Minutes of the Board of County Commissioners Meeting, held on July 13, 2016 at 8:30 a.m. in the Commissioners Chambers, Alamosa County Services Center, 8900 Independence Way, Alamosa, CO 81101.

Members Present:  
Darius Allen, Chair  
Marianne Dunne, Vice-Chair -Absent  
Mike Yohn, Commissioner  
Gigi Dennis, County Administrator  
Jason Kelly, County Attorney  
Belina Ramirez, Deputy Clerk

Call the Meeting to Order

Pledge of Allegiance

Additions/Deletions to the Agenda

Approval of the Agenda

Deletion of Top of the World Series Baseball Park and addition of SRI Contract for Treasurers Tax Lein Sale

m/s Yohn/Allen motion to approve July 13, 2016 Agenda with amendments  
Motion was approved with Dunne absent

Approval of Minutes

m/s Yohn/Allen motion to approve minutes of June 29, 2016  
Motion was approved with Dunne Absent

Approval of Bills/Obligations

m/s Yohn/Allen motion to approve Bills/Obligations  
Motion was approved with Dunne absent

Public Comment

No comment was made.

Consent Agenda

Treasurer’s Fund Report for June

Commissioner Yohn asked to pull the Raise the Bar Resolution for further discussion.

m/s Yohn/Allen motion to approve Treasurer’s Fund Report for June  
Motion was approved with Dunne absent
Gigi Dennis stated this first started as Build a Better Colorado. They had 43 Town Hall meetings across the State. One was held here in Colorado. They were trying to get input from citizens about what is clogging up the Constitution. It should be more statutory things. They have to collect signatures from all 45 State Senate Districts. They would have to have 55% of the vote rather than majority. This will help balance things for the rural area rather than just for the Metro area.

Commissioner Allen noted they have changed the Colorado Constitution 150 times. This is not the right way to legislate.

Gigi Dennis stated compared to our United States Constitution that has been changed 27 times in 200 years. There are only 18 States that are allowed to change things in their Constitution.

Wall Smith & Bateman
Karla Wilschau and Kimberley Temple were present.

The 2015 Audit was presented. Beginning with the Independent Auditor’s Report stating they audited the Alamosa County’s Financial Statements for the year ended December 2015. Management is responsible for these Financial Statements and having a good system of internal control in place. The Auditor’s responsibility is to express opinions of the financial statements. They do believe the financial statements were presented fairly in all material respects.

Management’s Discussion and Analysis are based on GASB (Governmental Accounting Standards Board) to provide accounting standards for government.

Page 4 Statement of Net Position.

<table>
<thead>
<tr>
<th>Item</th>
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<tr>
<td>Current Assets</td>
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<td>Noncurrent Assets</td>
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<td>Deferred Inflows</td>
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<td>Net Position in Capital Assets</td>
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<tr>
<td>Tabor</td>
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<td>Public Health – Single Entry</td>
<td>$65,581</td>
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<tr>
<td>Unrestricted</td>
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<td>Total Net Position</td>
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Page 5 Statement of Activities

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<tr>
<td>Total Expenses</td>
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<td>Total Government Activities</td>
<td>$(7,480,693)</td>
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<tr>
<td>General Revenues &amp; Transfers</td>
<td>$7,806,159</td>
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<td>Change in Net Position</td>
<td>$309,496</td>
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</table>

Page 6 Government Funds Balance Sheet
Total Assets $16,786,912
Total Liabilities $1,107,220
Deferred Inflows of Resources $4,154,698
Total Fund Balance $11,524,994

Page 8 Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance

Total Revenues $10,466,181
Total Expenditures $29,229,883
Total Other Financing Sources $(38,937)
Net Change in Fund Balance $1,197,361
Fund Balance at Beginning of Year $10,327,633
Fund Balance at End of Year $11,524,994

Page 23 Depreciation Expense where the bulk of this comes from the infrastructure in highways and streets. The County doesn’t have a lot of debt compared to other entities.

Gigi Dennis asked the debt tied to the Motorway Building would that be on Page 13 the Marketing District monies are going into.

Kimberley Temple responded they go into a special revenue fund. These are reported on pages 37 and 38. They are considered non-major funds so they don’t have their own line but the detail is presented here. Those are the funds that pay the liability.

Karla Willischau stated you had no over budget conditions.

Schedule of Expenditures of Federal Awards – require to do a single audit

Page 37 is the Nonmajor Governmental Funds which include Conservation Trust Fund, Tourism & Development Fund, Northwest Weed Control District Fund, Local Marketing District Fund, Facilities Expansion Fund, and Lease Service Fund.

