

**YUMA COUNTY COMMISSIONERS**  
**November 15, 2016**  
**Minutes<sup>1</sup>**

On November 15, 2016 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Robin Wiley, Commissioner Dean Wingfield, Commissioner Trent Bushner, and Administrator Kara Hoover were present throughout the day.

The Commissioners reviewed and signed accounts payable and discussed various meetings attended through the first half of the month

Exempt Salary

Hoover and Finance Officer Vicky Southards reviewed the new Federal Labor Standards Act Exempt Salary requirements of a minimum annual salary of \$47,476 that goes into effect on December 1, 2016. The new requirements will effect a few county employees at the Landfill, Human Services, and the Road and Bridge Department.

Liquor Licenses

Bev Wenger presented for signature the following Liquor Licenses;

- Dorothy Meade, dba Jo's Liquor at 6491 Highway 36, Joes, Colorado; which was approved at the October 17, 2016 meeting, and;
- William Carpenter, dba Roadhouse Liquors at 26783 Highway 36, Idalia, Colorado; which was approved at the October 31, 2016 BOCC meeting.

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:32 a.m. Human Services Director Phyllis Williams, Eligibility Supervisor Grant Smith, Child Welfare Supervisor Hollie Hillman, and Receptionist Robin Barnhart were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

- **Staffing** -- Williams reported that they received applications to fill the Income-Maintenance Technician position and in the end made the decision to promote Melanie Fisher to the position at a G4/S8, effective December 1, 2016. Additional advertisements have been placed for the Office Aide which will be filled at a G4/S4. **Commissioner Bushner moved to approve the promotion of Melanie Fisher to an Income-Maintenance Technician at a G4/S8, effective December 1, 2016. Commissioner Wingfield seconded the motion; which passed unanimously.**

The Board of County Commissioners reconvened at 8:52 a.m.

Road and Bridge

Supervisor J.R. Colden was present to provide the following updates.

Current Projects

- **County Roads 19, 23, and 25** – Colden reported that crews are working in the Abarr area, on portions of County Roads 19, 23, and 25. He said that the dry conditions have made it very difficult to work the roads and they have been hauling water to work the roads.

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<sup>1</sup> Minutes prepared by Kara Hoover are a summary of discussions, not a verbatim account.



- *Kirk Road* – Colden said that the Maintenance Crew began stripe painting on the Kirk Road on Monday and should have it completed by the end of the week.
- *Truck Inspections* – JR reported that he is currently accepting bids for truck inspections. These inspections need to be completed soon. **Commissioner Wingfield moved to allow Supervisor Colden the discrepancy to accept the most economic bid to conduct truck inspections. Commissioner Bushner seconded the motion; which passed unanimously.** Colden will report back to the Commissioners once a decision is made.
- *Eckley Shop* – Colden presented estimates to complete the water and sewer lines at the Eckley Shop from EZ Irrigation and Hastings Trenching and Backhoe. **Commissioner Bushner moved to accept the bid from Hastings Trenching and Backhoe for \$2,700 to complete the water line and sewer main at the Eckley Shop, paying from Fund 20-Eckley Shop. Commissioner Wingfield seconded. The motion passed unanimously.**
- *Compensation Time vs. Overtime* – JR said there is a lot of frustration in regards to employees using their compensation time at the last minute. He said that it is hard to complete a project when employees are gone unexpectedly. He asked if overtime could be paid out instead of offering compensation time. The consensus was to follow the current employee handbook in regards to compensation time. The Commissioners told Colden that employees should be giving him notice prior to taking any time off. They suggested he implement a better system for employees using compensation or personal leave time so he is not left short-handed when projects are under way.
- *Four-Wheeler* – JR presented pricing for a four-wheeler to be used for spraying and reseeding. After discussion, **Commissioner Bushner moved to purchase a 2016 Arctic Cat 4-wheeler, demo, for \$8499, if available, or the new model at \$9499 from EZ Irrigation, paying from 02-702-8940. Commissioner Wingfield seconded the motion; which passed by unanimous vote.**
- *Tires* – Colden said that he has 88 truck tires in the yard that need disposed of.
- *Delineators* – Colden said the sign inventory throughout the county has noted the need to purchase posts and delineators. He has a quote from Michael Todd & Company, Inc. for \$4,202 for 100 U-channel posts and 72" carsonite posts sides. The Commissioners relayed that there is funding in the budget for these costs and to proceed. This should be an improvement to safety throughout the county.
- *Gary Newton Road Crossing* – Colden mentioned that he is withholding the road crossing reimbursement for Gary Newton because Newton did not follow instructions and crossed the road in the exact spot he was instructed to refrain from. The Commissioners were in consensus to withhold reimbursement.
- *Wauneta House* – Colden relayed that there are more people living in the Wauneta house now with the addition of the employee's children and pets. He instructed the employee that occupants of the house could only live upstairs as the basement does not have an egress window. A revised lease is being written and will include language of using only the upstairs for bedrooms (as there are no egress windows), allowing only one pet in the house occasionally with a \$250 deposit.
- *Personnel* – JR presented the following Salary Authorizations for approval. After discussion, **Commissioner Bushner moved to improve Salary Authorizations for:**



