

YUMA COUNTY COMMISSIONERS

October 13, 2017

Minutes<sup>1</sup>

On October 13, 2017 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Dean Wingfield, Commissioner Robin Wiley, and Administrator Andrea Calhoon were present throughout the day. Administrator Kara Hoover was present until 9:51 a.m. and Commissioner Trent Bushner left the meeting from 10:00 am to 2:25 pm to attend the Colorado Counties, Inc. Legislative Committee meeting via teleconference.

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

Liquor Licenses

Clerk Bev Wenger presented for signature a Liquor License for Vernon Liquors, LLC DBA Vernon Liquors, LLC, 26101 Washington Street, Vernon, CO 80755; which was approved at the July 14, 2017 BOCC meeting.

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:30 am. Human Service Director Phyllis Williams, Child Welfare Supervisor Hollie Hillman, Eligibility Supervisor Grant Smith, Bookkeeper Melanie Fisher, and Receptionist Robin Barnhart were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

- **Mentorship Contract – Commissioner Wiley moved to approve a mentorship contract with Ginger Weaver for \$15.00/hour for services provided to the Health and Human Services Department in support of a local student in need of mentorship support. The motion was seconded by Commissioner Bushner and passed unanimously.**

The Board of County Commissioners reconvened at 8:58 a.m.

Energy Impact Grant Discussion EIAF #8302 – Beecher Island Road

Administrator Kara Hoover and Road and Bridge Supervisor JR Colden were heard at 9:05 am to provide an update on the Energy Impact Grant currently open in Yuma County. Hoover reported on the project budget vs actuals showing a total savings of \$49,690.33 for Yuma County and \$122,911.92 for EIAF for a total project budget savings of \$172,602.25 including the \$60,000 project contingency. Hoover presented a draft change of scope letter to be sent to the Colorado Department of Local Affairs requesting the savings from the Beecher Island Project #8302 be utilized for improvements to 4 miles of Yuma County Road 39, which is the same age as the Beecher Island Road, projected to be completed in spring or summer 2018. Hoover attached a preliminary budget for the proposed project showing a total cost estimate of approximately \$445,500 requesting the use of \$122,911.92 coming from EIAF project #8302 grant funds, \$235,160.08 from Yuma County cash, and \$92,487.00 from Yuma County in-kind support. Colden and Hoover discussed with the Commissioners the main reason for the significant savings on the Beecher Island project is related to utilizing a back-haul for the chip rock from a local trucking company. **Commissioner Wiley moved to approve the letter requesting a change of scope for the DOLA Energy Impact Beecher Island Project Grant #8302 to utilize surplus funds for improvements to Yuma County Road 39. The motion was seconded by Commissioner Wingfield which passed unanimously.**

Road and Bridge

Supervisor JR Colden was heard at 9:24 am to provide the following updates.

Current Projects



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Yuma County Recorder, BEVERLY WENGER Page 1 of 8  
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<sup>1</sup> Minutes prepared by Andrea Calhoon are a summary of discussions, not a verbatim account.



