

YUMA COUNTY COMMISSIONERS
September 15, 2015
Minutes¹

On September 15, 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 discussed various meetings attended throughout the first-half of the month.

Department of Health & Human Services

Department of Health and Human Services Interim Director Phyllis Williams and Receptionist Liz Tuttle were present to conduct business with the Commissioners.

- *Confidentiality Agreement* – Williams presented a copy of a confidentiality agreement to be signed by all DHS, cleaning, and maintenance staff.
- *Staffing* – Williams conveyed her thoughts about the importance of having staff in the right position, utilizing their talents and interests. After visiting with staff, she is suggesting that Robin Barnhart move back to the receptionist position and Liz Tuttle transition to the Office Aide/ Floater position. Additionally, Williams reported that Karina Rosas is interested in returning to the Income Maintenance Team. She requested these changes, effective 10-1-2015. **Commissioner Wiley moved to: transfer Robin Barnhart back to Secretary/Receptionist I at G3/S10; to transition Liz Tuttle to the Office Aide position at G4/S9; and to re-hire Karina Rosas as an Income Maintenance Tech II, G7/S3, to be effective 10-1-2015. Commissioner Wingfield seconded the motion; which passed unanimously.**

Road and Bridge

Supervisor J.R. Colden was in attendance to give Road and Bridge department updates. The following items were discussed:

- *Abarr House* – Colden presented a signed lease for the Abarr House with Shane Coleman. **Commissioner Wiley moved to approve and sign the lease for the Abarr House at 19375 Highway 59, Yuma, Colorado with employee Shane Coleman beginning September 15, 2015. Commissioner Wingfield seconded. The motion passed unanimously.**
- *Wauneta Area* – Colden reported that the repairs and updates to the roads in the Wauneta area are nearly complete.
- *Mowing* – Colden relayed that they are currently mowing in all areas. Commissioner Wiley mentioned some concerns he has with the graders leaving gravel on side of the road, making it difficult for those mowing.
- *County Road KK* – Colden informed the Commissioners that his staff is preparing to widen approximately 9 miles on County Road KK, from County Road 7 to County Road 9, to 26 feet. This has been an on-going issue. Colden met with area producers and reviewed the road repairs. He also alerted them, and the Idalia School, of the necessity of closing a portion of the road to complete the repairs.

¹ Minutes prepared by Kara Hoover are a summary of discussions, not a verbatim account.



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- *CDOT Highway 34 Turning Lanes* – Colden attended a CDOT meeting on September 11, 2015 about the Highway 34 turning lane project. He conveyed that CDOT will begin paving October 5, 2015. Commissioner Bushner and Colden voiced their concerns to CDOT personnel about having the project completed by corn harvest. CDOT anticipates the project will take approximately eight days.
- *Auction Items* – Colden reviewed various items at Road & Bridge that could be sold at auction. There are: tractors, mowers, trucks, and scrap iron. The Commissioners mentioned it may be better to haul the scrap iron, instead of putting on a sale. The Commissioners also noted that there may not be enough items for a sale and discussed selling the equipment using the reserve amount, sealed bid process. Colden will continue to work on this.
- *EIAF #7605 County Roads R & 34 Project* – Colden imparted that Road & Bridge office staff has been working to complete all the necessary worksheets for the DOLA grant final report. The completed worksheets will be forwarded to Administrator Hoover for final grant report compilation.
- *Staffing* – Colden presented salary authorizations to correct salaries to the 2015 Grade/Category/Level for employees, Shane Coleman, Anthony Conde, Wesley Gilstrap, and Sean Malay. Colden shared that when they were hired the 2014 rate was entered in error. Each salary authorization will be retroactive to hire date for each employee. **Commissioner Wiley moved to approve the corrected salary authorizations for: Shane Coleman, Anthony Conde, Wesley Gilstrap, and Sean Malay. Commissioner Wingfield seconded the motion; which passed unanimously.**

