

**YUMA COUNTY COMMISSIONERS**

**May 15, 2017**

**Minutes<sup>1</sup>**

On May 15, 2017 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 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.

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:26 a.m. Human Service Director Phyllis Williams, Receptionist Robin Barnhart, Child Welfare Supervisor Hollie Hillman, Bookkeeper Liz Tuttle, and Eligibility Supervisor Grant Smith were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

- *TANF Transfers* – Williams presented for signature a letter to the Colorado Counties, Inc. Commissioners sitting on the State Allocation Committee for TANF transfers of \$30,000 each to Phillips and Baca Counties. Williams relayed that by transferring the funds, the county's portion of about \$12,000 will not be expended. **Commissioner Wiley moved to approve the transfer of \$60,000 worth of TANF funds to Phillips and Baca County, \$30,000 each. Commissioner Bushner seconded the motion; which passed unanimously.**
- *Vacate May 31, 2017 Meeting* – Director Williams mentioned that she will be out of the office May 31, 2017 and wished to vacate that meeting date.

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

Centennial Mental Health

Human Service Director Phyllis Williams and Child Welfare Supervisor Hollie Hillman rejoined the meeting. Executive Director Liz Hickman was present to provide updates and discuss information relating to Centennial Mental Health. She shared statistics from the FY 2015-2016, reporting an increase of clients served in Yuma County of approximately 15% compared to the previous year. Hickman said that one of the challenges has been retaining good quality staff to provide the much needed services.

Hickman mentioned that she and her staff are working hard to mend county relationships and wanted to discuss how Centennial Mental Health is working with Yuma County Department of Human Services. Hillman and Williams both said that the lack of continuity and change in staffing seems to be quite an issue for clients served. They also mentioned that there is a bit of an issue that the information received in reports is lacking. Hickman suggested that the Human Services staff reach out to the clinician to obtain the information needed. She also asked that County Human Services contact the Centennial Mental Health office directly with any questions or concerns so she can handle the issue appropriately and timely.

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



### Road and Bridge

Supervisor JR Colden was present to provide the following updates.

#### *Current Projects*

- *County Roads* – The Commissioners discussed the need for additional training for grader operators and additional product needed on the county roads in the southern part of the county, relaying concerns received of road conditions. JR shared that he has plans to take his more experienced grader operators to that area for additional training.
- *County Road SS* – JR said that Road and Bridge crews are working on the nine miles of County Road SS from Highway 34 north of Laird.
- *CDOT Highway 385 / County Road 33.6 Turning Lane Project* –
  - *Estimated Costs* -- Colden shared that Yuma County's dirt work on the CDOT Highway 385, County Road 33.6 Turning Lane Project is complete. He estimates the county staffing and equipment cost on the project to be approximately \$161,000. Additional costs for gravel, hauling, and water truck rental will also go towards this project. He estimates the total costs to the County at approximately \$180,000. Colden believes that CDOT is to begin this week on their portion of the project.
  - *Pit Agreement* – JR presented a Pit Agreement on County Road 33.6 for reclamation of the pit after the total project is complete with Landowners David Wilson and Peter Brophy. **Commissioner Wiley moved to approve and sign the Highway 385 Project Pit Agreement, located on the NW ¼ of Section 18, T1N, R43W, with David Wilson and Peter Brophy. Commissioner Bushner seconded the motion; which passed unanimously. See attached.**
- *Beecher Island Road, EIAF # 8302*
  - *Chip Rock* -- To follow up from the April 28, 2017 BOCC Meeting, JR reported that the chip rock bid from Brian Freeman of Scoular Grain met the requirements as specified for the Beecher Island Road and was accepted at \$30.50 per ton. 3,500 tons will be required, so final costs are estimated at \$106,750 for chip rock.
  - *Oil* – Colden also stated that the projected costs of the oil for this project are coming in at around \$2.46 per gal.
  - *Crack-Seal* – He shared that the crack seal may be higher than budgeted, as there continued to be deterioration of the road since last fall that had to be addressed prior to the chip rock and overlay. He will keep the Commissioners updated.
- *Unit 96-Roller Compactor/Unit 87-Rosco Oil Distributor* – Colden shared that he has an individual that is interested in purchasing Unit #96-Roller Compactor, original cost of \$4,000 and Unit #87-Rosco Oil Distributor, original cost \$5,500. The Commissioners instructed Colden to advertise the items for sale per protocol.
- *Underground and Utility Permits* – Colden presented an Underground and Utility Permit for Brett Rutledge/Wellstone requesting to install a 3" water line under and along County Road 29 and County Road 30. The Commissioners discussed and relayed that they will not approve or consider allowing



running a line in the County's Right-of-Way and suggested Rutledge/Wellstone contact adjacent land owners.

