___ if there is no fiscal impact or provide the following information for the recommended action:

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<tr>
<td>New FTEs requested:</td>
<td>0</td>
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</tbody>
</table>

**APPROVAL SIGNATURES:**

Todd Leopold, County Manager

Raymond H. Gonzales, Deputy County Manager

Ed Finger, Deputy County Manager

**APPROVAL OF FISCAL IMPACT:**

[Signature]

Budget / Finance
Purpose of Study Session

• In a previous study session, the majority of the BoCC expressed interest in exploring the possibility of a county naming policy.

• The purpose of today’s study session is to define the parameters of a draft policy.
Scope of policy

• Should the policy be a facility naming policy, or should it be a facilities, places and streets naming policy?

1. □ Facilities?
   A. □ County buildings?
   B. □ Parks and recreational facilities (structures)?

2. □ Places and streets?
   A. □ Parks, open spaces, lakes and reservoirs, and trails?
   B. □ Streets?
Criteria

What criteria should be used to determine worthiness of naming honor?

1. □ Allow donor naming?
   A. If yes:
      I. □ Materiality or threshold of contribution to a project?
      II. □ Propriety of acceptance, due diligence, criteria?
      III. □ Require requests for competitive proposals?

2. □ Allow honorary naming?
   A. □ If yes:
      I. □ Create criteria for societal contribution, county-wide influence or outstanding contribution to the state, nation or world?

3. □ Name posthumously?

4. □ Name after living persons as well? □ Different criteria for donors?
Process

1. Who can recommend?
   A. Anyone?
   B. BoCC only?
   C. Naming recommendation committee?

2. Require an application, written case or other justification?

3. Screening or review process before BoCC consideration?
   A. If yes:
      I. Naming evaluation committee?
      II. Other group?

4. Reflection period after announced recommendation and before decision?
5. Perpetuation (length) of naming:
   A. □ Different for donor naming vs. honorary naming?
   B. □ For facilities – limited to life of facility?
   C. □ Create criteria for renaming an existing named facility?
   D. □ For places or streets:
      I. □ In perpetuity?
      II. □ Defined period of time?

6. □ Exceptions to policy permitted?

7. □ Create standards for marketing, signage and other presentation of naming?
Other

Anything else?
Project Change Orders

Improving Approval Process
February 16, 2016
Current Process

- Adams County Purchasing Policy 1085 defines our change order process for all changes to contracts and/or purchase orders.
- Change Order intent:
  - cover unforeseen conditions outside contractor control
  - keep the project moving
  - insure appropriate authorization is obtained
- Time consuming and administratively intensive process in obtaining approvals, particularly for construction projects (i.e.; building, bridges, roads, etc).
Recommended Adjustment

- Incorporate exception into policy to allow for a more efficient and effective method of obtaining approvals for construction projects.
- Covers unforeseen conditions, while maintaining the intent of the project, and keep it moving.
- Must be within preapproved appropriated funds.
  - Using what we’ve already planned to use.
- Maintain approval integrity by requiring authorization from Finance Director and County Manager.
- Present to BOCC during study session.
<table>
<thead>
<tr>
<th>DATE:</th>
<th>February 16, 2016</th>
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<tbody>
<tr>
<td>SUBJECT:</td>
<td>County-Owned Land</td>
</tr>
<tr>
<td>FROM:</td>
<td>Ed Finger, Deputy County Manager</td>
</tr>
<tr>
<td>AGENCY/DEPARTMENT:</td>
<td>County Manager’s Office, Facilities Department</td>
</tr>
<tr>
<td>ATTENDEES:</td>
<td>Ed Finger, Deputy County Manager; Mike Goins, Facilities Director; Sean Braden, Project Manager</td>
</tr>
<tr>
<td>PURPOSE OF ITEM:</td>
<td>To review the county’s land inventory</td>
</tr>
<tr>
<td>STAFF RECOMMENDATION:</td>
<td>This report is informational</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

The Commission requested a presentation of county-owned land inventory in a previous study session. Staff will give a presentation.

**AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Facilities Department

**ATTACHED DOCUMENTS:**
**FISCAL IMPACT:**

Either mark _____ if there is no fiscal impact or provide the following information for the recommended action:

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**APPROVAL SIGNATURES:**

Todd Leopold, County Manager

Raymond H. Gonzales, Deputy County Manager

Ed Finger, Deputy County Manager

**APPROVAL OF FISCAL IMPACT:**

[Signatures]
ADAMS COUNTY

STUDY SESSION AGENDA ITEM

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<th>DATE:</th>
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<tbody>
<tr>
<td>SUBJECT:</td>
<td>Project Update for: Old Shooting Range Site Remediation</td>
</tr>
<tr>
<td>FROM:</td>
<td>Seán Braden, Project Manager</td>
</tr>
<tr>
<td>AGENCY/DEPARTMENT:</td>
<td>Facility Planning &amp; Operations</td>
</tr>
<tr>
<td>ATTENDEES:</td>
<td>Mike Goins, Facility Operations Director; Jen Rutter, Environmental Analyst</td>
</tr>
<tr>
<td>PURPOSE OF ITEM:</td>
<td>Project Updates &amp; Next Steps</td>
</tr>
<tr>
<td>STAFF RECOMMENDATION:</td>
<td>None - Update on Project Scope and Potential Impact</td>
</tr>
</tbody>
</table>

BACKGROUND:

The previous Sheriff Office Shooting Range (14451 Riverdale Road) has been vacated since the opening of the Flatrock Training Center in 2013. Project intent is to return the site to an Open Space condition.

