

YUMA COUNTY COMMISSIONERS

June 28, 2019

Minutes¹

On June 28, 2019 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Robin Wiley, Commissioner Trent Bushner, Commissioner Dean Wingfield, and Administrator Andrea Calhoon were present throughout the day.

The Commissioners reviewed and signed accounts payable and payroll and discussed various meetings attended throughout the prior month.

Liquor License Renewal, Deputy County Clerk Nancy Wright

At 8:15 a.m. Deputy County Clerk Nancy Wright presented a liquor license renewal for Vernon Liquors, LLC.

Commissioner Wingfield moved to approve the liquor license renewal for Vernon Liquor. Commissioner Bushner seconded the motion. It passed by unanimous vote.

Public Comment, Mr. Kyle Roberts

At 8:30 a.m. the Commissioners met with Yuma County constituent, Mr. Kyle Roberts, to discuss his questions regarding a property line concern. Roberts inquired as to public access along section lines as related to egress and ingress issues associated with neighboring property owners. The group reviewed fence placement and section line access to resolve access issues for involved parties. The Commissioners recommended fence placement be 30 feet from the section line to allow ingress and egress along the section line.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:30 a.m. to provide department updates.

- *Current Road Work* – Colden reported on current road work on various county roads.
- *Gravel Pit Exploration* – Colden reported on promising gravel exploration east of Joes at Highway 36 and County Road C on ground belonging to Jory Draggers.
- *39-H-J Project* – Colden reported on staffing updates with McCormick, the contractor selected to work on 39, H, and J, that may delay the timeline of the project.
- *Road Grading SOPs* – Colden presented a set of Standard Operating Procedures being used to standardize and evaluate road grading in the county. Colden discussed the evaluation process, training program, and expectations of road graders based on the SOPs. The group discussed blading technique expectations including crown slope and shape, blade angle, 4 pass models, and drainage.
- *No Pays* – Colden discussed processing of payroll for employees in no-pay status.
- *Vernon Signage* – Colden reported on a request by Mitch Witte to add signage at Vernon posting the speed limit as 10 MPH and noting Children at Play near the park.
- *July Safety Meeting* – The Commissioners were invited to the July Road & Bridge Safety meeting and staff at noon on July 31.

CDL Testing, Matt Meusborn

The Commissioners and JR Colden met with Mr. Matt Meusborn and Mr. Jerry Whipple at 10:30 a.m. to discuss matters related to CDL license testing at the Yuma County Fairgrounds CDL test site. Meusborn discussed staffing transition with CDL testing in the region and introduced Mr. Jerry Whipple who will be taking over as the CDL Administrator for Phillips County. The group discussed training and testing processes and availability in the region and long-range concepts and potential legislative impacts. Until staffing is settled in the region, the Yuma County CDL test site will be unlisted as an available test site. Colden provided information on a potential local tester to

¹ Minutes prepared by Andrea Calhoon are a summary of discussions, not a verbatim account.



bring the Yuma County test site back into an available status. Whipple will work with Colden to establish a Yuma County tester to bring the facility back into use.

Land Use

Yuma County Administrator Andrea Calhoon was heard at 1:00 p.m. to review Land Use and GIS business and conduct land use hearings.

- *Land Use Hearings* – Land Use Hearings were opened at 1:00 p.m. Calhoon presented the following for signature.
 - **EFS0619-09 for Saul Jr and Katherine Castillo** to divide a parcel of 1.26 acres, more or less, from 4.06 acres, more or less, in the NE ¼ of Sec 27, T2N, R48W, for purpose of resale.
 - **EFS0619-10 for Terry L Pickett** to divide 29.9 acres, more or less, from 158.52 acres, more or less, in the NE ¼ of Sec 6, T2N, R48W, for purpose of refinancing.

Land Use Hearings closed at 1:10 p.m.

Commissioner Wingfield moved to approve Resolution 06-28-2019 A approving the exemption from subdivision EFS0619-09 for Saul Jr and Katherine Castillo to divide a parcel of 1.26 acres, more or less, from 4.06 acres, more or less, in the NE ¼ of Sec 27, T2N, R48W, for purpose of resale. Commissioner Bushner seconded the motion, which passed by unanimous vote.

Commissioner Wingfield moved to approve Resolution 06-28-2019 B approving the exemption from subdivision EFS0619-10 for Terry L Pickett to divide 29.9 acres, more or less, from 158.52 acres, more or less, in the NE ¼ of Sec 6, T2N, R48W, for purpose of refinancing. Commissioner Bushner seconded the motion and it passed unanimously.

- *Pending Land Use Activity* – Calhoon reported on two permits expected to be heard next month as well as continued research on potential land use code changes related to fees and fines.

GIS

- *Mapping* – Calhoon provided status updates on various mapping projects including the master map and Road & Bridge and Emergency Management maps.
- *Contract Work* – Calhoon provided updates on work for various other local governments under contract.

Public Comment, Gary Stone

Mr. Gary Stone joined the meeting at 1:55 p.m. to discuss County road grading and the new blade operator incentive program.