- *Road and Bridge Permit Fees* – The Commissioners discussed the current permit structure. **Commissioner Wiley moved to approve Resolution #05-15-2017 C, updating Road and Bridge Department Permit Fees, to include the \$100 per rod for laying any other type of pipeline or other usage in the County right-of-way considered for approval under special circumstances only by BOCC. Commissioner Bushner seconded. The motion passed by unanimous vote.**

#### Treasurer

Treasurer Dee Ann Stults presented the following:

*Treasurer's Report* -- Treasurer Stults presented the Treasurer's report for April 2017. She reported there were; \$7,513,876.44 in taxes, \$214,870.81 in Specific Ownership, and \$171,969.16 in Treasurer Fees collected for the month. Stults reported she is 82% collected at this time.

*County Auction* – The Commissioners and Stults discussed choosing a date in the fall to hold a county-wide auction and contact area Auctioneers. She mentioned that the City of Wray would like to participate with the auction as well. Stults will report back with the date at a following meeting.

#### Yuma County Water Authority Public Improvement District

At 11:33 a.m., the Commissioners adjourned to conduct the Yuma County Water Authority Public Improvement District business.<sup>2</sup> The Commissioner's meeting resumed at approximately 11:41 a.m.

#### Land Use

Rich Birnie was present to conduct Land Use and GIS business.

##### *Land Use*

- *Brophy, Exemption from Subdivision* – Birnie stated that he has one Exemption from Subdivision that will be reviewed by the Planning Commission and heard by the BOCC in May. The exemption is EFS0417-08 for Martin D. Brophy, to divide 25 acres from 160 acres, for the purpose of resale of homestead.
- *Floodplain Ordinance* – Birnie included a second draft of the Floodplain Ordinance. He shared that this draft followed the Colorado model very closely. He shared that any mention of a separate floodplain permit and inspections were removed from the text. The Ordinance will be placed at the end of Article 5 in the Land Use Code Book. As previously reported, the Planning Commission will review this month.
- *Solar and Wind Text Amendments* – Rich reported that the Solar and Wind draft text that includes the same setbacks from boundary and right-of-way for solar equipment, including solar panels, as required for industrial and commercial structures will be reviewed by the Planning Commission this month. He will report more at the next BOCC meeting.

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<sup>2</sup> Minutes of the Yuma County Water Authority PID are done separately.



- *Private Land Burial* – Birnie presented the first draft of the Land Use Code-Human Burial on Private Property. This document will also be reviewed by the Planning Commission this month.
- *Lot Line Adjustments* – Birnie shared that he still does not have complete Lot Line Adjustment applications for Newbanks/Leslie Family Trust, Renzelman/Rose, and Hendrix/Circle 3 Farms, LLC.
- *Setback Requirements* – Rich said he had inquiries about setback requirement for new construction for oil/gas facilities. He reported that currently there are no such setback requirements in the Land Use Code. The Commissioners discussed and concluded that the recent house explosion in the metro area would not have been preventable by applying setback requirements for oil/gas facilities, as they understood that the cause was gas leaking from an abandoned gas line. They were in consensus that no such requirements would be helpful.
- *SeamlessGov* – Rich mentioned that SeamlessGov contacted him about converting county forms to be fillable for the website. He shared that the “Form Builder” service would cost the county approximately \$5,000 per year, providing uniform fillable forms for all County Departments. Other counties, such as Garfield and Mesa County have used their services. The Commissioners agreed with Birnie that the cost is too great to justify the need in Yuma County
- *Yuma County Event Center at Fairgrounds* -- Rich shared that Travis Roubideaux, University of Denver student, contacted him about obtaining an auto cad file for the area around the Yuma County Fairgrounds for the preliminary work he is completing on the Yuma County Event Center.
- *Land Use-GIS Replacement* – Rich opened a discussion about a succession plan for his replacement when he retires at the end of 2018. The Commissioners discussed leaving the two positions, Land Use and GIS, together. The Commissioners will plan to begin advertising and looking for a replacement in the spring of 2018, allowing ample time for Rich to work with his successor for smooth transition.

#### GIS

Birnie reported that he has all of the digital addresses complete except for the City of Wray.

#### Old Threshers

Tim Stulp stopped in to visit with the Commissioners about this year's Old Thresher days. He presented a request to use the fairground facilities for the 37<sup>th</sup> Annual-Old Threshers Show, September 8, 9, 10, 2017. **Commissioner Wiley moved to allow Old Threshers Group to use the Yuma County Fairgrounds for their 37<sup>th</sup> Annual Show on September 8, 9, 10, 2017, beginning set-up on September 1 through tear down September 15, 2017 at no cost. Insurance coverage will still be required. Commissioner Bushner seconded the motion; which passed unanimously.**

#### Sheriff

Sheriff Chad Day presented the following for discussion:

- *Staffing* – Day reported on the resignation of Detention Deputy Kellie Curtis, which was effective May 4, 2017. He shared that he has a few applicants, but the hiring process may be a ways out.



