

## YUMA COUNTY COMMISSIONERS

December 14, 2018

Minutes<sup>1</sup>

On December 14, 2018 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Commissioner Robin Wiley, Commissioner Dean Wingfield, and Administrator Andrea Calhoon were present throughout the day. Chairman Trent Bushner joined the meeting at 11:00 a.m.

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

### 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, Eligibility Supervisor Dalene Rogers, Child Welfare Supervisor Hollie Hillman, and Receptionist Robin Barnhardt were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

**Commissioner Wiley moved to approve the legal contract renewal with RayAnn Brammer for provision of legal services from January 1, 2019 through December 31, 2019. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wiley moved to approve the contract with Phyllis Williams for provision of financial management services for a term of January 1, 2019 through December 31, 2019 for up to 320 hours of in-person services and up to 416 hours of phone and/or email consultation. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

The Board of County Commissioners reconvened at 8:52 a.m.

### Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:35 a.m. to provide the department updates.

#### *Current Projects*

- *Current Road Projects* – Colden reported work currently in various areas of the Wauneta area.
- *Road Impact Fee Waiver Request* – Colden presented a request from Scouler grain to waive road impact fees due for the 2018 year due to hail damage impacting economic conditions for their organization. After discussion of the circumstances, the Commissioners opted not to grant the request of waiver.
- *Truck/Trailer Inspection Bid* – Colden presented bids for annual inspections of truck/trailer bids. **Commissioner Wiley moved to approve the bid submitted by Mark Sievers for annual truck and trailer inspection for 2019 for \$35 each per semi, tandem, and pickup and \$30 per trailer. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *Timekeeping Policy* – Colden presented a timekeeping policy for his department relating to mobile timekeeping in the PubWorks software system. **Commissioner Wiley moved to approve the Road & Bridge timekeeping policy as presented effective January 1, 2019. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *Wauneta House* – Colden presented bids for \$3,850 and \$4,000 for re-roofing of the Wauneta house submitted by Spelts Roofing and Howard's Tri State Construction, respectively. **Commissioner Wiley moved to approve the bid from Howard's Tri State Construction to replace the roof at the Wauneta house**

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



**for an amount not to exceed \$4,000. Commissioner Wingfield seconded the motion and it passed unanimously.**

- *SB 18-167 Utility Locates Legislation* – Colden discussed planning for the first two weeks of January when production will be limited due to legislative requirements related to SB 18-167 changing requirements for utility locates.
- *Salary Authorizations* – **Commissioner Wingfield moved to approve the salary authorization for John Standley at G5/CI/L1 with a start date to be determined. Commissioner Wiley seconded the motion, which passed unanimously.**

**Commissioner Wingfield moved to approve the salary authorization for Zachary Starks at G5/C1/L6 with a start date to be determined. Commissioner Wiley seconded the motion, which passed unanimously.**

#### Roberta Helling, Bookmobile Term

Mrs. Roberta Helling, representing the Northeast Colorado Bookmobile, joined the meeting at 10:30 a.m. Mrs. Helling notified the Commissioners of her intended retirement from the Bookmobile board at the end of December 2018. The Commissioners thanked Mrs. Helling for her decades of service to the community and the region on this board and wished her well. The group discussed interim coverage until a replacement can be identified and appointed.

#### Bev Wenger, County Clerk & Recorder

County Clerk Bev Wenger was heard at 10:45 a.m. to discuss year-end leave buyout for her staff and personnel policies associated. **Commissioner Wiley moved to approve the buyout of all compensatory time over the personnel policy limit for 2018 due to staff vacancies and associated coverage. Commissioner Wingfield seconded the motion, which passed unanimously.**

#### 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.

- *Parcel Sale* – Mr. John Schaffner joined the meeting to discuss an approximately 2.7-acre parcel located in NE4SE4, S34, T2N, R45W immediately adjacent to his property that has been proposed for sale. The group discussed fee responsibility for the sale. The conversation was tabled pending discussion with Yuma County Title and Abstract.
- *Pending Land Use Activity* – Yoast provided updates on recent land use activity and potential applications for the coming months. Yoast expects one exemption from subdivision application for the December 31 meeting and none additional exemption from subdivision being processed for potential January review.
- *Yuma 1 Tower Land Purchase* – Yoast updated the Commissioners on the status of closing on ground being purchased in Washington County immediately adjacent to the Yuma 1 emergency communication tower. A closing date is to be set before the end of December 2018. **Commissioner Wingfield moved to authorize Commissioner Robin Wiley to sign the closing documents for the Washington County land purchase on behalf of the Board of County Commissioners. Commissioner Wiley seconded the motion, which passed by unanimous vote.**

#### GIS

- *Mapping* – Yoast reported working on updates for the master map and continues work on Road & Bridge and Emergency Management maps.

