

YUMA COUNTY COMMISSIONERS

May 15, 2018

Minutes¹

On May 15, 2018 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 Andrea Calhoon were present throughout the day.

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

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:25 a.m. Human Service Director Phyllis Williams and receptionist Robin Barnhardt were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

Commissioner Wiley moved to approve the renewal fee-for-service contract with Signal for provision of core services for a period of June 1, 2018 through May 31, 2019 and for Additional Family Service for a period of July 1, 2018 through June 30, 2019. Commissioner Wingfield seconded the motion, which passed by unanimous vote.

Commissioner Wingfield moved to approve signature on the MOU with Colorado Department of Human Services as redrafted for a 3-year period from July 1, 2018 through June 30, 2021 to continue participation in the childcare and Colorado Works programs under revised communication standards with the State. Commissioner Wiley seconded the motion. It passed unanimously.

The Board of County Commissioners reconvened at 8:49 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:15 a.m. to provide the following updates:

Current Projects

- **Gravel Projects** – Colden reported the following current road gravel projects:
 - CR Y from CR 8 south
 - CR 2 and CR 2.5 various spots
 - CR 6 and CR X west
 - CR 5 west of the property of Mr. Terry Crites
- **CAT/JD Kenworth Reports 2013-2017** – Colden discussed reports for CAT and Kenworth equipment from 2013-2017 he is utilizing to determine if updated diagnostic procedures are having financial impact. He will report back as he is able to assess the information further.
- **Shop Activity** – Colden reported activity in the shop is slowing down some.
- **Division of Mining and Reclamation, Cook Pit** – Colden reported a meeting with the Division of Mining and Reclamation at the Cook Gravel Pit, located at County Road D north of County Road 54, for purposes of discussing culverts running under the road that are creating a dam for water drainage. Colden reported on discussions related to resolution of the issue and his continued work with the Division of Mining and Reclamation and the land owner to find resolution.
- **BNSF Permit Change** – Colden discussed a change in the permit request with BNSF for the crossing at CR 39 at H and J.

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



- *CR 39 at H and J Compactor* – Colden discussed the need for a compactor at the CR 39 project. Colden recommended renting a compactor to smooth the road prior to chip seal.
- *Resolution 8-31-07 A* – Colden initiated a discussion about Resolution 8-31-07 A regarding County policies relating to a maintenance program for paved roads within the County. Colden presented recommendations for update to the procedures and will provide a recommended draft of updates at a future meeting.
- *Cleaning Cattle Guards* – Colden reported the cleaning cattle guards completed by lifting off the grate and utilizing a backhoe to clean out underneath.
- *New County Logos* – Colden brought a sample of the new Road & Bridge equipment logo for the Commissioners to review.
- *2 Ton Pickup from Sheriff's Office* – Colden reported receiving a 2-ton truck from the Sheriff's Office that he will use as his service pickup instead of modifying the bucket truck as originally planned.
- *Leave of Absence Expiry* – Colden and the Commissioners discussed the upcoming expiry of approved leave of absence request for Gale Reynolds, set to expire on May 25, 2018.
Commissioner Wingfield moved to extend the leave of absence for Gale Reynolds through July 29, 2018, the maximum allowed by County Leave Policy. Commissioner Wiley seconded the motion, which passed unanimously.
- *Salary Authorizations* – Colden presented salary authorizations for two new hires within his department.
Commissioner Wiley moved to sign the salary authorization for Office Assistant Charman Adame to start May 21, 2018 at G4/S5. Commissioner Wingfield seconded the motion, which passed by unanimous vote.

Commissioner Wiley moved to sign the salary authorization for Equipment Operator Jeremy Lund to start May 29, 2018 at G5/L1/S6. Commissioner Wingfield seconded the motion, which passed unanimously.

- *Permits*
 - *Underground and Utility Permits* – Colden presented Road Crossing Permits for:
 - **Transport Permit** – Colden presented a permit request for an over length load for transport of a triple wide trailer down County Road 39 north of Wray hauled by Bennet Truck Transport on May 10, 2018. **Commissioner Wingfield moved to approve the road crossing permit for an oversized load for transport of a triple wide over length mobile home down County Road 39 north of Wray hauled by Bennet Truck Transport on May 10, 2018. Commissioner Wiley seconded the motion, which passed unanimously.**

Yuma County Treasurer, Dee Ann Stults

At 10:20 a.m., the Board of County Commissioners met with Yuma County Treasurer Dee Ann Stults, to discuss updates from her office including an incorrect negative balance in the Warrant Clearing Account needing resolved, the status of her Office vacancy hiring, and status updates on new tracking and reporting procedures for the Sheriff's Office non-tax account.

