

YUMA COUNTY COMMISSIONERS

December 15, 2017

Minutes¹

On December 15, 2017 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Dean Wingfield, Commissioner Trent Bushner, Commissioner Robin Wiley, and Administrator Andrea Calhoon were present throughout the day.

The Commissioners reviewed and signed accounts payable and discussed various meetings attended throughout the first half of the month.

Liquor Licenses

County Clerk's Office representative Nancy Wright presented for signature a Liquor License for Hillbilly Heaven, INC, DBA Hillbilly Heaven, 29231 County Road 35, Wray, CO 80758. **Commissioner Wiley moved to approve the liquor license renewal application for Hillbilly Heaven, INC, DBA Hillbilly Heaven at 29231 County Road 35, Wray, CO 80758. Commissioner Bushner seconded the motion which passed by unanimous vote.**

Wright also presented the following liquor licenses previously approved for signature:
William M Carpenter, DBA Roadhouse Liquors, 26783 HWY 36, Idalia, CO 80735

Department of Human Services

Due to unforeseen circumstances, the Department of Human Services deferred mid-month reporting to the next regularly scheduled BOCC meeting on December 29, 2017. No Board of Social Services meeting was held as a result.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:24 a.m. to provide the following updates.

Current Projects

- *County Road MM* – Colden reported crews currently working at County Road MM.
- *County Road Y-11 and County Road Y-12* – Colden reported that work on County Road Y-11 and Y-12 is scheduled to begin next week.
- *Highway Users Tax Fund Report* — Colden presented the 2017 Highway Users Tax Fund report for signature. **Commissioner Wiley moved to sign the 2017 Highway Users Tax Fund report as presented. Commissioner Bushner seconded the motion which passed by unanimous vote.**
- *Track Run on Unit D-7 #0046* – Colden presented a report for the replacement of the tracks on unit D-7 #0046 as discussed previously. The report from Wagner equipment quotes replacement cost at \$39,986.51.
- *CAT Fleet Benchmark Report* – Colden presented a fleet benchmarking report from CAT showing fuel consumption and productivity of CAT machines in the fleet. Colden and the Commissioners discussed equipment use and features as well as equipment use concepts related to input cost and equipment deterioration mitigation.
- *Cattle Guard and Culvert on County Road 5* – Colden presented aerial photography showing the location of a cattle guard and culvert on CR 5 approximately 1 mile east of Highway 385 that need to be switched in

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

location for purposes of preventing erosion damage. Colden estimates the project at 3-4 days for the maintenance crew and a couple of loads of material. For an immediate solution Colden will send a couple of loads of material down to repair current deterioration and may revisit the issue if further complaints are received.

- *Scraper Chain* – Colden reported that a rebuilt chain was put on a CAT scraper unit 0147-16 recently but that one sprocket is already almost worn off. He is working with Wagner Equipment to resolve the issue and discussed concerns with the wear patterns and potential damage. Colden reported that CAT is going to refund the purchase price of the refurbished chain and presented a bid for a replacement with a new part for a total of \$21,563.08.
- *Salary Authorizations* – Colden presented salary authorizations for Tom Hartman and Carl Brown for review.

Elected Officials

At 10:30 a.m., the Board of County Commissioners were joined by County Clerk Beverly Wenger, County Treasurer DeeAnn Stults, and County Assessor Cindy Taylor. The group discussed the 2017 discretionary bonus funds and how they are being reflected in the budget. The Commissioners discussed that the discretionary bonuses were intended to do the right thing for County employees and reminded the group that the idea for the discretionary bonuses came from Road & Bridge Supervisor JR Colden and that similar ideas are appreciated from all. The group discussed that the budgetary impact of the changes is not intended to negatively reflect on any one department or office. Calhoun will work with the Department Heads and Elected Officials to review current policy and obtain input and feedback from County leaders as part of the personnel policy review. The group agreed to improved communication efforts in the future.

The group also discussed the 2018 holiday schedule and discussed the addition of Veteran's Day. The Commissioners reported that they have added Veteran's Day to the holiday scheduled following a review by Administration and Finance staff of prior year holiday schedules.

Assessor Cindy Taylor discussed the availability of staff raises for staff in her department as well as other departments. The group discussed the structure of salaries in Yuma County and the correlation between job descriptions and salary rates.

Yuma County Water Authority Public Improvement District

At 11:20 a.m., the Board of County Commissioners adjourned to conduct Yuma County Water Authority Public Improvement District business. Minutes of the Yuma County Water Authority Public Improvement District are kept separately. The Board of County Commissioners reconvened at 11:36 a.m.

Land Use

Yuma County Land Use Administrator/GIS Coordinator Rich Birnie was heard at 8:45 a.m. to review Land Use and GIS business.

Land Use Updates

- *BioGas Processing Plant* – Birnie provided an update on the status of the proposed Rose Exploration/Sherman Kye BioGas Processing Plant and provided conceptual drawings for review by the Commissioners. Drawings are conceptual only and are not at a stage of completion sufficient to meet application requirements for a development permit application. No such application has been received to date, nor has a lot line adjustment application been received. If not received by mid-day today, timing constraints will prevent review in January 2018. Birnie will report back with further information as received.