#### Roger Brown, Yuma County Emergency Manager

Yuma County Emergency Manager Roger Brown joined the meeting at 1:30 p.m. to discuss 2018 accomplishments and 2019 projects for the Office of Emergency Management. Brown reported that the Hazard Mitigation Plan, Threat and Hazard Identification and Risk Assessment (THIRA), and Tactical Interoperable Communications Plan



(TIC) are all due for renewal in 2019. Brown also discussed an upcoming grain entrapment training scheduled for January 26 and 27 in Holyoke that will be provided to local volunteer fire agencies free of cost due to sponsorships by local businesses as well as other trainings he plans to present in 2019.

Dee Ann Stults, Yuma County Treasurer

County Treasurer Dee Ann Stults met with the Commissioners at 11:00 a.m. to review the delinquent tax list. Stults discussed an oil drilling rig that is not in production and is considered personal property on the tax roll that is delinquent on property taxes. The rig is being stored on property within Yuma County but is not owned by the property owner. Stults discussed the impacts and process of distraining the property and conferred with the Commissioners on the appropriate course of action. The group determined that the property would not currently be distrained.

Darlene Carpio, Senator Cory Gardner's Office

At 2:50 p.m., Darlene Carpio of Senator Cory Gardner's Office joined the Commissioners to review legislative and federal updates. Carpio provided updates on the passage of the Farm Bill and highlights of the contents as well as specific Farm Bill amendments proposed by Senator Gardner that were included in the final iteration of the bill and local agriculture impacts including CREP and hemp insurability topics. Carpio also reported on an award Senator Gardner recently received from the Geophysical Union and information on a newly identified rural broadband funding opportunity that is available to private sector organizations.

Carpio requested information from the Commissioners on how Senator Gardner can continue to support Yuma County. The Commissioners discussed the status of Bonny Reservoir and associated reclamation plans and recently adopted emissions standards for the State of Colorado and economic impacts thereof. The group exchanged gratitude for the service provided on each side.

2019 Budget Hearing

At 4:00 p.m., Chairman Bushner opened the hearing to accept public comment on the proposed 2019 budgets for Yuma County, Yuma County Landfill, and Yuma County Water Authority. The Commissioners reviewed the budget documents. No member of the public was present to make comments. The hearing was closed at approximately 4:05 p.m. **Commissioner Wiley moved to approve the 2019 Yuma County Budget, the 2019 Yuma County Landfill Budget, and the 2019 Yuma County Water Authority Budget as presented. Commissioner Bushner seconded. The motion passed unanimously.**

- **Commissioner Wingfield moved to approve Resolution 12-14-2018 A setting Yuma County's Mill Levy for the year 2018 to defray costs for the 2019 budget year. The total Yuma County Mill Levy is set at 21.728 mills with the General Fund receiving 16.685 mills, plus an abatement of .014 mills. Road and Bridge is to receive 2.529 mills; Human Services 1.000 mill; Insurance Fund 0.500 mill; and Recreation Fund 1.000 mill. The total tax revenue expected to be collected for all County Funds is \$5,445,652. The 2018 County Assessed Valuation, as certified with the County Assessor is \$250,628,360. Commissioner Wiley seconded the motion, which passed by unanimous vote.**
- **Commissioner Wiley moved to approve Resolution 12-14-2018 B a Resolution to Adopt the 2019 budget which summarizes expenditures and revenues for each fund and adopts a budget for the County of Yuma, Colorado, for the calendar year, beginning the first day of January 2019 and ending on the last day of December 2019. Total Expenditures approved \$21,223,862. Commissioner Wingfield seconded the motion, which passed unanimously.**
- **Commissioner Wingfield moved to approve Resolution 12-14-2018 C which appropriates sums of money to the various Yuma County funds and spending agencies for the 2019 budget year. Commissioner Wiley seconded. The motion passed by unanimous vote.**



**Commissioner Wiley moved to set the 2018 mill levies as presented. Commissioner Wingfield seconded the motion, which passed unanimously.**

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, 2018 Board of County Commissioners meeting. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wingfield moved to approve the December 5, 2018 Special Meeting minutes. Commissioner Wiley seconded the motion, which passed unanimously.**

- **Certification of Accounts Payable** drawn on:
  - Yuma County Funds on December 14, 2018 with Check #32488 through 32600 for \$220,358.79,
  - Yuma County Payroll Funds on December 14, 2018 with Check #34449 through 34534 and EFT #43916 through 44001 for \$43,250.00, and
  - WY Communications Funds on December 14, 2018 with Check #8363 through 8375 for \$4,360.28 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 – **Commissioner Wingfield moved to approve Resolution 12-14-2018 D transferring interest of \$2,876.49 from the General Fund (F1) to the Conservation Trust Fund (F6). Commissioner Wiley seconded the motion and it passed unanimously.**

**Commissioner Wiley moved to approve Resolution 12-14-2018 E transferring interest of \$2,627.75 from the General Fund (F1) to the Closure/Post Closure Fund (F21). Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wingfield moved to approve Resolution 12-14-2018 F rescinding Resolution 06-29-2018 E and approving the 911 Authority Board to purchase a new telephone system for a price not to exceed \$115,125.20 instead of approving the purchase by the WY Communications Center. Commissioner Wiley seconded the motion, which passed unanimously.**