Page 41 Schedule of Expenditures of Federal Awards

Total Expenditures of Federal Awards $4,270,433

Karla Willischau stated we are required to do a single audit because of the number of Federal Awards.

Page 47 Summary of Auditors Results

The Opinion they gave was unmodified. The Programs looked at were TANF, Foster Care, and Low Income Energy Assistance.

They did have some material weaknesses identified in County’s Financial Statement Process.

Finding 1: Internal Control over Financial Reporting

Condition: The County does not have a complete system of internal control to prevent and detect financial misstatements in the Public Health and Department of Human Service Funds.
Cause: Turnover in Public Health and Social Services accounting positions in addition to accounting software conversion in the Public Health Department created reconciliation difficulties.

Effect: As a result of this condition, the following areas were affected:

1. Public Health Fund grants, programs, and home health billings were not properly recorded in the general ledger, reconciled, and reviewed in a timely manner.
2. The Department of Human Services Fund cash with County Treasurer, due to/from the State of Colorado, and deferred revenue accounts were not accurately reconciled during 2015.

Both of these issues were resolved to get properly recorded but because it was not done in a timely manner throughout the year it has to be recorded here.

Recommendation: The County should strengthen its system of internal controls with adopted policies and procedures for recording transactions, reconcile monthly activity to identify and correct errors in a timely manner, and incorporate a review process to ensure the accuracy of financial records throughout the year.

Karla Willschau pointed out this is a common thing. You can’t have enough staff when someone leaves. The training process can’t be long enough to learn everything. These jobs are complex.

Commissioner Allen stated we have come leaps and bounds. We have good accounting there now. IT was a learning curve.

Gigi Dennis stated one of the things that will help rectify this is to have Brittney create a financial department which she will have more control and oversight to check things coming through. Ultimately they will be able to have cross-training so if someone has to leave for extended amount of time it can be taken over. This way departments are not left vulnerable.

**Finding 2: Jail Commissary Account**

Cause: The Sheriff’s Department system of internal controls does not include the appropriate design, documentation, and monitoring of control activities to ensure the correct recording of financial transactions and compliance with laws and regulations which could have a direct and material effect on the determination of financial statement amounts.

Effect: As a result of this condition the following areas were affected:

1. The jail commissary activity was not reconciled during 2015, resulting in overdrawing the bank account. Inmate deposits were spent inappropriately.
2. The Sheriff’s Department obtained a jail commissary credit card during 2015 and payments of $28,211 were made directly from the jail commissary bank account during 2015, rather than the General Fund. The County did not retain credit card statements and related transaction receipts to document the allowable use of funds. This may be a violation of Colorado State Statute. The Uniform Records Retention Act.
3. The jail commissary bank account activity, including receipts and disbursements were not properly accounted for in the Treasurer’s Agency Fund during the year, and the balance of inmate deposits at December 31, 2015 is not accurately reflected in the financial statements of the County. This may be a violation of Colorado Revised Statute.
4. Revenues from fees and commissary sales income and disbursements for purchases on the credit card account were not properly accounted for in the General Fund during this year.

Recommendation: We recommend the County evaluate the control structure and implement segregation of duties in the Sheriff’s Department, adopt written fiscal policies and procedures to ensure the jail commissary account is reconciled and provided to the County Treasurer for inclusion in the Fund ledger in a timely manner, and all supporting documentation for County expenditures is maintained.

Gigi Dennis stated Brittney has worked with the Sheriff and his staff trying to get things in order where they can understand it. It was again the change in Sheriff and staff. They are keeping receipts.

Commissioner Allen stated this was the first year for the Sheriff so it was a learning curve for him also.

Kim Willschau stated they knew this was problem they had Swanson in there.

Gigi Dennis stated Swanson is the accounting software they use.

Kimberley Temple stated last year the findings they had to look at is on page 50. They were looked at again, were resolved, and did not have any problems.

Corrective Action Plan is on page 51 and 52.

Gigi Dennis congratulated Catherine Salazar for what she has done with no findings and Brittney has had a tough year with all the changes. They are being proactive to get things back in track. Kim was very helpful.

Commissioner Allen stated he appreciates their staff. Your doors are always open.

Karla Willschau stated if they have accounting questions, internally they would love to hear from them anytime. They would rather hear from them during the year rather than at the end of the year. Everyone gets us everything we ask for.

