



YUMA COUNTY COMMISSIONERS
January 16, 2018
Minutes¹

On January 16, 2018 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 payroll and discussed various meetings attended throughout the prior month.

Reorganization of the Board

The Commissioners discussed the revisions for 2018 to establish: The Chairman of the Board, the holiday schedule, the appointments of administrative staff, and the designees of the Board of County Commissioners to regional boards. **Commissioner Wiley moved to approve Resolution #01-16-2018 A naming Commissioner Trent Bushner as Chairman of the Board of County Commissioners; Andrea Calhoon as the Yuma County Administrator; Phyllis Williams as the Human Service Director; J.R. Colden as the Road and Bridge Supervisor; Vicky Southards as the Finance Officer; and Rich Birnie as the Land Use Administrator; designating the 2018 holiday schedule, and defining appointments to regional boards. Commissioner Bushner seconded the motion; which passed by unanimous vote.** (Resolution attached)

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:28 a.m. Human Service Director Phyllis Williams, Receptionist Robin Barnhardt, and Child Welfare Supervisor Hollie Hillman were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

- *Medicaid Incentives* – Williams presented the 2017 Medicaid incentives of approximately \$9200.00 received from the State of Colorado. Historically this reimbursement has been passed on to Medicaid Eligibility workers. Williams estimates the net payment after Sheriff's Office fees will be approximately \$1600 per person.
Commissioner Bushner moved to approve splitting the Medicaid incentive payment amongst County Medicaid Eligibility workers. Commissioner Wiley seconded the motion which passed unanimously.

The Board of County Commissioners reconvened 8:57 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:25 a.m. to provide the following updates.

Current Projects

- *Blade Oil Change Costs* – Colden presented historical data on the service costs for Road & Bridge graders for review by the Commissioners. The work orders presented compared the cost of service variations as applied to various hours run between service and what items are replaced with each service. Colden discussed the current Department strategy for fleet maintenance and the logic basis for oil and filter replacement.

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



- *Wear Parts Refund* – Colden reported anticipating a refund of \$10,723.34 on an unused scraper chain from Wear Parts.
- *Clarksville Fuel Tank* – Colden reported that the lock on the fuel tank at the Clarksville location was cut however no fuel had been stolen. The lock has been replaced at this time. The Commissioners discussed with Colden storage of fuel at the outstation locations.
- *Incentive Bonus* – Colden requested clarification on the budget for his proposed incentive program for 2018. Administrator Andrea Calhoon clarified that incentive payments were budgeted in the overtime line of the 2018 budget.
- *Pickup Analysis* – Colden presented an analysis of the cost, use, and maintenance of Road & Bridge Department pickups. Colden estimates of the entire fleet approximately a half dozen vehicles are reliably operable and requested initiation of a discussion on update of the fleet. The Commissioners discussed with Colden historical fleet management practices and potential options for updating of the fleet. Colden will bring research back regarding cost options for replacement of some of the inoperable and less reliable vehicles. **Commissioner Wiley moved to approve the purchase of a Ford 2012 F250 pickup from Akron Auto for up to \$20,000 to be paid out of 02-701-8940. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *Mill Contract* – Colden presented a contract with Power Equipment for the rental of a Mill for the change of scope on EIAF project #8302, originally Beecher Island now to include CR 39 at H & J. Colden plans to begin mill work on 2/5/18. The status of the grant change of scope was reviewed and review of the contract was pended for receipt of the change of scope contract.
- *2018 Inventory* – Colden reported changes in the Inventory process at Road & Bridge and that Pub Works is working to streamline the process for 2018 forward. Current inventory items number approximately 20,000 and Pub Works was able to assist in the archival of approximately 12,000 unused items streamlining the process and increasing Colden's confidence in inventory accuracy moving forward.
- *Wauneta Fuel* – Colden reported that he would like to have the fuel stored at the Wauneta shop tested prior to use or used in the waste oil heater in the shop. Testing is estimated to cost approximately \$350.00. Somewhere between 800 and 1000 gallons of fuel has been removed from Wauneta and hauled to the Road & Bridge shop where it will be used as heating oil.
- *Personnel*
 - Colden provided an update on the leave of absence previously approved for Tom Hartman. Colden would like to have him return to work when his leave is complete. Leave has been approved with coverage of the County's portion of benefits paid for February of 2018. During this time Mr. Hartman will be responsible for paying his portion of County benefits and leave for future periods will be authorized on a month-to-month basis. Benefits coverage will be dependent upon return to work and, consistent with County FMLA policy, should Mr. Hartman not return to work the County portion of benefits will be required to be repaid.
 - The Commissioners reviewed a salary authorization for Equipment Operator Zachary Morris at G5, C1, L 11 to start 1/29/2018. **Commissioner Wiley moved to sign the salary authorization for new Equipment Operator Zachary Morris to start 1/29/2018 at Grade 5, Category 1, Level 11. Commissioner Wingfield seconded the motion which passed unanimously.**
 - Colden reported that the Wauneta house is being evaluated for repairs following the prior resident moving out. Carpet is being re-cleaned and Colden will report back as to whether it needs to be replaced or not. Further repairs will be evaluated. Colden reported that he does not have anyone wanting to move into the house at this time.

