

YUMA COUNTY COMMISSIONERS

May 31, 2018

Minutes¹

On May 31, 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 payroll 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 8:30 a.m. Human Service Director Phyllis Williams, Child Welfare Supervisor Hollie Hillman, 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 contract with Early Childhood Council for \$10,000 for a term of June 1, 2018 to May 31, 2019 for provision of child care resource services. Commissioner Wingfield seconded the motion, which passed unanimously.

Commissioner Wiley moved to approve the renewal contract with Child Care Resource and Referral for \$10,000 for a term of June 1, 2018 to May 31, 2019 for provision of child care resource services. Commissioner Wingfield seconded the motion, which passed unanimously.

Commissioner Wingfield moved to approve an increase in the Department of Human Services credit card limit from \$5,000 to \$7,500 to more appropriately assist in covering incidental costs based on billing cycles. Commissioner Wiley seconded the motion which passed by unanimous vote.

Commissioner Wingfield moved to approve the contract with Renee Ruhlman for provision of core services on a fee-for-service basis not to exceed \$15,000 for a term of June 1, 2018 to May 31, 2019. Commissioner Wiley seconded the motion, which passed unanimously.

Commissioner Wingfield moved to approve the contract with Community Safety 1st for provision of core services on a fee-for-service basis not to exceed \$5,000 for a term of June 1, 2018 to May 31, 2019. Commissioner Wiley seconded the motion, which passed unanimously.

Commissioner Wiley moved to approve the contract with Hi Mom I Am Home for provision of core services on a fee-for-service basis not to exceed \$2,500 for a term of June 1, 2018 to May 31, 2019. Commissioner Wingfield seconded the motion, which passed unanimously.

Commissioner Wingfield moved to approve the contract with Nuleaf Counselling for provision of core services on a fee-for-service basis not to exceed \$5,000 for a term of June 1, 2018 to May 31, 2019. Commissioner Wiley seconded the motion, which passed unanimously.

Commissioner Wingfield moved to approve the contract with Field of Opportunity for provision of core services on a fee-for-service basis not to exceed \$10,000 for a term of June 1, 2018 to May 31, 2019. Commissioner Wiley seconded the motion, which passed unanimously.

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



Commissioner Wingfield moved to approve the contract with Maria Moellenberg for provision of core services on a fee-for-service basis not to exceed \$25,000 for a term of June 1, 2018 to May 31, 2019. Commissioner Wiley seconded the motion, which passed unanimously.

The Board of County Commissioners reconvened at 9:17 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden along with Mining and Reclamation Safety Coordinator Don Marr joined the meeting at 9:25 a.m. to provide the following updates:

Current Projects

- *Gravel Projects* – Colden reported the following current road gravel projects:
 - CR 2, CR 2.5, CR 7
 - CR 46
- *Stratton Equity Coop Patronage Check* – Colden discussed a patronage check from Stratton Equity Coop for a total of \$2,862.90. Colden would like to use the funds for holiday morale activities within the Road & Bridge Department.
- *Yuma County Local Road Safety Plan* – Marr presented information on the Yuma County Local Road Safety Plan for review and approval by the Commissioners. Colden, Marr, and the Commissioners discussed the proposal and the projected impacts of various facets.
- *Salary Authorizations* – Colden presented a revised salary authorization for Jeremy Lund with a corrected start date changing from May 29 to May 21, which was signed by Commissioner Bushner. The salary authorization was approved at the prior meeting.
- *Permits*
 - *Underground and Utility Permits* – Colden presented Road Crossing Permits for:
 - Underground Utility Permit – Black Hills Energy to install a 4" HDPE line along CR J from CR 44 to CR 37. The permit was denied by the Commissioners until opportunity to place the line on private land has been exhausted.
 - Underground Utility Permit – 4D Acquisition & Consulting to install 20" NGLS line under County roads along the path of the Elk Creek Pipeline as presented at prior meetings. **Commissioner Wiley moved to approve the series of underground utility permits for boring of 20" NGLS pipeline under Yuma County Roads for purposes of installation of the Elk Creek Natural Gas pipeline. Commissioner Wingfield seconded the motion, which passed unanimously.**

Golden Plains Livestock Extension Agent, McKensie Harris

At 10:24 a.m., the Board of County Commissioners met with Golden Plains Livestock Extension Agent McKensie Harris to discuss updates from her office and scheduled events in the future. Harris discussed upcoming Train the Agent sessions being held in all counties covered by Golden Plains Extension as well as a Silage for Beef Cattle conference she has planned mid-June. The Commissioners provided feedback on the needs for livestock education and support including access to feed mills and nutrition access, especially for youth with show stock.

