

YUMA COUNTY COMMISSIONERS

May 28, 2015

Minutes¹

On May 28, 2015 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Trent Bushner, Commissioner Robin Wiley, Commissioner Dean Wingfield, and Administrator Kara Hoover were present throughout the day.

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

Custodian

Newly hired Custodian, Les Hasty, was introduced to the Commissioners. Les began employment on May 12, 2015.

Road and Bridge

Supervisor J.R. Colden was in attendance to give Road and Bridge department updates. The following items were discussed:

- *Current Projects*

Abarr Shop Repair – Colden informed the Commissioners that a few repairs have been completed on the Abarr Shop. A new walk through door was installed, along with a bit of electrical work and a new breaker box.

Wauneta House – Road and Bridge personnel have cleaned out the basement at the soon-to-be vacated Wauneta house. Colden noted that additional repairs to the property are needed including: a new roof, new carpet, and some minor plumbing work. Colden spoke with a contractor for a bid on a new roof. Commissioner Wiley said he would also check with roofing contractors. The rest of the repairs needed at the house, according to Colden, are minor and can be completed by Road & Bridge staff.

- *CDOT Highway 34 Turning Lanes* – Colden reports that the project is set to start on June 8th, 2015. He stated that he and Kevin Ritchey would be supervising this project very closely.
- *EIAF #7605 County Roads R & 34 Project* – Colden conveyed that Gavilon Grain was awarded the rock bid. The first load is being picked up today. J.R. expects the soil tests to be back next week, and then the bids for the subgrade modification will go out. Currently Road and Bridge personnel are building up the road and placing new culverts to prevent further deterioration from rain.
- *County Road Signage* – Colden noted that there are road signs that need to be placed about the county as many roads are not marked properly. Colden mentioned that he has instructed Road and Bridge truck drivers to work on this during their down time. He has asked Mike Fonte to locate all roads that need additional signage and provide an updated list.
- *Gravel Pits* – Colden has been working with Howard McGinnis on the completion of permitting gravel pits in the county. He also stated that employee Matt Martin has shown some interest in helping Howard with this process.

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



- *Staffing*

New Hire – Colden reported that Pat Brophy was hired to replace Scott Weaver. Brophy holds a CDL, which is much preferred at Road and Bridge.

Promotions – J.R. requested promotions and wage increases for Mike Fonte to Grader Foreman and Kevin Ritchey to Maintenance Foreman. Colden boasted on the performance of both men. **Commissioner Wingfield moved to approve the promotion for Mike Fonte to Grader Foreman with wage increase to \$3,300 per month, effective June 1, 2015; and a promotion for Kevin Ritchey to Maintenance Foreman with a wage increase to \$3,150 per month, effective June 1, 2015. Commissioner Wiley seconded. The motion passed unanimously.**

Employees and No-Pay – Colden mentioned that he is having difficulties with employees taking unapproved time off when they have no personal leave or compensation time to use. This practice is frustrating and works against good employee morale. He would like to put a three-step process in place, providing a verbal reprimand, written warning and then a possible dismissal. The Commissioners were in consensus to support Colden.

- *Other*

Town of Laird – Colden received a request for the county's assistance with roads in the Town of Laird. The Commissioners relayed to Colden that the roads in the Town of Laird were not owned by the county. They didn't mind the county assisting to some degree, but the roads are really not the county's responsibility

New House – Colden received a request to build a road into a new house that is one mile north of County Road 8 and DD. The Commissioners relayed that the county cannot build driveways; they shared other instances where the County was asked to build such but had to decline. The Commissioners relayed that no funding is available for maintenance on roads that do not fall under the Highway User Tax Fund (HUTF) classification.

County Road RR – Commissioner Wiley said the recent rains have caused a cut out spot on County Road RR, north of Highway 36. Colden assured the Commissioners he would check on this issue.

Extension Office

Joy Akey provided an update on the Extension Office. She reported that they are receiving applications for the Extension Office Manager position; replacing retiring staff, Judy Wilson. She would like to have the new person in place by July 1 to work with Judy through fair. Judy's tentative retirement date is October 1, 2015.

