

YUMA COUNTY COMMISSIONERS
September 17, 2018
Minutes¹

On September 17, 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 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, Child Welfare Supervisor Hollie Hillman, Bookkeeper Melanie Fisher, and Receptionist Robin Barnhart were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

The Commissioners heard a presentation by Williams on the 2019 proposed budget for the Yuma County Department of Human Services.

The Board of County Commissioners reconvened at 8:55 a.m.

Commissioner Wingfield moved to approve the salary authorization for Dalene Rogers at G10/S5 effective September 1, 2018 for a change in position to Eligibility Supervisor. Commissioner Wiley seconded the motion, which passed unanimously.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:14 a.m. to provide the following updates:

Current Projects

- *39-H-J Chip Seal Project* – Colden provided status updates on the completion of the 39-H-J project. Colden reported completion of the project including the Kamala road.
- *Mowing Operations* – Colden reported all the mowers are running and that some areas will require a second mow. The Commissioners discussed the functionality and effectiveness of the new John Deere mowers with Colden.
- *CAT Benchmark Report* – Colden presented a current benchmark report for the CAT equipment for the Commissioners to review. Colden reported a discussion with CAT leadership on equipment that has been awaiting warranty repair for an extended period of time.
- *Blade Trades* – Colden initiated a discussion of blade trades proposed for 2019.
- *Blade Extended Warranty* – Colden discussed purchasing extended warranties in 2019 for blades with expiring warranties. Colden will return with updated quote information on the requested extensions. For a John Deere extended warranty, Colden estimates the expense to be approximately \$18,500 to extend through 2022/10,000 hours and issued the opinion that the warranty is not worth the expense at this time for that equipment. For the CAT extended warranty, Colden estimates the expense to be approximately \$32,125 for up to 10,000 hours. The group discussed the implications of purchasing 5 versus 7 year warranties when purchasing new equipment.
- *Proposed Expenses* – Colden presented a request to replace the service truck, water truck, and two tandem trucks, with priority being on the water truck. Colden estimates the expense of the replacements to be approximately \$30,000-40,000 for a service truck and approximately \$75,000 each for a water truck and

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

two tandem trucks. The group discussed replacing the 6,000-gallon tank on the water truck and replacing one tandem truck now and one in a year or two. Colden also reported that with his remaining budget for 2018, he needs to purchase an additional fleet pickup. The Commissioners requested he get some bids and discussed the benefits of purchasing new instead of used.

- **Eagle Oil Credit Cards** – Colden requested the addition of two additional credit cards for Eagle Oil in Yuma to check out to employees. **Commissioner Wiley moved to approve the addition of two additional Eagle Oil credit cards to be checked out to employees for use on County equipment. Commissioner Wingfield seconded the motion, which passed unanimously.**
- **Zayo Overpull Project Route** – Colden discussed a fiber installation project by Mastic and presented a map of the fiber path.
- **2019 Budget** – Colden presented a draft 2019 budget for consideration.
- **Salary Authorizations** – Colden presented salary authorizations to hire Mathew Templar and Daniel Wilkens at Grade 5, Category 1, Level 3 as of 9/17/2018. **Commissioner Wiley moved to approve the salary authorizations for Mathew Templar and Daniel Wilkens at Grade 5, Category 1, Level 3 effective 9/17/2018. Commissioner Wingfield seconded the motion, which passed unanimously.**

Extension Office Updates, Joy Akey & JoLynn Midcap

The Commissioners were joined by Extension Agents Joy Akey and JoLynn Midcap at 10:10 a.m. to hear updates on recent activities. Midcap reported on County and State Fair results and activities as well as completed and upcoming 4-H activities. Akey discussed recently completed Family & Consumer Sciences activities as well as upcoming programs and events that she has planned for the community.

County Treasurer, Dee Ann Stults

County Commissioner Dee Ann Stults met with the Commissioners at 10:35 a.m. to present her 2018 3rd quarter Public Trustee salary request and to discuss budget items and tax roll corrections. Also in attendance as an observer was County Assessor Cindy Taylor. Stults presented her salary request for Public Trustee for the third quarter and clarified the foundation for a salary request submitted during her previous budget proposal submitted on September 5. The group discussed a recent tax abatement and how such issues will be handled between the Treasurer's and Assessor's Offices. Taylor requested clarification on what expenses would be eligible to be categorized as errors and omissions from her office and it was discussed that each instance would need to be reviewed and addressed on a case-by-case basis.