Beverly Tracy, Road Maintenance Discussion

At 10:50 a.m., Ms. Beverly Tracy requested to be heard by the Commissioners regarding road maintenance in her area. Ms. Tracy reported road graders having pushed dirt into irrigation ditches, causing issues with functionality of the system. The group discussed county right-of-way and applicability to the current discussion as well as potential paths for resolution to the problem. With no feasible solution immediately available, the Commissioners will discuss the situation with Road & Bridge Supervisor JR Colden to work on a solution.



Northeast Colorado Revolving Loan Fund Public Hearings, Valerie Smith-Hibbert

The Commissioners were joined at 11:25 a.m. by Ms. Valerie Smith-Hibbert, CEO/Administrator of the Northeast Colorado Revolving Loan Fund, to conduct public hearings related to the closure of the current Community Development Block Grant loan contract F16CDB16604 as well as to the new Community Development Block Grant loan contract.

CDBG Hearings – At 11:31 a.m. Chairman Bushner opened the hearing to take comment on the closure of the current Community Development Block Grant Business Loan Fund Application to the Colorado Office of Economic Development and International Trade for the Northeast Colorado Revolving Loan Fund.

During this hearing, comment was also taken on a new application replacing the closure. The application is made through the same organizations and is made on behalf of Yuma, Logan, Morgan, Phillips, Sedgwick, and Washington Counties requesting \$500,000 for economic development loans to small businesses in the region. Funds are made available through Community Development Block Grant Business Loan Funds.

No member of the public was present for the meeting and no comments or concerns were presented. The hearing was closed at 11:45 a.m.

Commissioner Wiley moved to approve the application for Community Development Block Grant Business Loan Funds requesting \$500,000 for loans and \$80,000 for administration costs from the Office of Economic Development and the agreement naming Yuma County as the lead party, contracting with the Northeast Colorado Revolving Loan Fund for the duties of project coordination to carry out contractual obligations as assigned in the agreement on behalf of Yuma, Logan, Morgan, Phillips, Sedgwick, and Washington Counties. Commissioner Wingfield seconded the motion, which passed unanimously.

Land Use

Yuma County Land Use Administrator/GIS Coordinator Rich Birnie was heard at 1:00 p.m. to conduct Land Use Hearings and to review Land Use and GIS business. Terry Hall and Andy Molt from YW Electric Association were present for presentation of Administrative Land Use Permit requests.

Land Use Hearings

- 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. Birnie reported no public comment received on the application and recommended the following stipulations:
 - The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
 - The new owner shall contact Yuma County Road & Bridge for written access approval for a proposed new access off of County Road QQ.
- 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. Birnie reported public inquiry from neighboring property owner Don Brown regarding the application and recommended the following stipulations:
 - The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
- 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. Birnie reported public inquiry from neighboring

property owner Don Brown regarding the application and recommended the following stipulations:

- The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
- 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. Birnie reported public inquiry from neighboring property owner Don Brown regarding the application and recommended the following stipulations:
 - The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.

Land Use Hearings closed at 1:18 p.m.

Commissioner Wiley moved to approve resolution 05-31-2018 C approving the 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 with the following stipulations:

- The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
- The new owner shall contact Yuma County Road & Bridge for written access approval for a proposed new access off of County Road QQ.

Commissioner Wingfield seconded the motion, which passed unanimously.

Commissioner Wiley moved to approve resolution 05-31-2018 D approving the 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 with the following stipulations:

- The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.

Commissioner Wingfield seconded the motion, which passed unanimously.

Commissioner Wiley moved to approve resolution 05-31-2018 E approving the 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 with the following stipulations:

- The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.

Commissioner Wingfield seconded the motion, which passed unanimously.

Commissioner Wiley moved to approve resolution 05-31-2018 F approving the 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 with the following stipulations:

- The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.

Commissioner Wingfield seconded the motion, which passed unanimously.



