

YUMA COUNTY COMMISSIONERS

February 13, 2019

Minutes<sup>1</sup>

On February 13, 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 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. Child Welfare Supervisor Hollie Hillman, Eligibility Supervisor Dalene Rogers, Bookkeeper Melanie Fisher, and Receptionist Robin Barnhardt were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

**Commissioner Bushner moved to approve signature on a contract with Davies and Associates for provision of core services for a period of February 13, 2019 to May 31, 2019 and an amount not to exceed \$2,000. Commissioner Wingfield seconded the motion. It passed by unanimous vote.**

**Commissioner Wingfield moved to approve signature on a contract with Karen Merritt for IV-E waiver services for a period of July 1, 2018 to June 30, 2019 and an amount of \$40 an hour and mileage reimbursement of \$0.42/mile. Commissioner Bushner seconded the motion, which passed unanimously.**

**Commissioner Bushner moved to approve signature on a contract with Morgan and Seetch Accounting for provision of bookkeeping consulting services for a period of February 1, 2019 to December 31, 2019 and an amount not to exceed \$5,000. Commissioner Wingfield seconded the motion and it passed by unanimous vote.**

The Board of County Commissioners reconvened at 9:08 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 Z near Roads 32 and 33.
- *Road BB Build* – Colden presented a request from Mr. John Brenner to have County Road BB built to ½ mile north of County Road 6.
- *Fuel Pumps* – Colden discussed functional issues his department has experienced with the fuel pumps recently due to the combination of age and extreme cold temperatures. Colden reviewed pricing estimates he had received for replacement pumps and the group discussed various options for pump styles. The discussion was tabled for Colden to obtain additional bids.
- *Sourcewell Agreement* – Colden presented an agreement with Sourcewell for group purchasing options and pricing, particularly on equipment.
- *Exempt Employees* – Colden reported on his assessment of foremen and their compliance with IRS requirements for exempt employee status.
- *Pickup Disposals* – Colden presented a listing of pickups he would like to dispose of due to insufficient mechanical reliability. **Commissioner Bushner moved to declare as surplus Units 12, 22, 23, 49, 36, and 102 and to authorize disposal. 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.





- *Envirotech* – Colden presented material costs from Envirotech to improve county road infrastructure near the Green Plains feedlot on Road M due to high volume of heavy traffic on the road. The intended purpose is to decrease the frequency of necessary maintenance on the road and improve the quality of the road. After review, the Commissioners determined the expense did not meet with current budget allowances.
- *FMLA* – Colden reported of the placement of a current employee on FMLA as of January 18, 2019.
- *Unemployment Claim* – Colden reported on the receipt of an unemployment claim for a recently separated employee. Calhoon provided updates on the current status of the claim response.
- *Seasonal Schedule Change* – Colden presented his annual request to move to a four ten-hour day work week for the Road & Bridge Department as of March 4, which was approved.

#### Executive Session

At 10:30 a.m. the Commissioners were joined by Sheriff Todd Combs and by County Attorney Ken Fellman via teleconference. **At 10:30 a.m. Commissioner Bushner moved to enter into Executive Session under CRS 24-6-402(4)(f) for purposes of receiving legal advice on specific legal matters. Commissioner Wingfield seconded the motion, which passed by unanimous vote.** Present for Executive Session were Chairman Robin Wiley, Commissioner Trent Bushner, Commissioner Dean Wingfield, Sheriff Todd Combs, Administrator Andrea Calhoon, and County Attorney Ken Fellman via teleconference. The Executive Session ended at 11:29 a.m.

#### 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.

- *Pending Land Use Activity* – Yoast reported expecting one land use application, EFS 0219-02 for an exemption from subdivision for Nik Benton to be reviewed at the end-of-month February meeting.
- *Christmas Tree Farm Permitting* – Yoast reviewed a call received inquiring as to the permitting process required to establish as Christmas Tree Farm.
- *Colorado Natural Heritage Program* – Yoast reported that Ms. Denise Culver of the CSU Colorado Natural Heritage Program will be attending the mid-month March meeting with a proposal.
- *Activity Notices* – Yoast reported receipt of 5 activity notices for the month, including four from Y-W Electric and one from Highline Electric.
- *Floodplain Permits* – Yoast reviewed information received from FEMA regarding permitting required by FEMA for floodplain construction and discussed a draft permit for these purposes.
- *Land Sale* – Yoast presented a draft contract for the sale of a tract of land to Mr. John Schaffner. **Commissioner Wingfield moved to approve sale contracting and closing on a tract of land approximately 2.7 acres in size, more or less, located in the E ½ S34, T2N, R45W to Mr. John and Mrs. Roberta Schaffner for a sum of \$2,500 plus all closing and legal fees. Commissioner Bushner seconded the motion, which passed unanimously.**