Commissioner Allen asked how many other counties they audit.

Karla Willschau stated 100 total audit most government audits.

Kimberley Temple stated 7-8 other counties.

Commissioner Yohn asked about the adjusting audit journals do we need to be concerned.

Kimberley Temple stated it is reclassification. Most came from Public Health that wasn’t done quite right. The dollar amount of adjustments was fairly insignificant.

Karla Willschau stated the County’s fund balances look good. They meet the rule of thumb and not a lot of debt.

**Rio Grande Farm Park**

Julie Mordecai Rio Grande Farm Park, Brian Puccherella ASU Adventure Programs, and Curt Howell ASU Campus Recreation were present.

They are in collaboration with ASU on this grant. Through the planning process people were interested in open space, river corridor, and walking trails. The 1st map shows how we would do agriculture, river
and wetland restoration, nature discovery, outdoor event space, canoe and kayak access, existing trails and new trails, gazebo and shade trellises. Agriculture features are orchard, bee keeping, children’s area, gathering spaces, barn, and housing who want to learn about sustainable agriculture. Patrick O’neil is their farm manager. They have three aspiring farmers now on the land. The farmers two are Guatemalan Francisco and Magdelenia and Antonio Garcia with A & J Solar. There have no loan on property. They paid it off. They are trying to active both the Farm Park and the river corridor including Cole Park. They have Weekends on the Rio and activities every weekend. They are trying to get kids out more outside. There was a grant from LOR Foundation. The majority of this grant was to do a feasibility study of the 5 miles along Rio Grande of how we can use it a recreation way.

Curt Howell stated they are trying to revive the corridor so along those lines we started thinking what we need to do first. They met with the City manager to understand levies. They talked with Rio Grande Headwaters Trust to understand other water issues.

Julie Mordecai stated it is all the way to the Wildlife Refuge.

Curt Howell stated they asked the Engineering Firm to give an idea of cost and what entails for development along the corridor. We received the information provided. From Highway 160 north they have done trails and are in use. There is no current river access point within the County or City limits. We would like to know what is possible. They reached out to Riverbend Engineering Firm.

Julie Mordecai stated as we have done the planning process and now the City is doing their planning process of city revitalizing, and the GOCA. The river corridor is a huge resource. This will see what FEMA will allow and what Army Corp will allow. This will let us know what is allowed. Last weekend we had 45 kids and families do paddle boarding. At the Summerfest on the Rio they put 150 people trying outdoor activities they have never done before. We received $28,000 towards this project from the grant. The total cost is $41000. The City has put in $20,000 in-kind and they are going to put in money also, temporary spaces, they are building their parking lot, and funding for shade area.

Curt Howell stated the timeline to conduct the feasibility study is a 8-10 month process. They are beginning in a couple of months. They will better understand FEMA, Army Corp Engineers, and the City. This will provide a document that is generated to use for work on the river corridor.

Julie Mordecai stated this is a great opportunity to collaborate together. The Conservation Trust Fund is made for this kind of idea. They understand they receive $15,000 per quarter.

Commissioner Allen stated there is around $116,000 now. Have you talked to our County Land Use Office?

Julie Mordecai stated she hasn’t on this project but on the park itself. Rachel is helping with all the possibilities.

Commissioner Allen stated projects come to us for help but we are never included.

Julie Mordecai stated we should include you. We need $13,000.

Commissioner Allen requested to see their budget of everything.

Julie Mordecai stated this project is $41,000 for the Engineering Study which they already received $21,000. The overall project is $74,000 to include other things.
Curt Howell stated the Engineering Firm knows who to bring to the table.

Julie Mordecai stated we are going to apply for Inspire funding as a community. We received $100,000 planning grant for all Counties to get kids outside. This money can be used towards match for this funding as well.

Commissioner Allen asked where this grant comes from.

Julie Mordecai stated from GOCO.

Gigi Dennis asked what if we will see any impact to endangered species.

Curt Howell stated this question came up and it would be a part of the study for endangered fish, birds, and habitats.

Brian Puccherella stated a lot of restoration projects are on hold because of levies which this project would help with this.

Gigi Dennis asked who owns the property along the river corridor right now.

Julie Mordecai stated the City, County, ASU, and other private landowners.

Curt Howell stated with a third party Riverbend Engineer can ease their concern of the conservation along with habitat which will be valuable to the community.

Commissioner Allen asked what the timeframe for your request for funds is.

Curt Howell answered Riverbend can move with funding that they already have.

