

YUMA COUNTY COMMISSIONERS

October 31, 2018

Minutes¹

On October 31, 2018 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Trent Bushner, Commissioner Robin Wiley, Commissioner Dean Wingfield, 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.

Liquor License Renewal

Yuma County Deputy Clerk Nancy Wright presented the following for approval:

- Liquor License Renewal, Jo's Liquor

Commissioner Wiley moved to approve the liquor license renewal for Jo's Liquor. Commissioner Wingfield seconded the motion, which passed unanimously.

South YW Ambulance, Bruce Mann & Chris Monahan

Chris Monahan and Bruce Mann of South YW Ambulance Service joined the meeting at 8:30 a.m. to discuss a proposed CREATE grant application to send a currently employed EMT through paramedic school to serve the south half of the county. The grant structure reimburses educational expenses paid by South YW ambulance service. Due to financial constraints, South YW needs a commitment of financial support to pay the initial expenses that will be reimbursed by the granting agency following completion of the program. **Commissioner Wiley moved to approve signature on a letter of support for the CREATE grant application and waiver application, to act as fiscal agent in fronting expenditures, and to pay required matching funds on behalf of the agency for paramedic school expenses for a member of South YW Ambulance Service. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 3:32 p.m. Human Service Director Phyllis Williams, Child Welfare Supervisor Hollie Hillman, Bookkeeper Melanie Fisher, and Receptionist Robin Barnhardt were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

The Board of County Commissioners reconvened at 4:00 p.m.

Road and Bridge

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

Current Projects

- **Gravel Pit Exploration** – Colden and Mining and Reclamation Foreman Don Marr presented results on the exploration of a property owned by Susan Kunneman. Exploration reports indicated no gravel present at the location. The group discussed gravel pit locations and results around the County as well as plans for obtaining additional working gravel pits.
- **CDOT/FHWA Meeting** – Colden reported on a recent meeting with CDOT and the FHWA regarding the local road safety plan and potential grant funds to implement the LRSP as developed by Don Marr. The primary expenditure for the plan is proposed to be signage, both stop signs and advanced warning signs. The grant requires 20% matching funds for \$50,000 in grant funds and can be matched with in-kind labor dollars over the course of 5 years. Additional information from CDOT and FHWA will be forthcoming.

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





- *Emergency Response Plan* – Colden reported a department level disaster response plan that is being developed with County Emergency Manager Roger Brown that will incorporate support for the incorporated communities within the County.
- *Vendor Notices/AP Processes* – Colden discussed an update to departmental processes that include electronic invoicing by vendors to streamline the accounts payable process and improve efficiency in billing.
- *Leave of Absence* – Colden reported that Tom Hartman has been released to return to work and has returned to his position as of this week.
- *Bridge on 34* – Colden reported that he reviewed the plans for bridge reconstruction west of Wray on Highway 34 and opined that no permitting through Road & Bridge should be required.
- *City Bill and Teryx* – Colden requested that the city bill and the IT bill from Teryx that are currently are delivered to the central Finance Office be delivered to the Road & Bridge Accounts Payable department for improved expediency in payment. The Commissioners were in support of the change of billing contact to the Road & Bridge billing office.
- *Ditch on CR KK* – Colden discussed some washout challenges in the ditch on County Road KK and potential issues related to inclement weather as well as suggestions for resolution. The washout is significantly impacted by practices of surrounding landowners and the group discussed the necessity to bill landowners for repairs that are necessary as a result of drainage practices.

Eastern Colorado Community Fund, John Chapdelaine

John Chapdelaine of the Eastern Colorado Community Fund joined the meeting at 10:15 a.m. to provide updates on the progress, projects, and plans for the Eastern Colorado Community Fund. Mr. Chapdelaine reported on specific outcomes and opportunities in Yuma County including opportunities to fit in between strong local community funds that are already in existence.

Department Heads/Elected Officials Meeting

Department Heads and Elected Officials met at 11:00 a.m. to discuss group events. The Christmas decorating theme was selected and the holiday open house was scheduled for December 14, 2018. The group discussed administrative topics such as the distribution of approved minutes, breakroom amenities, and emergency procedures.

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.