- **Executive Session -- At 1:44 p.m., Commissioner Wiley moved to enter into Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f)(I)&(II) and for discussion of specialized details of security arrangements or investigations under C.R.S. Section 24-6-402(4)(d). The motion was seconded by Commissioner Bushner; which passed unanimously.** Present were Commissioners Wingfield, Wiley, and Bushner, Sheriff Chad Day, and Administrator Kara Hoover. Executive Session ended at 2:09 p.m.
- **Fairgrounds Security Plan** – Day also reviewed with the Commissioners a draft copy of the Fairgrounds Security Plan. The Commissioners shared their revisions to the form. Day shared that he would revise and come up with a final draft for further review.
- **Fox 31 News-Horse Race Inquiry** – The Commissioners discussed the recent inquiry from Fox 31 News reporter about the horse races held at the Yuma County Fairgrounds. Administrative staff forwarded the current Fairground Use Policy and later it was learned that Sheriff Chad Day had spoken to the Fox 31 News reporter. Sheriff Day relayed that he was questioned about Match Races and rather he had any issues. He clarified that no face-to-face interview was completed.
- **Courthouse Active Shooter Training** – Day reported that a walk-through of the building is planned for June 12 at 7 p.m. in preparation for a building wide emergency response drill that will occur later this year, coinciding with the roll out of a new emergency response plan. He is requesting permission from Elected Officials or Department Supervisors to either leave their offices open, or identify someone to stay late that evening. He believes the walk-through could take approximately 90 minutes as they identify corners and hiding spots within the courthouse and how they work as a team to clear the building in such an emergency. He assures the Commissioners that there will be no simunitions used, only blue or flagged guns.
- **Storage Containers Yuma County Fairgrounds** – Sheriff Day shared that the Sheriff's Office has placed storage containers at the Yuma County Fairgrounds. Two were placed by the race horse barn and another in the south part of the fairgrounds
- **Pickup Donation** – Chad mentioned that Adams County has a 2007 Chevrolet 2500 Pickup with 150,000 miles that they are willing to gift to Yuma County. The only cost would be \$250 to the auction house for a no-sale, as it was already on an auction list. He plans to purchase the pickup with non-tax monies. The pickup arrived shortly after meeting, assigned Unit # 171.

#### Clerk

Clerk Bev Wenger presented the following for discussion:

- **Server** – Bev presented bids for purchase a new server for Recording, as she has become increasingly concerned of failures with the current server. She stated that she plans to pay for the server from the Web Search Fees, 09-200-6500. The Commissioners were in consensus with Clerk Wenger to accept the bid from Teryx, Inc. for a R430 PowerEdge Server in the amount of \$5,618.50.
- **Indivisible Group** – Bev voiced her concerns over her family member that is involved in the Indivisible Group. She stated that this group is similar to the Tea Party formed from the Republican Party and could potentially create a conflict during election next year. She wanted to let the Commissioners know about this potential issue.



### Maintenance

Maintenance Sergeant Travis Dinsmore joined the meeting to discuss the following:

- *AC Chiller Repair* – Hoover presented an estimate prepared by Wern Air to replace the compressors on the main AC Chiller for the Courthouse. After discussion, additional questions were reviewed. Further research will be conducted prior to a decision being made.
- *Sally Port Garage Doors* – Travis Dinsmore presented bids to replace the Sally Port garage doors and openers. The Commissioners asked Dinsmore to obtain like bids for commercial door openers.
- *Lift* – Travis reported that he found a lift that will reach 60 feet high at DRMO. This will be a more versatile unit and may replace the tan Telehandler. He will advise at a later date if this goes through with DRMO.
- *Stair Bids* – Dinsmore reviewed bids to install the new step treads on the lower stair cases. **Commissioner Wiley moved to approve the bid from Steve Meier to install the stair coverings on the lower stair cases at \$20 per stair total of \$580. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- *Basement Bathrooms* – Dinsmore shared that repairs have been made to the women's restroom in the basement and staff is currently repairing damage to the men's bathroom. Dinsmore shared he has concerns about the floor and would like to have Steve Twiss take a look at the pipes with the camera. The Commissioners were in consensus to have Twiss take a look at this.
- *Control Room AC Unit* – The Commissioners reviewed an estimate to install a separate air handling unit in the Control Room. After discussion with Dinsmore, more research is required prior to a decision.