Discussion was held regarding the non-tax account and Resolution 09-30-11 C referring to an "inmate welfare account" and whether the current non-tax account and the approved inmate welfare account were the same account and the language intentions of the original resolution. The discussion was tabled to allow Stults time for additional research on the existing accounts.

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

- **Pending Land Use Activity** – Birnie reported the following pending applications for May:
 - Exemption from Subdivision EFS0418-06 for Highline Electric Association to divide 1 acre of land, more or less, from 162.1 acres more or less, on County Road QQ in the SW1/4 of Section 30, T5N, R42W, for the purpose of resale as a tower site.
 - Exemption from Subdivision EFS0418-07 for Harper Brothers, LLP to divide 5.50 acres of land, more or less, from 294.4 acres of land, more or less, at the intersection of County Roads G and 37 in the SW1/4 of Section 25, T2N, R48W, for the purpose of resale.
 - Exemption from Subdivision EFS0418-08 for Harper Brothers, LLP, to divide 2.97 acres of land, more or less, from 157.39 acres of land, more or less, on County Road G in the NW1/4 of Section 36, T2N, R48W, for the purpose of resale.
 - Exemption from Subdivision EFS0418-09 for Harper Brothers, LLP to divide 2.85 acres of land, more or less, from 320 acres of land, more or less, on County Road G in the SW1/4 of Section 36, T2N, R48W, for the purpose of resale.
 - Land Use Development Permit DEV0418-02 for Highline Electric Association to build a fenced, 195', guyed antenna support structure (tower), and supporting equipment. The tower and supporting equipment is to be built on 1 acre of land on CR QQ in the SW1/4 of Section 30, T5N, R42W.
 - Expecting a tower site Exemption from Subdivision application for Yuma County tower sites in June.
 - An Exemption from Subdivision application is expected for Keree Olsen in June for land north of Eckley that will accommodate the new Eckley Sewer Ponds. The parcel has already been deeded from Olsen to the Town of Eckley. The Engineering firm for the Eckley project will be applying for Olsen and has also begun to apply for a Land Use Development Permit for the site.
- **Retirement Planning** – Birnie initiated a discussion on planning for his retirement date. After discussion, the Commissioners approved the utilization of accrued paid time off in substitute for worked hours in the final months of employment after the new Land Use Administrator/GIS Coordinator is in place and trained.

GIS

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

Exit Interview, Executive Session

The Commissioners met with Harvey "Jim" Henderson at 1:49 p.m. for purposes of completing an exit interview. **Commissioner Wiley moved to enter into executive session under CRS Section 24-6-402(4)(f) for purposes of completing an exit interview. Commissioner Wingfield seconded the motion which passed by unanimous vote.** The Commissioners returned to regular session at 2:26 pm.

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 Wingfield moved to approve the minutes from the April 30, 2018 Board of County Commissioners meeting. Commissioner Wiley seconded the motion, which passed unanimously.**



- *Certification of Accounts Payable and Payroll* drawn on Yuma County Funds on April 30, 2018 with Check #67957 through 68012 for \$332,173.98, Yuma County Payroll Funds with Check #31501 through 31527 and EFT #42805 through 42943 for \$242,881.51, WY Comm Center Funds with Check #8188 through 8202 for \$33,622.55, and WY Comm Center Payroll Funds with EFT #5804 through 5816 for \$32,851.92 were signed by Chairman Trent Bushner.
- *CAPP Report & Claim Review* – The Commissioners heard information on pending CAPP claims including new claim C218YUM001 for hail damage to two Sheriff's Office pickups from a storm on May 1, 2018 in Yuma.
- *Signatures and Ratifications* –
 - Invoices/Finance Requests:
 - Fairgrounds Use Fees, Integrity Trucking – The Commissioners discussed their previous decision to allow Integrity Trucking to utilize the fairgrounds CDL test site with all fees waived for purposes of training CDL drivers for the local Ethanol plant. Integrity has requested use of the site from June 11 – June 29. The Commissioner reconfirmed their previous decision to waive fees.
 - City of Wray Updated Landlord Agreement, Birch House – **Commissioner Wiley moved to approve signature on an updated landlord agreement with the City of Wray regarding the County house located at 311 Birch in Wray to leave utilities on during times of tenant vacancy. Commissioner Wingfield seconded the motion, which passed unanimously.**
 - WRAC Property Tax Reimbursement Request – **Commissioner Wingfield moved to approve the payment of the County's portion of 2017 property tax reimbursement for the Wray Rehabilitation & Activities Center totaling \$315.13 to be paid from Fund 5. Commissioner Wiley seconded the motion, which passed unanimously.**
 - CCOERA Retirement Forfeitures – **Commissioner Wiley moved to approve signature on the payment of CCOERA unvested employee retirement funds forfeited totaling \$6,264.73 with \$4,286.15 to be deposited to Fund 1, \$625.07 to be deposited to Fund 2, \$1,342.74 to be deposited to Fund 3, and \$10.77 employer gain to be processed in Fund 1. Commissioner Wingfield seconded the motion, which passed unanimously.**
 - CDL Site Land Use Authorization Update – **Commissioner Wiley moved to approve signature on the 2018 Colorado Department of Revenue Land Use Authorization for the Yuma County CDL testing site to expire October 1, 2019. Commissioner Wingfield seconded the motion, which passed unanimously.**
 - Grant Contracts and Updates – The Commissioners reviewed the following grant updates:
 - Healthcare Coalition Radio Grant – The Commissioners heard an update on the delivery of 14 radios purchased with grant funds from the Northeast Colorado Healthcare Coalition and reviewed a draft MOU between Yuma County and local long-term care facilities for purposes of lending radios to assist in ensuring emergency communications for said facilities. The Commissioner will sign the MOUs at a future meeting after review and signature by the long-term care facilities.



