

YUMA COUNTY COMMISSIONERS

July 14, 2015

Minutes¹

On July 14, 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.

Yuma County Economic Development

CDL Testing Site / El Pomar Grant - Yuma County Economic Development Director, Darlene Carpio, presented a draft copy of a competitive grant to El Pomar Foundation for the Commercial Driver's License Testing Site proposed at the Yuma County Fairgrounds. Carpio reported that the concrete bids for the original size of 300 X 150 feet were \$229,000 to \$300,000; much greater than anticipated. She conducted additional research and learned that part of the site can be dirt with the concrete for testing at 75 X 300 feet. Carpio was able to acquire an additional bid for the revised concrete size of approximately \$120,000. The Commissioners reviewed the proposed site, selected an area in the Northeast section, and suggested graveling an additional 125 feet; thus meeting the State's 200 X 300 feet requirement. The Commissioners were in consensus to continue with the grant submission, land commitment, dirt work, gravel, and the \$50,000 cash investment.

Birnie later presented a proposal to add trees on the north and east side of the newly proposed site. This will better protect the neighbors from truck noise and sight. The Commissioners agreed the windbreak would be a good neighbor-friendly idea and asked that it be included in the grant submission.

Upcoming Events – Darlene presented information on upcoming Economic Development events to include: July 16 – National Rural Economic Development Conference in Denver, July 17 – CO Blueprint meeting with OEDIT in Holyoke, July 21 – State Historical Fund and Company Creative Industries presentations, and July 23 – Colorado Aerospace Tour.

Department of Health & Human Services

Department of Health and Human Services Director Dave Henson, Chief Financial Officer Phyllis Williams, and Receptionist Liz Tuttle were present to conduct business with the Commissioners.

Financial Report – Phyllis presented the DHS Financial Report for month-end May, 2015.

LEAP Outsourcing Discussion – Henson reported that the State is exploring the use of a single vendor for the LEAP program; Goodwill Industries would be the likely vendor. He suggested that the County be ready for this in the near future.

The following contracts were presented for approval:

Karen Merritt Agreement for Services – Commissioner Wiley moved to approve the Agreement for Services with Karen Merritt to provide External Consultant Services for Permanency Roundtables, and Family Engagement meetings. Commissioner Wingfield seconded. The motion passed unanimously.

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

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Nurturing Parenting Classes Contract – Commissioner Wiley moved to accept the contract with Baby Bear Hugs to deliver Nurturing Parenting Classes in Wray and Yuma for \$7,500 from July 1st, 2015 to June 30th, 2016. Commissioner Wingfield seconded the motion; which passed unanimously.

Dr. Jack Gardner Contract – Commissioner Wingfield moved to accept the contract for Child Welfare / PA3 for Evaluations with Dr. Jack Gardner from July 1st, 2015 to June 30th, 2016. Commissioner Wiley seconded. The motion passed unanimously.

Newstart Therapy / Marta Wells – Commissioner Wiley moved to accept the Newstart Therapy/Marta Wells contract from June 1st, 2015 to May 31st, 2016 from CORE funding. Commissioner Wingfield seconded the motion; which passed unanimously.

Clarity and Solutions Counseling / Rene Ruhlman Contract – Commissioner Wingfield moved to accept the Clarity and Solutions Counseling contract from June 1st, 2015 to May 31st, 2016 from CORE funding, allowing \$80 per hour, up to \$5,000 for the year. Commissioner Wiley seconded the motion; which passed unanimously.

Robin Barnhart Reassignment – Commissioner Wiley moved to approve the reassignment for Robin Barnhart to IMT I with a step and grade increase to G4 S8, \$2,205 per month. Commissioner Wingfield seconded. The motion passed unanimously.