Veteran's Service Officer

New Veterans Service Officer K.T. Gregg thanked the Commissioners for the opportunity to serve. He reported the Veterans Service Officer training he attended at the end of April was very informative. He is staying very busy taking new calls for service, especially from the Yuma area. He told the Commissioners of national certifications that he is exploring. He reported that this type of certification would provide an increased ability to service veterans in this area; which now are referred to the State Office in Denver. Gregg requested contact information for area veterans and a meeting place in Yuma, as he gets acquainted with the needs in the area. The Commissioners provided a Yuma contact. The Commissioners asked Administrator Hoover to place an ad in the local papers introducing Gregg as the new Veterans Service Officer and to provide his contact information as follows; phone 970-332-3400 email, yccvso@gmail.com.



Courthouse Data Infrastructure/Cabling Bids

The Commissioners reviewed a bid from Linx through Mike Brown of Lighthouse Security, LLC for the network cabling and server room upgrades at the courthouse. According to Brown, the quote is valid for 60 days. After some discussion they asked Mike to explain a few items listed on the bid.

- 1) *The quote does not include removal of existing cable.* Brown relayed that the process of installing new cable must be completed first, ensuring that all areas are in working order before the existing cables can be removed. He said that he will have an alternate quote for removal of existing cabling by the following meeting. He anticipates the cost to be approximately \$5,000.
- 2) *The quote excludes Plenum Cabling.* Brown explained that Plenum cable is more costly and is used in installations when there is no ample space for non-plenum cable. He believes the courthouse has ample room in the ceiling for non-plenum cable; therefore additional costs will not apply. He will verify the cable type with Wern Air.
- 3) *Guarantee.* Brown explained that the quote that was presented included a 20-year guarantee from the manufacturer ensuring the standards remain up-to-date with 6A cabling, to include cabling and labor.
- 4) *Servers and Switches.* Brown assured the Commissioners that he will have another quote for the servers and switches that will be required to update the broadband in the courthouse by next week. The Commissioners will review at the next BOCC meeting.

Land Use

Rich Birnie, Land Use/GIS Coordinator, was present for Land Use Hearing and Department updates.

Public Present: Steve Gray and Curtis Miller from Tri-State Generation and Transmission Association, and Thomas Holtorf Schramm Feedlot.

Land Use Hearing

Chairman Bushner opened the hearing at 1:00 pm.

Application for Exemption from Subdivision Regulations:

Hutton Educational Foundation –The staff report was presented by Birnie for the Jim Hutton Educational Foundation's request to divide 15, plus or minus, acres from 170.77, plus or minus, acres in the NW1/4 & NE1/4 of Section 9, T5S, R42W, for conveyance to the State of Colorado for use by the Department of Natural Resources. Birnie reported a letter was received from CoBank of Wichita, Kansas, who holds the mineral interest, reporting they have no objections to this transaction; no other written comments or calls were received in his office relating to this request. Steve Gray relayed information regarding the need for the exchange. According to Gray, DOW is bound to federal regulations to ensure that the current use of ground is not changed without an exchange of land.

Lindt--Birnie reviewed a request from Daniel L. and Tammy M. Lindt to divide 1.89, plus or minus, acres from 6.07, plus or minus, acres in the SE1/4 of Section 9, T2N, R47W, for loan purposes. Birnie reported no written comments or calls were received in his office relating to this request.



property; she had no objections. Birnie reported that no other calls or written comments were received relating this request.

The Land Use hearing closed at 1:21 p.m.