Colden presented salary authorizations for Mike Fonte and Kevin Ritchey, for an increase to both foremen's salary of \$300 per month. He went on to discuss various staff members that have proven to be outstanding employees. He presented salary increases for: Pat Brophy, Shane Coleman, Sean Malay, Josh Mainord, and Jay Owens to be effective 10-1-2015. He also presented a job title change for Sarah Carwin to Assistant Office Manager, with a salary increase. **Commissioner Wiley moved and Commissioner Wingfield seconded to approve the salary increases of \$300 per month for Mike Fonte and Kevin Ritchey; and the salary authorizations for: Pat Brophy to G5/C1/L6, Shane Coleman to G5/C2/L13, Sean Malay to G5/C1/L8, Josh Mainord to G5/C1/L5, Jay Owens to G5/C1/L6, and a job title change to Assistant Office Manager and pay increase for Sarah Carwin to G6/S15, effective 10-1-15. The motion passed unanimously.**

- *Road and Bridge Policies and Procedures* –The Commissioners looked at Road and Bridge Procedures and Policies as outlined in Resolution #7-15-2003 B. The Commissioners and Colden plan to thoroughly review and update the policy by resolution at the next meeting.
- *Bomag-Roto Mill* – Colden reported that Bomag plans to demonstrate their milling machine sometime next month. He would really like to rebase and rework a few bad roads and see if this type of work will make a difference on the repairs to the road.
- *Gravel* – Colden relayed that Don Marr is interested in taking on the gravel pits. Marr had noted issues with several pits and Colden would like to afford him the opportunity to resolve the issues. Colden plans to work with him refurbishing the pits and reviewing the paperwork involved. Colden also reviewed the current price for unprocessed gravel paid to landowners of \$.45 per cubic yard. **Commissioner Wiley moved and Commissioner Wingfield seconded to increase the price to \$.55 per cubic yard of unprocessed gravel paid to landowners on County leased gravel pits, effective October 1, 2015. The motion passed unanimously.**

- *Pickups, Graders, and Trucks*– Colden discussed the high-mileage pickups, and the need to replace them either this year, or to include pickups in the budget for next year. Commissioner Wiley reviewed the 2015 budget line items and recommended that Colden purchase two pickups this year; one pickup from the Administration and one from the Construction Budget line items.

Colden mentioned that he has been researching new Graders. The last purchase was in February, 2015. The Commissioners relayed that the graders will need to be in the 2016 budget. Colden is to complete research for the 2016 budget.

Next, the group discussed trucks. Road and Bridge has not purchased a truck in two years. After discussion, the Commissioners relayed that Colden get bids to purchase two trucks and trade another for the 2016 budget year.

- *Underground and Utility Permit* - Colden presented Underground and Utility Permits for Stromberger Farms to install a water line under County Road 57 at SW¼, 13-S-43. **Commissioner Wingfield moved and Commissioner Wiley seconded to approve an Underground and Utility Permit for Stromberger Farms to install a water line under County Road 57 at SW¼, 13-S-43. The motion passed unanimously.**

Treasure Report

Treasurer Dee Ann Stults was in attendance and presented the following:

- *Treasures Report* - Treasurer Dee Ann Stults presented the Treasurer's report for August 2015. She reported there were \$187,291.41 in taxes collected; \$166,246.20 in Specific Ownership taxes collected, and \$8,492.83 in fees collected for the month.
- *Possessory Interest* – Stults presented a possessory interest statement showing a property with \$84.24 of unpaid interest.
- *Public Trustee* – DeeAnn presented the 3rd Quarter Public Trustee Request for salary amount of \$3,125.00.
- *Budget Review* – Stults presented her 2016 budget proposal to the Commissioners for consideration.