Hiring Update Income Maintenance Position – Henson relayed that they have offered Monica Ordonez the open position as IMT I. Commissioner Wingfield moved to approve hiring Monica Ordonez with a starting wage of G4 S6, \$2,115 per month. Commissioner Wiley 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:

- ***Staffing*** – Colden reported having an issue with a supervisor. He relayed that he has been working with the supervisor since he started employment with Yuma County. The Supervisor specifically disregarded instructions from Colden. The Supervisor received a documented verbal reprimand.
- ***June 5, 2015 Storm Damage*** – Colden updated the Commissioners that the costs for storm damage repair currently total nearly \$380,000. Yuma County has expended approximately \$252,000; contractors have submitted almost \$100,000 with an additional \$25,000, plus or minus, expected to complete the repairs.
- ***CDOT Highway 34 Turning Lanes*** – Colden reported that the project will re-start July 15th, to take a break allowing for harvest traffic.
- ***EIAF #7605 County Roads R & 34 Project*** – Colden told the Commissioners that most of the chips are in place; preliminary work will begin soon and he anticipates this project to be on-schedule for an August start date.
- ***Timesheet Submittal Concerns*** – Colden brought concerns and frustrations of incomplete, or tardy, submission of timesheets. The Commissioners offered to forward a letter to Road and Bridge Personnel outlining the deadlines for timesheet transmittal and guidelines for completion of the timesheets; making note of the “no-pay” provision in the Yuma County Employee Handbook.
- ***Road Access Form*** - Colden presented an approved road access form for Rosewood Resources, Inc. for a new access at County Road 32 and County Road LL.

- *Special Transport Permit*- Colden presented a Road and Bridge Special Transport Permit for Star House Moving LLC, Gerald Hostetler of Grant, Nebraska to transport a building on a 2001 Kenworth truck and dollies on July 8th, 2015 from the Phillips County line and County Road S to 201 E 6th, Eckley, Colorado. Commissioner Wingfield moved and Commissioner Wiley seconded to confirm Yuma County Road and Bridge's July 6, 2015 approval of: A Special Transport Permit for Star House Moving LLC to transport a building, 36 feet wide, 78 feet long, by 21 feet tall on a 01 Kenworth Truck and Dollies from the Phillips County line and County Road S to 201 E 6th, Eckley, Colorado on July 8th, 2015. The motion unanimously passed.

Department of Human Services Staff Meeting

At 10:30 a.m. the Commissioners retired to the conference room at the Department of Health and Human Services, 340 Birch Street, Wray, Colorado to discuss the transition of department directors. The current Director, Dave Henson, tendered his resignation on June 30, 2015 with a final work day of August 4th, 2015. Health and Human Services Staff attending were: Phyllis Williams, Liz Tuttle, Ana Morales, Amanda Holloway, Janice Twiss, Laurie Newton, Jana Gallegos, Dalene Rogers, Robin Barnhart, and Karina Rosas.

The group discussed the possibility of an Interim Director or Co-Directors to lead the team until a thorough search can be completed. The group shared their concerns and reservations about the transition with the Commissioners. Chairman Bushner asked the staff to inform Administrator Hoover if they are interested in applying for the Director position, or serving in the interim. The meeting ended at 11:25 a.m.

Finance

The Commissioners were alerted that variations to the budget and additional line items will be required to the County's financial system as follows:

- *Ranch Rodeo/Fair Accounts*—Funds for the Ranch Rodeo will run through the County's accounting system; which will result in the budget line item appearing elevated. Currently the budgeted amounts do not take into account all of the sponsorships, purse monies, and gate funds.
- *Lady-In-Waiting Saddle* - Ronda Pletcher requested that the lady-in-waiting saddle be purchased through the county; thus reducing the cost of sales tax. New accounts will be placed in the Fair budget to reflect this pass-through; saddle sponsor funds will be deposited at the County Treasurer's Office.
- *PRI Phone Line Billing* – With the addition of the new PRI phone system in January, 2015, phone lines for outside agencies running through PRI must be billed. The Finance Department will set up new accounts to show the pass-through of billing.
- *W-Y, Inc.*—Mary Jane Idler phoned to report that she has continued to pay the \$10 to the State for the W-Y, Inc. non-profit registration, along with mailing the postcard to the IRS reporting revenue less than \$50,000. Idler plans to visit with 911 Authority Board Member Roger Brown about continuing W-Y, Inc. Chairman Bushner reported that he is concerned that the loan from Y-W Electric to Washington-Yuma Counties Emergency Telephone Service Authority utilized W-Y, Inc. The attorneys will research this more.