Land Use Updates

- *Pending Land Use Activity* – Birnie reported the following pending applications for May:
 - 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.
 - Subdivision Exemption EFS0518-10 for Yuma County applying on behalf of Marvin McDonald to divide 5.73 acres of land, more or less, from 640.23 acres of land, more or less, in the SE ¼ of Section 2, T4S, R46W, for the purpose of resale to Yuam County as a communication tower site.
 - Subdivision Exemption EFS 0518-11 for Peter Brophy & David Wilson (BW Partnership) to divide 13 acres of land, more or less, from 56.45 acres of land, more or less, at the intersection of US Why 385 and Canyon Ridge Drive in the NW ¼ of Section 18, T 1N, R43W for the purpose of resale as a home site.
 - Subdivision Exemption EFS 0518-12 for the Estate of Bruce Warren Hall aka Bruce W. Hall aka Bruce Hall c/o Keree DeLynn Olsen, Personal Representative to divide 20 acres of land, more or less from 127.46 acres of land, more or less in the NE ¼ of Section 26, T2N, R46W for the purpose of resale to the Town of Eckley as a site for their new wastewater treatment facility. The Town of Eckley, through their engineering firm, is applying for this EFS for Keree Olsen and will be applying for a land Use permit in the near future. **Commissioner Wiley moved to waive all fees and deposits associated with land use permit applications for the Town of Eckley's wastewater treatment facility. Commissioner Wingfield seconded the motion, which passed unanimously.**
 - Brian Johnson has reported a potential deal with Lanny Noble to purchase the N ½ NW ¼ of Section 26, T1N, R48W at the intersection of highway 59 and CR 32. The deal is contingent upon setback waivers and will be the proposed site for an anaerobic digester plant.
 - 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.
- *OneOK Pipeline Floodplain* – Birnie reported discussions held with Margaret Tyler of OneOK regarding floodplain ordinances and confirmation of the need for a permit to cross the floodplain.
- *Idalia Tower Site Easement* – Birnie reported a conversation with land attorney Margaret Fix-Seboldt regarding easement access to the proposed Idalia 1 tower site as well as the location of the fence as related to the section line.

GIS

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

Wauneta 4-H Courthouse Tour

At 1:45 p.m. the Wauneta 4-H Club joined the regular meeting of the Board of County Commissioners for purposes of learning about the duties, responsibilities, and meeting processes of the Commissioners. Also present was Road & Bridge Supervisor JR Colden to provide educational information on road management processes in Yuma County. After educational presentation and discussion, the 4-H members disbursed to tour the courthouse and complete educational activities within various other Offices and Departments.



Yuma County Emergency Manager, Roger Brown

Yuma County Emergency Manager Roger Brown was heard at 2:30 p.m. to discuss office updates and provide information to the Commissioners related to the purchase of a new phone system for the W-Y Communications Center to be purchased by the Washington-Yuma County 911 Authority Board as well as present information regarding the cost of replacing the administrative phone system in the Yuma County Emergency Operations Center. **Commissioner Wingfield moved to approve the Yuma County Emergency Operations Center portion of a new phone system purchase for a total of \$7,837.50. Commissioner Wiley seconded the motion, which passed unanimously.**

Commissioner Wiley moved to approve the bid from Century Link for the purchase of a new Vesta Essentials phone system by the 911 Authority Board for the WY Communications Center for a total amount of \$115,125.20. Commissioner Wingfield seconded the motion and it passed by unanimous vote.

High Plains Events Center USDA Grant Application

At 3:32 p.m., Mr. Dave Blach along with Ms. McKensie Harris, Mr. Curt Fix, Mr. Gary Hoffner, and Ms. Michelle Smith, representing the High Plains Events Center, met with the Commissioners to review a grant opportunity with the USDA for potential funding related to the Events Center project. With the current USDA funding focused on opioid-related projects, they have turned their attention to the El Pomar Foundation. Mr. Blach shared some of the information for which they will be asking the County in the coming weeks as they prepare information and discussed plans for a fundraiser event they would like to hold at the Yuma County Fairgrounds. The Commissioners reviewed with the group the requirements for booking events at the Fairgrounds as well as liquor licensing, liquor use requests, and the current fairgrounds schedule at current.

Mr. Fix initiated a discussion regarding an intergovernmental agreement between Yuma County and the High Plains Events Center non-profit corporation for purposes of partnership in grant applications. The Commissioners opted to review the sample agreements presented and develop a draft agreement between the two organizations.

Old Threshers, Tim Stulp

The Commissioners were joined by Mr. Tim Stulp at 4:04 p.m. to discuss upcoming facilities use and events planning for 2018 Old Threshers Days, to be held at the Yuma County Fairgrounds on September 7, 8, and 9, 2018. Mr. Stulp is requesting use of the facilities from August 31 through September 14 for preparation and tear-down.

Commissioner Wiley moved to waive fairgrounds use fees for Old Threshers for their use of fairgrounds facilities from August 31 – September 14 to prepare for and tear down their annual event scheduled for September 7-9. Commissioner Wingfield seconded the motion, which passed by unanimous vote.