- *Department Reports* – The Commissioners reviewed the April 2018 Treasurer's Report, the April 2018 Clerk and Recorder's Report, heard updates on Calhoon's recent attendance of a Disaster Finance Recovery Workshop and review the Murphy Brown Residual Solids Removal Pilot Project Report.
- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including online fair ticket sales, the implementation of Blackbaud Financial Edge NXT accounting software, and the process of acquiring land on which to build additional emergency communication towers.
- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
 - A request from the Colorado Selective Service for assistance in appointing a local board member. After consideration, the Commissioners decided to share the information with the local Veteran's Service Officer and encourage the Selective Service to recruit from the community at large.
 - A request from Wauneta 4H for an educational tour of the courthouse and meetings with various County Offices on the afternoon of May 31, 2018, for which the Commissioners offered support.
 - A request from Brittny Lewton, 13th Judicial District Attorney to consider support of a ballot question authorizing a third term for District Attorneys in the 13th Judicial District. A resolution of support or declination is due to the County Clerk no later than July 30, 2018. The Commissioners will await proposed resolution wording and will approve a resolution at that time.
 - Recommendations from the recent RETAC/State of Colorado Emergency Services Consultative Visit Report which were reviewed, considered, and did not require action on the part of the County at this time.
 - Upcoming Board term expirations including the RETAC board and the Fair Board. Commissioner Wiley will contact the current RETAC appointee to determine their desire for reappointment and Fair Board positions will be advertised after Fair to avoid disruption of Fair operational planning.
 - A request for review and approval of the City of Yuma Comprehensive Plan. The Commissioners accepted the plan as presented.
- *Oil & Gas Updates* – Calhoon reported no updates on the proposed Elk Creek pipeline since the last meeting.
- *Maintenance Updates* – Calhoon provided updates on facilities maintenance projects across the County including Fairgrounds maintenance requests and the status of sprinkler issues at the Health and Human Services building. Solutions to the sprinkler leak will be proposed at an upcoming meeting. Calhoon also presented information on Meraki IT equipment currently out of service and reported that information regarding the cost of returning it to service versus selling the equipment will be presented at an upcoming meeting.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues.
Commissioner Wiley moved to approve a buyout of 26 hours of 2017 comp time from Finance Officer Vicky Southards she was unable to use by April 30, 2018 due to exceptionally high work volumes during the implementation of the new accounting software Financial Edge NXT. Commissioner Wingfield seconded the motion which passed unanimously.

Commissioner Wiley moved to approve signature on the salary authorization for Veteran's Service Officer Ron Brown as of May 9, 2018 at the budgeted monthly salary of \$650. Commissioner Wingfield seconded the motion, which passed unanimously.



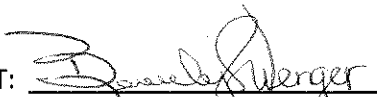
There being no further business, the meeting adjourned at 2:55 p.m. The next regular meetings of the Board of County Commissioners will be on May 31, 2018 and June 15, 2018.



Trent Bushner, Chairman



Andrea Calhoon, Administrator

ATTEST: 

Beverly Wenger, County Clerk