Courthouse Data Infrastructure/Cabling Bids

Mike Brown from Lighthouse Security, LLC presented the following for discussion:

- **Servers / Office 365** – Brown presented a proposal from SHI, Inc. for two Lenovo ThinkServers RD350 70 D6 with improved storage, and RAID, Redundant Array of Independent Disks. Brown explained that RAID technology is a system of several disks in the same array that store data in a mirrored fashion, so that if one disk fails the data is preserved. One server will be used for the Financial Office and the other for a domain name local controller. Additional storage, adapters, hard drives, remote management adapters were also included in the bid totaling \$8,515.14. He also outlined information regarding Office 365 Enterprise E3 operating systems. This solution also has cloud storage per user. The cost of the Office 365 is \$25 per month per user and comes with 15 gigabytes of storage per user. **Commissioner Wiley moved to accept the SHI, Inc. proposal for two Lenovo ThinkServers RD350 70 D6 and associated equipment of \$8,515.14 and the subscription for the Office 365 with a monthly fee of \$25 per user. Commissioner Wingfield seconded the motion; which passed unanimously.**
- **Cloud Storage** - Brown relayed that due to some reservations about cloud usage from County Financial Administration; he conducted additional research of cloud storage capabilities. He assured the Commissioners that only auditor suggested, non-identifiable information will be stored on the cloud; all other data will be stored on a local backup.
- **Hardware Update** – Mike relayed that the updated firewall and switches that were ordered through GTRI arrived July 13, 2015. Personnel from Linx will be on location later in the week to begin preliminary re-cabling review prior to the actual work. Additionally, Brown said he would be installing the new Windows 7 computer for the Financial Office on Wednesday, July 16, 2015. An In-house back-up has been completed and Brown reported that he will mirror the hard drives to minimize any issues. The tower will be used temporarily until the Lenovo servers are in place and then the Commissioners would like to replace the failing computer in the Administrator's office with this tower.

Yuma County Economic Development Luncheon

The Commissioners retreated to attend a luncheon with Yuma County Economic Development Director, Darlene Carpio, Carol Engel-Enright, Coordinator of Apparel and Merchandising for CSU, Lisa Elstun, Owner of Fashion Design Center of Denver, Julie Worley, former Phillips County Economic Director, Gisele Jefferson, CSU Extension for Washington County, and Barb Gorman, Haxtun Home Economics teacher. The group discussed the opportunities to bring apparel manufacturing to the rural areas.

Sheriff's Office

Sheriff Chad Day presented the following:

- **New Vehicle** – Day reported that they have been in contact with Bonanza Ford about the possibility of ordering a pickup. Bonanza Ford Manager Phil Riggelman, reported that they can order Dodge Pickups through Johnson Auto Plaza. After a bit of research, Riggelman confirmed that Dodge cannot build the pickup on order because of an issue with the special patrol package. Riggelman relayed that the pickup is set to be built as a 2016 in November of this year; but the County wouldn't receive the pickup until probably January, 2016. The group discussed other options. One alternative option is to cancel the Dodge order and change the order to a Ford product. Also, Day mentioned that instead of placing the Dodge order, the department could order an undercover replacement vehicle for Chad and back this pickup off to



the 2016 budget. Day said Undersheriff Wills had researched obtaining another Tahoe like he had purchased earlier in the year, but was unsuccessful. The Commissioners left the decision up to Sheriff Day.

- *Alternative Sentencing Program* – Sheriff Day updated the Commissioners on the training opportunities for the Alternative Sentencing Program. Laurie Clemons has two trainings coming up the first is the Moral Reconciliation Therapy Training in German Town, Tennessee, July 20th through July 23rd, 2015 with a cost of approximately \$1,600; which will be paid for using a portion of Inmate Welfare funds and jail training budget. Clemons will then be attending the Early Diversion “Train the Trainer” workshop on August 4th and 5th, 2015 in Denver, in which she was selected to receive grant funding for this and there should be only minimal out-of-pocket expenses for this class. Day asked Clemons to research the costs of training for a certified GED Class instructor; he’ll update the Commissioners as more information becomes available. The Sheriff’s Office is looking forward to advancing this program once Clemons has completed the proper training.
- *Ice Machine* – Day requested an ice machine for the fairgrounds. Commissioner Wiley reported that his experience with ice machines hasn’t been favorable. Day relayed that the Sheriff’s Office goes through a lot of ice, and they have not had any issues with the ice machine in the jail. Day relayed that he has Maintenance Sergeant Dinsmore researching the RMO program to locate one.
- *Staffing* – Day informed the Commissioners that Russell Stich will be starting July 15, 2015 in the jail at G1/S3 salary of \$2545 per month. There is still one vacancy that they may fill with in-house employee, Austin Clapper, but this is as of yet, undetermined.