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 May 15, 2018 and May 24, 2018 Board of County Commissioners meetings. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *Certification of Accounts Payable and Payroll* drawn on Yuma County Funds on May 18, 2018 with Check #68142 for \$1,600, on May 31, 2018 with check #68143 through 68223 for \$324,900.47, Yuma County Payroll Funds with Check #31528 through 31557 and EFT #42944 through 43083 for \$255,499.34, WY Comm Center Funds with Check #8209 through 8224 for \$33,243.07, and WY Comm Center Payroll Funds with EFT #5817 through 5828 for \$32,063.79 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 and a report on an attempted settlement by CTSI on a worker's compensation claim for a former employee.
- *Signatures and Ratifications* –
 - Invoices/Finance Requests:
 - Section 125 Plan Amendment, Resolution 05-31-2018 A – **Commissioner Wingfield moved to approve signature on Resolution 05-31-2018 A increasing allowable flexible spending contributions to Section 125 Cafeteria Plans to allow up to \$2,650 for HSAs and \$5,000 for child care to match IRS allowable limits. Commissioner Wiley seconded the motion, which passed unanimously.**
 - Open Meetings Recording Policy – The Commissioners heard results of research completed on the recording of open meetings. After consideration, the discussion was tabled indefinitely.
 - YTime 2019 Pay Periods – The Commissioners were notified of the need to set 2019 pay period dates for the County timekeeping system, YTime. The discussion was tabled for the next meeting.
 - Montex LLC Contract – **Commissioner Wiley moved to approve signature on the Contract with Montex LLC for provision of video screens and video services during Yuma County PRCA Rodeo for compensation of \$3000 plus two hotel rooms for two nights each to be paid from 01-506-6352. Commissioner Bushner seconded the motion, which passed unanimously.**
 - Kirk House Lease – **Commissioner Wiley moved to approve signature on the lease with Kasey Hill for the Kirk House located at 5981 CR M for \$50 per month with a \$250 damage deposit to start May 31, 2018. Commissioner Wingfield seconded the motion, which passed unanimously.**
 - Wagner Equipment Buyback Letter – **Commissioner Wiley moved to approve signature on a letter to Wagner Equipment inquiring about equipment buyback eligibility and the denial of buyback guarantee on a recently purchased motorgrader. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**
 - Resolution 08-31-2007 A – The Commissioners considered Resolution 08-31-2007 A outlining a paved roads maintenance plan for Yuma County roads. The matter is currently under advisement by Yuma County Road & Bridge Supervisor JR Colden and action on the resolution was tabled for review and recommendation by Colden.
- *Department Reports* – The Commissioners reviewed the April 2018 TV System Maintenance Log, the April 2018 Veteran's Officer Report, the May 2018 Seaboard Foods Inspection Report, and reviewed the salary authorization for the newly hired Treasurer's Clerk at Grade 5, Step 4.

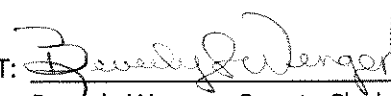


- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including online fair ticket sales, the implementation of Blackbaud Financial Edge NXT accounting software, rental terms for newly acquired sound equipment at the Yuma County Fairgrounds, and the process of acquiring land on which to build additional emergency communication towers.
- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
 - An invitation to attend the CSU Extension Local Government Energy Academy.
 - A request for support from Pro15 on the Coloradans for Coloradans Transportation Coalition .62% Sales Tax ballot initiative.
- *Oil & Gas Updates* – Calhoon reported no updates on the proposed Elk Creek pipeline since the last meeting. Calhoon also reported on the receipt of notification on a state-level permit for gas well drilling by Foundation Energy Management in the SW1/4 of the SE1/4 of S6, T3S, R43W. No local drilling permit has been received to date.
- *Maintenance Updates* – Calhoon provided updates on facilities maintenance projects across the County. Maintenance Sergeant Travis Dinsmore and Calhoon reported the establishment of a standard building temperature of 72 degrees with 4 degrees of personal control allowed for each office in the interest of energy efficiency and proper utilization of the HVAC system.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues. Chairman Bushner also signed a \$1,600.80 CCOERA retirement forfeiture check to be deposited to Fund 1.
Commissioner Wiley moved to rescind resolution 06-18-1987 B establishing a mandatory retirement age for Yuma County. Commissioner Wingfield seconded the motion which passed unanimously.

There being no further business, the meeting adjourned at 4:55 p.m. The Commissioners completed an inspection of the Yuma County Jail following adjournment of the business meeting. The next regular meetings of the Board of County Commissioners will be on June 15, 2018 and June 29, 2018.


Trent Bushner, Chairman


Andrea Calhoon, Administrator

ATTEST: 
Beverly Wenger, County Clerk

