

YUMA COUNTY COMMISSIONERS

April 15, 2016

Minutes¹

On April 15, 2016 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Robin Wiley, Commissioner Dean Wingfield, Commissioner Trent Bushner, and Administrator Kara Hoover were present.

The Commissioners reviewed and signed accounts payable checks and discussed various meetings attended through the first half of the month.

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:29 a.m. Human Services Director Phyllis Williams and Receptionist Robin Barnhart were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

The Board of County Commissioners reconvened at 9:04 a.m.

Road and Bridge

Supervisor J.R. Colden was present to provide the following updates.

- *Crack Seal* – Colden shared that his crews have nearly completed the crack seal repair on the Vernon Road.
- *County Road M* – Colden reported that Road and Bridge staff are planning to start working on County Road M, South of Highway 34. Colden has noted that because of the sandy road base revisions to the roads have not lasted as long as he would have liked.
- *Gravel Pit Update* – Colden mentioned that the Meeks Pit has received its official notice from the state on April 12, 2016. He said that Mining Foreman Don Marr has done an excellent job with these duties and was able to open this pit in approximately 6 months. He is very pleased with his abilities. Colden mentioned that there is a need to reseed the Godsey Pit; bids will go out for assistance with this.
- *Current Projects*
 - Eckley Building – Colden said that Road and Bridge crews are nearly complete with the pad for the building. The Company will begin construction in the next couple of weeks.
 - Y14 Yuma Area – Colden shared that Road and Bridge crews have been hauling gravel to Y14, Yuma area, where Clinton Metzler currently covers.
 - Y3 Idalia Area – Colden said that they will be working in the Y3 Idalia Area, currently Bill Thompson's area. They plan to pull the shoulders back up on the road to rework the road.
 - Eckley Oil Road – Colden relayed that crews have been working on the Eckley Oil Road, filling approaches that have encountered extreme erosion.

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

- *Striping*—Colden reported that the striping map will be complete by the end of May. This project will be worked in throughout the summer. Colden mentioned that they will need to purchase additional cones for safety when striping. Additionally, the Commissioners discussed the type of paint and glass chips to use. The Commissioners agreed that the oil-based paint, which has a longer life expectancy than water-based, should be used.
- *Crusher/Conveyor*—J.R. reported that ads are running for sealed bids on the 2006 CEC 133 x 115 Impact Rock Crusher – Unit #0736-05, the Peerless Radial Stacker – Unit #0135-07, and the 2007 Porta-Cab Operator Station. A demonstration will be held on April 28, 2016; deadline for the bids is close of business, May 12, 2016.
- *Porta Potty* – Colden relayed that the porta potty company raised their prices and are not maintaining the porta potties at the gravel pits in a consistent manner. He would like to research purchasing porta potties and servicing in-house. The Commissioners were in consensus to explore the possibility of purchasing, placing, and servicing porta potties in the gravel pits throughout the County.
- *Time Without Pay Form* – J.R. requested a form for employees to complete when and if they go into a no-pay situation. The Commissioners relayed that the Yuma County Handbook addresses the no-pay situation in Section 6, section 610 Leave Without Pay/Leave of Absence and 611 Employee No Pay. The Commissioners instructed J.R. to include a box on the Time-Off Request Form that includes “no-pay,” and to continue to follow the Yuma County Employee Handbook.
- *CDOT Highway 385/CR 33.6 Turning Lane* – The Commissioners and Colden reviewed the electronic drawings and related information for the RAMP Grant, CDOT, Highway 385, County Road 33.6 Turning Land project. The project, as presented, followed the discussion held at the March 15, 2016 BOCC meeting with CDOT Engineers Brett Locke, Jeff Dollerschell, and Project Manager Jake Schuch.
- *Underground and Utility Permits*- Colden presented an Underground and Utility Permit for Y-W Electric Association. **Commissioner Wingfield moved and Commissioner Wiley seconded to approve the Underground and Utility Permit for Y-W Electric to install a 277/480 volt line under County Road 42 at approximately 1,220 feet East of County Road EE. The motion passed.**

Treasurer

Treasurer Dee Ann Stults presented the following for discussion:

- *Treasurers Report* - Stults presented the Treasurer's report for March 2016. She reported there were \$775,596.59 in Taxes Collected; \$188,945.91 in Specific Ownership taxes collected, and \$23,115.18 in fees collected for the month.
- *Tax Deadline Day* – Stults mentioned that May 2, 2016 is the deadline for property tax payments, since April 30th is on a Saturday.

