

**YUMA COUNTY COMMISSIONERS**  
**January 31, 2019**  
**Minutes<sup>1</sup>**

On January 31, 2019 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Robin Wiley, Commissioner Trent Bushner, 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. Child Welfare Supervisor Hollie Hillman, Bookkeeper Melanie Fisher, and Receptionist Robin Barnhardt were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

**Commissioner Wingfield moved to appoint Undersheriff Larry Gilliland as the Yuma County Representative to the Citizens Review Panel beginning in February 2019 and serving until replaced. Commissioner Bushner seconded the motion, which passed by unanimous vote.**

**Commissioner Bushner moved to approve the 2019 Adult Protection Team roster as presented. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Bushner moved to approve the issuance of payment to Phyllis Williams for hours worked under contract for January 2019. Commissioner Wingfield seconded the motion. It passed by unanimous vote.**

The Board of County Commissioners reconvened at 9:12 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:30 a.m. to provide the department updates.

*Current Projects*

- *Current Work* – Colden reported current work on County Road 30 and Z.
- *Road Grading Locates* – Colden reported the confirmation of utility locates for County Roads requiring blading.
- *City of Wray Letter* – Colden presented a letter for signature requesting that the utility bills for the Road & Bridge shop be sent directly to the Road & Bridge administrative department. The group determined the letter was not necessary at this time.
- *Special Transportation Permit* – Colden presented a draft permit application for oversize and overweight loads. The group discussed local implications and enforcement concerns as well as considered alternate paths for decreasing oversize and overweight traffic on County roads. **Commissioner Wingfield moved to adopt the Special Transportation Permit and associated fee structure as presented. Commissioner Bushner seconded the motion, which passed unanimously.**

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

- **Eckley Road Chip Seal Project** – Colden presented estimated material costs for the planned chip seal project on the Eckley Road in 2020. Colden would like to begin bidding rock for the project as it is competitive and hard to come by. Colden and Calhoon will work on a timeline for the project with consideration to potential grant application requirements.
- **WorkSteps Job Analysis** – Colden presented the job analysis for equipment operation functions at Road & Bridge including essential job functions as evaluated by the WorkSteps analyst.
- **Election Center Parking Lot Hole** – Colden reported the discovery of a hole in the Election Center parking lot during the last round of snow removal. The Road & Bridge department will fill in the hole.
- **Dozer Final Drives** – Colden discussed a recent discovery that the wrong weight of oil was recently put into the final drives during dozer services. Colden reported the reiteration of instruction that manuals and standard operating procedures are to be used by mechanics to determine such matters.
- **5 Year Capital Purchase Plan** – Colden presented a draft 5 Year Capital Purchase Plan for purposes of establishing an equipment replacement cycle.
- **Service Truck** – **Commissioner Bushner moved to approve the purchase of a service truck from DTI Trucks for an amount not to exceed \$29,750 to be paid out of Fund 2. Commissioner Wingfield seconded the motion, which passed unanimously.**
- **Tom Hartman** – Colden reported that Tom Hartman is unexpectedly on medical leave and requested FMLA.
- **Salary Authorization** – **Commissioner Wingfield moved to approve the salary authorization for new hire Bryan Weese for as a mechanic at G5/C1/L6 effective February 1, 2019. Commissioner Bushner seconded the motion, which passed unanimously.**

Yuma County Sheriff's Office, Sheriff Todd Combs and Sergeant Joe Wells

At 10:30 a.m. Yuma County Sheriff Todd Combs and Jail Sergeant Joe Wells joined the Commissioners to discuss Office updates and to discuss requested updates to the jail control panel. Wells presented information on pricing and function of various control panels and recommended purchase of a new panel from DigaNet. Combs discussed various Office update topics including employee education agreements and staffing. The Commissioners reviewed and acknowledged the salary authorization for Levi Witte for promotion to Jail Corporal as of February 1, 2019. **Commissioner Bushner moved to delegate contracting authority to Sheriff Todd Combs for purposes of establishing an IGA with Washington County for as-needed housing of Yuma County prisoners. Commissioner Wingfield seconded the motion and it passed unanimously.**

**Commissioner Wingfield moved to approve the purchase and installation of a new jail control panel by DigaNET for an amount not to exceed \$134,000 to be paid out of Fund 20. Commissioner Bushner seconded the motion, which passed unanimously.**

Land Use

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

- **Land Use Hearings** – Land Use Hearings were opened at 1:00 p.m. Yoast presented the following for signature.
  - **DEV0119-01 for the Town of Eckley** to construct a waste water treatment plant on a 20-acre site located in the SW ¼ of S4, T1N, R42W.
  - **EFS0119-01 for Dylan Carr and the Lillich Family Partnership LLP** to divide a 320-acre parcel, more or less, into three tracts of 21.81 acres, more or less, 3.67 acres, more or less, and 294.52 acres, more or less, located in the NW ¼ of S21, T3N, R48W for purpose of resale.

Land Use Hearings closed at 1:08 p.m.



**Commissioner Bushner moved to sign Resolution 01-31-2019 B approving Major Land Use Development Permit DEV0119-01 for the Town of Eckley to construct a waste water treatment plan on a 20-acre site located in the SW ¼ of S4, T1N, R42W. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wingfield moved to sign Resolution 01-31-2019 C approving Exemption from Subdivision EFS0119-01 for Dylan Carr and the Lillich Family Partnership LLP to divide a 320-acre parcel, more or less, into three tracts of 21.81 acres, more or less, 3.67 acres, more or less, and 294.52 acres, more or less, located in the NW 1/4 of S31, T3N, R48W for purpose of resale. Commissioner Bushner seconded the motion. It passed by unanimous vote.**

- *Pending Land Use Activity* – Yoast reported receipt of application EFS 0219-02 for Nikolas Benton.
- *Ingress Issue* – Yoast reported on a request received from Mr. Benito Olivares regarding ingress issues to his property located at County Road P and Highway 34.
- *Land Sales* – Yoast reviewed pending County land sales and updates associated therewith.