County Clerk, Bev Wenger

At 11:30 a.m. County Clerk Bev Wenger joined the Commissioners to present two resolutions for signature.

- Resolution 09-17-2018 C – Approval to decrease the Cash Fund in County Clerk's Main Office and increase the Cash Fund in County Clerk's branch office. **Commissioner Wiley moved to approve signature on Resolution 09-17-2018 C decreasing the amount of cash in the Yuma County Clerk's Main Office and increase the amount of cash in the Yuma County Clerk's branch office to accommodate changes in business patterns. Commissioner Wingfield seconded the motion, which passed unanimously.**
- Resolution 09-17-2018 D – Closing of the County Clerk's Office for Election Day. **Commissioner Wingfield moved to approve signature on Resolution 09-17-2018 D authorizing closure of the Yuma County Clerk's Office on November 6, 2018 for Election Day. Commissioner Wiley seconded the motion, which passed by unanimous vote.**

Land Use

Yuma County Land Use Administrator/GIS Coordinators Rich Birnie and Colten Yoast were heard at 1:00 p.m. to review Land Use and GIS business.



- *Temporary RV Park* – Keller Law, LLC has requested information on requirements for establishing a temporary RV park to rent spaces to workers during the installation of the new OneOK Elk Creek Pipeline. Additional information has been requested from Drake & Megan Johnson on their plans before a decision can be made on permitting.
- *BioGas Plant* – Brian Johnson of the BioGas plant project was referred to John Zimmerman regarding assessment of their proposed plant.
- *Activity Notice Letters* – Birnie reported having sent letters to Brian & Mary Etl on Section 17, T4N, R47W, Stuart Ortner & Jenny Lynn Peterson on Section 3, T1S, R43W, and William Arledge on Section 18, T1N, R43W regarding activity notice requirements.
- *Final Day* – Birnie proposed having his last day as a full-time employee being September 28, 2018 at which point he would change to part-time hours as needed and would use his PTO bank through November. The Commissioners agreed to this plan.

GIS

- *Mapping* – Yoast reported having completed a pipeline map and flood plain map. He is in progress on updates to the master map, a bus route map, Road & Bridge road grader area map, and communications tower map.
- *Spatial Analysis Software* – Yoast and Birnie proposed a new software that allows complex location-oriented analysis for information such as droughts, soil type, fire data, etc. The estimated cost of the software is \$2500 for purchase and \$500 per year for support. The request will be considered by the Commissioners during budget discussions.

McMahan & Associates LLC

Paul Backes, CPA and Billi Lewis, CPA from McMahan & Associates, LLC joined the meeting via teleconference at 1:30 p.m. to provide a review of the 2017 audit. **Commissioner Wiley moved to accept the 2017 Yuma County Audit Report as presented. Commissioner Wingfield seconded. The motion passed by unanimous vote.**

Sheriff-Elect, Todd Combs

The Commissioners met with Sheriff-Elect Todd Combs and Larry Gilliland at 2:42 p.m. to discuss transition planning topics. Among concerns are recently publicized hiring issues. Combs inquired as to what action might be taken and expressed his desire to initiate hiring processes as quickly as possible. Combs also reported an upcoming meeting between himself and Sheriff Day to discuss transition issues. The Commissioners inquired as to the training process Combs was intending to employ after hiring for vacancies as well as to the anticipated timeline. The group confirmed the expectation that the hiring and training process is expected to take approximately 3-6 months and determined no action necessary until following the meeting between the current Sheriff and the Sheriff-Elect, assuming resolution will be found during the course of that meeting.

Executive Session, Exit Interview

Commissioner Wiley moved to enter into executive session at 4:22 p.m. under CRS 24-6-402(4)(f) for personnel matters. Commissioner Wingfield seconded the motion, which passed unanimously. Present for executive session were Chairman Trent Bushner, Commissioner Robin Wiley, Commissioner Dean Wingfield, Administrator Andrea Calhoon, and Rhett Morris. Executive session ended at 4:58 p.m.

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 August 13, 2018 Board of County Commissioners meeting. Commissioner Wingfield seconded the motion, which passed unanimously.**



- *Certification of Accounts Payable* drawn on Yuma County Funds on September 17, 2018 with Check #31850 through 31981 for \$424,580.06 and WY Comm Center Funds with Check #8300 through 8306 for \$1,600.22, were signed by Chairman Trent Bushner.
- *CAPP Report & Claim Review* – The Commissioners heard information on pending CAPP claims.
- *Signatures and Ratifications* –
 - Invoices/Finance Requests:
 - Resolutions and Correspondence – **Commissioner Wiley moved to approve Resolution 09-17-2018 A adopting a County policy for the disposal of surplus equipment and deposit of funds resulting from the disposal of surplus equipment. Commissioner Wingfield seconded the motion, which passed unanimously.**

Commissioner Wiley moved to approve Resolution 09-17-2018 B adopting an official position of support on ballot initiative 110, Let's Go Colorado, increasing the State sales tax by .62% for purposes of funding transportation and road projects. Commissioner Wingfield seconded the motion and it passed by unanimous vote.