Land Use

The Commissioners reviewed a written report submitted by Rich Birnie, Land Use/GIS.

- *Meeks Gravel Pit* – Birnie reported that Yuma County Road and Bridge has submitted a request to create a Regular Construction Materials Extraction Operation on 280.2 acres, more or less, at the intersection

of County Roads 2 and CC, in Section 28, T5S, R44W. This request will be reviewed at the next April 29, 2016 BOCC meeting.

- *W-Y 911 Authority Board PUC Application* – Birnie reported that he has drafted the first few pages of the surcharge application using information from a composite of the withdrawn Yuma County application and successful Phillips County and the City of Aurora's applications.
- *Rural Subdivision* -- Rich wrote that Monte Uyemura and his father-in-law came into the office to gather more information regarding the possibility of creating a subdivision on a 34-acre parcel on the east side of County Road FF, north of Highway 34 and south of the railroad tracks. He said he gave them the Road and Bridge specifications for building a county road.

GIS

- *Red Book/2016 Plat Book* – Birnie shared he has a new computer now and is able to print on both printers. He can now resume production of the plat books.
- *Mapping Software* – Birnie writes that the mapping software, is once again, detached from the CCI database with the transition to the new computer. Teryx, Inc. personnel and Birnie are working on a solution.

Elected Officials/Department Head

Those present along with Commissioners Wiley, Wingfield, and Bushner were: Treasurer Dee Ann Stults, Assessor Cindy Taylor, Road and Bridge Supervisor J.R. Colden, Undersheriff Adam Wills, Landfill Manager Cliff Henry, Department of Human Service Director Phyllis Williams, Finance Officer Vicky Southards, Administrator Kara Hoover, and Sheriff Chad Day via phone conference.

- *Employee Introductory Period Form* – The group reviewed a form that was produced for the Road and Bridge Department regarding the Introductory (Probationary) Period. Hoover shared that the information in the form was composed with information from the handbook. There is nothing new in the document. Stults read a note from Clerk Wenger saying that she approved of the form and believes that this should be used with all new employees. There was no objections in the group. The consensus was to use throughout the County, with the exception of the Sheriff's Office that has their own verbiage in their employment offer. The Sheriff's Office was asked to submit their new employee signed forms to the Finance Office for review.
- *Building and Office Security* – Stults reported that she recently attended a regional Treasurer's event where a demonstration of training for an active shooter event occurred. She relayed that this was a very good training and wanted Yuma County to have this same information. She spoke with the Sheriff's Office and Sheriff Day reviewed an outline for an Emergency Response Plan. He indicated that he will complete the emergency response plan himself.

Items he would still like to discuss: 1) physical layout for controlled access of the courthouse, 2) confirm phone system PA function (Intercom 777), 3) repair/reprogram panic alarm system (cost of \$1,889.75) 4) repair of x-ray machine, and 5) publish the emergency response plan. Undersheriff Wills also submitted a proposal for a WAVE plus control system for the Road and Bridge Department.

The plan will include emergency response for: 1) Courthouse disturbance, 2) active shooter, hostage, 3) emergency evacuation, 4) lockdown, 5) emergency shelter and 6) medical emergency.



Training and educational needs would include: 1) provide an on-line course for active shooter for approximately \$2,450 for 100 employees, 2) a 4-hour classroom to review the Emergency Response Plan, 3) have a live drill that would last 2-3 hours, and 4) debrief after the drill.

- *Concealed Weapon Permits* – Sheriff Day relayed that it would be nice to know what county employee has a concealed weapon permit and carries at work. This way if there is an incident, they would know what employee could potentially be holding a firearm.
- *Emergency Closing Policy* – Taylor reviewed the current policy on how to pay employees when an emergency closing is required. The current policy requires staff that need to leave work early to use personal time for the remainder of the day, but employees who stay until the Courthouse is closed are paid for an eight-hour day. The group discussed an option that would only require a person to use personal leave if they would like to leave early up until the time the County officially closes. Later in the meeting, the Commissioners, by resolution, adopted a compromise to be included in the Yuma County Handbook.
- *2nd Quarter Get-Together* – The group discussed a get together in the next quarter. A potluck was suggested for Monday, May 16. The Assessor's office volunteered to be responsible for promoting and setting up the event.
- *Roundtable Discussion*
Intercom Listing -- An updated intercom listing was distributed earlier in the week. The group was asked to review for accuracy.

