

YUMA COUNTY COMMISSIONERS

January 31, 2018

Minutes¹

On January 31, 2018 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Trent Bushner, Commissioner Dean Wingfield, Commissioner Robin Wiley, 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

Yuma County Clerk's Office Staff Nancy Wright presented for signature a liquor license for Hillbilly Heaven, Inc., DBA Hillbilly Heaven, 29231 County Road 35, Wray, CO 80758, which was approved at the December 15, 2017 meeting. **Commissioner Wingfield moved to approve signature on the liquor license for Hillbilly Heaven. Commissioner Wiley seconded the motion and it passed by unanimous vote.**

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:28 a.m. Human Service Director Phyllis Williams, Receptionist Robin Barnhardt, and Bookkeeper Melanie Fisher were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

- **Legal Contract** – Commissioner Wiley moved to approve the contract renewal with Brammer Law Office, P.C. for legal services for the period of January 1, 2018 through December 31, 2018 representing no change in cost from the prior year. The motion was seconded by Commissioner Wingfield and passed unanimously.
- **Employee Evaluation** – At 8:50 a.m., Commissioner Wingfield moved to enter into Executive Session to conduct an employee evaluation under C.R.S. Section 24-6-402(4)(f). The motion was seconded by Commissioner Wiley; which passed unanimously. Present were Chairman Trent Bushner, Commissioner Dean Wingfield, Commissioner Robin Wiley, and Yuma County Department of Human Service Director Phyllis Williams. Executive Session concluded at 9:04 a.m.

The Board of County Commissioners reconvened 9:04 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:20 a.m. to provide the following updates:

Current Projects

- **Safety Incident** – Colden reported on the status of a new safety program and a safety incident involving employee Chris Wood in which lost time was incurred due to lax safety checks on equipment. Colden reported having held a refresher training with CTSI and a push to reduce lost-time incidents.
- **Letter to NAPA** – Colden presented a letter to NAPA regarding practices required for Yuma County purchases including signatures for purchases and the re-use of purchase order numbers for subsequent purchases. Colden's letter reminds that purchases not signed for by an authorized purchaser and/or not issued under a unique purchase order number are not the responsibility of Yuma County.
- **Pick-Up Bids** – Colden presented a series of bids for the update of the Road & Bridge pickup fleet in line with the conversation initiated at the January 16, 2018 meeting. The Commissioners discussed average use and update needs in various areas of the fleet over the next couple of years as well as budgeted allowances for capital outlay for Road & Bridge for 2018 including grader replacements previously approved. Colden reported that he did not end up purchasing the F250 that he was approved to negotiate on at the January

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





16, 2018 meeting. **Commissioner Wiley moved to approve the purchase of two 2018 three-quarter ton Ford F250 pickups from Bonanza Ford, one out of 02-702-8940 and one out of 02-701-8940, for \$26,938.00 each to be numbered 0221-18 and 0222-18. The motion was seconded by Commissioner Wingfield and passed unanimously.**

- *Load Posting Increases* – Colden presented documentation of load posting increases for Yuma County Bridge locations including YUM0-GG.15, YUM1-NN.65, YUM22-MM.00, YUMRR-25.45, YUMX-03.15, and YUMY-00.10.
- *Stan Shafer Letter* – Colden presented a letter from Mr. Stan Shafer regarding paving of frontage roads.
- *Salary Authorizations* – Colden reported that 2018 salary authorizations have been submitted to the Finance Office for processing.
- *Tow Rope* – Colden presented bids for new tow ropes from Ocean Products Research, Inc. for 1 1/16" diameter for \$858 each and 1 1/2" diameter for \$1695 each for 50' finished length with 1' eyes on each end. **Commissioner Wiley moved to approve the purchase of 2 tow ropes from Ocean Products Research for \$858 and \$1695, respectively, to be paid out of 02-702-6229. The motion was seconded by Commissioner Wingfield and passed by unanimous vote.**
- *Sign Inventory* – Colden reported that his sign inventory is almost complete.
- *Adding Near-Miss to Safety Program* – Colden provided a copy of his new near-miss and safety program.
- *Mill Contract* – **Commissioner Wiley moved to authorize signature on the contract with Power Equipment Company for a total of \$8,750.00 per week to be paid out of 02-705-6635 for the rental of a mill for EIAF Grant project 8302 Beecher Island change of scope following the complete execution of the presented contract by the Division of Local Government. Commissioner Wingfield seconded the motion which passed unanimously.**
- *Permits*
 - *Underground and Utility Permits* – Colden presented Road Crossing Permits for:
 - *Viaero Cell Tower CR RR at CR 35.5* – Colden had reported on the building of a new cell tower by Viaero Wireless at CR RR and CR 35.5.
 - *Steve Sharp Transport Permit* – Colden presented a permit request for an oversized load for a 13-axel trailer from CR Y and CR 35 to US Highway 34 hauled by Steve Sharp on February 2 and 3.
 - *Pipeline Road Crossings – 4-D Acquisitions*, involved in a local natural gas pipeline project, has requested additional information on the permitting process for the installation of the pipeline.
- *Employee Evaluation* – **At 10:07 a.m., Commissioner Wiley moved to enter into Executive Session to conduct an employee evaluation under C.R.S. Section 24-6-402(4)(f). The motion was seconded by Commissioner Wingfield; which passed unanimously.** Present were Chairman Trent Bushner, Commissioner Dean Wingfield, Commissioner Robin Wiley, and Yuma County Road & Bridge Supervisor JR Colden. Executive Session concluded at 10:20 a.m.

