

YUMA COUNTY COMMISSIONERS

August 31, 2017

Minutes¹

On August 31, 2017 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Dean Wingfield, Commissioner Robin Wiley, and Administrator Kara Hoover were present throughout the day. Commissioner Trent Bushner was present 8:00 am to 12:20 pm. New-hire Administrator Andrea Calhoon was present from 8:00 am to 1:52 pm and Attorney Ken Fellman joined the meeting at 9:23 am and stayed until 2:31 pm.

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

Liquor Licenses

Clerk Bev Wenger presented for signature a Liquor License for Ballyneal Golf, LTD., 58839 County Road FF, Holyoke, Colorado 80734; which was approved at the July 14, 2017 BOCC meeting.

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:27 a.m. Human Service Director Phyllis Williams, Child Welfare Supervisor Hollie Hillman, and Receptionist Robin Barnhart were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

- **Executive Session -- At 8:43 a.m., Commissioner Bushner moved to enter into Executive Session for discussion of a matter required to be kept confidential by federal or state law, rule, or regulation: under C.R.S. Section 24-6-402(4)(c); The motion was seconded by Commissioner Wiley; which passed unanimously.** Present were Commissioners Wingfield, Wiley, and Bushner, Phyllis Williams, Hollie Hillman, Administrators Kara Hoover and Andrea Calhoon. Executive Session ended at 8:55 a.m.
- **Ford 500 --** Williams discussed the need to replace the recently hailed and wrecked Ford 500 car at HHS. The Commissioners instructed Hoover to investigate the total loss amount given for the vehicle and ask Williams to explore options to replace the vehicle.

The Board of County Commissioners reconvened at 8:59 a.m.

Road and Bridge

Supervisor JR Colden was present to provide the following updates.

Current Projects

- **Beecher Island Road, EIAF # 8302** — Colden reported that the chip seal part of the Beecher Island Road project began this week. Everything seems to be running on schedule. Chip Seal will be done today. The next phase of the project will be the Fog Seal and is scheduled for September 18th and 19th. The final phase of this project is stripe painting; which is scheduled for September 25th through the 28th.
- **Drug and Alcohol Policy** – Colden presented a proposed Drug and Alcohol Policy that Office Manager Debbie Logue has been working on for CDL Compliance. The Commissioners directed County Administration to send to CTSI for review and approval.
- **Grader Workshop** – Colden said the grader workshop was held. The crews worked on County Roads K, from County Road 40 to County Road 42. He mentioned that the grader operators worked well together and he

¹ Minutes prepared by Kara Hoover are a summary of discussions, not a verbatim account.





believes the grader style should be more alike between operators after this clinic. He noted that the operators believe the John Deere Graders seem to respond and work better than the Caterpillar graders. He went on to tell the Commissioners of the issues with the Caterpillar graders steering being quite touchy..