- *Jack Parker Leave of Absence Extension* – Colden presented a request for extended leave of absence for Road and Bridge employee Jack Parker who satisfied all FMLA use in October 2017. **Commissioner Wiley moved to approve the extended Leave of Absence for Jack Parker through January 9, 2018. Commissioner Bushner seconded and the motion passed by unanimous vote.**
- *Culvert CR AA and CR 5* – Colden presented photos of road damage at Yuma County Road AA and Yuma County Road 5. Colden reported that Road and Bridge is about half done with the repairs and that new dirt has been hauled in to fill in the collapsed area around the culvert.
- *CR 1 Bridge Completion* – Colden reported that the bridge work on Yuma County Road 1 has been completed.
- *Tractor Bids* – The Commissioners reviewed bids for the purchase of a new Road & Bridge tractor presented by Colden. Bids presented were from Farmer's Implement for \$95,910.99 for a Maxxum 150 Case machine, 21<sup>st</sup> Century Equipment for \$113,422.41 for a 6145M John Deere, and Yost Farm Supply for \$109,500.00 for a New Holland T6.175. All tractors include loaders and grapples. **Commissioner Wiley moved to approve the purchase of the Maxxum 150 Case tractor from Farmer's Implement for \$95,910.99 to include loader and grapples from 02-702-8940. Commissioner Bushner seconded the motion which passed unanimously.**
- *Grader Blade Trades* – Colden presented a comparison of Yuma County grader blades by year, model, and hours with financial input analysis beyond warranty coverage. Colden shared that the blades on the list are in their last year of eligibility for dealer buy-back incentives for trade. The Commissioners reviewed a comparison of the price of purchasing new graders with and without the buy-back incentives. Colden and the Commissioners discussed the county expense of down time for the CAT machines currently utilized by the Road & Bridge Department. Colden and the Commissioners reviewed presentations for new graders presented by Wagner Equipment and Four Rivers at the 9/22/2017 meeting. **Commissioner Wiley moved to exercise the buy-back option on three existing CAT grader blades, units 56, 98, and 92, to sell the graders back to CAT. The motion was seconded by Commissioner Bushner and passed unanimously.**
- *Road and Bridge Roofing/Hail Damage Repair* – Colden reported that he is working on getting updated bids for the repair of hail damaged roofs at Road & Bridge given that the price of metal has significantly changed since the original bids. He presented one bid from Howard's Construction out of St. Francis for \$40,500.00 and is working to obtain a second bid to be presented in the near future.
- *Salary Authorizations* – Colden presented salary authorizations for Kellie Curtis, Darren Kilpatrick, and Michael Taylor.
  - A salary increase authorization was presented for Office Assistant Kellie Curtis. **Commissioner Wiley moved to approve the Salary Authorization for Office Assistant Kellie Curtis to G5/S18, effective October 1, 2017. Commissioner Wingfield seconded the motion, which passed.**
  - A salary authorization was presented for newly hired Equipment Operator Darren Kilpatrick. **Commissioner Wiley moved to approve the Salary Authorization for Equipment Operator Darren Kilpatrick at G5/C1/L13, effective October 4, 2017. Commissioner Wingfield seconded the motion, which passed.**
  - A salary authorization was presented for newly hired Truck Driver Michael Taylor. **Commissioner Wiley moved to approve the Salary Authorization for Truck Driver Michael Taylor at G5/C1/L7, effective October 16, 2017. Commissioner Wingfield seconded the motion, which passed.**



- *Underground Utility Permit* – Colden deferred discussion of the Underground Utility Permit until the representatives from Tallgrass Interstate Gas Transmission, LLC arrive later in the day.

#### Vernon Park Playground

Vernon community member Sherry Schepler was heard at 10:22 am to discuss the possible addition of playground equipment to the County-owned park located at the corner of Colorado and Washington Streets in Vernon. Schepler and the Commissioners discussed various types of equipment to be constructed and fundraising efforts for the purchase of the equipment. Schepler reported that the amount of equipment that would be placed would depend upon the amount of funding raised for the project. Commissioner Wingfield reported that the ground itself is owned by Yuma County and Administrator Andrea Calhoun reported that, per liability insurance company CTSI CAPP, Yuma County would need to consider liability issues related to the maintenance of equipment after installation. Schepler and the Commissioners discussed options for ensuring maintenance of the equipment. Schepler reported that preliminary conversations have occurred with the Vernon Fire Department for maintenance and upkeep of the equipment. The Commissioners tabled the discussion for further information on the maintenance of the equipment after installation.

#### Tallgrass Energy Natural Gas Pipeline

Thomas Tripp and Blane Johnson of Tallgrass Interstate Gas Transmission, LLC were heard at 11:25 am to discuss a steel natural gas pipeline located at Yuma County Road 35 west of Wray. Land Use Administrator Rich Birnie and Road & Bridge Supervisor JR Colden attended the meeting as well. The existing pipeline is 4" steel pipe installed in 1956 from the NW/4NW/4 of Section 11, T1N, R44W running east encroaching into Hwy 34 right-of-way ending at the Town Border Station located on a 25'x50' tract of land located in the SE/4SW/4 of Section 1, T1N, R44W and owned in fee by deed, dated July 10, 1956 Recorded in Book 364 Page 212. Tripp reported that the pipeline is currently owned by Tallgrass and it is desired to sell it to Blackhills Energy however documentation of the pipeline is incomplete and Tripp reports that Tallgrass would like to document the location of the line and an easement from Yuma County for the encroachment on County Road 35 right-of-way prior to sale.