Senator Cory Gardner's Office

At 10:25 a.m., the Board of County Commissioners were joined by Darlene Carpio from Senator Cory Gardner's Office to provide updates on legislative activities and current actions of Senator Gardner. The Commissioners updated Ms. Carpio on the water conservation project on the South Fork of the Republican River and discussed potential support needs from Senator Gardner's office. Ms. Carpio also reported on subjects such as Rural Economic Development, NAFTA trade priorities as they relate to agriculture support, Farm Bill support and continuity, and infrastructure updates. The Commissioners presented discussion on CRP acreage, commodity prices, federal regulations imposed on local projects, and states' rights as related marijuana legalization at the state level.



Weed & Pest Control District

The scheduled attendance of Weed & Pest Control District Supervisor Mike Foor was rescheduled to the February 14, 2018 meeting.

Land Use

Yuma County Land Use Administrator/GIS Coordinator Rich Birnie was heard at 1:00 p.m. to review Land Use and GIS business.

Land Use Updates

Birnie reported no hearings for January 2018.

A mistake was made on the Benton resolution from the January 16, 2018 meeting in that the number of acres transferred from the Benton Estate to Lazy Diamond B, LLC should have been 0.23 acres, not 1.47 acres. The resolution has not been recorded yet as the signed/stamped survey has not been received from Liebert-McAfee.

Birnie discussed tower permitting for YW Electric and Highline Electric. Both companies have several tower permits coming up with a couple being lattice towers with restricted fall radius design and several being monopole towers. Prior the lattice towers have been addressed as Administrative Land Use permits with waivers of setback and the monopoles have been completed through land use easements with associated access easements. The Commissioners determined that, per procedure and land use code, land use changes require a site plan but no survey if completed under easement as there is no official change of boundaries on the property.

Pending Land Use Activity – Birnie reported no pending applications for February 2018 at this time.

GIS

- *2018 Yuma County Plat Book* – Birnie reported work on the 2018 Plat Book has been interrupted and is proceeding slower than expected.
- *Software Updates* – Mark Kemper of Sidwell will be on site February 9 to perform updates on ESRI and Sidwell softwares.
- *Employee Evaluation* – **At 1:10 p.m., Commissioner Wingfield moved to enter into Executive Session to conduct an employee evaluation under C.R.S. Section 24-6-402(4)(f). The motion was seconded by Commissioner Wiley; which passed unanimously.** Present were Chairman Trent Bushner, Commissioner Dean Wingfield, Commissioner Robin Wiley, and Yuma County Land Use Administrator/GIS Coordinator Rich Birnie. Executive Session concluded at 1:30 p.m.

Elected Officials/Department Head Meeting

At 2:30 p.m., the Commissioners were joined by County Clerk Bev Wenger, County Assessor Cindy Taylor, Maintenance Sargent Dinsmore, Undersheriff Adam Wills, Sheriff Chad Day, Human Services Director Phyllis Williams, Land Use Administrator Rich Birnie, and Administrator Andrea Calhoun for an Elected Officials/Department Head meeting. Also attending were Custodian Les Hasty and Jared Josh of the Yuma County Treasurer's Office. Among discussion topics were the scheduling of a Yuma County Courthouse Emergency drill, 2018 major projects by department, and employee morale activities.