- Trevor Carroll – A salary retro raise to June 1, 2016 for job performance as the Lead Maintenance and Equipment Operator to \$2,950 per month.
  - Niels Lieurance – A salary retro raise to May 1, 2016 for optimal job performance as the Lead Truck Driver to \$3,165 per month.
  - Brad Nicklos – A merit increase to a G5/C1/L1, effective December 1, 2016.
  - Josh Mainord – A merit increase to G5/C1/L8, effective December 1, 2016.
  - Scott Jesse – A merit increase to G5/C1/L5, effective December 1, 2016.
- Commissioner Wingfield seconded. The motion passed unanimously.
- *Underground and Utility Permits*- Colden presented the following Underground and Utility Permits from YW Electric and CenturyLink.  
**Commissioner Wingfield moved and Commissioner Bushner seconded to approve the Underground and Utility Permit**
    - for YW Electric Association to install a 7.2 – 12.5 kv line under County Road 27 at approximately 4,171 feet east of County Road A, and;
    - for CenturyLink to install 144 fiber cable trenching across County Road GG (\$1,000) and along and under County Road 39 at US Highway 385, west and south of County Road GG..The motion unanimously passed.
  - *Special Transport Permit*- Colden presented a Special Transport Permit for Wardcraft Homes Inc.  
**Commissioner Bushner moved to approve Special Transport Permit for Wardcraft Homes Inc to move a home, 30'66" by 17'6" from Minden, Nebraska, to Akron, Colorado, traveling on Yuma County Roads 32, 26, and 30. Commissioner Wingfield seconded the motion; which passed by unanimous vote.**

#### Treasurer

Treasurer Dee Ann Stults presented the following for discussion:

- *Treasurers Report* - Stults reviewed the Treasurer's report for October 2016. She relayed there were \$89,751.22 in Taxes Collected; \$139,141.24 in Specific Ownership taxes collected, and \$6,574.95 in fees collected for the month. She said that Property Taxes are 99.97% collected at this time.
- *Tax Sale* – Stults said that the tax sale that was conducted on November 1, 2016 went well.

#### Assessor

Assessor Cindy Taylor presented a Salary Authorization for Patrick Dolezal for his six-month evaluation. Dolezal has taken on additional duties from a Transfer Clerk to the Oil & Gas/Data Collection Clerk. **Commissioner Bushner moved and Commissioner Wingfield seconded to approve the Salary Authorization for Patrick Dolezal, Oil and Gas/Data Collection Clerk, moving to a G5/S5, beginning December 1, 2016. The motion passed by unanimous vote.**

#### Maintenance

Travis Dinsmore, Maintenance Sergeant, met with the Commissioners to discuss the following:

- *Courthouse HVAC Project* – The Commissioners and Dinsmore reviewed the grant award letter received from the Office of the State Court Administrator, awarding Yuma County \$219,546 of the \$1,196,727 HVAC project at the Courthouse. Travis told the Commissioners that actuators are sticking open in several areas of the courthouse, due to the debris in the pipes. This is causing extreme climate changes and making office quite uncomfortable. He is working to remedy these issues as best he can, but is concerned about the



current system functioning throughout the winter. The Commissioners discussed the immediate need for the project and after discussion, **Commissioner Bushner moved to complete the entire HVAC piping and boiler project next year. Commissioner Wingfield seconded the motion; which passed by unanimous vote.** Grant funds and county reserves will be used to fund the HVAC project.

- *Part-Time Maintenance Position* – Travis reported that he is, once again, putting in additional hours and would like to fill the part-time maintenance position. He reported that having the extra help, certainly took a load off his shoulders and made things run much smoother. Hoover relayed that ads were rerun and one additional application was received. The Commissioners reviewed the applicants and discussed the position with Travis. **Commissioner Wingfield moved to hire Lyle Dinsmore, for the Part-time Maintenance position at a G1/S17 for an average of 24 hours per week. Immediate Supervisor will be Administrator Hoover. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- *Generators* – Travis reported that he has been working on generators that were obtained through the DRMO 1033 program. The generators either have been or will be placed at the Yuma County Courthouse (2), Idalia Sewage Ponds, Hillcrest, Yuma Community Center, Yuma Fire Hall, Wages Fire Hall, Eckley Community Center, Vernon Community Center, Laird Community Center, Eckley Fire Hall, and there is one spare that will be kept at the Sheriff's Office in case of an emergency. The Commissioners noted that this was good use of the program and will enhance public safety in case of an emergency.
- *Office Window* – Bids to place a window in the Administrator's office were reviewed. **Commissioner Wingfield moved to approve the bid from MVS Construction, Inc. for \$1,844 to install a window in the Administrator's office. Bid includes cost of window which will be billed to the County separately. Commissioner Bushner seconded the motion; which passed by a unanimous vote.**

