

YUMA COUNTY COMMISSIONERS

August 14, 2020

Minutes<sup>1</sup>

On August 14, 2020 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Dean Wingfield, Commissioner Trent Bushner, Commissioner Robin Wiley, and Administrator Andrea Calhoon were present throughout the day. The meeting was open to the public via teleconference due to the COVID19.

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

Liquor License Applications

Deputy County Clerk Nancy Wright joined the meeting at 8:15 a.m. to present for signature a previously approved retail liquor license for Casa Tres Amigos.

Financial Reports

Finance Officer in Training Sarah Carwin joined the meeting at 8:30 a.m. to provide financial updates including estimates of employee leave balances in excess of carryover allowances, no pay from the most recent payroll run, fair ticket sale reports, and current interim financial statements. Also discussed were payroll processing procedures. The Commissioners requested a policy be developed to outline payroll processing including deadlines to ensure proper processing of payroll.

Human Services

The Board of Social Services meeting for August 14, 2020 was vacated.

Road and Bridge

Road & Bridge Supervisor Tom Andersen joined the meeting at 10:00 a.m. to provide department updates.

- *Salary Establishment* – Andersen initiated a discussion regarding the process for establishing and evaluating salaries for employees based on productivity and quality of work. The Commissioners outlined historical perspectives on salary establishment procedures.
- *Upcoming Road Projects* – Andersen reported the finalization of work on County Road 54 between JJ and NN and reported that the blade team will be focusing next on area Y-10. Andersen anticipates that Y-10 will primarily require rebuilding and not necessitate a considerable amount of material hauled in. During that time, Andersen reported that the trucking crew will be replenishing the material stockpiled in the Wray Shop yard. The group discussed road issues identified since the last meeting as well as a recent fatal accident at a County Road intersection.
- *Mowing* – The group discussed strategies for mowing and agreed that currently employed staff could and should be utilized to mow during the height of mowing season to ensure that mowing operations are sufficiently addressed. Current employees will be offered the choice of comp time or paid overtime for the hours spent mowing outside of normal duties.
- *Permits* – **Commissioner Wiley moved to approve the road crossing permit for YW Electric at County Road N and County Road 33. Commissioner Bushner seconded the motion and it passed by unanimous vote.**
- *Executive Session* – **Commissioner Wiley moved to enter into executive session under CRS 24-6-402(4)(f) at 9:49 a.m. Commissioner Bushner seconded the motion, which passed unanimously.** Present for executive session were Chairman Dean Wingfield, Commissioner Robin Wiley, Commissioner Trent Bushner, Road & Bridge Supervisor Tom Andersen, Assistant Road & Bridge Supervisor Sean Malay, and Administrator Andrea Calhoon. Executive Session ended at 10:55 a.m. No action was taken following the conclusion of executive session.



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Yuma County Recorder, BEVERLY WENGER Page 1 of 3  
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<sup>1</sup> Minutes prepared by Andrea Calhoon are a summary of discussions, not a verbatim account.



### County Clerk

County Clerk and Recorder Bev Wenger joined the Commissioners at 11:00 a.m. to present for signature on an ERBT grant for the purchase of laptops for recording staff. **Commissioner Wiley moved to approve signature on the County Clerk's ERBT grant application for \$5,955.75 for the purchase of laptops and associated equipment to support the administration of recording services. Commissioner Bushner seconded the motion, which passed by unanimous vote.**

### County Treasurer

County Treasurer Dee Ann Stults joined the meeting at 11:05 a.m. to discuss county held tax liens. The group discussed the options for addressing the mobile homes under county held lien and reviewed the pros and cons of each option. Stults also requested budgetary guidance and reported on the transition of Human Services payroll into the payroll account instead of the general account. Stults also conveyed concerns over challenges experienced in payroll processing earlier this month and requested inclusion in the policy addressing such issues.

### Land Use

Land Use Administrator Colten Yoast was heard at 1:00 p.m. to review Land Use and GIS business and conduct Land Use hearings.