Email Listing -- An updated email list was requested. Hoover suggested we wait on this as the new exchange server will be installed in May and new email addresses will be given at that time.

IT Work – Hoover also mentioned that Teryx, Inc. has requested the weekend of April 30, May 1, to switch all of the internet equipment over to the new IP addresses. Tobias said the internet would be down most of the weekend and Teryx staff would need access to all county offices. They would plan to stay over to Monday, to ensure all applications are running correctly.

Amendment 69 – Stults alerted everyone to the information that was sent out by Coloradans for Coloradans on Amendment 69, concerning a government-run health care system. She encouraged everyone to read through the information

Assessors Office – Cindy asked everyone to stop by and have a piece of cake for Bo English's last day of work.

Court Benches – Hoover reported that she received word from Jo Clemons that the state is funding new benches in both the small and large Courtrooms. The benches are to be installed on Tuesday May 31, 2016. The installation company will remove the current benches at no cost. Jo would like to retain a few benches to line the hall to allow for more seating for potential jurors; replacing the chairs that are currently used. The group discussed the possibility of placing benches in the hall on the main floor and storing the rest until we can get them sold.



Next Elected Officials/Department Head Meeting – The next Elected Officials/Department Head meeting will be held on July 15, 2016.

Secure Tech Systems, Inc. -- After discussion, Commissioner Wingfield moved to approve the Secure Tech Systems, Inc. quote for \$1,889.75 to replace and repair the current panic alarm system from Fund 20. Commissioner Bushner seconded the motion; which passed unanimously.

Handbook changes – Emergency Closure – Commissioner Wingfield moved and Commissioner Bushner seconded to approve Resolution #04-15-2016 A with changes to the Yuma County Handbook Emergency Closure pay for employees, effective March 1, 2016, to read as: **If County facilities remain open, but an employee is unable to make it to work safely, or choses to leave early; he or she shall use personal leave to compensate for the time lost if County operations remain open. If County operations close early, personal leave will not be charged from the time of closure to the normal closing hours. Personal leave already scheduled on a day when the County has an emergency closure will still be considered Personal Leave.** The motion passed unanimously.

Executive Session At 2:45 pm, Commissioner Bushner moved to enter into Executive Session for an 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 Wiley, Wingfield, and, Bushner Road and Bridge Employee Javier “Jay” Ochoa and Administrator Kara Hoover. Executive Session ended at 3:09 pm.

Executive Session

At 3:18 pm, Commissioner Bushner moved to enter into Executive Session for an 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 Wiley, Wingfield, and, Bushner, Road and Bridge Employee Ron Tribbett and Administrator Kara Hoover. Executive Session ended at 3:32 pm.

Sheriff's Office

Undersheriff Adam Wills presented the following for discussion:

- *Unit #152 Damage* – Adam reported that unit # 152; the 2016 Dodge Ram was damaged in the March blizzard by hyperextending a door hinge, when the door was caught in the wind. He reported that there is no structural damage to the vehicle and the door opens and closes properly. The damage is to the exterior portion of the pickup. Estimated repairs are nearly \$2,200 including bodywork at South Forty and decaling at LAWS. The Commissioner's asked that Wills learn if there is a more cost effective way to fix the issue, since it is simply cosmetic.
- *Unit 161-2015 Ford Interceptor SUV* – Wills presented an additional quote from LAWS for \$519.00 to retrofit the used prisoner barrier in Unit 161, the 2015 Ford SUV, that was received from the Kansas Highway Patrol. **Commissioner Bushner moved to approve the quote from LAWS to retrofit the prisoner barrier in the amount of \$519.00 paying from Fund 20. Commissioner Wingfield seconded the motion; which passed unanimously.**

Administrator's Report

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

- *Minutes* – Commissioner Bushner moved to approve the March 31, 2016 Board of County Commissioners minutes. Commissioner Wingfield seconded the motion; which passed unanimously.