Ag Innovation Center, Dave Blach

At 2:00 p.m. the Commissioners met with Dave Blach of High Plains Events Center, DBA Ag Innovation, to discuss various funding topics related to the expansion of the fairgrounds beef barn and associated grant applications. The group discussed project budget, fundraising options, and future project plans in relation to current constraints.

County Assessor, Cindy Taylor

County Assessor Cindy Taylor joined the Commissioners at 3:00 p.m. to review the early abstract information and results of the recently ended protest period.

Human Services

The Board of County Commissioners convened as the Board of Social Services at 3:30 p.m. Human Services Director Kara Hoover, Child Welfare & Adult Protection Supervisor Hollie Hillman, Bookkeeper Melanie Fisher, and Receptionist Robin Barnhardt were present. Detailed minutes of the Board of Social Services are maintained separately by the Department of Human Services.

The Board of County Commissioners reconvened at 5:07 p.m.

County Clerk & Recorder, Bev Wenger

The scheduled meeting with County Clerk Bev Wenger was postponed to the July 15, 2019 regular meeting due to scheduling conflicts.

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 meeting. **Commissioner Bushner moved to approve the minutes from the June 14, 2019 Board of County Commissioners meeting. Commissioner Wingfield seconded the motion, which passed unanimously.**
- **CAPP Report & Claim Review** – The Commissioners heard information on pending CAPP and workers' compensation claims.
- **Signatures and Ratifications** –
 - Resolutions/Ordinances/Signatures:
 - **Commissioner Bushner moved to ratify Chairman Wiley's signature on the 2018 Cost Allocation Report. Commissioner Wingfield seconded the motion, which passed unanimously.**
 - **Commissioner Bushner moved to approve the service order for KCI to install broadband capability at the Yuma County Fairgrounds for \$4400 with a commitment from KCI to purchase \$2200 worth of advertising at the Yuma County Fair. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**
 - Invoices/Finance Requests:
 - **Commissioner Wingfield moved to approve a \$10,000 credit application with Fleet Pride for the Road & Bridge Department for purposes of ordering fleet parts. Commissioner Bushner seconded the motion, which passed unanimously.**
 - Grant Updates:
 - The Commissioners reviewed information regarding pending and submitted grant applications including the DOLA Administrative Planning Grant for the Ag Innovation Center, the pending DOLA Administrative Planning Grant application for a Landfill Feasibility Study and were notified of the receipt of a \$107,400 award for the 2019/2020 Court Security Grant. The Commissioners also heard a report on the availability of additional equipment funding through the Court Security Grant program, which will be applied for to replace missing or broken panic buttons in Yuma County facilities.
- **Department Reports** – The Commissioners heard various department reports and reviewed the June 2019 Veteran's Officer report. Updates included a disaster finance training regarding Survey 1-2-3, updates from the last Emergency Communications Board meeting, and reviewed a report for fair tickets sales to date.



Commissioner Wingfield moved to approve the purchase of two 2019 Ford F150 pickups for the Sheriff's Office for an amount not to exceed \$34,500 each, to be paid out of Fund 20 with upfit to be approved at a later date. Commissioner Bushner seconded the motion. It passed by unanimous vote.

- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including the implementation of new accounting software and pending County litigation.
Commissioner Bushner moved to approve up to \$1,800 to be paid to Blackbaud for the import of historical data and/or training of office staff to complete extraction and import. Commissioner Wingfield seconded the motion, which passed by unanimous vote.
- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
 - An update on the process for transferring an ambulance from South YW Ambulance Service to the City of Wray Ambulance Service as approved at the May 31, 2019 regular meeting.
 - An upcoming term expiration for Gary Baucke for his appointment to the RETAC Board. Baucke has expressed interest in reappointment. The vacancy will be reviewed and appointed at the next meeting.
- *Oil & Gas Updates* – Calhoon reported on oil and gas updates since the last meeting including updates on Senate Bill 19-181 related to oil and gas drilling permits.
- *IT Updates* – Calhoon presented updates on various IT issues including the implementation of broadband services at all Wray location County offices.
- *Maintenance Updates* – Calhoon reported on various facilities maintenance topics. **Commissioner Bushner moved to rescind the previously adopted motion approve the purchase of a mower from RMT Equipment in Boise, ID for an amount not to exceed \$17,000 with shipping costs to be reviewed at a future meeting and to approve the purchase of a mower from Equipment Sales, Inc in Salt Lake City, UT for an amount not to exceed \$14,500 with shipping of \$1,250. Commissioner Wingfield seconded the motion. It passed by unanimous vote.**
- *HR Updates* – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues including personal leave buyout requests in association with the planned pay date transition.

There being no further business, the meeting adjourned at 5:40 p.m. Following the completion of business, the Commissioners completed an inspection of the Yuma County Jail. The next regular meetings of the Board of County Commissioners will be on July 15, 2019 and July 31, 2019.


Robin Wiley, Chairman


Andrea Calhoon, Administrator

ATTEST: 
Beverly Wenger, County Clerk

