

YUMA COUNTY COMMISSIONERS

May 14, 2019

Minutes¹

On May 14, 2019 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Robin Wiley, Commissioner Trent Bushner, Commissioner Dean Wingfield, and Administrator Andrea Calhoon were present throughout the day.

The Commissioners reviewed and signed accounts payable and payroll 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 Services Director Kara Hoover, Eligibility Supervisor Dalene Rogers, and Receptionist Robin Barnhardt were present.

Commissioner Bushner moved to approve the salary authorization for Jessica Bauer for an increase to Grade 5, Step 9 as of May 1, 2019 for performance following her 6-month probationary period. Commissioner Wingfield seconded the motion, which passed by unanimous vote.

The Board of County Commissioners reconvened at 9:15 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:30 a.m. to provide department updates.

Current Projects

- *Current Road Work* – Colden reported current work on Roads 33, LL, and 11.
- *Abarr Water* – Colden discussed the well at the Abarr house and his research related to seasonal increases in water usage that may indicate a usage issue. Colden will report back with further information at a future meeting.
- *Asphalt Proposal* – Colden presented information on the cost of asphalt to overlay County Road 39. Pricing was received from Simon Construction and McCormick Excavation & Paving. The group discussed project management options related to the overlay and reviewed options presented in the pricing. Colden estimated approximately a 4-day project that he would schedule in the latter part of August. **Commissioner Bushner moved to approve the bid from McCormick Excavation & Paving for an amount not to exceed \$275,000 to be paid out of Fund 2, Department 702. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**
- *Gardner Pit Exploration* – Colden discussed gravel pit exploration projects including a status update on the potential Gardner Pit.
- *Electronic AP* – Colden provided initial information on his intention to implement a paperless accounts payable process. A department procedure will be presented at a future meeting.
- *Abarr House Lease* – Colden presented a lease for the Abarr house for Josh Mainord. The group agreed that responsibility for oversight and management of Road & Bridge lease agreements and enforcement should be managed under the oversight of Colden, who will oversee lease contracting and compliance in the future. **Commissioner Wingfield moved to sign the lease agreement with Josh Mainord for rent of the Abarr hour. Commissioner Bushner seconded the motion, which passed unanimously.**

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

- **Road Crossing Permits:**
 - Colden presented a road crossing permit application for Viaero to install conduit along County Road Z at Highway 34. **Commissioner Wingfield moved to approve the road crossing permit for Viaero to install conduit along County Road Z at Highway 34. Commissioner Wiley seconded the motion, which passed unanimously.**

Jaden Campbell, Fairgrounds Maintenance

The Commissioners met with Jaden Campbell at 10:30 a.m. to discuss various fairgrounds maintenance topics and priorities. Campbell discussed upcoming fairgrounds events, updates and necessary repairs to various area lighting, removal of manure, equipment options for mowing the bluegrass lawn, equipment needs, and mowing plans. **Commissioner Wingfield moved to update exterior yard lights at the Yuma County Fairgrounds to LED. Commissioner Bushner seconded the motion, which passed by unanimous vote.**

Commissioner Wingfield moved to pay \$40 per mow for once per week lawn maintenance to Jaden Campbell for care of the bluegrass lawn between the beef barn and the calf barn. Commissioner Bushner seconded the motion, which passed unanimously.

Travis Dinsmore, Courthouse Maintenance

County Maintenance Supervisor Travis Dinsmore met with the Commissioners at 11:40 a.m. to review County maintenance topics. Dinsmore provided a status update on the replacement of the jail kitchen floor and potential jail kitchen update projects.

Land Use

Yuma County Land Use Administrator/GIS Coordinator Colten Yoast was heard at 1:00 p.m. to review Land Use and GIS business.

- **Administrative Land Use Permit** – Yoast presented an administrative land use permit application for Stanley Shafer and George Seward to complete a lot line adjustment at the Dry Creek Feeders feedlot. **Commissioner Wingfield moved to approve signature on Resolution 05-14-2019 A approving the lot line adjustment for Stanley Shafer and George Seward for the lot line adjustment at the Dry Creek Feeders feedlot as requested. Commissioner Bushner seconded the motion, which passed by unanimous vote.**
- **Pending Land Use Activity** – Yoast reported on five permits received so far, one Administrative Land Use and four Exemptions from Subdivision, that will be heard this month.
- **Code Amendment** – Yoast reported that he anticipates presenting recommended code amendments at an upcoming meeting. The group discussed notice requirements for mineral owners on adjacent properties to land use applications.
- **Eckley South Lift Station** – Yoast presented a draft letter from the attorneys for the South Lift Station in Eckley that is situated partially in the County right-of-way. **Commissioner Bushner moved to approve signature on the letter permitting the Eckley South Lift Station to operate within the County Road right-of-way. Commissioner Wingfield seconded the motion, which passed unanimously.**

GIS

- **Mapping** – Yoast reported working on updates for the master map and continues work on Road & Bridge and Emergency Management maps. Yoast discussed contract work done for the City of Yuma since last meeting.



Executive Session, Exit Interview

At 1:47 p.m., the Commissioners met with Deputy Tom Kron for purposes of conducting an exit interview. **Commissioner Bushner moved to enter into executive session at 1:47 p.m. under CRS 24-6-402(4)(f) for Personnel Matters for purposes of conducting an exit interview. Commissioner Wingfield seconded the motion. It passed unanimously.** Present for executive session were Chairman Robin Wiley, Commissioner Trent Bushner, Commissioner Dean Wingfield, Deputy Tom Kron, and Administrator Andrea Calhoon. Executive session ended at 2:02 p.m.

