

YUMA COUNTY COMMISSIONERS

February 27, 2015

Minutes<sup>1</sup>

On February 27, 2015 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 Kara Hoover were present throughout the day.

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

CAPP/WC Loss Analysis

County Technical Services, Inc. (CTSI) Loss Prevention Team Leader, Ted Lindtveit began his presentation by reminding the Commissioners of the history of CTSI. He recapped that the pool is 25-years-old and was originally formed because counties were having trouble obtaining coverage. He reported that the services they offer are not the same, but can be customized specifically for each county. He relayed that in 2014, 3.1 million premium dollars have been returned to the counties for other services.

Lindtveit presented a detailed loss analysis report for Casualty and Property and Worker's Compensation Pool for 2014. Lindtveit reported that Yuma County was listed 19 out of 52 counties in the Casualty and Property Pool, showing a reduction in loss claims in 2014. He also reported that in the Worker's Compensation Pool, Yuma County was ranked 38 out of 51 counties, with an increase of claims in 2014. Yuma County's combined overall loss ratio was 2.01 in 2014. Lindtveit reported that this was a very good ratio and commended the county for their loss prevention efforts. Lindtveit shared the five-year totals for both pools include: Worker's Compensation Pool, showing 72 claims, total incurred of \$815,902, with an average incurred per claim of \$11,332; Casualty and Property Pool, revealing 30 claims, \$174,625 total incurred, with an average of \$5,821 cost per claim; which is below the pool average.

Department of Health & Human Services

The commissioners conducted business with Dave Henson, the Director of the Department of Health and Human Services. HHS Staff member Robin Barnhart was also present.

Henson presented a job description for the floater position, Human Services Aide I and II, proposing a starting wage of G4 and G5. He reported that Robin Barnhart will be filling this position; he is now advertising for a receptionist position.

Veterans Officer

Ralph Spellman, Yuma County Veteran's Officer, conveyed that he would like to retire serving as the Veteran's Officer. Spellman suggested combining Yuma and Washington counties. The Commissioners will research a replacement.

Road and Bridge

Supervisor Mark Shaw, Fleet Foreman Kent Twiss, and Lead Equipment Operator Kevin Ritchey were in attendance to give Road and Bridge department updates. The following items were discussed:

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<sup>1</sup> Minutes prepared by Kara Hoover-summary of discussions, not verbatim



- *Current Projects* – Shaw reported that road crews are currently improving gravel and base on County Road 7. There is a need for additional material. The Commissioners suggested Shaw speak with Ed Berry and Paul Peters about obtaining additional gravel; additionally, Road and Bridge is working in other areas of the county, as well.
- *CDOT Highway 34 Turning Lane Projects* – Shaw reported that he spoke with Brett Locke, from CDOT; who reported that the soil samples from the Cargill fill-dirt are good, and they are now just waiting on the proper federal authorization to be completed; which could take 30 to 45 days. CDOT has expressed interest in the excess dirt for use with other projects. YW Electric has been contacted to move the electrical poles that will be in the turning lanes. Shaw stated that YW Electric officials are now saying that it will be necessary to bore under the highway, increasing the cost to nearly \$20,000; which is approximately \$4,000 more than what was budgeted. CenturyLink has been contacted about moving the phone boxes on both County Road H and County Road J. Shaw voiced concerns about extending the culvert for the turning lane on County Road J. He reported that County Road H's culvert should not need revisions.
- *CDOT Railroad Crossing Signals and Arms* –Shaw spoke with Matt Flores from CDOT about railroad crossing upgrades to be completed this summer. Flores mentioned the crossings that are to be improved include County Road H and L. Shaw reported that County Road L was in-line for crossing signal and arms due to a suicide/fatality that occurred a few years ago. He reported that other county roads in the area, County Road J, K, PP and RR, have much greater traffic volume than County Road L, and he believes the other roads pose more danger than the sparsely traveled County Road L. The Commissioners also agreed with Shaw's road analysis. Commissioner Bushner relayed that he would speak to Matt Flores about their concern.
- *Tree Removal* – Shaw presented a quote from Magnum Tree Service, LLC in Otis, Colorado, to clear overhanging branches from County Road 34, also known as Sunset Boulevard in Wray. The quote is for a total of 75 trees, completed in three sections, with an estimated cost of \$56,500. The Commissioners asked Shaw to obtain additional bids.
- *Simmons Bridge* – Shaw reported that a heavy piece of equipment ran across the Simmons Bridge, south of Wray. The equipment was being used to build a new transmission line by Tri-State Generation and Transmission Association, Inc. Shaw spoke with Joel Bardal from Tri-State, notifying him that he would be inspecting the bridge and Tri-State would be responsible to repair any damage found.
- *County House Rent* – Shaw reported that employee, Kevin Ritchey, may be interested in renting the county house at 36017 CR 11, Idalia, called the Armel house. Mark informed the Commissioners that the house has sat empty for some time and the previous renters, who were not county employees, were very destructive. The house needs a lot of work and cleaning prior to anyone moving in, so Shaw requested that the cleaning go against either rent or the damage deposit. The Commissioners were in consensus to rent the property to Ritchey who will in turn, complete repairs and cleaning in lieu of the \$250 damage deposit. Shaw also reported that the Waunetta and Abarr house may need work as well.
- *Staffing* – Commissioner Wiley asked if Shaw would consider staying on through the summer because of the many road projects scheduled this year. Shaw responded by stating he would not be interested. He reported that there will always be projects scheduled and the state regulations that must be followed cause great frustration for him, and are one of the primary reasons he is resigning his position.