- **Storm Damage – Pickups** – JR reviewed the list of vehicles damage in the June 26, 2017 hail storm. He shared that they have replaced the windshields for safety reasons in all of the vehicles. The New Holland Tractor and Kenworth trucks will be repaired fully. He said the remainder of the vehicles will be left as is.
- **Bonus Program** – Colden wanted to speak to the Commissioners about a bonus program for the Road and Bridge Staff based on performance. Colden mentioned that he has been short staffed throughout the year and has asked many employees to step up and put in additional hours. He would like to provide this bonus program through vacancy savings. He suggested several options that range from \$500 to \$669 per employee bonus. He would like to base this on work load, accolades, complaints, etc. The Commissioners would like to look at this in more detail at the budget workshop.
- **Beecher Island Road - Power Equipment Contacts** – JR presented the equipment lease contract from Power Equipment for two Bomag Rollers for \$2,805 each a month for use on the Beecher Island Road Project.
- **Concrete** – JR presented information on crushed concrete to fill in around the culverts in the south end of the county. He said that there is crushed concrete stored at the Landfill; but it is simply in the wrong part of the County. He had estimates for concrete from Tom Blach. **Commissioner Wiley moved to approve the quote for crushed concrete loaded on Yuma County Road and Bridge Equipment of \$100 for lowboys, and \$75 for truck loads. Commissioner Bushner seconded the motion; which passed unanimously.**
- **Tallgrass Pony Express Pipeline, LLC / County Road GG Damage** – JR reported that Tallgrass Pony Express Pipeline, LLC, damaged the road at CR GG and will not be receiving their deposit back from the Underground and Utility permit dated January 16, 2017. Road and Bridge crews repaired the road. Colden spoke with Tallgrass Pony Express Pipeline, LLC Management and they understood that the road was not left in optimum condition and they would not be receiving their deposit.
- **Road Complaint** – The Commissioners considered a complaint about a grader that went through an unmaintained portion of County Road U. The complaint stated that a grader had worked a portion of a trail road that they have never worked before. JR Colden was already aware of the issue and spoke with the landowner.
- **Underground and Utility Permit** - Colden presented the following Underground and Utility Permits:
 - **Pauley Construction** – to install a telephone line under County Road M and Highway 34,
 - **Y-W Electric Association, Inc.** – to install a 7.2 / 12.5 kv line under County Road 30, west of County Road HH, and;
 - **Plains Cooperative Telephone** – to install a fiber line along County Road Q from County Road 42 to County Road 44.**Commissioner Wiley moved and Commissioner Bushner seconded to approve the Underground and Utility Permit for:**
 - **Pauley Construction** to install a telephone line under County Road M at 10939 US Highway 34,
 - **Y-W Electric Association, Inc.** to install a 7.2/12.5 kv line under County Road 30 at approximately 2,115 feet west of County Road HH, and;
 - **Plains Cooperative Telephone** – to install a fiber line along County Road Q from County Road 42 to County Road 44.

The motion passed unanimously.



- *Road Access Form* - Colden presented the approved Road Access Form for Rubby Dubon to gain access to grain bins at County Road 44, 500 feet west of Highway 59.

HVAC Project Update

Frank Wernlein, Project Manager from Wern Air, stopped in to update the Commissioners on the HVAC Project.

Frank reported that the following are still outstanding areas:

- *Sally Port Air Handling Unit* – Wernlein shared that he is still waiting on Carrier for this unit. He said he has a September 5, 2017 scheduled ship date. He will schedule installation as soon as possible.
- *Boiler Room*-Frank reported that everything in the boiler room is nearly complete. The insulation was placed on the piping this week. They flushed the pipes out and have been running with water and plan to fill with glycol in the next few weeks.
- *Controls* – Wernlein said that Integrated Controls Systems, Inc. is here today to look over the boiler room and put a list together for the final stages of the controls system. Integrated Controls System, Inc. will be out in the next two weeks and will plan a training session on the system once completed.

Additionally Wernlein reported on the following outstanding items:

- *HHS Roof Top Unit*- Frank said that he ordered the York 7.5 Ton Roof Top Unit to replace the unit that was damaged in the June hail storm. He believes the unit will be here next week and he will be scheduling for installation following. He also said that his crew would be combing the additional six Roof Top Units at HHS at the same time as the replacement of the Roof Top Unit.
- *Exhaust Fan* – Frank shared that he is waiting for the boring company to be available to complete the work on the exhaust fan for the bathrooms in the basement of the courthouse. He is in hopes to get on their schedule in the next couple of weeks.

The Commissioners thanked Wernlein for his work on the HVAC project and applauded his expertise and thanked him for all the work his staff did throughout the summer. The building seems to be cooling nicely and all are looking forward to the improved heating in the winter.

Courthouse Building Security

Treasurer Dee Ann Stults, Assessor Cindy Taylor, and Clerk Beverly Wenger joined the meeting and Sheriff Chad Day joined by teleconference, to discuss the single-point entry security entrance. The group reported that they spoke to their employees and learned that there are mixed feelings about installing a single-point entry.

Clerk - Bev reported that she spoke with the employees in her office, the consensus in her office was to have a one-point security entrance. Wenger presented letters from her staff. Her employees would also like to see a safety plan implemented.

Treasurer - Dee Ann shared that her employees would like a single-point entry with a separate employee entrance. They were not in favor of allowing employees to carry a concealed weapon in the Courthouse.

