

**YUMA COUNTY COMMISSIONERS**

**July 31, 2018**

**Minutes<sup>1</sup>**

On July 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.

County Liquor License Signatures

Yuma County Deputy Clerk Nancy Wright presented the following for signature:

- Special Events Permit, Vernon Volunteer Fire Department, 26055 Denver Street, Vernon, CO 80755
- Liquor License Renewal, Papa's Bait Shop, 1844 Highway 385, Burlington, CO 80807

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:34 a.m. Human Service Director Phyllis Williams, Child Welfare Supervisor Hollie Hillman, and Bookkeeper Melanie Fisher were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

**Commissioner Wiley moved to approve signature on the IV-E Waiver Memorandum of Understanding with the State of Colorado. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wingfield moved to approve signature on the contract with Kid Phitt for provision of core services for an amount 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 signature on the contract with My Phitt for provision of core services for an amount not to exceed \$10,000 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 2018 annual core services plan as presented. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

The Board of County Commissioners reconvened at 8:47 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:21 a.m. to provide the following updates:

*Current Projects*

- *County Road Wash Out* – Colden reported that County Road 2 washed out in the recent storms and that repair work is underway.
- *Loader Purchase* – **Commissioner Wiley moved to purchase a 2018 John Deere 744k loader, unit number 0901-18 for \$281,668 with a trade-in allowance of \$47,000 for CAT 866G loader unit 0116-00 with a net purchase price of \$234,668 to be paid from 20-920-8940. Commissioner Wingfield seconded the motion, which passed unanimously.**

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

- *39-H-J Project* – Colden discussed striping plans on County Road 39 after the chip seal is complete. The group decided to stripe the entire length of the road for safety reasons. Colden reported that all the material is staged for the project and ready to begin chip seal. **Commissioner Wiley moved to approve the contract with Power Equipment for \$5,130 to rent a compactor for the 39-H-J project. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**
- *Road EE North of Highway 34* – Colden reported calls on County Road EE north of Highway 34 regarding washouts. Colden reported sending a blade out to maintain.
- *OneOK Pipeline Road Build* – Colden reported a request from OneOK to build a permanent road off of County Road RR between County Roads 25 and 27 for purposes of accessing permanent equipment. OneOK has provided specs and will build the road themselves. Colden will review the specs and ensure that they meet County standards. Materials may be purchased from Yuma County for construction and drainage must be built to meet the needs of the topography.
- *Fairgrounds Water Truck* – Colden confirmed that Fairgrounds Maintenance Jaden Campbell will be driving the water truck at Yuma County Fair this year.
- *Mowing* – Colden provided updates on the current status of mowing operations including a map of what has been mowed so far this year. Three mowers will be running until after fair and the completion of the 39-H-J project, at which time eight mowers will be running.
- *Culvert Mitigation* – Colden presented information on drainage mitigation and culvert headwalls made of corrugated metal. Colden inquired as to whether the work would be considered bridge work and could be funded out of the bridge maintenance budget. No funding out of the bridge fund has been used to date this year. Colden proposed trying one to see how they did and then reassessing.
- *Office Staffing* – Colden and Administrator Andrea Calhoon discussed the status of office staffing at Road & Bridge and a proposed organizational structure change that would eliminate the vacant position and restructure current staff to cover the tasks. Colden discussed the pay range for staff in light of the changes.

#### Weed & Pest Roadside Planning, Mike Foor

At 9:55 a.m., the Board of County Commissioners met with Yuma County Weed & Pest Control District Supervisor Mike Foor and Weed & Pest Administrative Assistant Renee Goeglein to discuss roadside weed mitigation. Also in attendance was Road & Bridge Supervisor JR Colden. The group discussed coordination of noxious weed control and the impact of road grading on applied chemical as well as weed control around bridges and culverts. Colden will get a culvert count and will coordinate with Weed & Pest to get the culverts sprayed in the off season.

Foor reviewed weed control efforts in various areas of the County and inquired as to any weed issues or requests that the Commissioners were aware of, of which there were none that had not previously been discussed.

#### 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.

- *OneOK Pipeline* – Margaret Tyler of OneOK called on the Elk Creek pipeline permit application and said they should be coming in shortly. Work will begin quickly in Yuma County but just on the upland portions until the permit is approved.
- *Retirement Planning* – Birnie initiated a discussion on planning for his retirement transition. Birnie will plan to transition out by the end of September and will work as needed through the end of November.

#### GIS

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



Rocky Mountain Microfilm and Imaging, Mitchell Marben

At 1:35 p.m. the Commissioners met with Mitchell Marben of Rocky Mountain Microfilm and Imaging to discuss digital workflows and document digitization goals for Yuma County.

Administrator's Report

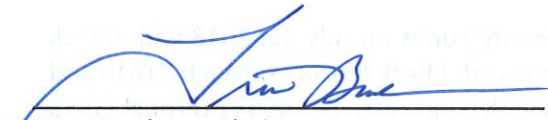
Administrator Andrea Calhoun reviewed calls, correspondence, and presented the following for action:


- *Minutes* – The Commissioners reviewed the minutes from the previous BOCC meetings. **Commissioner Wiley moved to approve the minutes from the July 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 July 31, 2018 with Check #68583 through 68689 for \$507,271.28, Yuma County Payroll Funds with Check #31587 through 31610 and EFT #43226 through 43358 for \$253,218.44, WY Comm Center Payroll Funds with EFT #5842 through 5853 for \$29,855.59, and WY Comm Center Funds with Check #8255 through 8269 for \$31,744.21, were signed by Chairman Trent Bushner.
- *CAPP Report & Claim Review* – The Commissioners heard information on pending CAPP claims.
- *Signatures and Ratifications* –
  - Invoices/Finance Requests:
    - CCOERA Forfeitures – The Commissioners signed CCOERA forfeitures of \$3,407.25, consisting of \$3,399.52 from Fund 1 and \$7.73 in interest.
    - Grant Updates – The Commissioners discussed a grant application for Energy Impact Assistance Funds through the Division of Local Government by the Yuma Ag Innovation/Events Center Group and were notified of the filing of the Q2 2018 quarterly report on EIAF project 8302 for County Roads 39-H-J.
- *Department Reports* – The Commissioners discussed 2019 budget planning topics and provided direction on budget scheduling and priorities and reviewed the July 2018 Veteran's Service Officer report. The Commissioners also reviewed the salary authorization for part-time Sheriff's Deputy Rigo Niera at Grade 1, Step 3.
- *Prior Meeting Follow-Up* – Calhoun provided updates on ongoing projects including online fair ticket sales and the implementation of Blackbaud Financial Edge NXT accounting software.
- *Correspondence* – Calhoun presented correspondence received since the last meeting including:
  - A notification that the 2018 Chair of the Elected Officials/Department Heads Committee has changed from Sheriff Chad Day to Clerk & Recorder Bev Wenger.
- *Oil & Gas Updates* – Calhoun reported no updates on the proposed Elk Creek pipeline since the last meeting. The Commissioners requested input at the next meeting on road impact fees for upcoming projects.
- *Maintenance Updates* – Calhoun provided updates on facilities maintenance projects across the County.



- *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 the salary authorization of Extension Support Staff Carmen Murray at Grade 5, Step 4 effective August 1, 2018. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

There being no further business, the meeting adjourned at 4:49 p.m. The next regular meetings of the Board of County Commissioners will be on August 13, 2018 and August 31, 2018.

  
Trent Bushner, Chairman

  
Andrea Calhoon, Administrator

ATTEST:   
Beverly Wenger, County Clerk