- Underground and Utility Permits- Shaw presented Underground and Utility Permits for YW Electric Association, Inc. Commissioner Wingfield moved and Commissioner Wiley seconded to approve the following Underground and Utility Permits for YW Electric Association, Inc.:
  - to install an electric service line under County Road 25 approximately 1,345 feet east of County Road T and;
  - to install a 7.2 – 12.5 kv line under County Road 39 at the intersection of County Road E. The motion unanimously passed.

#### YW Electric

Andy Molt from YW Electric, presented information on a large transmission line project, Surveyor Creek to North Abar, to be installed near Yuma in 2015. Molt relayed that the plans are to move the new transmission line north of the substation. The new line will be built on the west side of the County Road E, following the current pole line. A distribution line will be buried. The Commissioners, in conjunction with Land Use Administrator, Rich Birnie, determined that YW Electric will be required to complete an Activity Notice for the transmission line part of the project with Yuma County.

#### Probation

Marty Greek visited with the Commissioners about ideas for relocation to the Health & Human Services building. He relayed that he, Administrator Hoover, and Human Service Director Henson looked through the building and had come up with a few options to present to the Commissioners. He relayed that he has hired one employee and looks to get the other parole officer later in the year. The basement at HHS may not be a viable solution because of strict state ADA compliance guidelines for staffing and the necessary remodeling costs associated with such a move. Later in the day, the Commissioners walked through the proposed site. A meeting with Centennial Mental Health District Manager Art Reyes will be set up for the March 16, 2015 BOCC meeting.

#### Go Rail

Emily Traiforos phoned to introduce the non-profit, Go-Rail. Traiforos provided facts about the advantages of using rail for freight transportation. She reported that freight rail boosts the economy, reduces highway congestion, is fuel efficient and more environmentally friendly. The main goal of the organization is to educate the public about the importance rail by sharing stories through local representatives. She reported that funding for their organization comes from the American Association of Railroad, and rail supply companies. She requested support from the Commissioners and reported that there may be an event in the state sometime later this year.

#### Land Use

Rich Birnie, Land Use/GIS Coordinator was present for a Land Use Hearing and Department updates.

#### Land Use Hearing

Chairman Bushner opened the hearing at 1:17 pm.

- Application for Exemption from Subdivision Regulations: Birnie presented the staff report for Roger and Susan Richards who are requesting to divide 15, plus or minus acres, from 252, plus or minus acres, in the SW ¼ of Section 3, T5S, R45W, for sale to a family member for future home site. Birnie reported no written comments or calls were received in his office relating to this request.

The Land Use hearing closed at 1:23 p.m.



Commissioner Wiley moved to approve Resolution #2-27-2015 A/EFS for Exemption from Subdivision for Roger and Susan Richards #EFS 0115-01 to divide 15, plus or minus acres, from 252, plus or minus acres, in the SW ¼ of Section 3, T5S, R45W with the following stipulations: the applicant shall be responsible for complying with all Federal, State and Local regulations: rules, codes, conditions, and design standards; and if a different access point from County Road X is desired, the Applicant shall contact Yuma County Road & Bridge for access permission. Commissioner Wingfield seconded the motion; which passed unanimously. Recorded under Reception No. 00563076