- *Pending Land Use Activity* – Yoast reported that there are currently two hearings scheduled for the month of August and two additional projects he anticipates for review in future months.
- *Idalia Replat* – Yoast reported updates regarding proposed replat work being considered in Idalia.

### GIS

- *Current Projects* – Yoast reported on various GIS topics including the online map and public utility mapping work being completed with the City of Yuma and the WY Emergency Communications Center.

### Sheriff's Fleet

Sheriff Todd Combs joined the meeting at 1:00 p.m. to present bids for the replacement of a patrol vehicle. The group discussed the bids and the Sheriff will do some additional research and return to meet with the Commissioners at an upcoming meeting.

### Landfill

Landfill Manager Cliff Henry joined the meeting at 2:05 p.m. to discuss equipment needs due to mechanical issues with the landfill scraper. Henry presented various bids and estimates for repair and replacement both and the group discussed options and additional information needed before the upcoming Landfill Board meeting.

### Administrator's Report

Administrator Andrea Calhoun reviewed calls, correspondence, and presented the following for discussion and action:

- *Minutes* – The Commissioners reviewed the minutes from the previous BOCC meetings. **Commissioner Wiley moved to approve the minutes from the July 31, 2020 regular meeting and the August 6 and August 13, 2020 special meetings of the Board of County Commissioners. Commissioner Bushner 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:
    - No resolutions were presented for signature.
  - Invoices/Finance Requests:

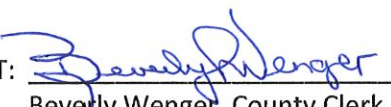


- No finance requests were presented for consideration.
  - Grant Updates:
    - The Commissioners reviewed information regarding pending and submitted grant applications including: GOCO funds for the construction of a beef barn expansion for the Ag Innovation Center, DOLA administrative planning funds for completion of a landfill feasibility study, DOLA energy impact funds for chip sealing of the Eckley Road, and CDOT multimodal funds for sidewalk updates in cooperation with the City of Wray.
- *Department Reports* – The Commissioners heard various department updates including the July 2020 Treasurer's Report, the July 2020 TV System Maintenance Log, updates on the WY Emergency Communications Center, updates on 2021 budget work, the planned purchase of a new laptop and printer for the Veteran's Service Officer, the finalization of the grant-funded purchase of a telehealth machine for provision of jail-based behavioral services, and discussed perspectives on a recent appointment to the State Veterinary Board.
- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects.
- *Correspondence* – Calhoon presented correspondence received since the last meeting including upcoming expiring board appointments and a request received to host a horse race at the Yuma County Fairgrounds. **Commissioner Wiley moved to reappoint Ron Brown as the Yuma County Veteran's Service Officer. Commissioner Bushner seconded the motion, which passed unanimously. Commissioner Wiley moved to waive fairgrounds use fees for a drive-thru flu clinic to be hosted by the Yuma District Hospital at the Yuma County fairgrounds. Commissioner Bushner seconded the motion. It passed by unanimous vote.**
- *CDL Testing Unit* – Calhoon provided updates on the status of the Yuma County CDL testing unit upcoming examiner training.
- *Oil & Gas Updates* – Calhoon reported on oil and gas updates since the last meeting including litigation to which Yuma County is party regarding rulemaking by the Air Quality Control Commission.
- *IT Updates* – Calhoon presented updates on various IT-related topics including updates to the website, the installation of a new video advisement system in the courts, and plans for the implementation of a VOIP phone system at Road & Bridge.
- *Maintenance Updates* – Calhoon reported on various facilities maintenance topics.
- *HR Updates* – Calhoon reported updates on county Human Resource topics including policy updates and county vacancies.

There being no further business, the meeting adjourned at 3:30 p.m. The next regular meetings of the Board of County Commissioners will be on August 31, 2020 and September 15, 2020 with a budget work session scheduled for September 9, 2020.

  
Dean Wingfield, Chairman

  
Andrea Calhoon, Administrator

ATTEST:   
Beverly Wenger, County Clerk