Commissioner Wiley moved to approve signature on a letter from the Colorado Counties, Inc. Northeast Region County Commissioners responding to a request for proposal recently published by the Colorado Department of Behavioral Health. Commissioner Wingfield seconded the motion. It passed unanimously.

- Invoices – The Commissioners reviewed an invoice from County Attorney Ken Fellman, Esq.
- Grant Updates – The Commissioners discussed pending and upcoming grant applications including applications related to the proposed Ag Innovation Center, a NECALG Enterprise Zone application for the Ag Innovation Center, a mini grant awarded to Yuma County Economic Development by The Colorado Trust, a request for a letter of support for the Vernon playground, and the 2021-2022 COSI Scholarship Grant Agreement. **Commissioner Wiley moved to approve signature on the 2021-2022 Colorado Opportunity Scholarship Initiative Grant Agreement. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**
- *Department Reports* – The Commissioners reviewed the August 2018 Treasurer's reports as well as the August 2018 TV System Maintenance Log and set a 2019 Budget Work Session for Tuesday, October 2 at 8:00 a.m.
- *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:
 - A request for information on hotel rooms utilized by Lonestar and associated staff during the 2018 Yuma County Fair.
 - A draft letter from County Attorney Ken Fellman, Esq. to Yuma County Sheriff Chad Day regarding recent changes in procedure. **Commissioner Wingfield moved to approve sending of a letter from**



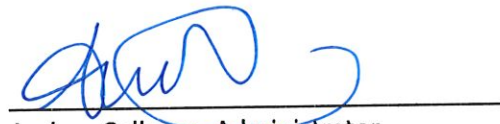
Ken Fellman to Chad Day as presented. Commissioner Wiley seconded the motion, which passed unanimously.

- The Commissioners reappointed Chairman Trent Bushner as the 2018 CCI Legislative Committee Member from Yuma County.
- *Oil & Gas Updates* – Calhoon reported no updates on the proposed Elk Creek pipeline since the last meeting.
- *Maintenance Updates* – Calhoon and Maintenance Sargent Travis Dinsmore discussed scheduling for the replacement of the roofs of the Courthouse and the Health and Human Services building by Brad Rockwell. Roofs are to be replaced following hail damage in the summer of 2017. The group discussed facilities maintenance projects across the County.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues. The Commissioners signed the salary authorization for Land Use Administrator/GIS Coordinator Colten Yoast at Grade 10, Step 10.8 effective September 4, 2018 and updated reporting structure for the position to report to the County Administrator.

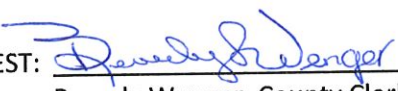
There being no further business, the meeting adjourned at 6:32 p.m. The next regular meetings of the Board of County Commissioners will be on September 28, 2018 and October 14, 2018 with a budget work session scheduled for October 2, 2018.



Trent Bushner, Chairman



Andrea Calhoon, Administrator

ATTEST: 

Beverly Wenger, County Clerk





BOARD OF COUNTY COMMISSIONERS
COUNTY OF YUMA, STATE OF COLORADO

RESOLUTION NO. 09-17-2018 A

**A RESOLUTION ADOPTING A POLICY REGARDING
DISPOSAL OF COUNTY ASSETS**

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, all real or personal property conveyed to any county shall be deemed the property of such county pursuant to Section 30-11-102, C.R.S.; and

WHEREAS, the Board has the authority to make such orders concerning the property belonging to the county as it deems expedient pursuant to Section 30-11-107, C.R.S.; and

WHEREAS, properties and assets utilized by various offices and departments of Yuma County are assets considered to be owned by the County by virtue of being insured by the County Liability Insurance; and

WHEREAS, properties and assets utilized by various offices and departments of Yuma County receive financial investment from public funds through maintenance inputs as well as employee wages for property and asset management; and

WHEREAS, the Board wishes to adopt a policy to ensure efficient use of equipment within and between County offices and departments; and

WHEREAS, the Board wishes to adopt a policy to ensure funds generated from the disposal of assets are deposited pursuant to Section 30-10-102, C.R.S;

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

Section 1. Any and all assets and properties having been insured under policies held by Yuma County, having received tangible or consumable inputs of any sort funded with Yuma County public funds, having received intangible inputs of employee and/or contractor billable time, or having had any other fiscal investment of Yuma County public funds of any sort shall be required to be declared surplus by presentation to and approval by motion of the Board of County Commissioners prior to eligibility for disposal.