The Commissioners inquired as to the safety of such an aged line and Johnson reported no safety concerns or historic problems with such lines. Tripp confirmed that in his experience the integrity of the pipe is monitored by the company and addressed through corrosion control on pipes as monitored through leak history. Johnson reported no leak history for the pipe in question. Commissioner Wiley inquired as to average useful life on a steel pipeline. Per Johnson, no standard useful life exists and issues are addressed as they come up and reported that the most significant issue is changes in welding standards over time.

Tripp submitted a copy of an Underground Utility Permit Application filed 10/4/2017 on behalf of Tallgrass Interstate Gas Transmission, LLC to document the installation of the pipeline though facilities currently exist. Discussion was had on a potential survey to document the exact location of the pipeline. Colden recommended that a condition of the grant of easement should include a provision for the addressing of road damage given that the location of the pipeline runs under the road blacktop.

Confirmation review was tabled until review by the Yuma County Commissioners' Attorney and drafting of an easement agreement by such.

#### Land Use

Land Use Administrator Rich Birnie was present at 1:00 pm to review Land Use and GIS business.

#### Land Use Updates

- *October Land Use Hearings* – Birnie reported no land use hearings to be heard in the month of October.



- *Yuma County Land Use Code Additions* – Birnie reported that the Yuma County Land Use Codes approved at the September 22, 2017 meeting will go into effect on October 22. Birnie reported that both the Yuma Pioneer and the Wray Gazette printed articles about the additions last week.
- *Commercial Seed Storage Building* – Birnie reported development permit DEV0917-01 submitted by Neil & Peggy McDaniel to build a 5200 square foot steel seed storage building to be leased to McDaniel Enterprises, LLC, a seed dealer located in Wray. The commercial seed storage building is to be built on 8.61 acres of land on Hwy 34 in the S ½ of Section 4, T1N, R44W. Planning Commission hearing will be held on 11/21/2017 and the Board of County Commissioners hearing will be held on 11/30/2017.
- *Land Use Application* – Birnie reported an Exemption from Subdivision application by Lance & Jennine Witte to divide the homestead off of 160 acres, more or less, in the NE ¼ of Section 22, T2S, R45W, for the purpose of resale to Robert & Tonya Paxton. If the survey is received by the end of October, the Planning Commission review will occur on 11/21/2017 and the Board of County Commissioners Land Use Hearing will be scheduled for 11/30/2017.
- *Temporary Structures and Activity Notices* – Birnie discussed concerns with temporary structures and activity notices, specifically in relation to drying sheds discussed with a citizen recently. Birnie reported that County Assessor Cindy Taylor identifies a distinction between permanent and temporary structures and recommends taxing temporary structures as personal property. The Commissioners discussed with Birnie greenhouses in the area and the components of the structures in question.
- *Emergency Operations Meeting Attendance* – Birnie reported attending a meeting held by Yuma County Office of Emergency Management, Roger Brown, in relation to Emergency Operations Centers. Birnie would like to explore further the GIS/Mapping role in this project, specifically the linking of Assessor's data and photos with the interactive GIS map. Birnie would also like to investigate if maps can be accessed and produced into PDF format from a remote operations center as well as the potential for sharing the current plat book with local agencies such as the Communications Center, Sheriff's Office, and local police departments.

#### GIS

- *Addresses* – Birnie said he will continue to work on the City of Wray addresses while editing street centerlines.

#### Land Use Noise Issue

Ms. Amy Carbone joined the meeting at 1:35 pm to discuss a noise issue related to land use near her home. Carbone discussed a loud equipment sound near her property and reported having made attempts to reach the equipment owner to discuss the noise without success. The Commissioners reviewed with Carbone where she believes the sound is originating from. Carbone reported the sound is related to an irrigation pivot motor that has now been turned off for the season located approximately 2 miles south of her home. The Commissioners discussed with Carbone the older-style motors and their elevated sound levels and recommended her continued attempt to contact the landowner to discuss as the Commissioners are unable to direct action under the Right to Farm.

#### Sheriff's Office

Yuma County Sheriff Chad Day was heard at 2:03 pm to discuss upcoming changes in state law regarding marijuana land use, open Sheriff's Office positions, and an upcoming Grey and Black Market Marijuana Grant funding opportunity.

- *Employee Update* – Day reported having six applicants for two current vacant positions in the jail and that oral boards are scheduled within the next two weeks.