- *Permit Applications*- Birnie reported that the following permit applications will be heard at the March 27, 2015 BOCC meeting: A development permit for CHS, Inc. dba M & M Cooperative; exemptions for subdivision for Don and Peggy Brown and RM Enterprises, LLC. Rich relayed that Dick and Karen McCasland have an Exemption from Subdivision application that will most likely be heard in April.
- *Pending* – Birnie mentioned that pending land use items include: Apex Clean Energy-Willow Creek Wind Project, and Dillon and Kiley Rose's Exemption from Subdivision.
- *Schramm Feedlot* – Birnie accompanied Thaine Kramer on the state inspection at Schramm Feedlot on Wednesday, February 25, 2015. He noted that the new road access point had not been constructed as required in their stipulations to meet the February 28, 2015 deadline. Thomas Holtorf contacted Birnie yesterday with a hand-drawn road access proposal. The Commissioners voiced concerns about the road access plan utilizing the same area that the engineer may require for the drainage plan and protecting the road base from excess traffic caused by feed trucks crossing. After some discussion, **Commissioner Wiley moved to grant an extension to Schramm Feedlot, Inc. for a road access revision plan to be submitted with the drainage plan simultaneously, on or before, the June 1, 2015 deadline. Commissioner Wingfield seconded the motion; which passed unanimously.**
- *T-Mobile* – Birnie added that he had received notice from T-Mobile about adding an antenna and tower at Section 13, 1N44, west of Highway 385 on CR 33. The company would like to install a 10' x 10' concrete pad, electrical service and a new antenna. Birnie relayed he will have them complete an Activity Notice, since there is only minor revision proposed to this location.
- *GIS* – Birnie conveyed that he has been working with Harris and Sidwell to start the automated weekly update and retrieval process for current ownership data. The process, so far, has worked well.

#### Sheriff's Office

Undersheriff Adam Wills presented the following items to discuss:

- *Personnel* – Wills informed the Commissioners that Anthony Conde submitted his formal resignation, effective February 20, 2015. Wills reviewed a pay increase for Suzan Weed. Wills noted that in the budget process the cost-of-living increase for this part-time employee was not granted. The Sheriff's Office is requesting the COLA increase, retroactive to January 1, 2015. **Commissioner Wiley moved to grant Sheriff Employee Suzan Weed the cost-of-living increase of 25 cents per hour, retroactive January 1, 2105. Commissioner Wingfield seconded the motion which passed unanimously.**
- *Building Maintenance* –Wills imparted that the carpet in the administration area, patrol deputies' offices, and stairway is quite worn. The Sheriff's office would like to replace the carpet and requested this be funded through the building maintenance budget. The Commissioners asked the Sheriff's Office to get bids for replacement to bring before the BOCC for approval.



- *Fleet Cards* – Wills reported that the Sheriff's Office recently acquired fleet fueling cards through FleetCor. These cards allow the office to receive tax exempt status on fuel purchased, nation-wide. Wills relayed the other advantage is that fuel purchased through FleetCor automatically reports to Fleetio and allows better tracking of fuel usage. The Commissioners requested that the majority of fuel be purchased in Yuma County, Wills reported this is their current practice, and he anticipates no change with the addition of the FleetCor card.
- *Zoll Grant* – Adam told the Commissioners that the Sheriff's Office is planning on applying for a grant through Zoll to acquire AED's to equip all patrol vehicles. He imparted a heartfelt story of an incident where the responding officer, while performing CPR, had to wait nearly 15 minutes for an ambulance to arrive with an AED. He believes that the addition of AED's in all the patrol cars will have a positive impact and could help save lives.
- *School Resource Officer/Deputy Program* – Wills relayed that with the recent threats of school violence that caused the temporary closure of the Wray and Idalia schools, the Principals from Idalia and Liberty Schools have expressed an interest in a School Resource Officer. He reported that grant funding may cover 75% of the costs and the additional 25% will have to come from the interested schools. Wills said that the Sheriff's Office will conduct more research to discuss at a later date.
- *Search and Rescue Bloodhound* – Adam imparted that the Sheriff's Office is beginning to look at a search and rescue bloodhound program. He reported that Elbert County has experienced a high level of success using bloodhounds, not only for search and rescue, but also solving property crimes. He informed the group of a company called Bloodhound Man-Trackers that is raising bloodhounds and selling them for approximately \$500. The real cost for the dog would be in the training and daily care. Wills relayed that the Sheriff's Office has already received 19 letters of support from regional agencies and nursing homes. He believes that the dog, once trained, could be a regional asset. He reported that there is the possibility of obtaining some money from the state search and rescue grants. They will research more about this program, as well.
- *Dive Rescue Equipment* – Commissioner Wiley mentioned that the Commissioners had noted a storage room in the basement of Health and Human Services with dive and rescue equipment from the Plains Dive, Rescue and Recovery Program when it disbanded. Commissioner Wiley contacted Mike Freeman from the Hale Fire Department, who is a certified diver, and asked him to look at the equipment to see if there is anything his department could use.