Julie Mordecai stated Mike Gibson has been using Riverbend Engineers for years. The City is using them now. This will help us economically.

Commissioner Yohn asked with this being a companion document to other studies is this going to accomplish what you are wanting.

Curt Howell stated what we will receive from the study is cost estimates and construction abilities that will meet all requirements. This is what we need for any other projects. It would be a vital resource.

Julie Mordecai stated we don’t know what we can do until we get this study. She is hoping GOCO will understand this.

Commissioner Yohn stated his concern is keeping water level there. There should be a way to keep a water level in there. He remembers there was water skiing with a boat ramp at the park and this has all been removed.

Julie Mordecai stated it may be seasonal not all year long. Last year in September it was very shallow but this study can assist.

Commissioner Yohn stated they sponsored ASU for outdoor use with $60,000 could these fund be used for this.

Julie Mordecai stated that was $10,000 over 6 years.
Gigi Dennis stated it wasn’t designated to any project. ASU has the flexibility to use these funds.

Brittney DeHerrera stated it is not designated for anything specific but as long as it meets guidelines of Conservation Trust funds. They already turned in a request for a fence.

Curt Howell stated it is more for athletics.

Commissioner Yohn stated that is how it was presented but it has to be used for outdoors because it is out of Conservation Trust Funds. Can it be used for a feasibility study?

Brittney DeHerrera stated it can be used for the study as long as the site is for public use.

Curt Howell stated this is not an investment for ASU. They are donating their time.

Julie Mordecai stated this funding is going through SLV Coalition. We did get the Starburst award.

Commissioner Yohn asked there was private and some residence opposed to development along the corridor.

Julie Mordecai stated there are 14 private landowners she will be working with first. Part of this grant is for working with private land owners on this. The City has expressed interest in helping also.

**Department of Public Health**

Della Cox-Vieira and Lynnea Rappold were present.

**MOA Tobacco Program**

\textit{m/s Yohn/Allen motion to approve MOA Tobacco Program}  
\textit{Motion was approved with Dunne absent}

**MOA – Substance Abuse Costilla County**

\textit{m/s Yohn/Allen motion to approve MOA Substance Abuse with Costilla County}  
\textit{Motion was approved with Dunne absent}

Jeff Lawrence and Shawn Scott from Environmental Health will be here on August 16\textsuperscript{th}. They are huge supporters of our Environmental Health Program.

Lynnea Rappold stated in 2013 she was hired to build a Regional Environmental Health. With assistance from the SLV Public Partnership they were able to plan. At the beginning she was doing ½ time for inspection and ½ time for planning. This year they have been doing all the inspections. They get money from licensures where fees were approved by the Board of Health. Environmental Health truly became Regional when Chris Heffernen retired. They were able to hire a second inspector and ½ time admin. They are trying to do inspections according to the percent of restaurants in the Counties. Alamosa County has 150 inspections and Rio Grande has 115. They are spending more time in Mineral County now because it is their season right now.

Commissioner Allen asked how many total inspections are done.
Lynnea Rappold stated 330 which includes school kitchens, restaurants, fast food, jail kitchens, gas stations, and mobile units. There are 20 day care centers and 24 schools. These are lengthy inspections. They do Alamosa’s and the State does the rest. We don’t have authority over Nursing Homes. The State does this. There are problems associated with this. The State has found discrepancies. They have put a full time employee on food safety only and they are building this relationship. We have body art establishments they inspect. There are 4 in Alamosa and 1 in Monte Vista that have Certificates of Good Standing. They can’t require licensures but we can inspect them. They inspect pools. It costs $60. We sent out letters to each public pool. People’s home pools or apartments are not included in this. There are 24. We will go and inspect them soon. Mobile units and temporary events were a concern last year. They have a food safety committee. Mobile units were an issue they had. They wrote a FDA grant to buy 2 mobile home sinks. We offer this to organizations.

Commissioner Yohn asked we don’t have recreational marijuana but in the region there are infused products. Does this come in your realm?

Lynnea Rappold stated to her knowledge there are none in the Valley. We have authority to inspect them just like food establishments but it is low risk. We don’t have capacity to test. Denver had regulations so they could proceed the regulations that the State has. They made food regulations for marijuana products. We don’t have this. What we worry about is bare hand contact with ready to eat food. They can spread illness this way.

Commissioner Allen asked about the egg businesses.

Lynnea Rappold stated they don’t regulate these. It is under Cottage food where they can sell 250 dozen eggs per month through this. The Amish Store falls under this but she did meet with them.