Section 2. In the interest of efficiency and good stewardship of public funds across the County, the Board of County Commissioners reserves the right to internally offer the transfer of equipment to any other Yuma County office or department prior to declaration of surplus and approval of disposal. The Board further reserves the right to determine whether fair market value of the transferred equipment is to be exchanged as a result of any such transfer.

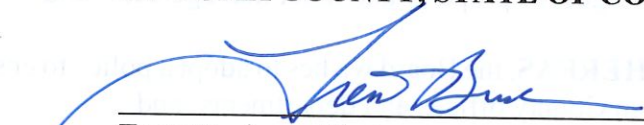
Section 3. As is defined in Section 30-10-102, C.R.S., any funds received from the disposal of equipment having received, in any proportion, whether direct or indirect, an investment of Yuma County public funds, shall be submitted to the County Treasurer within 30 days of receipt. Such funds will be deposited into the General Fund and authorized for use at the discretion of the Board of County Commissioners, pursuant to Section 30-11-107, C.R.S.

Section 3. Severability. If any part, section, paragraph, clause or provision of this Resolution shall be adjudged to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the remaining sections, paragraphs, clauses or provisions of this Resolution, it being the intention that the various parts hereof are severable.

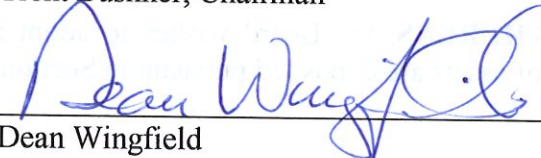
MOVED, READ AND ADOPTED by the Board of County Commissioners of the County of Yuma, State of Colorado, at its regular meeting held on the 17th day of September, 2018. The above and foregoing Resolution was, on a motion duly made and seconded, adopted by unanimous vote of the Board of Yuma County Commissioners.

ADOPTED this 17th day of September, 2018.

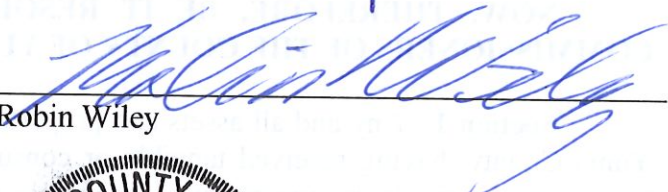
**THE BOARD OF COUNTY COMMISSIONERS
OF YUMA COUNTY, STATE OF COLORADO**



Trent Bushner, Chairman

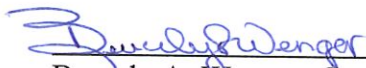


Dean Wingfield



Robin Wiley

ATTEST:



Beverly A. Wenger, County Clerk





BOARD OF COUNTY COMMISSIONERS
COUNTY OF YUMA, STATE OF COLORADO

RESOLUTION NO. 09-17-2018 B

**A RESOLUTION ADOPTING AN OFFICIAL POSITION OF
SUPPORT ON BALLOT INITIATIVE 110 – LET’S GO
COLORADO**

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, a modern, safe and efficient 21st century transportation system is essential to Colorado’s quality of life and the health of our economy; and

WHEREAS, Colorado’s population has grown nearly 60 percent since 1991, while state transportation spending per driver, adjusted for inflation, has been cut in half over that same time period; and

WHEREAS, the Colorado Department of Transportation has identified \$9 billion in much-needed projects that lack funding; and

WHEREAS, there has been a significant lack of resources available to local communities to address traffic congestion, maintenance needs and safety concerns; and

WHEREAS, the failure to maintain roads and bridges adequately costs Coloradans on average of \$468 per driver due to damage and unnecessary wear-and-tear to vehicles, and

WHEREAS, truly addressing Colorado’s transportation challenges requires a dedicated, sufficient and guaranteed stream of revenue; and

WHEREAS, a bipartisan, coalition of local elected officials, business leaders, labor unions, environmentalists, transit groups, and community activists have joined together to ask voters to raise the state sales tax by .62 percent, or about six cents on a ten-dollar purchase, for transportation needs; and