For the current year, the group determined Christmas festivities will remain in place and other morale-boosting efforts throughout the year will be organized with a review of success to be discussed at the end of the year. A committee consisting of Jared Josh, Phyllis Williams, and Les Hasty was established to develop a proposal package of designs and pricing for Yuma County Staff attire items.



A make-up day for the Courthouse Emergency Response training was scheduled for Friday, March 2, 2018. Two sessions will be held again. Following those make-up sessions Sheriff Day will initiate a discussion about scheduling an emergency response exercise.

The group reviewed 2018 schedules for purposes of scheduling employee trainings including optional CPR and Defensive Driving and mandatory harassment. Andrea Calhoon will develop a schedule and check with the group for final scheduling.

Sheriff's Office Updates

The Commissioners met with Yuma County Sheriff Chad Day and Undersheriff Adam Wills to discuss current staffing levels in the Office. Sheriff Day reported that all Detentions positions are currently filled but a vacancy is expected in May. In addition, the Office continues to recruit for a Patrol Deputy to fill a current vacancy. Sheriff Day additionally discussed the reporting structure of Useful Public Service and confirmed its reporting as transferred to the Sheriff's Office in 2018 with reports being issued no less than quarterly to the Board of County Commissioners.

The group also discussed the grade and step assigned to Deputy Robert Covill which, due to clerical error was not updated as approved in December of 2016. Deputy Covill, due to an increase in job responsibility should have been moved from Grade 1, Step 4 to Grade 2, Step 1. **Commissioner Wiley moved to approve the change of Deputy Robert Covill to Grade 2, Step 1 effective January 1, 2017 with back pay for hours worked in 2017 for a total gross back pay due of \$1445.38. The motion was seconded by Commissioner Wingfield and passed unanimously.**

Sheriff Day proposed the creating of an account in which the cost of tows for vehicles would be expensed and reimbursements for tows paid and/or abandoned vehicles sold at auction would be deposited. The tows are completed for the Sheriff's Office and the Sheriff's Office currently pays for the tows out of their investigation budget line 01-301-6460. Vehicles are held by the Yuma County Sheriff's Office until retrieved and paid for or sold at auction. The Commissioners approved the establishment of such account under a structure to be established by the Finance Office. **Commissioner Wiley moved to pay tow expenses and post associated revenue in the Sheriff's Trust Fund via separate account numbers 12-315-4950 for tow fees paid and 12-315-6350 for tow fee expenses with cash flowing through the Concealed Weapons cash account 12-000-1150. The motion was seconded by Commissioner Wingfield and passed unanimously.**

Sheriff Day also reported that the CDOT HVE Grant award has been reduced from \$5,000 to \$3,000. Sheriff Day estimates that there is approximately \$1,500 left to cover the expense of 6 events defined in the scope of work outlined in the grant ending June 30, 2018. Ten events have been completed under the scope of the grant so far.

Sheriff Day and Undersheriff Wills presented a draft of Office reports that they would like to present to the Board of County Commissioners no less than quarterly to outline productivity, expenditures, etc. Presented to the Commissioners today were statistics for Q4 2017. Undersheriff Wills also presented the 2017 Q4 UPS report and the 2017 YTD Sheriff's Office Non-Tax Account Trial Balance.

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 Wiley moved to approve the minutes from the January 16, 2018 Board of County Commissioners meeting. Commissioner Wingfield seconded the motion; which passed unanimously.**