#### Laird Community

Marv Carlock, Dar Benton, Cindy Hull, and Delbert Adamson visited with Commissioners about dogs running unleashed throughout Laird. Carlock reported that this is really getting to be an issue and endangering citizens. He said that there are about 8 to 10 dogs that are let out every evening and run in a pack around town. Other Laird residents, Ida Heaton, Eunice Weed and Nettie Sheldon phoned the Commissioner's Office relaying their fear of the dogs and requesting assistance. Undersheriff Wills reported that a Sheriff's Office Deputy was called to Laird and had spoken to the owners. Carlock reported that he also spoke with the dog owners and the situation has improved some.

Carlock relayed that no one wants to hurt the animals; they just want them to be kept in fenced yards and not pose a threat to Laird residents. The Commissioners imparted that they are only able to set guidelines for the entire county, not individual areas. They did provide information about setting guidelines with an overlay district. This process would include getting a majority of Laird residents together and setting up an ordinance.



Carlock believed that the overlay district ordinance may be something to pursue and thanked the Commissioners for their time.

#### Yuma County Economic Development

Darlene Carpio presented the following items for discussion:

- *CDL Testing Site* – Carpio visited about the possibility of using ground at the Yuma County Fairgrounds in Yuma for a CDL Testing Site. Carpio relayed that the proposed site would require approximately 350 x 150 square foot paved space. She feels that the fairgrounds would be a good site for such. She said that Mark Shaw, the Road and Bridge Supervisor, had obtained a verbal quote for a turnkey job with dirt work, and 4" asphalt of \$125,000. The Commissioners voiced concerns for funding. Carpio reported that she had researched grant funding possibilities from GOCO and DOLA, both of which were not probable. She mentioned that if the Commissioners agreed to pursue this, she would contact area businesses for sponsorships. Commissioner Bushner suggested she check with Karen Schneiders at CDOT about Transportation Alternatives Program (TAP) funding possibilities. The Commissioners agreed that if funding could be found they would consider the site. They believe there would be adequate space in the Northeast side of the fairgrounds, near the current electrical outlets for a site.
- *Broadband RFP*- Carpio mentioned that the RFP for a Broadband Master Plan deadline is March 18, 2015. She reported that she is aware of four companies that are preparing proposals at this time.

#### Tax Notices

Treasurer Dee Ann Stults and Assessor Cindy Taylor discussed how to better transition between software systems, so that the tax statements that are sent do not combine personal and real property. As previously noted in the February 13, 2015 BOCC minutes, tax statements should be separate; one for personal property and for real property. The Commissioners believe this issue must be resolved and asked both Stults and Taylor to notify their software vendors to request their presence at the March 16, 2015 Commissioner's meeting. The Commissioners also relayed that if the software vendors were unable to make the meeting, then they would try to make another time work.

#### Administrator's Report

Administrator Kara Hoover reviewed calls, correspondence, and presented the following for action:

- *Minutes* – Commissioner Wingfield moved to approve the February 13, 2015 Board of County Commissioners minutes. Commissioner Wiley seconded the motion; which passed unanimously.
- Certification of Accounts Payable for February 27, 2015 drawn on Yuma County Funds, with check #58961 through #59042 for \$271,813.38 along with Fund 16 W-Y Combined Communication checks # 7184 through #7201 totaling the sum of \$ 51,256.56 was signed by Chairman Trent Bushner.
- Certification of Payroll for February 27, 2015 drawn on Yuma County Funds, EFT system #37500 through #37637 and checks #30336 through #30364 totaling the sum of \$229,973.30 and along with Fund 16 W-Y Combined Communications EFT system number #5301 through #5316 and check #4346 totaling the sum of \$31,417.18 were approved and signed by Chairman Trent Bushner.
- *Driver's License Department Update* –County Clerk Bev Wenger submitted a written report informing the Commissioners that the Driver's License office will be closed on Thursdays in Yuma, and Fridays in Wray until additional staff can be certified. Wenger stated that Holly Brug has resigned to pursue a career at the hospital, leaving only one certified Driver's License clerk, besides herself. She mentioned that Brandi



Ritchey would have her certification by the end of April and that Daryl Eggers will begin schooling in early March, but will be required to shadow for six months prior to certification. She reported that they will be hiring a person to replace Brug, but at this time has no other choice but reducing the hours in the Driver's License Department.