WHEREAS, this measure is estimated to raise \$767 million in its first year and allow for bonding of \$6 billion for state projects; and

WHEREAS, Colorado voters will be able to vote on this statewide transportation solution on the November 2018 ballot; and,

WHEREAS, this initiative currently holds the support of numerous key agencies involved in the maintenance and management of Colorado roads at the local, county, and state level; and,

WHEREAS, the Board recognizes the benefit of increased transportation funding in Yuma County; and,



WHEREAS, Yuma County is estimated to receive increased funding for County roads;
and,

WHEREAS, additional direct local road impacts are anticipated for state and municipal roads, increasing the local safety and economic impact; and,

WHEREAS, this total sum of funds is to be collected state-wide from drivers and non-drivers alike and redistributed with great investment in rural areas;

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

That the Yuma County Board of County Commissioners endorses this transportation initiative as having significant impact on roads in Yuma County and fully supports the passing of Ballot Initiative 110 as a positive step toward the necessary investment in critical infrastructure in Colorado.

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 17th day of September, 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 17th day of September, 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





**RESOLUTION OF
THE YUMA COUNTY BOARD OF COMISSIONERS**

Resolution # 9-17-18 C

Approval to decrease the Cash Fund in the Main office and increase the Cash Fund in the Branch office of the Yuma County Clerk and Recorder's office.

WHEREAS, the County Commissioners of Yuma County, State of Colorado, at a lawfully called meeting of said Board of County Commissioners, held on the 17th day of September, 2018, where all members were present and voting in the affirmative, and;

WHEREAS, the funds are necessary for conducting business at the Main office located in the Yuma County Courthouse, Wray and the Branch office located in the City of Yuma City Building.

WHEREAS, the Commissioners expect all costs associated with county operations should be covered by county funds, and

WHEREAS, the State of Colorado Department of Revenue has established a new MV software system DRIVES which allows the use of individual cash drawers

WHEREAS, in order to conduct business in the Clerk's Branch office with individual drawers the fund requires an increase to be able to handle the cash flow in the Yuma Branch location, and

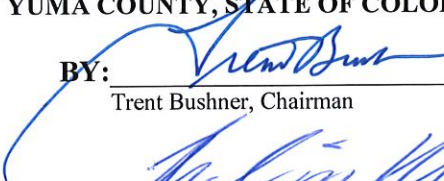
WHEREAS, by increasing the Yuma Branch Cash Fund to \$650.00 and reducing the Main office Cash Fund to \$2000.00, the Branch will have sufficient cash to operate; and

WHEREAS, a reconciliation statement will be conducted daily with deposits being deposited with the Yuma County Treasurer's office.

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners of Yuma County, Colorado, approve the increase of the Yuma Branch Cash Fund to \$650 and reducing the Main Office Cash Fund to \$2000.00

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

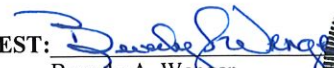
BY:


Trent Bushner, Chairman


Robin Wiley


Sean Wingfield

ATTEST:


Beverly A. Wenger
Yuma County Clerk





**RESOLUTION OF
THE YUMA COUNTY BOARD OF COMMISSIONERS**

RESOLUTION # 9-17-18 D

Closing of Clerk's office for Election Day

WHEREAS, the County Commissioners of Yuma County, State of Colorado, at a duly and lawfully called regular meeting of said Board of Count Commissioners, held on the 17th day of September 2018, and:

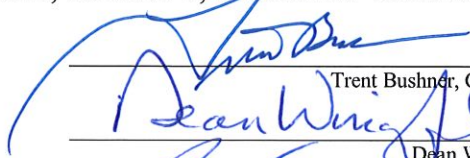
WHEREAS, the Yuma County Clerk and Recorder is the Official Election Coordinator for the General Election to be held on November 6th, 2018;


WHEREAS, the Yuma County Clerk and Recorder requires the complete staff of the Yuma County Clerk and Recorder's office to assist with the election;


THEREFORE, be it resolved by the commissioners of the County of Yuma, Colorado, the offices (including Motor Vehicle, Recording, and Driver License) of the Yuma County Clerk and Recorder's office will be closed for regular business and will conduct only Election business on November 6th, 2018 for the General Election.

ADOPTED, this 17th day of September, 2018

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




Trent Bushner, Chairman


Dean Wingfield


Robin Wiley

ATTEST:



Beverly A Wenger
Yuma County Clerk and Recorder