**Commissioner Wiley moved to approve Resolution 12-14-2018 G transferring \$30,000 from the General Fund (F1) to the Separation of Employment Fund (F22). Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wingfield moved to approve Resolution 12-14-2018 H transferring \$400,000 from the General Fund (F1) to the Capital Acquisition Fund (F20). Commissioner Wiley seconded the motion, which passed unanimously.**

**Commissioner Wingfield moved to approve Resolution 12-14-2018 I transferring \$450,000 from the Recreation Fund (F5) to the Capital Acquisition Fund (F20). Commissioner Wiley seconded the motion, which passed by unanimous vote.**



- Grant Updates – The Commissioners reviewed information regarding pending and submitted grant applications.

**Commissioner Wiley moved to approve signature on a commitment of funds letter documenting commitment of a \$1,500 cash match and at least \$1,794.26 of in-kind match for completion of the 2019 Hazard Mitigation Plan. Commissioner Wingfield seconded the motion, which passed unanimously.**

- *Department Reports* – The Commissioners reviewed the November 2018 Treasurer's report, the Q3 2018 Public Trustee's report, the 2018 possessory interest tax list, the November 2018 TV system maintenance log, and the November 2018 Clerk & Recorder's report.

**Commissioner Wiley moved to approve payment of the 2018 3<sup>rd</sup> quarter Public Trustee's request for payment in the amount of \$3,364.06. Commissioner Wingfield seconded the motion, which passed unanimously.**

- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including the valuation of land adjacent to Schaffner Auction, closing on the purchase of land adjacent to the Yuma 1 emergency communication tower in Washington County, and the implementation of Blackbaud Financial Edge NXT accounting software.

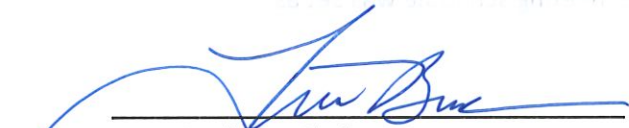
- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
  - A request to designate a proxy for 2019 from Colorado Counties, Inc. **Commissioner Wiley moved to designate Chairman Trent Bushner as the CCI proxy for 2019. Commissioner Wingfield seconded the motion, which passed unanimously.**
  - Establishment of 2019 first quarter meeting dates. The meeting schedule was set as:
 


January 15	January 31
February 15	February 28
March 15	March 29
April 15	April 30
  - A letter sent to 4Rivers Equipment by Administrator Andrea Calhoon.
  - An invitation for a representative of the Board of County Commissioners to attend the holiday party for A Caring Pregnancy Resource Center.
  - A letter of interest for a vacancy on the Yuma County Planning Commission Board. **Commissioner Wiley moved to reappoint Scott Weaver to the Yuma County Planning Commission Board for a term of January 1, 2019 to December 31, 2021. Commissioner Wingfield seconded the motion, which passed unanimously.**
  - A letter from NITV Federal Services acknowledging the transfer of CVSA equipment ownership from Yuma County to Undersheriff Adam Wills.
  - 2019 Yuma County Ambulance Service license renewals for Yuma Ambulance Service, Wray Ambulance Service, and South YW Ambulance Service. A renewal application for Idalia Ambulance Service is expected to be presented at the December 31, 2018 meeting. **Commissioner Wingfield moved to approve ambulance service license renewals for Yuma Ambulance Service, Wray Ambulance Service, and South YW Ambulance Service for a period of January 1, 2019 through December 31, 2019. Commissioner Wiley seconded the motion and it passed unanimously.**

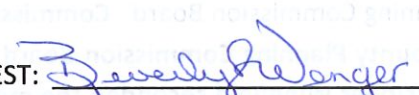


- A request to be heard at an upcoming meeting from the ambulance service directors within the County regarding regional Memorandums of Understanding allowing reciprocity in licensing to ensure appropriate coverage in all regions of northeastern Colorado. Calhoon will schedule the discussion at an upcoming regular meeting.
  - **Commissioner Wiley moved to approve the Eckley Law Enforcement contract for a sum of \$2,400 for provision of law enforcement services in the Town of Eckley by the Yuma County Sheriff's Office for a period of January 1, 2019 through December 31, 2019. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *Oil & Gas Updates* – Calhoon reported no updates on oil and gas topics since the last Commissioner's meeting.
  - *Maintenance Updates* – Calhoon reported on prioritization efforts in the Maintenance Department planned for 2019.
  - *HR Updates* – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues. A letter from Undersheriff Adam Wills declining a formal exit interview was presented to the Commissioners.

There being no further business, the meeting adjourned at 5:08 p.m. The next regular meetings of the Board of County Commissioners will be on December 31, 2018 and January 15, 2019. A work session to review personnel policies will be held with other County Elected Officials is scheduled for December 18, 2018.

  
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Trent Bushner, Chairman

  
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Andrea Calhoon, Administrator

ATTEST:   
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Beverly Wenger, County Clerk