Land Use/GIS

Rich Birnie, Land Use/GIS Coordinator, presented department updates.

- *Permit Applications*

Birnie reviewed two permit applications that will be heard at the Land Use Hearing on July 30, 2015.

Ortner - EFS0615-14, for Tim & Mariane Ortner, to divide 27 acres, more or less, from 320 acres, more or less in the W/2 of Section 24, T5N R43W, for the purpose of resale to Supreme Investments, LLC, Stromberger Farm.

Castillo - EFS0615-15 for Saul & Katherine Castillo, to divide 4.07, plus or minus acres, from 9.83, plus or minus, acres in the NE1/4 of Section 27, T2N R48W, for the purpose of bringing this parcel into compliance.

Birnie relayed that currently there are no permit applications to be heard at the August 31, 2015 meeting.

- *Pending*

Birnie reported that the following are pending Land Use items:

Schramm Feedlot – Birnie shared that Schramm Feedlot has fulfilled the final condition for approval of the permit amendment. Their new deadline was August 1, 2015. Mr. Holtorf provided photographs of the revisions.

Raymond and Margaret Flake – Birnie said that Raymond and Margaret Flake have submitted an Activity Notice to build a house at address 28400 Hwy 34 in Wray, 1N44 NW/4 Section 10. The existing residence and garage are to be removed following completion of residence.

Jason & Stacey Owston – Rich reported that Jason & Stacey Owston, of Eckley, had contacted him about building a new home on County Road 37.5, Whisky Road, just west of Eckley. They have not submitted an Activity Notice, yet.

GIS

Address Software - Birnie reported that he is working on creating a set of address centerlines for the entire county, using the address software provided by Sidwell. To complete this task he will have to edit each line segment to add data to each of the ten attributes, it will take a while to do this. He made contact with the W-Y Communication Center in Yuma to obtain MSAG, Master Street Address Guide data in order to align the county data. He reported that he could alternately research Century Link to obtain the data if W-Y Communications Center does not respond.

Assessor's Office

Assessor Taylor presented the following:

- *Early Abstract Information* - Taylor presented the Early Abstract Information that was formulated after receiving state valued properties. The net increase to the County is approximately 4 million. Taylor reported that she did not uncover anything on the state valuation that should be protested.
- *Yuma County Valuations Appeals* – Taylor reviewed the appeals to this year's valuations. She is working with a couple of feedlots that may protest to the County Board of Equalization.

Treasurer's Report

Dee Ann presented in an email the following for discussion:

- *Treasurers Report* - The Treasurer's report for June 2015 was reviewed. The report showed \$2,005,164.65 in taxes collected; \$165,768.40 in Specific Ownership taxes collected, and \$40,585.23 in fees collected for the month. Public Trustee Report for quarter end, June 30, 2015 was reviewed.
- *Semi-Annual Report* – Stults also included the first half of 2015, semi-annual report for publication for review and signatures.
- *Homestead Property Exemption* – Stults reported that her office has completed the tax roll corrections on the Senior Homestead exemptions, as approved at the June 30, 2015 BOCC meeting. The corrections were made on R118079, R214011, R216038, R218108, R318096, R427052, and R527071 for 2013, and totaled \$3,331.00, including interest. Stults relayed that she feels the county should consider an errors and omissions line item in the budget to cover these types of issues, without penalizing the districts, and requiring them to recoup the funds through the abatement levy process.

Administrator's Report

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

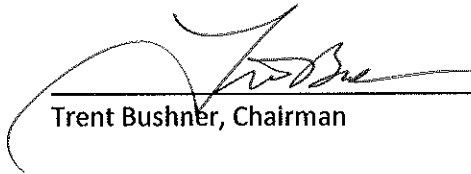
- *Minutes* – Commissioner Wiley moved to approve the June 30, 2015 Board of County Commissioners minutes. Commissioner Wingfield seconded the motion; which passed unanimously.