Assessor - Cindy said that she has employees that believe that the single-point entry is great and then she has other employees that are adamantly against the idea.



Sheriff - Chad shared that he believes that a single-point entry is a must for the utmost security for the Courthouse. He said that the other doors would have a proxy card entry and remained locked. He said that he had reviewed staffing and believes that they would just increase the jail staff to cover the single-point entry. Day shared that he would need two additional employees and estimates approximately \$75,000 per employee of staffing costs and equipment for the first year.

The Commissioners relayed that they were gathering information on the costs of constructing an addition for the single-point entry and asked Bret Johnson Architecture to explore options to build out from the south entrance. Mr. Johnson submitted a scope of work in the amount of \$3,100 to provide a Schematic Design report with preliminary drawings.

Bev suggested another alternative for better security would be to have a detention officer provide more of a presence within the Courthouse especially on court days. Sheriff Day responded that this was just not possible without hiring additional staff. Commissioner Bushner asked about funding from Court Security, but Sheriff Day said the money has continued to dwindle in this area, and the funding they were receiving was already being used.

The group decided to continue this discussion at a later BOCC meeting before proceeding.

County Auction

Treasurer Dee Ann Stults shared that she just heard back from John Schaffner about the County auction scheduled for September 23, 2017. Schaffner planned to come by today to review auction items.

13th Judicial District Attorney

13th Judicial District Attorney Brittany Lewton joined the meeting to discuss various issues within the region, provide office updates, and review the proposed 2018 budget. She shared that in this year's budget Yuma County funded her office at a lower level than what was asked, while other counties funded fully, and some at different levels. She reported that she will be asking for a larger 7 ½% increase this year so that the like funding level will be asked throughout the counties that make up the 13th Judicial District.

Lewton gave a report on the cases throughout the district and the increase that the District's Attorney Office has experienced in the last year. She reported that she will be losing one of her investigators at the end of October and due to budget constraints will not be replacing. She also said the state funding has been cut and no longer pays for one attorney. She said she has been functioning with one less attorney than in 2016, but would like to replace that attorney if the 2018 budget is funded as requested.

Lewton shared that she completely understood the stand that the Commissioners took to wait in placing the 3rd term ballot question until next year. She said that she didn't realize the costs were so high for the mail-in ballot. Lewton said that the leg work has been completed and the question can be included on the ballot in 2018.

Executive Session

At 11:52 a.m., Commissioner Bushner moved to enter into Executive Session for a conference with the County Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b). The motion was seconded by Commissioner Wiley; which passed unanimously. Present were Chairman Dean Wingfield, Commissioner Trent Bushner, Commissioner Robin Wiley, Attorney Ken Fellman, Administrators Kara Hoover and Andrea Calhoun. Executive Session concluded at 12:14 p.m.

Land Use

Rich Birnie was not present for this meeting and no Land Use report was presented.

Executive Session

At 2:00 p.m. Commissioner Bushner moved to enter into Executive Session to conduct an employee exit interview under C.R.S. Section 24-6-402(4)(f)(I)&(II). The motion was seconded by Commissioner Wiley; which passed unanimously. Present were Will Bencomo, Chairman Dean Wingfield, Commissioner Robin Wiley, Administrator Kara Hoover, Administrator Andrea Calhoun, and Attorney Ken Fellman. Executive Session concluded at 2:32 p.m.

Administrator's Report

Administrator Kara Hoover 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 August 15, 2017 and the August 21, 2017 Board of County Commissioners meetings. Commissioner Bushner seconded the motion; which passed unanimously.**
- *Certification of Accounts Payable* drawn on Yuma County Funds on August 18, 2017 with check #66134 through Check #66167 for \$28,537.29 and August 31, 2017 with check #66168 through Check # 66260 for \$360,123.69 and Accounts Payable drawn on WY Communications Funds with check #7980 through #7997 in the amount of \$30,954.24 were signed by Chairman Dean Wingfield.
- *Certification of Payroll* drawn on Yuma County Funds on August 18, 2017, for 2018 Fair payroll, with check #31244 through #31247, system #41684 through #41687 for \$4,387.03 and August 31, 2017 with check #31248 through #31282 system #41688 through #41828 for \$243,905.91 and payroll drawn on WY Communications funds with system #5702 through #5714 for \$30,725.76 were signed by Chairman Dean Wingfield.
- *Veterans Report* -- The Veterans Report for August 2017 was signed by Chairman Wingfield.
- *Crows Nest* – Hoover presented for approval an invoice from the Yuma High School in the amount of \$5,849.38 for building the Crows Nest that was placed at the Yuma County Fairgrounds Arena in conjunction with the bucking chute improvements. **Commissioner Bushner moved to approve the invoice from the Yuma High School for construction of the Yuma County Fairgrounds Arena Crows Nest in the amount of \$5,849.38, paying from 06-000-8920. Commissioner Wiley seconded the motion; which passed by unanimous vote.**