Commissioner Wiley moved to approve Resolution #5-28-2015 A/EFS for Exemption from Subdivision #0415-10 for the Jim Hutton Educational Foundation's request to divide 15, plus or minus, acres from 170.77, plus or minus, acres in the NW1/4 & NE1/4 of Section 9, T5S, R42W, for conveyance to the State of Colorado for use by the Department of Natural Resources. The applicant shall comply with all Federal, State, and Local regulations, rules, codes, conditions, and design standards. Commissioner Wingfield seconded. Commissioner Bushner voted yea for the project, because he would like to see the project go through, but made note that he feels the Federal guidelines to be unfair. The motion passed unanimously. *Recorded under Reception No. 00563794*

Commissioner Wingfield moved to approve the following:

Resolution #5-28-2015 B/EFS for Exemption from Subdivision #0415-11 for Daniel L. and Tammy M. Lindt to divide 1.89, plus or minus, acres from 6.07, plus or minus, acres in the SE1/4 of Section 9, T2N, R47W, for loan purposes. The applicant shall follow these recommendations: 1) Federal, State, and Local regulations, rules, codes, conditions, and design standards; 2) the Applicant shall apply for a septic system permit from the Northeast Colorado Health Department, and; 3) the Applicant shall record a water easement, with the Yuma County Clerk and Recorder, between the existing water well and the proposed tract, with the Yuma County Clerk and Recorder and; *Recorded under Reception No. 005633795*

Resolution #5-28-2015 C/EFS for Exemption from Subdivision #0415-12 for Bryan and Erika Beckner, to divide 6.07, plus or minus, acres from 11.07, plus or minus, acres in the NE1/4 of Section 17, T1N, R43W, for sale as a possible building site. The Applicant shall be responsible for: 1) Complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards, and; 2) If a future use for this tract requires the need for a septic system, water well, and/or access, the Applicant or future owner shall contract the appropriate State and Local authorities for approval. *Recorded under Reception No. 00563887*

Commissioner Wiley seconded the motion; which passed unanimously.

Land Use/GIS Department Reports

- *Permit Applications* -- Birnie noted that he has one possible application from Tri-State Generation and Transmission Association for an amendment to the Burlington-Wray Transmission Line project for a fiber optic regeneration site on County Road 1 in T5S, R42W, Section 30, SW ¼, easements have been granted from Mike and Darla Griebel.
- *Pending*
Activity Notices - Birnie reported there are four Activity Notices filed in the May: 1) T-Mobile to add an antennae to a tower in T1N, R44W, Section 13, SW ¼; 2) David Fisher to build a home in the Olive Creek Subdivision; 3) Jeffery Eckhardt to build a shop in T1N, R43W, Section 17, NW ¼ and; 4) Gary Stone to build a shop in T1N, R43, Section 14, NE ¼.

Castillo – Rich informed the Commissioners that he is researching with Linda Briggs, former Administrator/Land Use Coordinator the information for the Castillo exemption process.



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Ortner – A letter was sent to Tim Ortner on May 20th, 2015 in regards to the exemption process on 5N43, W ½ of Section 24. Birnie reported that he has not heard back from Ortner at this time.

- *GIS* – The tornado drill that Birnie will be participating in is scheduled for June 10th at the Elections Center.
- *Schramm Feedlot Drainage follow-up*
Thomas Holtorf presented two plans from Dunker Engineering and Consulting, Inc. for the new drainage point. He imparted that his neighbors, Harold Blachs and Don and Steve McCasland, do not like the idea of the water pooling on their ground. He mentioned that he would like to be a good neighbor and is requesting additional guidance from the Commissioners. Holtorf relayed that he has the scraper on site ready to begin work, once he has the Commissioners' approval. The Commissioners requested Holtorf contact all parties that will be affected by the conversion before moving forward, reporting that they would like to hear from all land owners before proceeding.

Commissioner Wiley moved to allow a 60-day extension to implement the drainage plan as presented by Dunker Engineering and Consulting, Inc. Commissioner Wingfield seconded the motion; which passed unanimously.

Sheriff

Sheriff Chad Day and Undersheriff Adam Wills discussed the following:

Executive Session

At 2:06 pm Commissioner Wiley moved to enter into Executive for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f)(I)&(II). The motion was seconded by Commissioner Wingfield; which passed unanimously. Present were: Commissioners Bushner, Wiley, and Wingfield, Sheriff Chad Day, Undersheriff Adam Wills and Administrator Kara Hoover. Executive Session ended at 2:17 pm.

Detention Promotion/Resignation –Day reported that Joe Wells has been promoted to Jail Sergeant and Rhett Morris to Jail Corporal. He also relayed that Deputy Bustillos resigned her position; her last day will be June 5, 2015.