- **Pending Land Use Activity** – Birnie reported pending applications for:
 - EFS1117-13 – Randy & Teresa Meikelburg, to divide 5 acres, more or less, from 160 acres, more or less, in the SW ¼ of Section 12, T3N, R47W, for the purpose of resale to the existing renter. Planning Commission review is scheduled for December 19, 2017 with Board of County Commissioners hearing to be scheduled for December 29, 2017.
 - EFS1117-14 – Donna I & Richard W Moran, to divide 10.00 acres, more or less, from 320 acres, more or less, in the NE ¼ of Section 28, T4N, R48W, to separate an existing homestead from farm land for resale. Planning Commission review is scheduled for December 19, 2017 with Board of County Commissioners hearing to be scheduled for December 29, 2017.
 - EFS1117-15 – Estate of Bruce Hall c/o Keree DeLynn Olsen, Personal Representative, to divide 16.98 acres, more or less, from 141 acres, more or less, in the NE ¼ of Section 26, T2N, R46W, for the purpose of resale. Planning Commission review is scheduled for December 19, 2017 with Board of County Commissioners hearing to be scheduled for December 29, 2017.

- GIS
- **2018 Yuma County Plat Book** – Birnie reported work on the 2018 Plat Book as slow to progress with estimated completion further into 2018.

Exit Interview

At 1:45 p.m. Commissioner Wiley moved to enter into Executive Session to conduct an employee exit interview under CRS 24-6-402(4)(f). The motion was seconded by Commissioner Bushner; which passed unanimously. Present were Josh Mainord, Chairman Dean Wingfield, Commissioner Robin Wiley, Commissioner Trent Bushner, and Administrator Andrea Calhoon. Executive Session concluded at 2:32 p.m.

2018 Budget Hearing

At 3:30 p.m., Chairman Wingfield opened the hearing to accept public comment on the proposed 2018 budgets for Yuma County, Yuma County Landfill, and Yuma County Water Authority. The Commissioners reviewed the budget documents. No one else was present to make comments. The Commissioners reviewed the proposal for the addition of a new salary line to the Yuma County Sheriff's Office budget for purposes of allocating salary support to major public safety operations. The hearing was closed at approximately 3:05 p.m. **Commissioner Wiley moved to approve the 2018 Yuma County Budget, the 2018 Yuma County Landfill Budget, and the 2018 Yuma County Water Authority Budget as presented. Commissioner Bushner seconded. The motion passed unanimously.** Formal resolutions will be approved at a subsequent meeting.

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 November 30, 2017 Board of County Commissioners meeting. Commissioner Bushner seconded the motion; which passed unanimously.** **Commissioner Wiley moved to approve the minutes from the December 7, 2017 Board of County Commissioners meeting. Commissioner Bushner seconded the motion and is passed by unanimous vote.**
- **Certification of Accounts Payable and Payroll** drawn on Yuma County Funds on December 1, 2017 with Check #66941 for \$76.26, December 7, 2017 with Check #66942 through Check # 66945 for \$391.15, and

December 15 with Check #66946 through 67073 for \$204,330.32 and Accounts Payable drawn on WY Communications Funds with Check #8081 through check #8088 for \$1728.15 as well as Yuma County Payroll on December 1, 2017 with EFT #42247 and Check # 31375 for a total of \$460.20 and December 7, 2017 with EFT #42248 through EFT #42249 for a total of \$1235.65 were signed by Chairman Dean Wingfield.

- *CAPP Report & Worker's Compensation Report Review* – The Commissioners reviewed the monthly CAPP report and the CTSI CAPP and Worker's Compensation loss ratio reports.
- *Signatures and Ratifications* –
 - 2018 Eckley Law Enforcement Contract – The Commissioners reviewed the proposed 2018 Eckley Law Enforcement Contract between the Town of Eckley and Yuma County Government/Yuma County Sheriff's Office. No changes have been made from the content of the 2017 contract terms. **Commissioner Wiley moved to approve Chairman Wingfield's signature on the 2018 Eckley Law Enforcement contract for a term of January 1, 2018 through December 31, 2018 in the total amount of \$200 per month. Commissioner Bushner seconded the motion which passed by unanimous vote.**
 - 2018 Courthouse Security Grant – The Commissioners reviewed the 2018 Court Security Grant Award Contract in the amount of \$87,692.00. **Commissioner Wiley moved to approve and sign the 2018 Court Security Grant effective January 1, 2018 through December 31, 2018 in the amount of \$86,501.00 for security wages and \$1,191.00 for security lockers paying from Fund 09-305. Commissioner Bushner seconded the motion which passed by unanimous vote.**
 - Century Link Authorized Individual Letter – The Commissioners signed a letter authorizing Dean Wingfield, Vicky Southards, Andrea Calhoon, and Travis Dinsmore to make requests on the telephone account at Century Link.
 - *CCOERA Forfeitures* – The Commissioners reviewed three forfeitures for employee cash-out of retirement accounts and signed two checks to the Yuma County Treasurer from Fund 1 for the forfeitures in the amounts of \$749.76 and \$613.30.
 - *Mill Levy Certifications* – Finance Officer Vicky Southards reviewed the Mill Levy Certifications for Yuma County and taxing districts within the county. **Commissioner Bushner moved to approve and sign the Mill Levy Certifications. Commissioner Wiley seconded. The motion passed unanimously.** Formal resolutions will be approved at a subsequent meeting.
- *Department Reports* – The Commissioners reviewed the following reports: Seaboard Foods 2017 Q3 Environmental Monitoring Report, Murphy Brown 2017 Q3 Environmental Monitoring Report, Murphy Brown Permit COB007000 Corrective Action Report, November 2017 TV System Maintenance Log, County Clerk & Recorder November 2017 Receipts and Disbursements, County Treasurer November 2017 Report. The Commissioners also reviewed Colorado Department of Public Health and Environment correspondence received approving the Yuma County Landfill Revised Waste Acceptance Plan, Topcoat ADC Request approval, and Groundwater Sampling and Analysis Plan approval.
- *2018 Board of County Commissioners Meeting Schedule* – The Commissioners set 2018 Board of County Commissioner meeting dates of January 16, January 31, February 14, February 28, March 14, March 30, April 16, and April 30. Subsequent dates to be scheduled at a later time.
- *Prior Meeting Follow-Up* – Calhoon provided updates on prior meeting discussion and action items. The Commissioners discussed the status of the Yuma 1 and Idalia Tower Site upgrades, received notification of