Probation/Court House Wiring

Colorado Judicial IT Specialist Bryan Smith, Judicial IT Staff Piotr Nowakowski, Regional Director Douglas Short, Clerk of Court Jo Clemons, Probation Officer Marty Greek, LINX, Courthouse IT consultant Mike Brown, and Maintenance Travis Dinsmore, discussed the various options for re-cabling in the courthouse for the Courts and Probation.

Bryan Smith began by commenting on the cabling quotes for Probation and the Courts that were obtained from LINX. He noted the costs were very high, three to-four-times what the state would normally see. Mike Brown explained that the quotes included CAT 6A vs. CAT 6 cable and LINX staff comes from the metro area, making costs a bit higher.

Smith asked the Commissioners if there are funds to pay for the cabling in the Courts and Probation. The Commissioners responded they did not have the funds, nor did they feel it was the County's place to provide such.



The group reviewed the needs for cabling in the courts, and for probation, at its current location and the proposed location at the Department of Human Services. Piotr Nowakowski shared that there are 12 drops for the courts alone. There are currently eight cables already run, but additional cables would need to be run.

Smith asked for permission from the Commissioners to get additional quotes from other companies, for cabling to the courts and to probation in its current location; and to Probation at proposed location, at the Department of Human Services. The Commissioners had no objections but emphasized the importance of meeting current cabling standards. Brown then reviewed the current standards in place at the Courthouse.

Piotr and Bryan explained that the State Judicial branch is required to have a dedicated internet system that ties into the state-wide Judicial network through CenturyLink. They also clarified that Probation would not be allowed to link into the existing state IT connection at the Department of Human Services, as the system works under a different branch of government. Additional quotes for fiber installation from the Courthouse to the Department of Human Services will also be required for Probation to relocate. Brown suggested that area companies be contacted for a quote to do fiber installation from the Courthouse to DHS, as well.

Commissioner Bushner asked Smith if he had a rough estimate of the additional costs to relocate Probation to the Department of Human Service building. Smith shared that he would estimate about \$15,000 to run the fiber line from point to point connection, and approximately \$7,000 for cabling, totaling \$22,000. Commissioner Wiley responded by saying that this expense was much greater than anticipated and the County would not have funding for such.

Smith relayed that he would take this information under advisement and get various quotes for cabling and for the fiber installation. He will contact the Commissioners once he has quotes in place.

Land Use

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

Permit Applications

- *Viaero Wireless* – Birnie reported that Rick Bailey has submitted a DEV application, #DEV 0815-17, for Viaero Wireless to build an 100' self-supporting telecommunication tower on leased land near Vernon.
- *Latoski* – Birnie relayed that Robert B. and Kim Latoski have submitted an EFS application, #EFS 0815-18, to divide 10.00 acres for the purpose of resale.
- *Reyes* – Birnie shared that Jaime and Patricia Reyes have submitted an EFS application, #EFS 0815-19, to divide 7.59 acres, for the purpose of resale.

These applications will be heard by the Planning Commission on September 15th, 2015 and then at the Land Use Hearing on September 30, 2015.

Pending

- *Eckley Property Survey* – Birnie reported that the proposal presented by John Thompson to survey the property in Eckley, Colorado did include the corners associated with the project, but not the outside borders. The Commissioners were satisfied with the proposal and asked Birnie to contact Thompson to schedule the survey.





- **Activity Notices** – Birnie reported that he has received several Activity Notices to include: Saul Castillo to build a garage on his property at T2N, R48W, Section 27; Seaboard Farms to build a maintenance building at T4N R45W, Section 1; Schaffner Auctioneers to build an addition to the auction barn in T2N R45W, Section 35; and Roc Rutledge to build a house on 80 acres owned by RMR Ranch in T1N R47W, Section 33, SE¼ .
- **Wind Turbines** – Hoss, Inc. called to report that Heritage Dairy would like to put up two wind turbines, to power the dairy. Birnie researched the property and learned the total property is only a ¼ section. He reviewed current the Land Use regulations concerning setbacks. He is unsure if there would be enough room to allow for County Land Use setbacks without an exception from the Commissioners. The Commissioners asked him to do a bit more research including speaking to the Land-Use attorney.