Todd Combs, Yuma County Sheriff

At 2:30 p.m. the Commissioners met with Yuma County Sheriff Todd Combs to discuss accounting practices for grant funds to ensure financial transparency. Also in attendance were Yuma County Treasurer Dee Ann Stults and Deputy Treasurer Chrystal Hammond. The group discussed various ideas for the accounting and processing of reimbursable funds that prior ran through the Sheriff's non-tax account that Sheriff Combs has requested run through the County budget. The group decided that reimbursable grant funds for the Sheriff's Office shall run through the Sheriff's Trust Fund, Fund 12, with a sub-ledger being maintained in the Sheriff's department-level accounting system. Stults, Hammond, and Calhoon will coordinate with Combs and Sheriff's Office Manager Stacy Zink to design an accounting structure and return with report to the Commissioners at a future meeting.

Sheriff Combs also reviewed various Office updates including fairgrounds security and contract inmate boarding.

Yuma County Water Authority Public Improvement District

At 3:37 p.m., the Board of County Commissioners adjourned to conduct Yuma County Water Authority Public Improvement District business. Minutes of the Yuma County Water Authority Public Improvement District are kept separately. The Board of County Commissioners reconvened at 3:40 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 meeting. **Commissioner Bushner moved to approve the minutes from the April 30, 2019 Board of County Commissioners meeting. Commissioner Wingfield seconded the motion, which passed unanimously.**
- **CAPP Report & Claim Review** – The Commissioners heard information on pending CAPP and workers' compensation claims.
- **Signatures and Ratifications** –
 - Resolutions/Ordinances/Signatures:
 - **Commissioner Wingfield moved to approve the salary authorization for Andrea Calhoon at G13/S20.25 as of May 1, 2019. Commissioner Bushner seconded the motion, which passed by unanimous vote.**
 - **Commissioner Bushner moved to approve signature on the Intergovernmental Agreement between Yuma County and the City of Wray for the provision of Land Use and GIS services. Commissioner Wingfield seconded the motion. It passed by unanimous vote.**
 - **Commissioner Bushner moved to approve signature on the Intergovernmental Agreement between Yuma County and the City of Wray for the lease of ambulance assets between Wray EMS and South YW Ambulance Service. Commissioner Wingfield seconded the motion, which passed unanimously.**
 - Invoices/Finance Requests:
 - No invoices or finance requests required action at this meeting.



- Grant Updates:
 - The Commissioners reviewed information regarding pending and submitted grant applications including the DOLA Administrative Planning Grant for the Ag Innovation Center as well as the Ag Innovation Center GOCO grant progress for an expansion of the fairgrounds beef barn. The Commissioners heard updates on the pending DOLA Administrative Planning Grant application for a Landfill Feasibility Study.
 - **Commissioner Wingfield moved to approve signature on the 2019-2020 Court Security Grant application. Commissioner Bushner seconded the motion, which passed unanimously.**
- *Department Reports* – The Commissioners reviewed the April 2019 Treasurer's Report, April 2019 TV System Maintenance Log, 2019 Q1 Yuma County Landfill Groundwater Monitoring Report and Yuma County Landfill Financial Assurance Report for 2019-2023. The Commissioners also reviewed the salary authorization for Yuma County Sheriff's Office Manager Stacy Zink with a start date of May 14, 2019 and the contract between Yuma County Sheriff's Office and former Office Manager Molly Brunk for provision of contracted management services during transition of the position. The Commissioners heard report on the hire of Clay Rockwell as a Patrol Deputy as of May 16, 2019.
- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including the implementation of new accounting software and a prior request to host roping events at the Yuma County Fairgrounds.
- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
 - A request to waive the fairgrounds use fee to host a public auction for Michael Auction, which was declined.
 - The exchange of an ambulance between South YW Ambulance Service and Wray EMS under the new Intergovernmental Agreement.
 - A report on the resignation of the current director of the Bookmobile.
 - A check received in error from the Hutton Family Educational Foundation that was returned.
 - **Commissioner Bushner moved to approve the service of alcohol at the upcoming 2019 Yuma County Cattlemen's Banquet to be hosted at the Yuma County Fairgrounds subject to the required alcohol deposit of \$1,500. Commissioner Wingfield seconded the motion. It passed by unanimous vote.**
- *Oil & Gas Updates* – Calhoon reported on oil and gas updates since the last meeting including updates on Senate Bill 19-181 related to oil and gas drilling permits.
- *IT Updates* – Calhoon presented updates on various IT issues including the implementation of broadband services at all Wray location County offices.
- *Maintenance Updates* – Calhoon reported on various facilities maintenance topics.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues. The Commissioners read a confidential memo under CRS 24-6-402(4)(f) for Personnel Matters containing an exit interview completed by Calhoon since the last regular meeting.



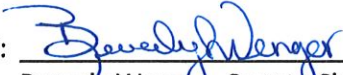
There being no further business, the meeting adjourned at 5:00 p.m. The next regular meetings of the Board of County Commissioners will be on May 31, 2019 and June 14, 2019.



Robin Wiley, Chairman



Andrea Calhoon, Administrator

ATTEST: 

Beverly Wenger, County Clerk