no updates on the requested easement from Tallgrass Energy, the single-entry point plans from Bret Johnson Architecture, and the current status of building security plants.

- *Correspondence* – Calhoon reported on year-end Board vacancies and will prepare a listing of all vacancies and letters received for the regular meeting on December 29, 2017.

The following invoices were presented for review and/or approval:

- 2018 Wray Chamber of Commerce Dues. **Commissioner Wiley moved to approve the payment of 2018 Wray Chamber of Commerce Dues in the amount of \$360. The motion was seconded by Commissioner Bushner and passed unanimously.**
- 2018 Pro15 Dues. **Commissioner Wiley moved to approve the payment of 2018 Pro15 dues in the amount of \$996.00. Commissioner Bushner seconded the motion and it passed by unanimous vote.**
- Kissinger & Fellman invoice October 21-November 20.
- Jack Parker bid for furniture building for Yuma County Finance Office. **Commissioner Bushner moved to approve the bid from Jack Parker for \$300 for the building of a desk extension to match the existing desk in the Finance Office. The motion was seconded by Commissioner Wiley and passed unanimously.**
- CHS and Scoular Road Impact Fees. The Commissioners discussed the 2017 road impact fees from CHS and Scoular and whether their piles were over the agreed upon bushels. The Commissioners requested Calhoon reach out to CHS and Scoular respectively and request and update on their 2017 intake for calculation of road impact fees.

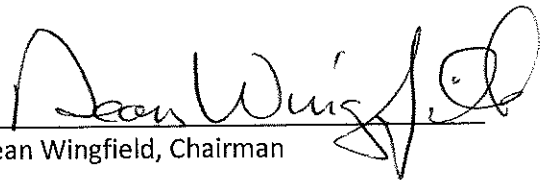
The Commissioners also opted not to elect a voting proxy for Colorado Counties, Inc. in 2018 and, while supportive of the importance of citizens understanding the bill of rights opted against an official proclamation at this time.

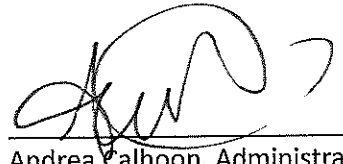
- *Oil & Gas Updates* – The Commissioners reviewed and signed a letter from 4D Acquisitions requesting permission to survey two County-owned properties located at Section 15 T3N, R48W and Section 14, T3N, R48W for purposes of surveying related to potential pipeline placement.
- *Maintenance Updates* – Calhoon reported the development of an AED plan for the County facilities as well as the results of the State boiler inspection and HVAC system commissioning and training. The Commissioners reviewed a request for the discontinuation of space heater use in the Courthouse due to safety and HVAC impacts. Calhoon will work with Yuma County Fire Marshall and will prepare a joint statement from the Board of County Commissioners, the Yuma County Fire Marshall, and the Courthouse maintenance team.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including the employee handbook review progress, a request from a resigned employee to remain in the County-owned house, the update of County employment application forms and the 2018 County holiday schedule.

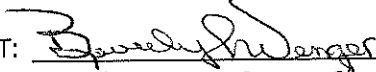


Commissioner Wiley moved to add observed Veteran's Day, November 12, 2018 to the Yuma County holiday schedule previously approved. Commissioner Bushner seconded the motion which passed unanimously.

There being no further business, the meeting adjourned at 3:34 p.m. The next regular meetings of the Board of County Commissioners will be on December 29, 2017 and January 16, 2018.


Dean Wingfield, Chairman


Andrea Calhoon, Administrator

ATTEST: 
Beverly Wenger, County Clerk