Intern Hours –Sheriff Day told the Commissioners that they had a lot of interest in the Internship position with the department. He would like to split the full-time position, so that multiple applicants could be considered. He relayed that he had even more interest once the decision was made for part-time. Commissioner Wiley noted that his only reservation was in supervision; to which Sheriff Day assured would not be an issue.

Carpet Bids –Undersheriff Wills presented additional information on bids for carpet replacement in the Sheriff's Office. A discussion followed reviewing the amount of funds in the Jail/Sheriff Building Maintenance budget. Sheriff Day noted that he was not comfortable expending the funds from this budget line this early in the year since the cost would use most of the budget, and he felt that the priority was the radio booster for patrol staff.



Jail Kitchen Funding –Day requested direction for what fund to utilize for the recently purchased cabinets and sink repairs for the jail kitchen. Consensus of the Commissioners was to reimburse jail operations supply account from the Inmate Welfare Account since the kitchen is specifically for jail/inmate use.

Radio Coverage – Sheriff Day reported that there is a need for full radio coverage for the patrol officers while in the office. He presented a bid for a booster from Wireless Advanced Communications at the May 15, 2015 BOCC meeting and was directed to research the bid. As requested, he spoke with Mike Brown, of Lighthouse Securities, LLC, about providing a bid and according to Day; Brown relayed that he could not beat the current bid for the booster. **Commissioner Wiley moved to purchase the booster from Wireless Advanced Communications in the amount of \$5,099.25 from Fund 20. Commissioner Wingfield seconded; the motion passed unanimously.**

POST Region Pickup—Day mentioned that POST may be requesting assistance in purchasing a heavy duty pickup to pull the simulator trailer for the region, prior to July 1, 2015. Day told the Commissioners that Morgan County has an Accounts Payable process that would prohibit a fast turn-around time and asked the Commissioners if Yuma County would be willing to purchase the pick-up in June with reimbursement from the POST grant within 30-60 days. The cost of the pickup would be approximately \$23,000. Day relayed he would keep the Commissioners updated.

Patrol Pickup— Commissioner Wiley reported that he spoke with the salesman at Korf Continental and learned that the 2015 Dodge Ram 1500 SSV pickup that was approved at the January 23, 2015 BOCC meeting has not even been built yet and he is unsure of when the pickup may be available. Commissioner Bushner asked the group if they should cancel the order and look at a different vendor. Commissioner Wiley relayed he would check with Korf Continental once again prior to changing orders.

Officials/Department Head

Those present, along with Commissioners Bushner, Wiley, and Wingfield were: Elected Officials Cindy Taylor, Bev Wenger, DeeAnn Stults, and Chad Day; Department Supervisors, Joy Akey, J.R. Colden, Rich Birnie, Vicky Southards, Cliff Henry, and Kara Hoover; and support staff, Adam Wills, and Debbie Logue. The following items were discussed:

Drug and Alcohol Policy – Hoover presented a revised Drug and Alcohol Policy that included updated language for Safety Sensitive Positions, and random drug testing. The group approved the revisions to the “803 Drug and Alcohol” policy for the Yuma County Employee Handbook.

Wage Task Force Update – Adam Wills reviewed the task force findings, revealing that the group felt the main reason for employee turn-over was salaries. Wills reported that the group researched several funding options to increase salaries and maintain all departments and offices within the county to current service level, and learned that imposing a county sales tax appeared to be the best avenue. The group presented their findings to the Commissioners at the May 15, 2015 BOCC meeting where the Commissioners voiced concerns about putting this on the ballot in a year when the assessed value was just increased. The Commissioners did suggest the group continue to work on the issue and uncover partners within the community to assist them in their research.

Custodial –Assessor Taylor voiced her appreciation of the work of new custodian Les Hasty, relaying how good the courthouse looks. Others in the room shared that the courthouse shines!

I.T. –Treasurer Stults thanked the Commissioners for locating local IT support, bragging that Mike Brown brings great knowledge. Clerk Wenger shared that she feels that Brown has a good understanding of the needs in her department and she is becoming more comfortable with his ability.