The Study Session presentation is to provide an update to the Board on project scope, environmental conditions, and proposed next steps.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

- County Manager's Office
- County Attorney's Office
- Facility Planning & Operations
- Community and Economic Development

ATTACHED DOCUMENTS:

- PowerPoint Presentation
**FISCAL IMPACT:**
Either mark X if there is no fiscal impact or provide the following information for the recommended action:

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| Expenditure included in approved operating budget: | $ |
| Expenditure included in approved capital budget: | $ |

New FTEs requested:

**APPROVAL SIGNATURES:**

Todd Leopold, County Manager

Raymond H. Gonzales, Deputy County Manager

Ed Fingar, Deputy County Manager

**APPROVAL OF FISCAL IMPACT:**

Nancy Dunn, Budget / Finance
“Old” Shooting Range
Phase I Update & Remediation Planning

February 16, 2016
Project Overview

- Project Purpose
- What We Have Done
  - Phase I Environmental Assessment
  - Coordination with CDPHE
- What We Have Found
- What’s Next
Project Purpose

- Most Recent Use was the Sheriff’s Office Shooting Range
  - Used up to 2013 when Flat Rock opened a new facility
  - “Vacated” the Old Shooting Range leaving Lead (bullets & casings) deposits behind

**Project Intent is to remediate the site and return the land to ‘Open Space’ use.**

- Potential for alternative uses
  - Dog Park, BMX Track, Archery Range
  - Park? Sale?

- Non-County Stakeholders:
  - Oil & Gas: Anadarko and Texas Tea
  - Neighboring Properties: Todd Creek and Residences
14451 Riverdale Road
14451 Riverdale Road (30 acres)

South Range

North Range
14451 Riverdale Road  (30 acres)

- Burn Barrel (Fireworks)
- Leach Field
- Texas Tea Well
- Disposal Area
- 30” Storm Drain Outlet
- SWAT Tire Area
Oil & Gas Pipelines (Gathering Line)
What We have Done

- Procured an Environmental Consultant in October 2015
  - Quantum Water
- Completed a Phase I Environmental Assessment in December 2015
- Met with CDPHE (12/17/15 & 1/7/16)
- Preparing Preliminary Site Assessment Work Plan
  - In Progress / Draft Document under review
  - Under Review with CDPHE
- Water Sample from Neighboring Water Well
- In process of posting perimeter signage (not completed)
  - Keep Out / No Trespassing
Phase I Assessment Summary

- Site History
  - Prior to Adams County Ownership
    - Aggregate Mining Activities
    - Owned as a Sporting Clay / Gun Club (Chuck-O-Luck)
  - Adams County obtained Ownership in 1970
    - Municipal Waste Landfill from 1970 to 1977
    - Texas Tea well established (1982)
    - 1983 Anadarko (predecessors) installed pipeline
    - 1993 to end of 2012 operated as Sheriff Office Shooting Range
    - 2013 property “Vacated”
Phase I Assessment Summary

- Recognized Environmental Conditions
  - Landfill
    - Unlined & Insufficient Cover by today’s Standards
    - Methane Production/Off-gassing
    - Storm Drain (30”) runs through the landfill
  - Shooting Range / Lead
    - Open Ranges
    - Various Deposits on Site
  - Rubber Tire Disposal (SWAT Training)
    - Lead from bullets/casings
  - Gas Pipeline (Anadarko) & Well (Texas Tea)
    - Intent for new Pipeline by Anadarko
  - Leach Field (Septic Field) & Water Well for Restrooms
    - Potential for caustic chemicals from solvents for guns
Environmental Conditions Plan
Areas of Concern

Adams County Shooting Range Property

Groundwater Flow Direction

Adams County Sheriff’s Office Firearms Training Facility

Adams County Landfill

Oil and Gas Activity

Every effort has been made to ensure the accuracy of the data provided. This map should not be considered a survey instrument.

Figure 3
Areas of Concern

Projection: UTM Zone 13N
Datum: NAD83
Job Number: 132-15
Prepared By: TLR
Checked By: CMK
Date: December 3, 2015

Sources:
CDOT DTIB
Adams County Assessor

Projection: UTM Zone 13N
Datum: NAD83
Job Number: 132-15
Prepared By: TLR
Checked By: CMK
Date: December 3, 2015

Sources:
CDOT DTIB
Adams County Assessor
What’s Next (Short Term)

- Step 1: Engage Legal Counsel for Guidance
- Step 2: Proceed with Site Assessment (per Work Plan)
  - Site Safety Plan (Draft Complete)
  - Physical Assessment & Data Gathering
  - Laboratory Analysis & Findings
- Step 3: Potential Detailed Data Gathering
  - Based on Site Assessment / Findings
- Step 4: Engage Anadarko & Texas Tea to start negotiating solutions
What’s Next (Long Term)

• Depending on Findings / Requirements:
  • Additional Investigations / Data Gathering
  • Notification of Impacted Stakeholders (if any)
• Develop the Corrective Action Plan (CAP):
  • BoCC Review and Acceptance
  • CDPHE Permitting & Approvals
• Remediation/Construction Documents
  • Preparation from Mid to Late 2016
  • Bidding in Late 2016
  • Site Work / Construction in 2017
Potential Remediation Costs:

- **Consultants:**
  - Environmental: $250,000 ($100,000 encumbered)
  - Legal: TBD depending on needs

- **Temporary Facilities:**
  - Fencing: $100,000

- **Remediation:**
  - Landfill Cover: $750,000 to $1,250,000
  - Lead Cleanup: $250,000 to $500,000
  - Other: $500,000

- **Total Cost Estimate Range:** $1,500,000 to $3,000,000

- **Possible Funding Sources:**
  - Existing “Hazardous and Solid Waste Fund”: approx. $1,500,000
  - Potential for Grants: Open Space, GOCO, researching others
The End