- *Marijuana Land Use* – Day discussed current marijuana land use ordinances and known violations of the land use code as it stands now. Day and the Commissioners discussed a notification process whereby the Commissioners would be notified of violations of land use ordinances related to marijuana cases for consideration of civil filings. Day also discussed new state law HB 17-1220 going into effect in January 2018 limiting residential use marijuana plant ownership to 12 unless local regulation allows more or a medical marijuana license is in effect. Current Yuma County Land Use ordinance allows 18 plants.
- *Gray and Black Market Marijuana Grant* – Day presented a funding opportunity for a grant for purposes of recovering costs of gray and black market marijuana for all agencies involved and all expenses. The due date for the funding opportunity is 10/20/2017. Day reported that recent case 17139 is eligible for reimbursement through the program. Application for the grant requires Board of County Commissioner approval and a TABOR statement. **Commissioner Wiley moved to approve Sheriff Day's application for the Gray and Black Market Marijuana Grant for reimbursement for Yuma County Sheriff's Office case 17139. Commissioner Wingfield seconded the motion which passed.**
- *Assigned Community Service* – Day inquired as to Commissioner concerns on an upcoming 100 hour community service assignment for a Yuma resident.

#### 2018 Proposed Budget

County Administrator Andrea Calhoon presented the proposed 2018 budget to the Board of County Commissioners for consideration. The Commissioners scheduled a budget work session for October 23, 2017 to review the budget in detail and make any necessary adjustments at which time a Budget Hearing will be scheduled.

#### Administrator's Report

Administrator Andrea Calhoon reviewed calls, correspondence, and presented the following for action:

- *Minutes* – The Commissioners reviewed the minutes from the previous BOCC meetings. **Commissioner Wiley moved to approve the minutes from the September 22, 2017 Board of County Commissioners meetings. Commissioner Wingfield seconded the motion; which passed unanimously.**
- *Certification of Accounts Payable* drawn on Yuma County Funds on September 29, 2017 with Check #66390 through #66496 for \$333,840.27 and Check #66398 through #66499 for \$53,269.27 and Accounts Payable drawn on WY Communications Funds with check #8005 through #8018 in the amount of \$29,798.63 were signed by Chairman Dean Wingfield. Certification of Accounts Payable drawn on Yuma County Funds on October 3, 2017 with Check #66497 for \$540.00 and October 13, 2017 with Check #66500 through #66651 for \$397,548.68 were also signed by Chairman Wingfield. Accounts Payable drawn on WY Communications Funds with check #8019 through check #8032 for \$3,836.40 were signed by Chairman Wingfield.
- *Certification of Payroll* drawn on Yuma County Funds on September 29, 2017 with check #31284 through Check #31309 and EFT #41830 through EFT #41697 for \$240,016.66 and W-Y Communications Payroll beginning with EFT #5715 through EFT #5727 totaling \$29,802.67 were signed by Chairman Dean Wingfield.
- *Signatures and Ratifications* – The Commissioners signed Calhoon's Notary Book to have record of signatures for notarizations completed in the course of county business. The Commissioners also ratified Commissioner Dean Wingfield's signature on the 2018 VALE Grant application for Victim's Assistance. **Commissioner Wiley moved to ratify Commissioner Wingfield's signature on the 2018 VALE grant application for \$23,000 in funding for Victim's Assistance fund 12-280. Commissioner Wingfield seconded and the motion passed.**

The Commissioners reviewed an invoice for Skip Mitchell related to work done at the Yuma County Fairgrounds on the Grandstands Crow's Nest roof access for \$130.19, invoice #603502. **Commissioner Wiley moved to pay invoice #603502 to Skip Mitchell for work on the Yuma County Fairgrounds**



**grandstands for a total of \$130.19 out of lottery funds account 06-000-8920. The motion was seconded by Commissioner Wingfield and passed.**