New Hires- Commissioner Bushner noted employee turnover is the highest he has seen since he has been a Commissioner and expressed his concern about this causing stress.

Security Check Point – Chad reported on the security check point and how this relates to carrying a concealed weapon in a public building. He noted the only way to prevent someone from bringing a concealed weapon into the courthouse is to move the security check point to one entrance within the courthouse and restrict access at the other entrances. All those entering the courthouse would have to pass through the security screen with a security officer present at all times.

Maintenance

Travis Dinsmore spoke with the Commissioners about various maintenance issues within the Courthouse.

HVAC Leaks -- Dinsmore reported that there are several leaks, some severe, within the HVAC system and he is working with Wern Air on repairs. He relayed how difficult it is to make the repairs, and the time and cost that will be associated.

Sewer Pipe -- Dinsmore also mentioned the need to replace a sewer pipe that has deteriorated in the boiler room. Post Plumbing had originally indicated that this pipe was abandoned; but upon further inspection Dinsmore noted that it was indeed in use. The cast iron pipe will be replaced with a PVC pipe.

Heating, Cooling Coils -- He uncovered an issue with both the heating and cooling coils on the main air handler. Wern Air made an attempt to solder the holes, but was unsuccessful at remedying all of the leaks; new coils will be placed for repairs.

Generator – Finally, Travis reported on a DRMO 200k Generator that was obtained for the Courthouse. Travis mentioned that he will need to go through the generator, to assure it is in good working order. The generator is quite large, and there will need to be work completed on the pad site before installation.

Administrator's Report

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

- *Minutes* – Commissioner Wiley moved to approve the May 15, 2015 Board of County Commissioners minutes. Commissioner Wingfield seconded the motion; which passed unanimously.
- *East Yuma County Cemetery Board Representation* – Hoover spoke to East Yuma County Cemetery Board Member, Jim Schmidt, about the expiring board term of Bill Lippert. Schmidt indicated that he thought they changed the term dates to the end of the year, per former County Administrator Linda Briggs' suggestion. The East Yuma County Cemetery Board secretary is researching minutes. The discussion and appointment was tabled for confirmation of dates.
- *Auditor's Engagement Letter* – Hoover presented an engagement letter from McMahan and Associates, LLC, for the 2014 audit. Commissioner Wingfield moved and Commissioner Wiley seconded to sign the engagement letter with McMahan and Associates, LLC to perform the 2014 audit of county finances. The motion passed unanimously.



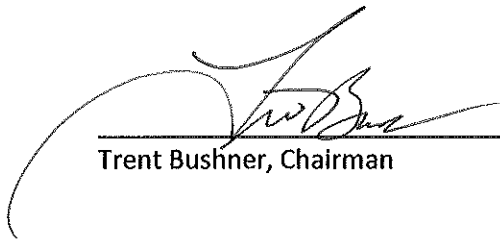
- **Annex K-Emergency Operations Plan** –Roger Brown forwarded a copy of Annex K to accompany the Emergency Operations Plan. **Commissioner Wiley** moved to accept and approve Annex K-Search and Rescue, ESF-9, for the Emergency Operations Plan. **Commissioner Wingfield** seconded the motion; which passed unanimously.
- **Fairground Use** – Hoover presented the monthly schedule of fairground use for the Commissioners review. She reported that she and Fairground Maintenance Manager, Bud Woods, had reviewed the new Fairground Use Policy, and Bud suggested the BOCC be better informed of the usage on the grounds. The Commissioners appreciated the information and requested that she provide this worksheet monthly going forward.

Chairman Bushner signed the Veterans Report for May 2015.


The Commissioners made their routine inspection of the jail.

There being no further business; the meeting was adjourned at 4:09 p.m. The next regular meetings of the Board of County Commissioners will be June 15 and June 30, 2015.


A listing of meetings attended by the Commissioners during the month of May 2015 is attached.



 Trent Bushner, Chairman



 Kara Hoover, Administrator

ATTEST: 

 Beverly Wenger, County Clerk