GIS

- *Mapping* – Yoast reported working on updates for the master map and continues work on Road & Bridge and Emergency Management maps as well as edits to the plat map.
- *Software Licenses* – Yoast presented renewal pricing for ESRI Desktop for \$1,500 for 2019 and purchase pricing for ESRI Spatial Analysis for \$2,500 purchase and \$500 per year maintenance. Yoast will prepare additional information on the ESRI Spatial Analysis tool for an upcoming meeting. **Commissioner Bushner moved to approve renewal of the ESRI Desktop subscription for \$1,500 for 2019. Commissioner Wingfield seconded the motion, which passed unanimously.**

City of Wray, City Manager James DePue

At 2:15 p.m., the Commissioners were joined by Wray City Manager James DePue to discuss City of Wray ambulance replacement as well as to hear updates on the Wray broadband project. **Commissioner Wingfield moved to approve a contribution not to exceed \$40,000 toward the refurbishment of an ambulance for Wray EMS. Commissioner Bushner seconded the motion, which passed unanimously.**

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 January 15, 2019 Board of County Commissioners meeting. Commissioner Bushner seconded the motion, which passed unanimously.**
- *Certification of Accounts Payable* drawn on:
  - Yuma County Funds on January 15, 2019 with Check #69000 through 69050 for \$591,241.14,
  - WY Communications Funds on January 15, 2019 with Check #8500 through 8505 for \$2,513.26,
  - Yuma County Funds on January 25, 2019 with Check #32791 through 32794 for \$7,744.60,
  - Yuma County Payroll Funds on January 25, 2019 with Check #34558 through 34574 and EFT #44129 through 44145 for \$23,993.40,
  - Yuma County Funds on January 31, 2019 with Check #32801 through 32820 for \$249,026.30 and Check #69051 through 69098 for \$38,069.56,
  - Yuma County Payroll Funds on January 31, 2019 with Check #34575 through 34602 and EFT #44146 through 44275 for \$261,883.18,



- WY Communications Funds on January 31, 2019 with Check #8399 through 8410 for \$32,030.77 and Check #8506 through 8508 for \$1,406.38, and
- WY Communications Payroll Funds on January 31, 2019 with Check #4397 and EFT #5920 through 5932 for \$32,410.42 were signed by Chairman Robin Wiley.
  
- *CAPP Report & Claim Review* – The Commissioners heard information on pending CAPP and workers' compensation claims and reviewed CTSI Loss Ratio Reports from June 2018-December 2018.
  
- *Signatures and Ratifications* –
  - Resolutions/Ordinances/Signatures:
    - **Commissioner Bushner moved to sign Resolution 01-31-2019 A approving the purchase of a new CAD system by the Yuma-Washington County 911 Authority Board. Commissioner Wingfield seconded the motion, which passed unanimously.**
  
  - Invoices/Finance Requests:
    - No financial requests were presented for review.
  
  - Grant Updates – The Commissioners reviewed information regarding pending and submitted grant applications.
  
- *Department Reports* – The Commissioners reviewed a draft Title VI anti-discrimination plan for Road & Bridge activities required by CDOT, a salary authorization for Dpt. Levi Witte to move to Jail Corporal as of February 1, the Seaboard 4<sup>th</sup> quarter 2018 monitoring report, the December 2018 TV System Maintenance Log, and the January 2019 Veteran's Report.
  
- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including the implementation of new accounting software, the closing process on a parcel of land sold prior, and information regarding a property involved in a structure fire in Armel.
  
- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
  - Upcoming fairgrounds facilities bookings. The Commissioners established a charge of \$50 per day for WiFi connectivity during non-County events hosted at the fairgrounds.
  - Information from Washington County Sheriff Jon Stivers regarding a recent equipment purchase request by the WY Communications Center/911 Authority Board.
  - **Commissioner Wingfield moved to approve signature on the Morgan Community College and Northeastern Junior College COSI scholarship letter of support for the 2019 year. Commissioner Bushner seconded the motion, which passed unanimously.**
  
- *Oil & Gas Updates* – Calhoon reported no oil and gas updates since the last meeting.
  
- *Maintenance Updates* – Calhoon reported on various facilities maintenance topics. **Commissioner Wingfield moved to approve the purchase of materials for a floating commercial floor replacement for the jail kitchen for an amount not to exceed \$6,000. Commissioner Bushner seconded the motion, which passed by unanimous vote.**

**Commissioner Bushner moved to approve the purchase of new kitchen cabinets for the Birch House for an amount not to exceed \$1100. Commissioner Wingfield seconded the motion, which passed unanimously.**



- **HR Updates** – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues. The Commissioners scheduled a work session on Monday, February 4 for purposes of conducting interviews for the Director of Human Services vacancy. **Commissioner Bushner moved to add Christmas Eve as a full-day holiday for 2019. Commissioner Wingfield seconded the motion, which passed unanimously.**

After the conclusion of regular business, the Commissioners completed an inspection of the jail. There being no further business, the meeting adjourned at 5:20 p.m. The next regular meetings of the Board of County Commissioners will be on February 13, 2019 and February 28, 2019 with a work session scheduled for February 4, 2019.

  
Robin Wiley, Chairman

  
Andrea Calhoon, Administrator

ATTEST:   
Beverly Wenger, County Clerk