Yuma County Water Authority Public Improvement District

**At 11:32 a.m., The Commissioners adjourned the Commissioner meeting to conduct business as the Yuma County Water Authority Public Improvement District Board.<sup>2</sup>**

The Commissioner's meeting resumed at approximately 11:43 a.m.

Land Use

Rich Birnie was present to conduct Land Use and GIS business.

Land Use Updates

- *Scoular Resolution* – Rich noted that some additional information was noted on the Scoular Resolution which was crossed out to correct. **Commissioner Bushner moved and Commissioner Wingfield seconded to approve and initial the striking of superfluous language included in Resolution #10-31-2016 B. The motion passed by unanimous vote.** A copy of the corrected resolution is included with the 10-31-2016 Commissioner's minutes.
- *Crossland Gravel Pit #DEV1016-15*– Birnie reported that he has no new information about Yuma County Road and Bridge's application to the State for a permit to open a Regular (112) Construction Materials Operation on land leased from David A. Crossland, in the NW ¼ of Section 26, T5N, R46W, at County Road U and County Road 55.

<sup>2</sup> Minutes of the Yuma County Water Authority PID are done separately.



- *Cargill, Inc. #DEV1016-16*—Rich shared that he is also waiting on new information from Cargill, Inc. following their application to the state seeking a Limited Impact (110) Operation permit for an existing open pit in the SW ¼ SE ¼ of Section 23, T3N, R47W on County Road N. The materials extracted will be used for road base for their cattle pens.
- *Solar* – Birnie shared that Cornerstone Solar inquired about the permitting process for a medium solar project in Yuma County. This project would be a 2.5 mW array of solar panels covering approximately 10 acres at the Yuma Ethanol Plant. The power produced would be for on-site use only. He explained that the County is in the midst of compiling such regulations and would keep Cornerstone Solar informed of when definite codes are set.

#### GIS

- *Digital Map* – Birnie continues to work on adding addresses to the digital map.
- *Mapping Interface* – Birnie shared that he thought things were corrected, but he learned today that there is still an issue. He is very frustrated with this issue.

#### CDL Training Site/Yuma County Economic Development

Darlene Carpio, Yuma County Economic Development Director, shared that she is resigning her position to pursue a full-time position with Senator Cory Gardner. She is concerned about the completion of the CDL Training Site that her office has worked so tirelessly to organize. She asked Certified CDL Instructor Matt Meusborn to join her today. The Commissioners and Meusborn discussed the opportunities with this site. Meusborn relayed that he can test or train, but he cannot do both. He shared that it would be nice to find trainers in this area and he covered the requirements needed. The course will need to be set up and certified by the state prior to use. Meusborn said he is willing to complete the necessary painting for the course once the concrete is complete. The Commissioners will plan to work with Meusborn as this project moves forward.

#### El Pomar Foundation

Yuma County Economic Development now has financial commitments to complete the CDL Training site. A letter was reviewed by the Commissioners to send to El Pomar alerting them that all funds have been secured for this project and thanking El Pomar for their gracious grant funding for this project. **Commissioner Bushner moved to approve and sign the financial commitment letter to El Pomar for the CDL Testing/Training Site. Commissioner Wingfield seconded. The motion passed unanimously.**

#### Administrator's Report

Administrator Kara Hoover reviewed calls, correspondence, and presented the following for action:

- *Minutes* – The Commissioners reviewed the minutes from the previous BOCC meeting. **Commissioner Wingfield moved to approve October 31, 2016 Board of County Commissioners minutes. Commissioner Bushner seconded the motion; which passed unanimously.**
- Certification of Accounts Payable drawn on Yuma County Funds on November 3, 2016 with check #63904 through #63905 for \$183,200.00 and drawn on November 15, 2016 with check # 63906 through 64040 for \$563,172.86 and Fund 16 W-Y Combined Communication accounts payable, with check #7747 through #7754 totaling the sum of \$5,252.81 were signed by Chairman Robin Wiley.