#### GIS

- *Mapping* – Yoast reported working on updates for the master map and continues work on Road & Bridge and Emergency Management maps as well as updates to the plat map.
- *Census* – Yoast provided updates on the Boundary and Annexation Survey and other various census topics.
- *Spatial Analysis Tool* – **Commissioner Bushner moved to approve the purchase of an ARC GIS Spatial Analysis tool as budgeted for GIS mapping services. Commissioner Wingfield seconded the motion, which passed unanimously.**

#### Elected Officials/Department Heads Meeting

At 2:00 p.m., the Commissioners met with the Yuma County Department Heads and Elected Officials. Present were Chairman Robin Wiley, Commissioner Trent Bushner, Commissioner Dean Wingfield, Administrator Andrea



Calhoon, Finance Officer Vicky Southards, County Clerk Bev Wenger, Assessor Cindy Taylor, Treasurer Dee Ann Stults, Sheriff Todd Combs, Land Use Administrator Colten Yoast, and Landfill Supervisor Cliff Henry. Among topics of discussion were courthouse heating and cooling systems, personnel policy updates, employee breakroom construction, community service events, open records requests, adverse weather closure procedures, and utilization of the County Attorney.

#### Administrator's Report

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

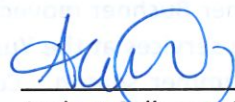
- **Minutes** – The Commissioners reviewed the minutes from the previous BOCC meetings. **Commissioner Wingfield moved to approve the minutes from the January 31, 2019 Board of County Commissioners meeting and the minutes from the February 4, 2019 Board of County Commissioners Special Meeting. Commissioner Bushner seconded the motion, which passed unanimously.**
- **CAPP Report & Claim Review** – The Commissioners heard information on pending CAPP and workers' compensation claims.
- **Signatures and Ratifications** –
  - Resolutions/Ordinances/Signatures:
    - **Commissioner Bushner moved to approve signature on the MOUs between the Yuma County Office of Emergency Management and Harmony Home and Hospice of the Plains, respectively, for provision of and training on emergency communication radios. Commissioner Wingfield seconded the motion, which passed unanimously.**
    - **Commissioner Bushner moved to approve signature on Resolution 02-13-2019 A approving the sale of 2.7 acres, more or less, located in the E ½ of S 34, T2N, R45W, to Mr. John and Mrs. Roberta Schaffner for \$2,500 plus legal and closing fees. Commissioner Wingfield seconded the motion, which passed unanimously.**
  - Invoices/Finance Requests:
    - **Commissioner Wingfield moved to approve payment of a 60% down payment to DigaNET on the purchase and installation of a jail control panel to be paid out of Fund 20. Commissioner Bushner seconded the motion, which passed unanimously.**
    - **Commissioner Bushner moved to approve signature on the renewal agreement for landscaping services at the Yuma County Fairgrounds by Evergreen Landscaping for the 2019 summer season. Commissioner Wingfield seconded the motion, which passed unanimously.**
- Grant Updates – The Commissioners reviewed information regarding pending and submitted grant applications.
- **Department Reports** – The Commissioners reviewed the January 2019 Clerk & Recorder's Report and the January 2019 Treasurer's report and heard updates from the Sheriff's Office and the WY Communications Center. Comm Center Director Don Collins met with the Commissioners via teleconference and Julie Rus of the 911 Authority Board joined the meeting and the Commissioners inquired as to long-range feasibility and planning for the Comm Center and requested the creation and return of data-backed continuity of operations plans.

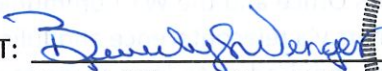


- **Prior Meeting Follow-Up** – Calhoon provided updates on ongoing projects including the implementation of new accounting software, the closing process on a parcel of land sold prior, and information regarding a property involved in a structure fire in Armel.
- **Correspondence** – Calhoon presented correspondence received since the last meeting including:
  - The posting of a vacancy on the Economic Development Board.
  - A request from the Kitzmiller Bales Trust for a letter of commendation and contribution to a retirement ad for Mr. Robert Hansen. **Commissioner Wingfield moved to approve a \$50 contribution toward a retirement ad for Mr. Robert Hansen of the Kitzmiller Bales Trust. Commissioner Bushner seconded the motion and it passed by unanimous vote.**
  - A proposal of cost for an interface between proposed CAD systems and local law enforcement investigatory systems.
  - **Commissioner Bushner moved to approve the bid from Chris Evans for \$450 for the purchase of a 2008 Elite Roping Chute as posted for sale. Commissioner Wingfield 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. Brad Rockwell of Rockwell Construction and Maintenance Supervisor Travis Dinsmore met with the Commissioners to review the planned replacement of County facility roofs this spring.
- **HR Updates** – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues. **Commissioner Bushner moved to hire Kara Hoover as the Director of Human Services at G12/S17.5 as of March 1, 2019. Commissioner Wingfield seconded the motion, which passed unanimously.**

There being no further business, the meeting adjourned at 5:40 p.m. The next regular meetings of the Board of County Commissioners will be on February 28, 2019 and March 15, 2019.

  
Robin Wiley, Chairman

  
Andrea Calhoon, Administrator

ATTEST:   
Beverly Wenger, County Clerk

