

YUMA COUNTY COMMISSIONERS

March 16, 2018

Minutes¹

On March 16, 2018 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Trent Bushner, Commissioner Dean Wingfield, 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 prior month.

Special Events License

Nancy Wright, Yuma County Motor Vehicle Deputy Clerk, presented for signature a special events license for the Akron Lions Club for March 23, 2018 from 5:00 pm–11:00 pm at the Irrigation Research Foundation, 40161 CO HWY 59, Yuma, CO 80759. The license was approved at the February 28, 2018 regular meeting.

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:30 a.m. Human Service Director Phyllis Williams was present. Detailed minutes from this meeting are maintained by the Department of Human Services.

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

Road and Bridge

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

Current Projects

- *CR 38 Gravel* – Colden reported that the Road & Bridge Department completed the gravelling of 3 miles of County Road 38 last week.
- *CR Y North of US 34* – Colden reported current work on County Road Y north of US Highway 34.
- *CR 54 Complaint* – Colden reported on a citizen complaint on County Road 54. Colden received the complaint while out of the office but will take a look at the road and report back at a later meeting.
- *EIAF 8302 Permit* – Colden presented for signature a permit application to BNSF railroad for chip seal within their right-of-way for EIAF Project 8302 on County Road 39 at County Roads H and J. The permit fee is \$800.00. **Commissioner Wiley moved to approve both signature and fee on the permit application for BNSF right-of-way work for EIAF Project 8302. Commissioner Wingfield seconded the motion which passed unanimously.**
- *Unit #21 Bucket Truck to Service Truck* – Colden discussed his intention to move Unit #21 from a bucket truck to a service truck. In the last 4 years the bucket truck has been used a total of 71 hours and the Department is in need of an additional service truck. Colden recommended conversion of use as the most efficient use of equipment currently available. Colden discussed options for bucket truck use should the need arise. The Commissioners had no objection to the transfer.
- *Four Rivers Blade Contract* – Colden presented the purchase order for the John Deere 772G Motor Grader with Ripper approved for 2018 purchase in December 2017. **Commissioner Wiley moved to approve signature on the contract for the new John Deere 772G Motor Grader with Ripper including 12 month extended warranty, unit 0401-18 for a total of \$266,483 to be paid from 20-920-8940 as approved in December 2017. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *New Hires* – Colden reported two new hires made, one of which has withdrawn acceptance of the position due to higher salary to remain with his current employer. **Commissioner Wiley moved to sign the salary**

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





authorization for Equipment Operator Josh Wakefield at Category 1, Grade 5, Level 3 as of March 21, 2018. Commissioner Wingfield seconded the motion which passed unanimously.

CTSI Loss Analysis and Financial Trend Reports, Jon Wagner

At 9:50 a.m., the Board of County Commissioners met with Mr. Jon Wagner, CTSI Loss Prevention Team Leader, to review the 2017 loss analysis and financial trend reports. Mr. Wagner presented the Commissioners with a plaque and certificate of appreciation recognizing Yuma County's long-standing relationship with CTSI. Wagner reported on a new fleet safety program including CTSI recommendations and advisement on the implementation of a fleet safety program. The Commissioners reviewed the proposal and will take the recommendations under advisement.

Wagner reported on the casualty loss history of Yuma County as well as recommended contribution levels going forward. Yuma County has had a reasonable loss history over the past 5 years, even with consideration to the 2017 hail damage claim. Wagner reported this is largely due to astute risk management practices by the County. Wagner reported on training history with Yuma County and recommendations for employee trainings to further manage loss.

Wagner also reported on the Worker's Compensation loss history of Yuma County and discussed trends in claims over the prior 5 years. Wagner again reported that Yuma County's loss history has been well managed with a reasonable loss history of 71 claims in 5 years. Causes of claims for Yuma County and mitigation practices were discussed by the group.