- *Landfill Requirements* – The Commissioners reviewed a synopsis from Jace Driver, State of Colorado, Department of Health, Environmental Protection Specialist, about the conditions that will have to be met for the Yuma County Landfill to be in compliance. The Landfill Board will discuss such measures at the November 16, 2016 meeting.
- *2016 Christmas Certificates* – The Commissioners discussed the Christmas Certificates for 2016. After discussion, **Commissioner Wingfield moved to give \$50 gift certificates for food from area businesses to each Yuma County Employee, expiring 12-31-2016. Commissioner Bushner seconded. The motion passed unanimously.** Gift certificates were signed by the Commissioners for distribution with the November 30, 2016 payroll.
- *2016 Interest Transfers* – The Commissioners reviewed the 0.82% annual yield for interest on accounts for Fund 6, Conservation Trust Fund and Fund 21, Closure/Post Closure Fund.  
**Commissioner Bushner moved to approve:**
  - **Resolution #11-15-16 A transferring \$1,022.43 from the Yuma County General Fund (Fund 1) to the Conservation Trust Fund (Fund 6); and**
  - **Resolution #11-15-16 B transferring \$816.30 from the Yuma County General Fund (Fund 1) to the Closure/Post Closure Fund (Fund 21).****Commissioner Wingfield seconded the motion; which passed by unanimous vote. Resolutions Attached.**
- *Separation of Employment Fund* – The Commissioners discussed Fund 22, Separation of Employment. **Commissioner Wingfield moved to approve Resolution #11-15-2016 C to transfer \$60,000 from the General Fund #01 to the Separation of Employment Fund #22. Commissioner Bushner seconded. The motion passed unanimously. Resolution Attached.**
- *Mobile Home* – Hoover reported that the previous owner of the 1979 New Moon mobile home located at 619 N. Birch St., Lot 11, Yuma Colorado, came into her office on November 2, 2016 to discuss the letter that was received the day before. After a short discussion, the previous owner relayed that she could put down \$1,500 in November and would pay the remaining amount owed in December to re-purchase the mobile home. After some discussion, **Commissioner Wingfield moved and Commissioner Bushner seconded to accept the \$1,500 as full payment on the property and to sell the mobile home back to the previous owner. The motion passed unanimously.** The Commissioners asked Hoover to send a letter explaining that the debt would be considered paid-in-full and expound on the importance of paying future taxes in a timely fashion.
- *All-Terrain Vehicle – Fairgrounds* – Hoover reported that the John Deere All Terrain Vehicle was delivered to the fairgrounds and Fairground Manager Bud Wood reported he is very happy with the vehicle. **Commissioner Wingfield moved and Commissioner Wiley seconded the purchase of the 2012 John Deere 8251 ATV from Fred Bushner for \$8,000; to be paid from the Conservation Trust Fund. Commissioner Bushner abstained. The motion passed.**
- *State Register of Historic Properties* – Commissioner Bushner shared that Mark Rodman, Director of Preservation Programs at the Office of Archaeology and Historic Preservation, spoke with him after the Underfunded Courthouse Grant presentation in Denver earlier in the month. Rodman suggested that the Courthouse may meet the requirements and had forwarded a preliminary property evaluation form to be completed. After some discussion, the Commissioners elected to wait on completing the evaluation.



- *EIAF Grant-Beecher Island Road* – The Commissioners discussed the presentation that will be given on November 16, 2016 at the Energy/Mineral Impact Assistance Hearings in Lamar, Colorado. Commissioner Wiley and Administrator Hoover will be attending.
- *Caerus Washco, LLC* – The Commissioners reviewed the petition of appeal sent to the State Board of Appeals by Caerus Washco, LLC, requesting an appeal of the abatement decision made on September 30, 2016 by the BOCC.
- *Jail Control Room* – Hoover presented results from an air quality test for the Jail Control Room that was run on 11-2-2016. These test results were improved compared to the August 29, 2016 study; showing a moderate level of Total Volatile Organic Compound and a moderate level of Formaldehyde. The jail staff will continue to monitor and alert the Commissioners of any future issues.
- *Worker's Comp/Casualty and Property Loss Reports* – The Commissioners reviewed the Worker's Compensation and Casualty and Property Loss Reports for the month of October, 2016.
- *Morgan Community College* – The Commissioners read a letter from Morgan Community College, thanking them for their donation towards the Colorado Opportunity Scholarship Initiative fund.

There being no further business, the meeting adjourned at 3:42 p.m. The next regular meetings of the Board of County Commissioners will be a half-day meeting on November 28, 2016 and a regular meeting on December 13, 2016.

  
Robin Wiley, Chairman

  
Kara Hoover, Administrator

ATTEST:   
Beverly Wenger, County Clerk