- *Administration Staff Salary Review* – Administrator Kara Hoover presented a recommendation for an updated job description for Administrative Support staff Sarah Carwin and a review of salary grade and step for the Administrative department. The Commissioners reviewed the proposal and discussed salary implications of the proposed changes and tabled the discussion for a review of 2017 expenditures and 2018 budget.
- *Colorado Counties, Inc. (CCI) Legislative Committee Member Appointment* – The Commissioners discussed appointing a representative from the Board of County Commissioners to the CCI Legislative Committee. **Commissioner Wiley moved to nominate Commissioner Bushner to serve on the Colorado Counties, Inc. Legislative Committee for the 2018 year. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *Yuma County CDL Testing Site Fairgrounds Use form and Fairgrounds Use Policy Updates* – Calhoon presented an updated version of the current Yuma County Fairgrounds Use form and the Yuma County Fairgrounds Use Policy to include use options for the new CDL testing site. **Commissioner Wiley moved to approve the Yuma County Fairgrounds Use form with the addition of the CDL Testing Site for a fee to be determined on a case-by-case basis by the Yuma County Board of County Commissioners and the Yuma County Fairgrounds Use Policy to include explanation that the CDL Testing Site is available with a fee to be determined by the Yuma County Board of Commissioners on a case-by-case basis. Commissioner Wingfield seconded the motion; which passed.**
- *2017 Sr. Round Robin Scholarship* – The Commissioners reviewed a letter of award from the Colorado State University Golden Plains Area Extension Office to Ema Richardson for winning the 2017 Sr. Round Robin Showmanship Contest. The scholarship banking information will remain the same as stated in resolution 11-30-15 D and resolution 12-30-16 G. **Commissioner Wiley moved to approve Resolution 10-13-2017 A authorizing Commissioner Dean Wingfield, 2017 Round Robin Sr. Scholarship Recipient Ema Richardson, and Fair Board Member Kim Latoski as designated representatives for the \$500.00 Wray State Bank CD. Commissioner Wingfield seconded the motion which passed.** Resolution attached.
- *Elected Officials Reports* – The Commissioners reviewed the Treasurer's report for September 2017. There were \$146,092.31 in taxes, \$159,728.77 in Specific Ownership, and \$7,711.20 in Treasurer Fees collected for the month. The Commissioners also reviewed the County Clerk's report showing total fees collected of \$322,965.00.
- *CAPP and Workers Compensation Review* – The Commissioners reviewed the monthly CAPP and Workers Compensation Insurance reports.
- *Colorado Counties, Inc. Yuma County Courthouse Photo Selection* – Calhoon presented options for historic photographs of the Yuma County Courthouse to the Commissioners for review and selection per the 09.22.2017 motion to provide a photo for display in the Colorado Counties, Inc. boardroom in Denver, CO. The Commissioners selected a photo for framing and processing per their prior motion to approve.
- *MASA Agreement Signature* – Calhoon presented the enrollment form for MASA ambulance coverage benefits as approved by the Yuma County Board of County Commissioners during their 09.22.2017 regular meeting.

- *Alcohol Service Request at Fairgrounds for Private Event* – The Commissioners considered a request by a private individual to serve wine and beer at a wedding reception to be held at the Yuma County Fairgrounds in December of 2017. **Commissioner Wiley moved to allow beer and wine service at the wedding reception hosted by Kindra Kirchenschlager in December of 2017 pending a \$4,000.00 alcohol deposit and insurance for the event. Commissioner Bushner seconded and the motion passed by unanimous vote.**
- *Colorado Oil and Gas Conservation Commission Designee Change* – Calhoon presented Form 29 from the COGCC for change of Local Government Designee from former Administrator Kara Hoover to herself. **Commissioner Wiley moved to approve the change of Yuma County Local Government Designee for the Colorado Oil and Gas Conservation Commission from Kara Hoover to Andrea Calhoon. Commissioner Wingfield seconded the motion which passed.**
- *Department of Local Affairs Designee Change* – Calhoon presented a form for change of Designated Agent for the Department of Local Affairs from former Administrator Kara Hoover to herself. **Commissioner Wiley moved to approve the change of Yuma County Department of Local Affairs Designated Agent from Kara Hoover to Andrea Calhoon. Commissioner Wingfield seconded the motion which passed.**
- *National Association of Counties 2018 Dues* – The Commissioners reviewed the invoice for 2018 dues to the National Association of Counties for a total of \$450.00 due in January 2018 on invoice #201118. **Commissioner Wiley moved to pay the 2018 National Association of Counties dues of \$450.00, invoice #201118, during the first check run in January 2018 out of fund 01-101-6338. Commissioner Wingfield seconded and the motion passed.**
- *Colorado Counties, Inc. 2018 Dues* – The Commissioners reviewed the invoice for 2018 dues to Colorado Counties, Inc. for a total of \$13,500.00 due February 15, 2018. **Commissioner Wiley moved to pay the 2018 Colorado Counties, Inc. dues of \$13,500.00 in the mid-December check run out of fund 01-101-6338. Commissioner Wingfield seconded and the motion passed.**
- *Evergreen Landscapes Contract* – The Commissioners reviewed the final invoice of 2017 from Evergreen Landscapes, LLC. The contract is eligible for renewal for 2018. **Commissioner Wiley moved to renew the contract with Evergreen Landscapes, LLC for the 2018 year. Commissioner Wingfield seconded and the motion passed.**
- *Employee Gift Cards* – **Commissioner Wiley moved to approve the purchase of \$50 gift cards for food from area business to each County Employee out of the Commissioner's Budget to be given with November payroll for use 12.1.2017 through 12.31.2017. Commissioner Wingfield seconded the motion and it passed.**
- *Prior Meeting Follow-Up* – Calhoon reported follow-up discussions with Washington County Commissioner Willeke regarding the status of their Lonestar Highway striping and chip seal project. Calhoon also reported on the payment of Yuma County's portion of reimbursed taxes to the Wray Community Learning Center in the amount of \$2,127.60 plus interest of \$361.70 for a total payment of \$2,489.30 issued per approved motion by the Board of County Commissioners at the 9.22.2017 regular meeting. Calhoon also provided an update on total sales from the Yuma County Auction held 9/23/2017 with total gross sales of \$14,918.00