Region 1 Communication Towers

The Commissioners were joined by Randy Schafer and Ed Lake of Region 1 Translator Association at 11:30 a.m. to discuss the status of the communication towers in Yuma County and plans for returning them to a compliant load and creating future capacity. Region 1 has executed a contract with Ridgeline to determine specs to re-engineer the existing towers to bring the current loads into load compliance. The State of Colorado intends to build new towers at the two sites to exclusively hold State of Colorado equipment. The group discussed inventory on both the Yuma 1 and the Idalla Towers as well as revenue generated by each tower, insurance coverage for the tower, and footprints of the existing tower sites. Region 1 will provide additional updates as they become available.

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.

Land Use Updates

- Administrative Lot Line Adjustment, ADM0118-08, The Estate of Robert Lee Benton, Jr., Lot Line Adjustment between the Estate and Lazy Diamond B, LLC in the SW ¼ of Section 31, T4S, R47W to adjust the lot line between the properties so that 1.47 acres, more or less, is transferred from the Estate of Robert Lee Benton, Jr. to Lazy Diamond B, LLC to ensure water rights access to the LLC and future owners. Birnie reported no public comment on the application.

Commissioner Wingfield moved to approve Resolution 1-16-2018 B approving Administrative Permits for ADM0118-08, The Estate of Robert Lee Benton, Jr., Lot Line Adjustment between the Estate and Lazy Diamond B, LLC in the SW ¼ of Section 31, T4S, R47W to adjust the lot line between the properties so that 1.47 acres, more or less, is transferred from the Estate of Robert Lee Benton, Jr. to Lazy Diamond B, LLC. Commissioner Wiley seconded and the motion passed unanimously.

Recorded under Reception No. XXX

Birnie also discussed plans for the search for a successor pending his retirement later in 2018 as well as a report from the group interested in opening a biogas plant discussed in 2017 to reinvigorate progress within the next six to eight weeks.

Birnie reported that Gregg Jones is the new recommendation for appointment to the Yuma County Planning Commission from the City of Wray. Mr. Jones will replace Butch Hassman and will serve a term of January 1, 2018 through December 31, 2020. **Commissioner Wiley moved to appoint Greg Jones to the Yuma County Planning Commission for a three-year term of January 1, 2018 through December 31, 2020. The motion was seconded by Commissioner Wingfield and passed by unanimous vote.**

Pending Land Use Activity – Birnie reported no pending applications for January 2018 at this time.

GIS

- *2018 Yuma County Plat Book* – Birnie reported work on the 2018 Plat Book and anticipates completion during January of 2018.
- *Software Updates* – Mark Kemper of Sidwell will be on site February 9 to perform updates on ESRI and Sidwell softwares.