Gigi Dennis asked if any problems with swimming pools this year.

Lynnea Rappold stated no reports of complaints. When we inspect we test their water if their chlorine levels or pH levels are low it is an automatic closure. Don’t swim in a pool where you cannot see the bottom of the pool.

Della Cox-Vieira stated they followed up on closures we did last year. The closure period is anytime between 4 hours to 36 hours. Most of these issues can be resolved in a short time. It does impact their business but not for a long time. It is an inconvenience but it helps them stay safer.

Lynnea Rappold stated if pH levels are too low or too high it only takes 30 minutes to correct. She documents that they close while treating then documents it has been corrected. She is a certified pool inspector.

Commissioner Yohn asked how they work with other inspectors.

Lynnea Rappold stated the State does other Counties that don’t have inspectors. There are only 4. We have local assistance that comes quarterly to inspect with them. They want to meet the FDA Standards and have the same standards. We have good contact with the State Inspectors. They have delegated the authority to us. We do joint inspections for child cares and they are scheduled to be done soon. The Waste Management Division gave us a grant to inspect tire establishments.

Gigi Dennis asked if they have oversight over spas.
Lynnea Rappold stated DORA (Department of Revenue) inspects them and only if they get a complaint if deemed necessary. They are not heavily regulated. We did local waste tire Costilla and Center. If the cost of the event is less than $3000 it can be funded through the State. The State coordinator sends out bids for tire haulers. They charged $3.25 per tire and Interqwest brought two tractor trailers and loaded tires all day. They received 1000 tires taken to Pueblo Monofil. They had 1600 out of the Valley. She attended a conference where she learned all kinds of things you can do with tires.

Commissioner Yohn questioned Naloxone rescue medications for opioid overdoes of what kind of training is it.

Della Cox-Vieira stated this is to get education out to the community on Naloxone medication. It is to get first responders or law enforcement for overdoses so they can administer this medication to save a life. They already saved 3 lives through this program over the few months. They also can get this to the community for loved ones who are using heroin or who are using opioids so they can rescue them with this medication. A few pharmacies have these. An individual can go to a participating pharmacy that they can use to save a life. They are trying to get their staff trained where they can step in or educate families on this opportunity. It was scheduled at the Home Health Skills Fair last week and they are going to train PCP and OLTC Case Managers. He is through the AHEC Program that is training them. They would like him to come into their staff meeting as well.

Commissioner Yohn asked if this is available through the Public Health Department.

Della Cox-Vieira stated only through pharmacies or law enforcement have them as well.

Gigi Dennis asked how many employees the FSLA (Fair Labor Standards Act) could affect.

Della Cox-Vieira stated 5 or fewer. They might have to move them into an hourly status. Several are supervisors. This may limit their after-hours to avoid overtime. This may affect emergency preparedness. She needs to make sure this is covered in the budget for overtime.

**Board/Staff Updates**

Jr Livestock Sale Boosters are asking for contributions to purchase 10 animals. This is something you have approved in the past.

*m/s Yohn/Allen motion for contribution to Jr Livestock Sale Boosters to continue as we did last year Motion was approved with Dunne absent*

**Employee Recognition Program**

They have designed an Employee Recognition Program. They would have a quarterly Employee of the Month. They dividing into groups as Road & Bridge, DHS, Public Health, Sheriff and Admin & Annex together. They will be recognized with a Certificate and a water bottle. These costs will come out of the department itself. They will also have a Retirement Recognition. They will recognize with a party if the employee would like, BOCC will recognize their years of service, and be given a monetary check for the years of service. We will need to recognize some that have past recently.

**Inmate Housing**

The Sheriff went into a MOA with Bent County so inmates will be housed in Bent and Chaffee.
Jason Kelly stated there is a higher cost to Bent County due to transporting.

Gigi Dennis stated there are 43 female inmates now.

SRI Contract

They are a provider for the Tax Lein Sale. It is the same contract from last year. It has gone up to $6 and Lois Widhalm does want this contract.

Commissioner Yohn stated they had excellent results last year.

m/s Yohn/Allen motion to approve SRI Contract
Motion was approved with Dunne absent

Board/Staff Updates

Adjourn

There being no further business, the Regular Meeting of the Board of Alamosa County Commissioners was adjourned.

ATTEST:

Belina Ramirez, Deputy Clerk

Darius Allen, Chairman

Absent

Marianne Dunne, Vice-Chair

Mike Yohn, County Commissioner