### Administrator's Report

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

- *Minutes* – The Commissioners reviewed the minutes from the previous BOCC meeting. **Commissioner Wiley moved to approve the April 28, 2017 Board of County Commissioners minutes. Commissioner Bushner seconded the motion; which passed unanimously.**
- *Certification of Accounts Payable* drawn on Yuma County Funds on May 15, 2017 with check #65278 through Check #65420 for \$259,345.75 and Accounts Payable drawn on WY Communications Funds with check #7906 through #7911 in the amount of \$3,251.95 were signed by Chairman Dean Wingfield.
- *Y-Time Time Keeping Software* – The Commissioners reviewed the YTIME: Now LLC time-keeping software proposal. **Commissioner Wiley moved to ratify the decision made on May 5, 2017 to purchase the YTIME: Now LLC time-keeping software, YTIME – Extended, with unlimited WEB: Now computer access and the mobile app for iPhone or Android. Costs are as follows: complete account setup, with discount, \$1,500, paid in 20-903-6362, and the month-to-month licensing fees of \$2.70 per user that will be assessed and paid by individual departments. Commissioner Bushner seconded the motion; which passed by unanimous vote.** Hoover reported that Finance Officer,



Vicky Southards and Finance Assistant Sarah Carwin have begun preliminary work with Y-Time in setting up the custom aspects of the system.

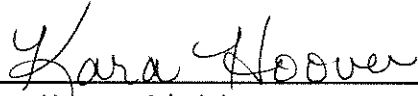
- *Commissioner-Extension Office Carpet Consideration* – The Commissioners reviewed costs for carpet and installation for the Commissioner and Extension Offices recently vacated due to the HVAC project. The carpet that is currently in the offices is 15 to 18 years old and is heavily worn. The offices are all completely vacated and lends itself to an opportune time to replace the carpet without disrupting the work flow at another time. Additional bids will be obtained for carpet and installation and considered at a later BOCC meeting.
- *West Yuma County Chamber of Commerce Dues* – The Commissioners reviewed the invoice for the West Yuma County Chamber of Commerce. **Commissioner Bushner moved and Commissioner Wiley seconded to approve the membership dues of \$810 for the West Yuma County Chamber of Commerce. The motion passed by unanimous vote.**
- *Resolutions #05-15-2017 A & B* -- The Commissioners reviewed Resolutions #05-15-2017 A and B, transferring funds from Fund 01 to Fund 20. **Commissioner Bushner moved to approve Resolution #05-15-2017 A transferring 1 mill, in the amount of \$239,006 from Fund 01 to Fund 20, and Resolution #05-15-2017 B transferring \$750,000 from Fund 01 to Fund 20, as outlined in the approved 2017 Budget. Commissioner Wiley seconded the motion; which passed unanimously.**
- *Landfill Position* – Cliff Henry stopped in and asked for salary recommendations from the Commissioners for new hire Jeff Behrendsen as a Landfill Recycling and Machine Operator. After discussion, the Commissioners were in consensus to recommend to the Landfill Board a starting salary for Jeff Behrendsen at G6/S20.
- *Window Painting* – The Commissioners reviewed and chose the window paintings for the 2017 Yuma County Fair and Wray Daze. They chose two paintings totaling \$95.
- *HVAC Piping Project* – Hoover reviewed the progress on the HVAC project in the Courthouse. She is pleased to report that the last leg of asbestos abatement is underway this week. The abatement contractor, The Major Group, Inc., is making every attempt to refrain from closing off the handicap entrance and plans to just seal off the Commissioners/Administrative offices for this phase.
- *CCI Summer Conference* — Hoover shared the items obtained for the CCI Summer Conference County Basket. Commissioner Bushner plans to attend the June 5-7, 2017 conference in Keystone.
- *CSU Area Livestock Agent Resignation* – Hoover reported that CSU Area Livestock Agent, Chris Shelley, tendered his resignation, effective May 16, 2017. She shared his resignation letter with the Commissioners which expressed Shelley's gratitude of the county's support.
- *Attorney-Monks* –The Commissioners discussed the billing received from Attorney Monks. Attorney Ken Fellman is working with Attorney Monks in regards to the continued work on behalf of the county.
- *City of Yuma Comp Plan* – The Commissioners looked at the City of Yuma's Comprehensive Plan that was sent to area residents. They report that this form was sent for information purposes only.

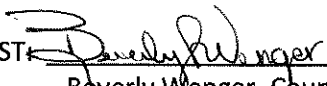


- *CAPP/Worker's Compensation Monthly Loss Reports* – The Commissioners reviewed the monthly CAPP and Worker's Compensation loss reports.

There being no further business, the meeting adjourned at 3:37 p.m. The next regular meetings of the Board of County Commissioners will be on May 31, 2017 and June 14, 2017.

  
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Dean Wingfield, Chairman

  
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Kara Hoover, Administrator

ATTEST:   
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Beverly Wenger, County Clerk