- *Certification of Accounts Payable and Payroll* drawn on Yuma County Funds on January 31, 2018 with Check #67339 through 67397 for \$263,160.54, Yuma County Payroll with Check #31432 through 31456 and System #42410 through 42540 for \$229,332.84, WY Comm Center Funds with Check #8117 through 8130 for \$31,093.61, and WY Comm Center Payroll for with Check #4388 and System #5767 through 5778 for \$29,420.85 were signed by Chairman Trent Bushner.
- *CAPP Report & Claim Review* – The Commissioners heard information on pending CAPP claims and requested an audit of the current status of the 2017 hail storm claim for presentation at the next meeting.
- *Signatures and Ratifications* –
 - 2018 County Annual Emergency Operating Plan – The Commissioners reviewed the 2018 Yuma County Emergency Operations Plan, also known as the Agreement for Cooperative Wildfire Protection in Yuma County, as prepared by Yuma County Emergency Manager Roger Brown and signed by Yuma County Sheriff Chad Day. **Commissioner Wiley moved to approve the 2018 Yuma County Emergency Operations Plan as presented by Emergency Operations Manager Roger Brown. Commissioner Wingfield seconded the motion which passed unanimously.**
 - Tallgrass Energy License and Settlement Agreements – The Commissioners reviewed agreements for the licensure to Tallgrass Energy for a pipeline located in the right-of-way as well as an agreement for settlement release for prior trespass before the license was complete. Both agreements have been reviewed and approved by the Commissioner's Attorney and Tallgrass Energy. **Commissioner Wingfield moved to approve Chairman Bushner's signature on the license and settlement agreements between Yuma County Government and Tallgrass Energy as presented and approved by Ken Fellman, Esq. Commissioner Wiley seconded the motion which passed unanimously.**
 - 2018 County Health Pool Designee – **Commissioner Wiley moved to add Administrator Andrea Calhoon as the 2018 County Health Pool Designee leaving Commissioner Robin Wiley as the alternate. Commissioner Wingfield seconded the motion and it passed by unanimous vote.**
 - Grant Contracts and Updates – The Commissioners reviewed the following grant updates:
 - *CDOT Railroad Crossing at CR J.* **Commissioner Wiley moved to approve signature on the contract for Department of Transportation Project Number SW01-783; 21473 between CDOT, Yuma County and BNSF for the furnishment, and install of flashing light signals, gates, bells, constant warning circuitry, and new cabin at Railroad Mile Post 401.439, Yuma County Road J for a total of \$305,801. Commissioner Wingfield seconded the motion which passed unanimously.**
 - *EIAF 8302 Beecher Island Change of Scope Agreement.* **Commissioner Wiley moved to approve signature on contract amendment #1 to EIAF 8302 Beecher Island Project to include CR 39, CR J, and CR H improvements with no additional grant money but utilizing budget excess from the original contract agreement, to be completed by October 31, 2019. Commissioner Wingfield seconded the motion which passed by unanimous vote.**
- *Department Reports* – The Commissioners signed the January 2018 Veteran's Report and reviewed the 2017 Q4 Seaboard Foods Quarterly Monitoring Report.



- *Prior Meeting Follow-Up* – Calhoon provided updates on prior meeting discussion and action items. The Commissioners heard updates on building security, change in footprint for the Yuma 1 and Idalla Tower site updates, online fair ticket sales, Yuma County website upgrades, and the implementation of Financial Edge, the new Yuma County accounting software package.
- *Correspondence* – Calhoon presented a listing of Yuma County board terms set to expire in 2018 as well as a letter from the Colorado Opportunity Scholarship Initiative.

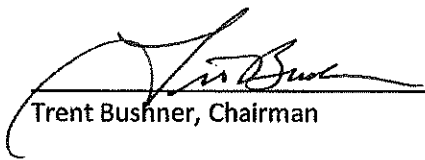
Commissioner Wiley moved to contribute up to \$1000 to the Colorado Opportunity Scholarship Initiative to be paid from 01-101-6352. Commissioner Wingfield seconded the motion. It passed by unanimous vote.

- *Oil & Gas Updates* – Calhoon reported no updates from OneOK on the proposed pipeline nor inquiries for new oil or gas wells since the last meeting.
- *Maintenance Updates* – Calhoon provided updates on facilities maintenance projects.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including the minimum wage impact on the 2018 salary scale and strategic planning for salary scale adjustment in light of statutory wage changes expected in 2019 and 2020.

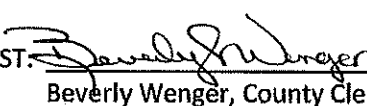
Employee Evaluation

At 4:24 p.m., Commissioner Wingfield moved to enter into Executive Session to conduct an employee evaluation under C.R.S. Section 24-6-402(4)(f). The motion was seconded by Commissioner Wiley; which passed unanimously. Present were Chairman Trent Bushner, Commissioner Dean Wingfield, Commissioner Robin Wiley, and Yuma County Finance Officer Vicky Southards. Executive Session concluded at 4:35 p.m.

There being no further business, the meeting adjourned at 5:00 p.m. The next regular meetings of the Board of County Commissioners will be on February 14, 2018 and February 28, 2018.


Trent Bushner, Chairman


Andrea Calhoon, Administrator

ATTEST. 
Beverly Wenger, County Clerk