Additionally, the Commissioners reviewed an invoice from Quality Farm and Ranch for a small window Air Conditioning unit purchased for the Crows Nest. **Commissioner Wiley moved to approve the purchase of the small 6Kbtu 536w window Air Conditioning unit for the Crows Nest from Quality Farm and Ranch in the amount of \$209.99, paying from 06-000-8920. Commissioner Wingfield seconded and the motion passed.**

- *Hail Storm Damage* – Hoover presented a Wern Air quote, that was approved by the insurance company, to replace the badly damaged Roof Top Unit at the Human Services Building, 340 Birch Street, Wray, Colorado. Additionally, the quote also included the necessary combing of the other six Roof Top Units. **Commissioner Wiley moved to ratify the CAPP insurance approved Wern Air quote that was signed by Chairman Wingfield on August 24, 2017 for a York 7.5 Ton Roof Top Unit in the amount of \$19,475 and additional combing of the other six Roof Top Units in the amount of \$4,800 at the Human Services Building, 340 Birch Street, Wray, Colorado. Commissioner Bushner seconded. The motion passed by unanimous vote.**

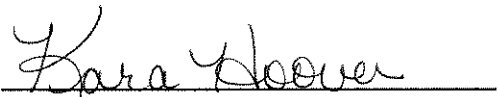


- *Possessory Interest* – Hoover presented the delinquent possessory interest list to date as submitted by Treasurer Dee Ann Stults.
- *Board Appointments-Fair Board* – The Commissioners discussed replacements for Fair Board members whose terms are expiring. To date only one letter of interest has been received. The Commissioners will table until the next meeting.
- *Salary Authorization* – A salary authorization for newly hired County Administrator Andrea Calhoon was presented. **Commissioner Wiley moved to approve the Salary Authorization for County Administrator Andrea Calhoon, at a G12/S17.01, effective August 31, 2017. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- *Administrator Transition* – The Commissioners reviewed the administrator transition proposal as presented by Administrator Hoover. **Commissioner Wiley moved to approve the administrator transition as presented. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- *South Y-W Ambulance Service Support Letter Request*—The Commissioners reviewed a request from South Y-W Ambulance Service for a support letter in honor of retiring Bookkeeper and Office Manager Mary Jane Idler. The ambulance service would like to nominate Ms. Idler for the Francis Mildred Roth Women in EMS Award. **Commissioner Wiley moved to provide a letter of support of Ms. Idler and the South Y-W Ambulance Service. Commissioner Bushner seconded the motion; which passed unanimously.**
- *Maureen Hearty Support Letter Request* – Maureen Hearty requested a letter of support for a hemp demonstration garden that will be placed along Highway 36. Ms. Hearty reports she is working on funding with the National Endowment of the Arts Our Town grant and has support from Liberty School FFA, local hemp growers and the Plainstel. **Commissioner Wiley moved to provide a letter of support for the Highway 36 project for the National Endowment of the Arts Our Town grant submission. Commissioner Wingfield seconded and the motion passed.**
- *CAPP Review* – The Commissioners reviewed the monthly CAPP Insurance report.
- *Jail Visit* -- The Commissioners made their routine inspection of the jail.


There being no further business, the meeting adjourned at 2:52 p.m. The next regular meetings of the Board of County Commissioners will be on September 13, 2017 and September 22, 2017.



Dean Wingfield, Chairman



Kara Hoover, Administrator

ATTEST: 

Beverly Wenger, County Clerk