- *Permits*
 - *Underground and Utility Permits* – Colden presented Road Crossing Permits for:
 - Franson Family Partnership – Road Crossing located at CR 49, 1300 feet west of CR F for Franson Family Partnership to install a water line under the road. The permit fee for the project is set at \$50 and shall be completed within 60 days of the application date of January 2, 2018. Permit fee has been deposited.
Commissioner Wingfield moved to approve the Road Crossing permit for Franson Family Partnership at CR 49, 1300 feet west of CR F to install an underground (bored) water line for a permit fee of \$50. Commissioner Wiley seconded the motion which passed by unanimous vote.

Yuma County Treasurer

At 10:30 a.m., the Board of County Commissioners were joined by Yuma County Treasurer Dee Ann Stults to discuss County banking representatives, delinquent property taxes, and to review the 2018 resolution authorizing deposit and investment.

- *Treasurers Report* - Stults presented the Treasurer's report for July 2017 through December 2017. She reported there were \$1,000,094.51 in Specific Ownership taxes collected, \$45,752.99 in fees collected, and \$913,632.09 in current and prior taxes collected for the period.
- *Treasurer Deposit and Invest Funds Authorization* – Stults reviewed the 2018 authorization for deposit and investing funds. **Commissioner Wiley moved to approve and sign Resolution #01-16-2018 C authorizing Dee Ann Stults, Yuma County Treasurer, to deposit and invest funds in qualified local banks. Commissioner Wingfield seconded the motion; which passed unanimously.**
- *Uncollectable Property* – Stults reported four uncollectable property tax accounts as of 12-31-2017 totaling \$91.50. The unpaid taxes are over a year old and are not deemed distrainable in the opinion of Treasurer Stults as they are not likely to be sold. If the taxes are canceled, the districts in which the properties are located can claim them toward a potential abatement. **Commissioner Wiley moved to cancel the property tax debts for Thomas H Cook, Leoette Ieleen Korf, Robert E & Patricia A Korf, and Kyle J Reeves per the uncollected tax list for 2015 totaling \$91.50. Commissioner Wingfield seconded the motion which passed by unanimous vote.**
- *4th Quarter Public Trustee Report* – Stults presented the 4th Quarter Public Trustee Report that included July through December 2017. The Commissioners Office Staff will be responsible for forwarding the semi-annual reports to the Yuma County papers for publication. Funds for this are included in the 2018 Commissioner's Budget, line item #01-01-6330.

Yuma County Assessor

Yuma County Assessor Cindy Taylor joined the meeting at 11:00 a.m. to discuss an extension on the contract with Value West. **Commissioner Wiley moved to sign the Value West contract extension for \$2,000 per month for the period of January 1, 2018 to December 31, 2018 for consulting services. Commissioner Wingfield seconded the motion which passed unanimously.**

Assessor Taylor also provided updates on the revaluation of oil and gas properties in Yuma County as discussed in 2017. She will continue to provide updates as they are available. She anticipates the new values to be assigned by March of 2018.



Republican River Water Conservation District Updates

At 2:57 p.m., Mr. Kenny Helling, Yuma County designee to the Republican River Water Conservation District Board of Directors joined the meeting to provide updates to the Commissioners.

Mr. Helling reported on the agenda for the WPP informational forum on February 8 where all the Groundwater Management District Presidents are invited along with key individuals from the state level with the intent of encouraging Groundwater Management Districts in their role of managing resources and developing conservation plans. Republican River Water Conservation District will be a financial contributor to this event.

Mr. Helling also reported on the status of the sale of the Earl property and a scheduled auction of the property consisting of roughly 400 acres of dryland ground and approximately 1300 acres of grass scheduled for February 6 at the Cobblestone in Wray.

Mr. Helling provided an update on legislative rule-making and interagency relations impacting the Republican River Water Conservation District and the District's current position including boundary line locations and related CAPA educational activities, fee structures, and conservation efforts. The District is in discussion of sending a delegation to Washington, D.C. to meet with legislators on Farm Bill issues related to conservation. Helling appealed to the Commissioners to speak with the Kit Carson County Commissioners to discuss boundary issues, surface drainage, and depletion should the opportunity arise.