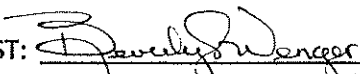
less commission of \$2,432.58 for total net revenue of \$12,485.42. Net revenues per fund were \$346.71 for Fund 1 and \$12,138.71 for Fund 2.

- *Correspondence* – Calhoon reported the receipt of thank-you notes from an organization called Ditch the Ditch regarding the Central 70 CDOT project in Denver, CO. Calhoon provided background information on the project and its anticipated impacts to Yuma County. Calhoon reported the completion of an online survey through Colorado Counties, Inc. regarding County Homeland Security preparedness referred to Sheriff Chad Day that was due September 30, 2017. Calhoon also shared correspondence from the Colorado Department of Public Health & Environment related to the Expected Corrective Action Completion Response for Seaboard Foods, LLC relating to a state inspection conducted on July 18, 19, and 20. The Commissioners also reviewed the 2018 Courthouse Security Grant Application. **Commissioner Wiley moved to approve the 2018 Courthouse Security Grant Application as presented. Commissioner Wingfield seconded the motion, which passed.**
- *Maintenance Updates* – Calhoon reported on building maintenance project issues and status including the current status of the HVAC project. Calhoon reported that she will be working with Maintenance Sargent Travis Dinsmore to prepare a 2018 maintenance plan designed to strategically address building maintenance issues and assess maintenance needs.
- *Idalia/Yuma 1 Tower Discussion* – The Commissioners discussed their site meetings with Pam Monsees at the Region 1 Tower sites regarding the potential for improvement upon those sites. Calhoon provided additional information regarding the location and size of the sites for review and consideration by the Commissioners in the project.
- *Hail Damage Claim Review* – Calhoon provided an update on the status of the hail damage claims with CTSI and provided a copy of the bid from Rockwell Construction for \$87,102.00 for repair of the Courthouse and \$170,735.00 for repair of the Health & Human Services building roofs, respectively. Still pending are bids for the staff house at 311 Birch and Road & Bridge buildings. The Commissioners approved the bid for submission to CTSI with the stipulation that construction would be scheduled for summer 2018.
- *Employee Handbook Review, County Retention and Destruction Policy* – Calhoon reported her intent to work with fellow administrative support staff, IT support Teryx, and HR support CTSI to review and update both the Yuma County Employee Handbook and the Yuma County Administrative Retention and Destruction policy, specifically to include policies on disposal of electronic equipment.

There being no further business, the meeting adjourned at 5:16 pm. The next regular meetings of the Board of County Commissioners will be on October 31, 2017 and November 14, 2017. A budget work session has been scheduled for October 23, 2017.

  
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Dean Wingfield, Chairman

  
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Andrea Calhoon, Administrator

ATTEST:   
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Beverly Wenger, County Clerk