- **Signal Behavioral Health Network-DHS Contract -- Commissioner Wingfield moved to record the approval of the Signal Behavioral Health Network Contract for 2015/2016 that was approved at the June 15, 2015 BOCC meeting and signed on June 23, 2015. Commissioner Wiley seconded the motion; which passed unanimously.**
- Certification of Accounts Payable for July 14, 2015 drawn on Yuma County Funds, with check #59995 through #60180 for \$658,909.28 and Fund 16 W-Y Combined Communication accounts payable, with check #7319 through #7327 totaling the sum of \$1,970.73 were signed by Chairman Trent Bushner.
- **2016 Budget Work Session – The Commissioners set meeting dates through December, 2015 and the 2016 Budget work session for Tuesday, September 8th, 2015.**
- **Electronic Devices, Landfill Waiver – Commissioner Wingfield discussed information on Senate Bill 12-133, concerning the diversion of electronic devices from the landfill. The previous exemption has expired; and although, an electronic-recycling program is available through Encore Life, Inc., in the Wray area, it is in its infancy. A county-wide electronic-recycling program is not yet in place; therefore, it is Landfill Manager Cliff Henry's recommendation to re-apply for the waiver as outlined in CRS 25-17-303. Commissioner Wingfield moved and Commissioner Wiley seconded to approve and sign Resolution #07-14-2015 A to exempt the Yuma County Landfill from the Landfill Ban Rules to allow electronic devices to be accepted at the Yuma County Landfill for two years as outlined in CRS 25-17-303. The motion passed unanimously.**
- **Commissioner's Attorney – A representation agreement between Kissinger & Fellman, P.C. and the Yuma County Commissioners was reviewed. The agreement is to retain Kissinger & Fellman, P.C., Ken Fellman, as the Yuma County Commissioner's attorney. No initial fee, deposit, or retainer for services is being charged; the firm will bill on an hourly, as-needed, basis. Commissioner Wiley moved to approve the Representation Agreement with Kissinger & Fellman, P.C. to serve as the Yuma County Commissioner's attorney, being billed on an hourly, as-needed, basis with no initial fee, deposit, or retainer fee. Commissioner Wingfield seconded the motion; which passed unanimously.**
- **CCOERA Forfeitures–Chairman Bushner and Commissioner Wiley signed the CCOERA forfeiture check for \$2,838.24 for two employees' unvested portions of the employer paid retirement, to be deposited in Fund 1, and a check for \$300.00 to be paid to the Economic Development for the employer portion, for the second quarter of 2015.**
- **NE Colorado Health Department Food Booth Application – The Commissioners discussed applications for temporary food events with the Northeast Colorado Health Department. The Commissioners Office is responsible for reporting the event booths to the Health Department. Previously the Commissioners have completed the application for Garry Moore Amusements to allow them to run their food booth in conjunction with their carnival rides. Commissioner Wingfield moved to complete the vendor application for temporary food events on behalf of Garry Moore Amusements with the Northeast Colorado Health Department for the Yuma County Fair from August 1 to August 6, 2015. Commissioner Wiley seconded the motion; which passed unanimously.**
- **Fair Queen Pickup – The lease agreement with Bonanza Ford, Inc. for the 2015 Fair Queen's pickup was reviewed. Commissioner Wiley moved to approve the lease agreement of \$800 for a 2013 Ford F350 Black 4X4 Crew Cab Pickup for the 2015 Fair Queen and Court. Commissioner Wingfield seconded the motion; which passed unanimously.**



- *Employers Unity, LLC* – The Commissioners reviewed information on Employer's Unit, LLC, 5353 W. Dartmouth Ave #400, Denver, Colorado. The company offers unemployment management services to include: processing unemployment claims and appeals, hearing representation, review of board arguments, benefit charge audits, educational workshops, online reporting and legislative updates. After a short discussion, Commissioner Wiley moved to approve the agreement with Employers Unity, LLC for unemployment management services, beginning August 1, 2015 to July 31, 2016 with an annual service fee of \$450. Commissioner Bushner seconded. The motion passed.

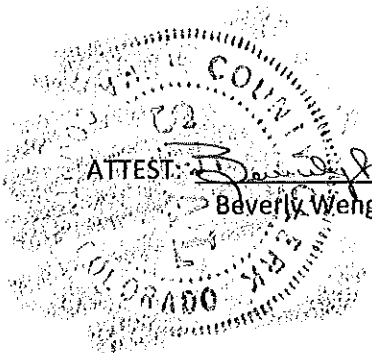

There being no further business; the meeting was adjourned at 3:12 p.m. The next regular meetings of the Board of County Commissioners will be July 30 and August 13, 2015.



 Trent Bushner, Chairman



 Kara Hoover, Administrator


 ATTEST: 

 Beverly Wenger, County Clerk