The Republican River Water Conservation District office will reportedly be moved to the front suite of their building in January 2018 to be more accessible. A small office will be retained where the current office is located.

911 Authority Board Updates

The Commissioners were joined by Mr. Ron Oestman, Yuma County designee to the Washington-Yuma County emergency Telephone 911 Authority Board to receive updates on current activities at the 911 Authority Board.

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 meeting. **Commissioner Wingfield moved to approve the minutes from the December 29, 2017 Board of County Commissioners meeting. Commissioner Wiley seconded the motion; which passed unanimously.**
- **Certification of Accounts Payable and Payroll** drawn on Yuma County Funds on January 12, 2018 with Check #67261 through 67262 for \$32,596.00 and on January 16, 2018 with Check #67263 through 67315 for \$557,803.81, Yuma County Payroll for 2017 annual leave buyouts with Check # 31414 through 31431 and System #42392 through 42409 for \$17,974.50, WY Comm Center Funds with Check #8109 through 8116 for \$3,608.19, and WY Comm Center Payroll for 2017 annual leave buyouts with Check #4386 through 4387 and System #5765-5766 for \$1,651.92 were signed by Chairman Trent Bushner.
- **CAPP Report & Claim Review** – The Commissioners heard information on pending CAPP claims and 2018 Worker's Compensation invoicing to associated entities.
- **Signatures and Ratifications** –
 - 2018 Conflict of Interest Statements – The Commissioners signed respective Conflict of Interest disclosures for 2018.
 - High Plains Highway Letter to CDOT – The Commissioners reviewed a letter written by High Plains Highway to CDOT Region 4 Director Johnny Olson regarding assessment of Highway 385 as a potential freight corridor. The letter was signed by 2017 Chairman Dean Wingfield due to time



constraints and the signature was presented for ratification. **Commissioner Wingfield moved to ratify the 2017 Yuma County Commissioner Chair signature on the High Plains Highway letter to CDOT Region 4 Director Johnny Olson dated January 11, 2018. Commissioner Wiley seconded the motion, which passed unanimously.**

- o Grant Contracts and Updates – The Commissioners reviewed the following grant updates:
 - Community Development Block Grant 2018 Contract Amendment pertaining to the Revolving Loan Fund. **Commissioner Wiley moved to approve signature on the 2018 Community Development Block Grant Contract CDBG 16-604 Amendment, Approval #F17CDB16604, Increasing funds \$11,600 to a total of \$359,600. Commissioner Wingfield seconded the motion which passed unanimously.**
 - FEMA Grant DR-4229 Updated Agreement and Change of Contact. **Commissioner Wiley moved to approve signature on the updated FEMA grant contract extending the term to the range of May 2015 – July 2020 and authorizing a change of contact personnel from Kara Hoover and Trent Bushner to Andrea Calhoon and Sarah Carwin. Commissioner Wingfield seconded the motion which passed by unanimous vote.**
 - 2018 EMPG Grant. **Commissioner Wiley moved to approve signature on the 2018 EMPG Federal Grant Application totaling \$16,762.50 for calendar year 2018 to be deposited in 01-406-4225. Commissioner Wingfield seconded the motion which passed by unanimous vote.**
- o The following invoices were presented for review and/or approval:
 - Yuma County Treasurer Check for CCOERA Withdrawals – A check for \$5357.02 was signed by Chairman Trent Bushner and Commissioner Robin Wiley for the forfeiture of funds following the withdrawal of vested CCOERA retirement dollars by former Yuma County employees.
 - 2018 High Plains Highway Membership Dues – **Commissioner Wiley moved to pay the 2018 High Plains Highway Membership dues of \$100 from 01-101-6338. Chairman Bushner seconded the motion which passed unanimously.**
 - Ken Fellman Invoice – The Commissioners reviewed the November to December invoice from Commissioner Attorney Ken Fellman.
 - 2018 Century Link PRI Phone Maintenance Contract Renewal – **Commissioner Wiley moved to approve Chairman Bushner's signature on the 2018 contract renewal with Century Link for phone services provided to Yuma County of \$541.51 to be paid from 20-903-6362. Commissioner Wingfield seconded the motion which passed by unanimous vote.**