Yuma County Veteran's Officer, KT Gregg

At 11:11 a.m., the Board of County Commissioners met with Yuma County Veteran's Officer KT Gregg who reported his planned retirement from the position as of June 1, 2018. The Commissioners would like to begin advertising for the position to plan for as smooth a transition as possible. The Commissioners noted their appreciation for Mr. Gregg's work and a fine job done for Yuma County.

Executive Session

Commissioner Wingfield moved to go into executive session at 11:29 a.m. for personnel matters under CRS 24-6-402(4)(f). Commissioner Wiley seconded the motion, which passed unanimously. Present were Chairman Trent Bushner, Commissioner Robin Wiley, Commissioner Dean Wingfield, Sheriff Chad Day, and Administrator Andrea Calhoun. Executive Session ended at 11:52 a.m.

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.

Pending Land Use Activity –

- Subdivision Exemption EFS0218-01 for Wray Ranch Co., LLC, Viaero Wireless Application, to divide 4.42 acres, more or less, from 506.08 acres, more or less, in the SW ¼ of Section 4, T1N, R42W, for the purpose of resale as a communication tower site.
- Land Use Development Permit DEV0218-01 to request approval for a land use change from agriculture to commercial and approval to install a telecommunication tower with supporting equipment in the SW ¼ of Section 4, T1N, R42W.
- Stan Schafer came into the office to discuss a purported error in the 2018 plat book. The issue was that multiple owners on a property would not all fit by name on the map. The issue was remedied by appending the term "et al" to the end of the first owner's name.



- Advertising on indeed.com for the next Land Use Administrator has commenced. A total of 17 applications were received of which nine were selected for an initial phone interview to be completed by Birnie and Administrator Andrea Calhoon. After phone interviews a short list of candidates will be presented to the Commissioners for review and interview.
- Recent communication with Al and Brian with the recent BioGas Plant initiative has centered around a conversation regarding surface owners. A list of surface owners within one mile of the proposed site at N1/2NW1/4 of Section 26, T1N, R48W was provided. The land currently belongs to Lanny Noble and is located just south of Heritage Dairy. Yuma County Economic Development Director Maggie Metzler is working closely with Birnie and the plant to consider potential alternative locations.

GIS

- *Wray Addressing* – Birnie is working to complete addressing in Wray before his planned retirement in November 2018.

Employee Break Room

At 2:00 p.m., the Commissioners were joined by Yuma County Clerk & Recorder Bev Wenger and Yuma County Assessor Cindy Taylor to discuss plans for and status of the employee breakroom. Also joining the meeting was Maintenance Sargent Travis Dinsmore.

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 meeting. **Commissioner Wingfield moved to approve the minutes from the February 28, 2018 Board of County Commissioners meeting. Commissioner Wiley seconded the motion; which passed unanimously.**
- *Certification of Accounts Payable* drawn on Yuma County Funds on March 16, 2018 with Check #67608 through 67723 for \$216,315.97, and WY Comm Center Funds with Check #8155 through 8164 for \$4,803.61 signed by Chairman Trent Bushner.
- *CAPP Report & Claim Review & Worker's Compensation Report* – The Commissioners heard information on pending CAPP claims and the current status of the 2017 hail storm claim as well as updates on current Worker's Compensation claims.
- *Signatures and Ratifications* –
 - Invoices/Finance Requests:
 - Tallgrass License Follow-Up Letter Request – The Commissioners heard a request from Mr. Dick Sears of Tallgrass Energy for a license confirming the transferability of the easement license completed earlier in the year. **Commissioner Wiley moved to approve signature on the letter confirming that the license granted to Tallgrass Energy is transferable to subsequent owners of the pipeline. Commissioner Wingfield seconded the motion, which passed unanimously.**
 - Brett Johnson Architecture Schematic Invoice – The Commissioners reviewed the invoice from Bret Johnson Architecture for the creation of schematic designs for a single-entry point for the Yuma County Courthouse. The invoice was for a total of \$2,790 which was less than the approved \$3,000.