- *Administrative Land Use Permit* – Yoast presented the following for signature:
 - **Resolution 10-31-18 A ADM1018-01** approving a lot line adjustment to change the ownership of 5.70 acres, more or less, in the SW $\frac{1}{4}$ S 22, T2S, R34W from Alfred W. Renzelman Estate to Kenny & Jeri Rose. **Commissioner Wiley moved to sign Resolution 10-31-18 A approving a lot line adjustment transferring ownership of 5.70 acres, more or less, in the SW $\frac{1}{4}$ of S 22, T2S, R43W from Alfred W. Renzelman Estate to Kenny & Jeri Rose. Commissioner Wingfield seconded the motion. It passed unanimously.**
- *Temporary RV Park* – Drake & Megan Johnson are interested in putting 7 RV/Camper spaces on their 130-acre parcel south of Wray to rent to pipeline workers for the construction of the Elk Creek Pipeline. No application has been received.
- *Flaking Mill Letter* – Yoast reported no current follow-up on a letter to Mr. Erick Farmer regarding a new flaking mill built on his property.
- *Highline Electric Activity Notice* – An activity notice was filed by Highline Electric for a monopole at the SW $\frac{1}{4}$ of S35, T5N, R45W.



- **Pending Land Use Activity** – Yoast has received notification from Josh Skelton from Dickinson Land Surveyors of three pending land use applications anticipated for November and a potential lot line adjustment.
- **Lot Line Adjustment** – Yoast presented a lot line adjustment

GIS

- **Mapping** – Yoast reported working on updates for the master map and continues work on Emergency Management maps.
- **Mapping Software** – Yoast reported research on the Sidwell FARMS tool and will bring information back to the group.

Yuma County Treasurer, Dee Ann Stults

County Treasurer Dee Ann Stults joined the meeting at 1:30 p.m. to review office updates. Stults reviewed the delinquent tax list and the tax lien sale list as it stands currently as well as budgetary planning questions, groundwater management district certifications, staff wages for the expiration of a probationary period, and County pending claims through the Great Colorado Payback. **Commissioner Wingfield moved to sign Resolution 10-31-18 B designating the Yuma County Treasurer as responsible for monitoring and collecting unclaimed Yuma County property through the Great Colorado Payback. Commissioner Wiley seconded the motion which passed unanimously.**

Commissioner Wiley moved to approve the salary authorization for Erin Monheiser to move from G5/S4 to G5/S5 as of November 1, 2018 due to accomplishments during the initial 6-month probationary period. Commissioner Winfield seconded the motion, which passed unanimously.

Yuma County Undersheriff, Adam Wills

Yuma County Undersheriff Adam Wills met with the Commissioners at 2:00 p.m. to discuss the disposal of a Computer Voice Stress Analysis laptop, or CVSA. Due to the regulation surrounding CVSA equipment, disposal must be made to either a certified analyst or a NITV Federal Services. As a certified analyst, Wills submitted a request to purchase the equipment as the agency has expressed that it will contract out CVSA services to a nearby agency instead of maintaining certification for employees. **Commissioner Wiley moved to approve the sale of the currently owned CVSA equipment to Undersheriff Adam Wills for \$1500 contingent upon compliance with regulatory transfer requirements. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

Yuma County Clerk, Bev Wenger

County Clerk Bev Wenger joined the meeting at 3:00 p.m. to discuss budgetary and salary items related to two employees who have recently passed drivers license system certification exams. **Commissioner Wiley moved to approve salary authorizations for Sarah Vance to move from G5/S4 to G6/S2 effective December 1 and for Jessica Humphrey from G5/S4 to G6/S2 effective November 1 for successful completion of driver's license certification. Commissioner Wingfield seconded the motion, which passed unanimously.**

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 meetings. **Commissioner Wiley moved to approve the minutes from the October 16, 2018 Board of County Commissioners meeting. Commissioner Wingfield seconded the motion, which passed unanimously.**
- **Certification of Accounts Payable** drawn on:
 - Yuma County Funds on October 31, 2018 with Check #32201 through 32272 for \$290,007.09;



- Yuma County Payroll Funds on October 31, 2018 with Check #31672 through 31692 and EFT #43638 through 43762 for \$228,868.05;
 - WY Communications Funds on October 31, 2018 with Check #8328 through 8342 for \$33,709.22; and,
 - WY Communications Payroll Funds on October 31, 2018 with Check #4393 through 4394 and EFT #5880 through 5891 for \$32,356.60 were signed by Chairman Trent Bushner.
- *CAPP Report & Claim Review* – The Commissioners heard information on pending CAPP and workers' compensation claims.
 - *Signatures and Ratifications* –
 - Resolutions/Ordinances Requests:
 - Resolutions and Ordinances – Resolution 10-31-18 B was addressed during the agenda item for the Yuma County Treasurer.
 - Grant Updates – The Commissioners reviewed information regarding pending and submitted grant applications including the 2019 OEM Hazard Mitigation Grant, the final report submission for Energy Impact Grant 8302, a true-up request for previously submitted grant reports on the Energy Impact Grant 8302, and grant applications for the Ag Innovation Center. **Commissioner Wiley moved to approve signature on the 2019 Office of Emergency Management Hazard Mitigation Grant Participation Letter to Kit Carson County. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