- **High Plains Highway** – Hoover presented an invoice from High Plains Highway for 2015 membership dues of \$100. **Commissioner Wiley moved to approve paying the High Plains Highway 2015 membership invoice of \$100. Commissioner Wingfield seconded. The motion passed unanimously.**
- **Freezer** – Hoover presented a bill to reimburse Commissioner Wingfield for another freezer purchased from the closing Yuma Alco Store for the Concessions Building at the Yuma County Fair Grounds. The cost of the freezer was \$800. **Commissioner Wiley moved to approve the purchase of a freezer for \$800 and use funds from the Conservation Trust Fund #5. Commissioner Bushner seconded. The motion passed.**
- **Grassroots Foundation, GOCO Grant** – Hoover reported that the grant application for the Grassroots Foundation, Inc. Prairie Walk Park has been submitted.
- **EIAF Grant** – Hoover relayed that she spoke to DOLA Representative Greg Etl, who conveyed to her that the contract for the Landfill road should arrive within the next couple of weeks. He also informed Hoover that the timeline has been extended to the fall of 2016, if needed; but encouraged the county to complete the project within the next year.
- **CenturyLink Billing** – Hoover informed the Commissioners of a change in billing since installing the new Avaya phone system. Hoover presented the billing that included every long-distance phone call made throughout the courthouse and Health and Human Services buildings in one bill. The billing is over 24 pages long and includes hundreds of phone calls. Hoover discussed the issue with CenturyLink Technician, Lance Friesen, who relayed that long-distance access codes will need to be placed within the system to differentiate which department is making the calls. In turn, Yuma County administration will have to bill the individual offices for their long distance calls. Hoover is working with CenturyLink Programmer, Randy Fleishman, to get access codes in place. She also reported that there is a conference call set up with: CenturyLink lead, James Franks, Programmer Randy Fleishman, Technician Lance Friesen, Financial Officer Southards, and Hoover next week to resolve billing and programming issues.
- **Maintenance/Custodial Job Descriptions** – Hoover presented the revised Maintenance and Custodial job descriptions and task lists for the Commissioners to review. Hoover relayed, per the Commissioner's instructions at the February 13, 2015 BOCC meeting, the Juhnkes and Hoover met to revise the job descriptions and task lists; the revisions are noted for each. The Commissioners approved most revisions with the exception to the suggestion, "to assist" with snow removal. After discussion, the Commissioners directed Administrator Hoover that the task list will include, "Snow must be removed in the morning from the sidewalks and stairs, and cleared throughout the day." The Juhnkes did not attend the meeting due to illness; and therefore, were unavailable for discussion. The Commissioners did not approve the revised task list or job descriptions. Administrator Hoover was instructed to explain to the Juhnkes the Commissioner's view on the snow removal task, and if they would not agree to the duties as listed, to advise the Juhnkes that the Commissioners may move in a different direction.

Hoover mentioned that Daryl is working with the new time sheets. She and Daryl had a discussion about the importance of accurate record keeping. He reported that he will continue to work with the time sheets



to provide as accurate record keeping as possible. Hoover also reported that the Finance Department had notified her of a possible, "No-Pay" situation for the first week in March, because Daryl would not have adequate Personal Leave time to use for an the entire week. Hoover will notify Daryl of the potential "No-Pay" situation.

- *Yuma County Road and Bridge Payable Authorization* – The Commissioner's reviewed a letter authorizing additional Road and Bridge staff to approve accounts payable invoices. Commissioner Wiley moved to approve the authorization for Office Manager Deborah Logue, Fleet Foreman Kent Twiss, and Truck/Mining Foreman Howard McGinnis to approve and sign Yuma County Road and Bridge payables. Commissioner Wingfield seconded the motion; which passed unanimously.
- *Executive Session:* At 4:25 p.m., Commissioner Wiley moved to enter into Executive for discussion of an employee requested exit interview under C.R.S. Section 24-6-402(4)(f)(I)&(II). The motion was seconded by Commissioner Wingfield; which passed unanimously. Present were: Commissioners Bushner, Wingfield, and Wiley, Administrator Kara Hoover, Road and Bridge Grader Foreman Casey Stults. Executive Session ended at 5:08 p.m.

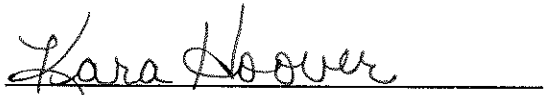
Chairman Bushner signed the Veterans Report for February 2015.

The Commissioners made their routine inspection of the jail.

There being no further business; the meeting was adjourned at 5:41 p.m. The next regular meetings of the Board of County Commissioners will be March 16 and March 27, 2015.

A listing of meetings attended by the Commissioners during the month of February 2015 is attached.

  
Trent Bushner, Chairman

  
Kara Hoover, Administrator

ATTEST:   
Beverly Wenger, County Clerk