GIS

- **Cadastral Lines, Mapping** - Birnie reported that he continues to work on justifying the roads to aerial photography. He is approximately 50% complete.

Assessor

Assessor Cindy Taylor presented the following for discussion:

- **Staff Update** – Cindy requested a salary increase for Pam Foster. Pam has completed the appraisal classes and will be taking the test to become a mass appraiser in the near future. Taylor would like to increase her wage to a G7/S16, effective 9-1-15. The Commissioners would like Cindy to take this back to the Treasurer and the Clerk and discuss the increases for the end of 2015, prior to making any decisions. They asked the Treasurer, Assessor, and Clerk to visit together about salary adjustments and come back to visit with the Commissioners.
- **IT Support** – Taylor reported that she had an issue with her computer recently and Mike Brown wasn't available. She phoned Laurence Freytag who was able to resolve the issue over the phone. She would like to use Laurence for her IT support, especially since her office computers are new and under warranty. The Commissioners relayed that they were fine with different IT support for individual computers, but not for system work.
- **Audit** - Taylor reported that her office passed the state audit with no deficiencies.

Veterans Service Officer

Veterans Service Officer, KT Gregg visited with the Commissioners about a national certification training he was proposing for the 2016 budget. He learned that he has to work at least 20 hours a week to be able to be certified. He reported that he will track his hours better in 2016 and try again in 2017.

Administrator's Report

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

- **Minutes** – Commissioner Wiley moved to approve the August 31, 2015 Board of County Commissioners minutes. Commissioner Wingfield seconded the motion; which passed.
- Certification of Accounts Payable for September 15, 2015 drawn on Yuma County Funds, with check #60554 through #60702 for \$518,194.53 and Fund 16 W-Y Combined Communication accounts payable, with check #7374 through #7381 totaling the sum of \$3,772.03 were signed by Chairman Trent Bushner.