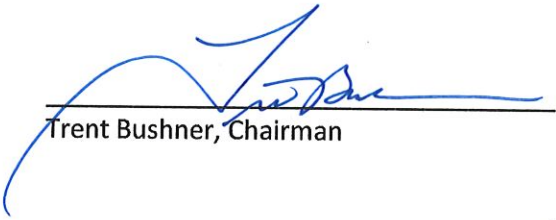
Commissioner Wiley moved to approve signature on a true-up request to Greg Etl at the Division of Local Affairs reallocating previously submitted funds from Construction to Operations on the Beecher Island component of Energy Impact Grant 8302. Commissioner Wingfield seconded the motion and it passed unanimously.
- *Department Reports* – The Commissioners reviewed the Q3 2018 Seaboard monitoring report, the September 2018 Veteran's report, and heard an update reported by the Treasurer's Office regarding a missed certification deadline by the WY Groundwater District. The Commissioners also further discussed a request from the Yuma County Sheriff's Office to dispose of personal equipment assigned to individual deputies at termination. The Commissioners determined that cell phones could be purchased for replacement cost and sidearms could be purchased at half the replacement value. Determination on disposal of K9 assets is pending further information.
- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including the construction of two new emergency communications towers and the implementation of Blackbaud Financial Edge NXT accounting software.
- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
 - Discussion of a proposed contract by Cob-Web Creations to assume update and maintenance of the Yuma County Office of Emergency Management website along with the County website after the first of the year.
 - Preliminary questions on a procedure review initiated by the Emergency Manager.
 - Scheduling of a budget work session during the November 30, 2018 regular meeting.



- *Oil & Gas Updates* – Calhoon reported no updates on the proposed Elk Creek pipeline since the last meeting as well as a reported line leak by OWN Resources.
- *Maintenance Updates* – Calhoon reported on fairgrounds RV space rentals and other maintenance topics.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues.

Commissioner Wiley moved to reduce personal leave hours accrued for County Administrator Andrea Calhoon in the month of September from 14 to 8 due to full-time status anniversary date. Commissioner Wingfield seconded the motion, which passed by unanimous vote.

There being no further business, the meeting adjourned at 5:30 p.m. The next regular meetings of the Board of County Commissioners will be on November 14, 2018 and November 30, 2018.



Trent Bushner, Chairman



Andrea Calhoon, Administrator

ATTEST: 

Beverly Wenger, County Clerk





BOARD OF COUNTY COMMISSIONERS
COUNTY OF YUMA, STATE OF COLORADO
RESOLUTION NO. 10-31-2018 B

**A RESOLUTION DESIGNATING THE YUMA COUNTY
TREASURER TO MONITOR AND COLLECT YUMA
COUNTY CLAIMS THROUGH THE GREAT COLORADO
PAYBACK**

WHEREAS, the Board of County Commissioners (“Board”) has the authority to exercise all County powers within Yuma County pursuant to Section 30-11-103, C.R.S.; and

WHEREAS, the Board is aware that unclaimed property resulting from The Great Colorado Payback may occasionally be owed to Yuma County through the State Treasurer’s Office; and

WHEREAS, the Board determines it to be fiscally responsibility for Yuma County to claim any and all unclaimed property owed to any department or office of Yuma County Government; and

WHEREAS, the Board desires to delegate a singular authority for monitoring and claiming unclaimed property on behalf of Yuma County;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF YUMA, STATE OF COLORADO:

That, pursuant to the authority of the laws of the State of Colorado, do hereby designate the Yuma County Treasurer as the responsible party for monitoring available Yuma County Claims through The Great Colorado Payback with subsequent responsibility for claiming all unclaimed properties owed to Yuma County and processing the return of said properties.

MOVED, READ AND ADOPTED by the Board of County Commissioners of the County of Yuma, State of Colorado, at its regular meeting held on the 31st day of October, 2018. The above and foregoing Resolution was, on a motion duly made and seconded, adopted by unanimous vote of the Board of Yuma County Commissioners.

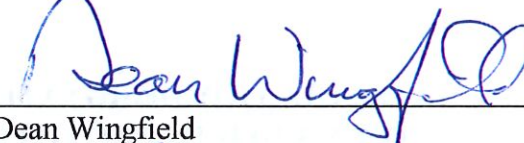


ADOPTED this 31st day of October, 2018.


**THE BOARD OF COUNTY COMMISSIONERS
OF YUMA COUNTY, STATE OF COLORADO**



Trent Bushner, Chairman



Dean Wingfield



Robin Wiley

ATTEST:



Beverly A. Wenger, County Clerk