- Certification of Accounts Payable drawn on Yuma County Funds on April 15, 2016 with check #62177 through #62328 for \$463,568.74 and Fund 16 W-Y Combined Communication accounts payable, with check #7563 through #7574 totaling the sum of \$2,220.64 were signed by Chairman Robin Wiley.
- *Peters' Fence Request* - The Commissioners reviewed a letter of objection received from Chester Wieser of Wieser Farms LP opposing a fence being placed along the section line. Wieser stated that they use the section line trail road to access their grass and dryland farmland. He also stated that the trail road would be used in an emergency, such as a fire, to reach surrounding property. Another neighboring landowner phoned Commissioner Wiley voicing his objection. After considering input from the concerned parties, the Commissioners decided to maintain the County's easement on the section line of County Road 4. **Commissioner Wingfield moved to deny the request to place a fence within the county's right-of-way along the north section line of Section 16, T5S, R45W, also known as County Road 4, between County Roads V and X, due to objection of neighboring land owners. Commissioner Bushner seconded the motion; which passed unanimously.** Commissioner Wiley will speak to Mr. Peter's and a letter will be sent relaying the decision.
- *Viaero Site Tower* – Hoover mentioned that Rick Bailey from Viaero stopped in earlier in the week with a Viaero Engineer to research the options to place a Site Cell Tower that was discussed in January 2016. The engineer did not feel the Courthouse roof had the capacity to hold the equipment. He looked at the parking lot at Highway 34/Birch Street, but did not believe the site line would work. Ultimately, they located a position at the northeast corner of the Blue Vehicle building between the building and the street (where an electrical pole is already installed). The Commissioners were uncertain of this location; siting another location on the other side of the same building. More conversation with Viaero will be required before proceeding.
- *Internet-IT* – Commissioner Wiley reported he met with a company that would be interested in partnering with a local Internet provider to provide the middle and last mile of cable to the areas in the county that are currently underserved; mainly the City of Wray and the City of Yuma. He also mentioned that he had the opportunity to visit with Vista Beam's CEO, Matt Larsen about their current process. IT consultant Tobias Tonelli set the end of April to complete the switch over from the old internet equipment to the new Vista Beam equipment.
- *Underfunded Grant Application* – Hoover reported that work is being compiled to complete the Underfunded Courthouse Grant Application. She is working on the budget and the timeline; which includes pipe demolition, installation, asbestos abatement, auxiliary cooling, relocation of inmates, and the possibility of relocating offices. To date two companies have submitted piping estimates; another company will be coming out next week; an asbestos survey is complete, currently awaiting for the report; and an estimate of costs to house inmates. Additional estimates will be required for auxiliary cooling, relocation of offices, booking, holding cells, and transfer costs if necessary. The grant application must be approved by 13th Judicial District Chief Judge Singer and the Yuma County Commissioners.
- *County Road 50* – Hoover reported that she received an anonymous phone message about the prairie dogs that are in the ditches and have bored into the shoulder of County Road 50, between County Roads B & C. The caller requested that the County do something about the infestation. Hoover relayed that she contacted Yuma County Weed & Pest District Director Jordan Davison who reviewed the area and agreed that the prairie dogs are heavily populated and are in the ditch and the road. He went on to say that the product that he is allowed to use to dispose of the prairie dogs, is state regulated and could only be used




between October 1 and March 15 of each year. Davison said he would put the area on the top of the list for early October, but was unable to do anything at this time.

- *Fairground Use* – Hoover presented a couple of complaints about the timeliness of doors being unlocked for use of the Concessions Building at the Fairgrounds. Currently, Hoover reported that she has been going over the calendar at the end of each week and calling the Fairgrounds Maintenance Manager to remind him of events. The Commissioners ask her to continue to monitor.
- *Fundware* – The Administrative Department received word that Fundware will no longer be supported. Blackbaud would like to transition the office to Financial Edge. In 2014, the auditors reported that their experience was not favorable, as Financial Edge seemed to be more suited for non-profit accounting vs. governmental accounting. Other financial software packages will also be considered.
- *Yuma County Cattleman's Association Annual Banquet* -- The Commissioners discussed the use of the Concessions building at the Fairgrounds for the Cattleman's Association Annual Banquet. **Commissioner Wingfield moved to allow the Yuma County Cattleman's Association to hold their annual banquet with alcohol, paying the \$1,500 alcohol deposit for June 11, 2016. Commissioner Bushner seconded the motion; which passed unanimously.**

There being no further business; the meeting adjourned at 4:24 p.m. The next regular meetings of the Board of County Commissioners will be April 29, 2016 and May 16, 2016


 Robin Wiley, Chairman


 Kara Hoover, Administrator

ATTEST: 
 Beverly Wenger, County Clerk