- *Department Reports* – The Commissioners reviewed the 2018 first period Civil Asset Forfeiture Report, the 2017 High Plains Highway Treasurer's Report, the December 2017 County Clerk's Report, December 2017 Treasurer's Report, and 2017 Quarter 4 Public Trustee's Report.
- *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 and received notification of no updates on the single-entry point plans from Bret Johnson Architecture and the current status of building security plans. Calhoon provided an update on the prior request by the County Commissioners to find alternative means of paying for the Sheriff's Office Grappler requested as part of the upfit for the 2018 Dodge Ram pickup previously approved. Per Undersheriff Adam Wills, the Grappler will be donated to the Yuma County Sheriff's Office by the owner for a period of one year, at which point the Sheriff's Office will have an opportunity to either purchase it or will need to have a grill guard installed on the pickup.
- *Correspondence* – Calhoon presented letters of interest for year-end Board vacancies, the 2017 CCI Annual Report, the 2018 Haxtun Fire Protection District Transparency Notice, a notice of grant application by the South Y-W Ambulance Service, and an invitation for the Commissioners to attend the Colorado Communities Symposium.
- *Oil & Gas Updates* – Calhoon reported a future planned meeting attendance by ONEOK in regards to the planned pipeline to run through Yuma County. No other updates for any oil and gas related issues were reported since the last meeting.
- *Maintenance Updates* – Maintenance Sergeant Travis Dinsmore reported on current facilities management projects and identified issues. **Commissioner Wingfield moved to approve the bids from RiteAir and Web Line Direct for the purchase of washable HVAC filters for up to \$2,993.40 to be paid out of 01-109-6366. Commissioner Wiley seconded the motion. It passed by unanimous vote.**

Commissioner Wiley moved to approve a bid from Jacob Engel to replace the carpet in the Land Use/GIS Office for a total of \$618.00 to be paid from 01-109-6366 using carpet left over from previous carpet replacement in the Commissioner's Office and Admin/Finance areas. Commissioner Wingfield seconded the motion which passed unanimously.

Commissioner Wingfield moved to approve the bid K-Lawn for provision of lawn care services for 2018 for a total amount of \$455. Commissioner Wiley seconded the motion which passed by unanimous vote.

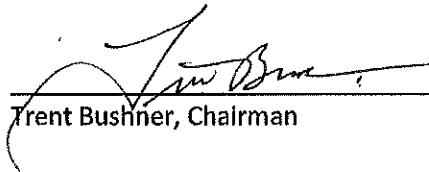
- *HR Updates* – Calhoon reported updates on County Human Resource topics.

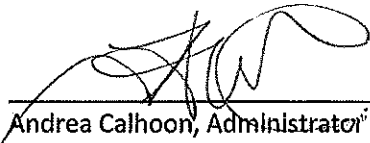
Commissioner Wiley moved to approve the 2017 personal leave buyouts for Yuma County employees consisting of 1386.43 hours for a total of \$29,109.64. Commissioner Wingfield seconded the motion which passed unanimously.

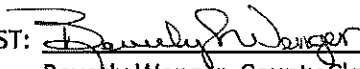
The Commissioners requested review of optimal job posting for the upcoming opening for Land Use/GIS Coordinator, coordination of an event recognizing the service of former County Administrator Kara Hoover, and provision of cost estimates for an Automated Electronic Defibrillator to be considered for placement at the fairgrounds. The Commissioners also reviewed 2017 Holiday Gift Certificate usage and discussed potential future MASA Air Ambulance coverage for additional County agencies as well as scheduled annual performance reviews for staff reporting to the Board of County Commissioners.



There being no further business, the meeting adjourned at 4:40 p.m. The next regular meetings of the Board of County Commissioners will be on January 31, 2018 and February 14, 2018.


Trent Bushner, Chairman


Andrea Calhoon, Administrator

ATTEST: 
Beverly Wenger, County Clerk