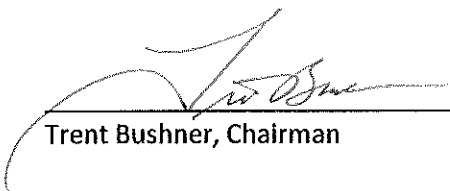
- *Magellan Advisors, LLC Consulting Services Agreement/Cash Match Confirmation* – Commissioner Wiley presented the Consulting Services Agreement with Magellan Advisors, LLC for the Countywide Broadband Master Plan. This agreement coincides with the DOLA Administrative Grant, EIAF #8001, partnering with the Cities of Wray and Yuma. Also discussed was a cash match confirmation outlining the percentages for each governmental entity of: Yuma County at 50%, City of Yuma at 29%, and the City of Wray at 21%. Commissioner Wiley moved to accept and sign the Consulting Service Agreement with Magellan Advisors, LLC, a Florida Limited Liability Company, with offices in Denver, Colorado, in the amount of \$58,800 (DOLA Grant \$25,000, Yuma County \$16,900, City of Yuma \$9,802, and City of Wray \$7,098), for the Countywide Broadband Master Plan; and to sign the Cash Match Confirmation for the Broadband Master Plan which commits \$16,900 from Yuma County to be paid from Fund 5. Commissioner Wingfield seconded the motion; which passed unanimously.
- *Southards Salary Authorization* – A salary authorization for Vicky Southards, Finance Officer, was presented. In the last year Southards changed from a non-exempt to exempt employee; reporting directly to the Commissioners. Additional duties have been associated with this change, including assisting with employee evaluations. The request is to move to G12/S15.5. Commissioner Wiley moved to approve the salary authorization for Finance Officer, Vicky Southards, increasing to G12/S15.5, effective 9-1-15. Commissioner Wingfield seconded. The motion passed unanimously.
- *Wilson Retirement/Resignation Letter* – Hoover presented a formal letter from Judy Wilson of the Extension Office staff, announcing her retirement effective October 7, 2015. The Commissioners voiced their appreciation for Wilson's 30-years of service to the Extension Office and to Yuma County. Autumn Conde will assume Wilson's duties in October.
- *Out-of-State Training Invoices for the Sheriff's Office* – As required, invoices for out-of-state trainings were presented. The first request is a Rural Crime Prevention training for Deputy Fell that will be held in California, and the other is an Advanced Examiners Conference for Undersheriff Wills in Florida. Commissioner Wiley moved to approve the Rural Crime Prevention training for Deputy Fell in California, with approximate costs of \$1,500, and the Advanced Examiners Conference for Undersheriff Wills in Florida, also with an approximate cost of \$1,500. Commissioner Wingfield seconded the motion; which passed unanimously.
- *Beecher Island Chapel Renovation Project* – Linda Briggs made a request to the Commissioners, on behalf of the Beecher Island Chapel Renovation Project, for a donation to print 85 color pages for a letter being sent out. She reported that printing the pages was cost prohibitive for the committee. Commissioner Wingfield moved to donate the \$21.25 of copying fees to print 85 pages for the Beecher Island Chapel Renovation Project. Commissioner Wiley seconded. The motion passed unanimously.
- *Reimburse YC Fair Wages* – Payment Authorization forms were presented for reimbursement of security wages to the Yuma County Sheriff and reimbursement for water truck labor to the Yuma County Road and Bridge Department. Commissioner Wiley moved to approve Payment Authorizations for reimbursement of security wages, in the amount of \$534.54 to the Yuma County Sheriff and for reimbursement to the Yuma County Road and Bridge Department for water truck labor in the amount of \$1,393.02. Commissioner Wingfield seconded the motion; which passed unanimously.
- *Fairground Use* – Commissioner Bushner presented a request from the Yuma Fire Department for the use of a portion of the fairgrounds for a training event on October 3, 2015. Jerry Heberlein relayed to Commissioner Bushner that the training will be in enclosed trailers. Commissioner Wiley moved and Commissioner Wingfield seconded to approve the use of the fairgrounds and to waive the deposit and fee




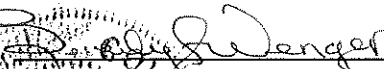
for the Yuma Fire Department, for a training event to be held on October 3, 2015. The Use Form and insurance information will be completed. The motion passed unanimously.

- *DOLA Luncheon* – Greg Etl will be traveling with newly appointed DOLA Executive Director, Irv Halter, this week. The pair has a stop in Wray planned on Friday, September 18, 2015. The Commissioners and the City of Wray will host a luncheon at 4th and Main.
- *Selective Service System Board* - Hoover presented a web form from Lieutenant Colonel Jeff Puttkammer of the Colorado Army National Guard, requesting volunteers from Yuma County to serve on the Selective Service Local Board. The Commissioners were in consensus to allow information to be placed on the Yuma County Website. Hoover will contact Puttkammer for additional information.
- *Yuma Pioneer Ditch Agreement* – Commissioner Wiley reviewed the Yuma Pioneer Ditch Agreement, noting that the Water Authority is to pay 30% of all ditch repairs. He will take this information on to the next Water Authority meeting.
- *Yuma County Fair Board Positions* – Commissioner Wingfield mentioned that appointments to the Fair Board for Harold Blackham, Jay Serl, and Darcy Stallings have expired. He understands that Blackham and Stallings would like to be reappointed, but a replacement for Serl is needed. Advertisements and letters have been sent out and new appointments will be made at the September 30, 2015 meeting.

There being no further business; the meeting was adjourned at 4:36 p.m. The next regular meetings of the Board of County Commissioners will be September 30, 2015 and October 14, 2015.


Trent Bushner, Chairman


Kara Hoover, Administrator

ATTEST: 
Beverly Wenger, County Clerk