- Yuma County Public Trustee Request for Payment – The Commissioners reviewed the request for payment for 2018 Q1 Public Trustee services for \$3,125. **Commissioner Wiley moved to approve payment to the 2018 Q1 Public Trustee for \$3,125. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**
- Blackbaud Financial Edge NXT W-Y Comm Center Expense – The Commissioners reviewed a statement detailing the annual expense of maintaining the financial data for the W-Y Communications Center in the County's new accounting software, Financial Edge NXT, for a cost of \$960 per year. The cost of the conversion of data into the new system has been covered by Yuma County and the Commissioners discussed the cost of maintaining functional data. **Commissioner Wingfield moved to invoice W-Y Combined Communications for the direct annual cost of database maintenance for the financial records maintained on their behalf by Yuma County Government as invoiced by Blackbaud for \$960 per year. Commissioner Wiley seconded the motion which passed unanimously.**
- Integrity Trucking Ethanol Plant Employee Training CDL Site Use – The Commissioners heard a request from Integrity Trucking to use the Yuma County Fairgrounds CDL site for an employee training on behalf of Yuma Ethanol. The Commissioners discussed use fees and scheduling with public CDL testing use.
- Grant Contracts and Updates – The Commissioners reviewed the following grant updates:
 - EIAF 8302 Beecher Island BNSF Resurfacing Permit Application – A permit application for resurfacing at a BNSF crossing for EIAF 8302 was presented during the Road & Bridge Department Update.
- *Department Reports* – The Commissioners reviewed the February 2018 Treasurer's Report, February 2018 Clerk & Recorder's Report, and the February 2018 Combined TV System Maintenance Log.
- *Prior Meeting Follow-Up* – Calhoon provided updates on prior meeting discussion and action items. The Commissioners heard updates on building security, the implementation of a new online ticket sales system for Yuma County Fair Tickets, the Yuma 1 and Idalia Tower site updates, and the implementation of Financial Edge, Yuma County's new accounting software package. The County will plan to apply for 2019 funds from the Underfunded Courthouse program to support security within the building and specifics of the project will be reviewed later in the year.
- *Correspondence* – Calhoon presented the schedule for the CCI Summer Conference in Keystone June 4-6, notified the Commissioners of planned travel by the Yuma County Emergency Manager, and requested to attend an Emergency Finance Conference in Loveland on May 1 as well at the Pro15 Transportation Summit in Limon on April 13. Additionally, the Commissioners set the following regular meeting dates: May 15 & 31, June 15 & 29, July 16 & 31, and August 13 & 31.

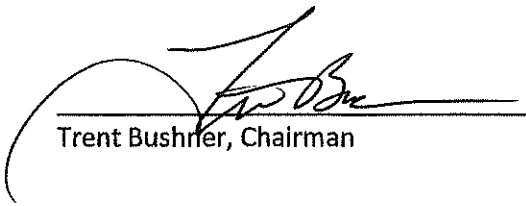
The Commissioners heard a message from a Ms. Susan Sherman reporting on dead cattle located at a feedlot at the corner of CR W and CR 26. The Commissioners referred the information to the Yuma County Sheriff's Office.

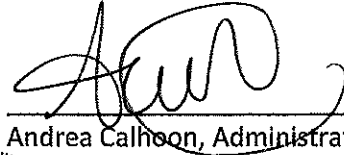
- *Oil & Gas Updates* – Calhoon reported no updates from OneOK on the proposed pipeline nor inquiries for new oil or gas wells since the last meeting.

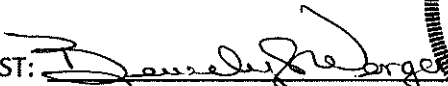


- *Maintenance Updates* – Calhoon provided updates on facilities maintenance projects.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including policy and salary structure reviews, employee newsletter publication, temporary vs contract employment status, recruitment efforts for a new Land Use Administrator/GIS Coordinator, and pending HR issues.

There being no further business, the meeting adjourned at 3:42 p.m. The next regular meetings of the Board of County Commissioners will be on March 30, 2018 and April 16, 2018.


Trent Bushner, Chairman


Andrea Calhoon, Administrator

ATTEST: 
Beverly Wenger, County Clerk

