Minutes of the Board of County Commissioners Meeting, held on October 12, 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
                     Michael Yohn, Vice-Chair
                     Helen Sigmond, 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

Addition of 2017 VALE Grant for Victims Advocate to be put under the Consent Agenda.

m/s Yohn/Sigmond motion to approve October 12, 2016 Agenda with addition
   Motion was approved unanimously

Approval of Minutes

Commissioner Sigmond requested some changes.

m/s Yohn/Sigmond motion to approve September 28, 2016 minutes with changes
   Motion was approved unanimously.

Approval of Bills/Obligations

m/s Yohn/Sigmond motion to approve Bills/Obligations
   Motion was approved unanimously

Public Comment

Ron Brink who resides at 12245 106 South spoke. He wanted to commend our local law enforcement agencies. A few weeks ago he was an observer of the Sheriff’s Office and the City Police apprehending someone at a house near where he was working at. The way things were handled there was impressive. He is also going to let City Council know what he observed. It was great watching the two agencies working together for the safety of Alamosa citizens.

Lori Kestler spoke. She is a master student attending today to gather information for her government class.
Consent Agenda

Employment Contract for County Attorney
Plan Review Services - SAFFbuilt Colorado LLC
RREI Grant Support Letter for SLV Ecosystem Council
Ratification of Pre-Trial Contract-RMOMS
County Treasurer’s Fund Report for September
2017 VALE Grant

Commissioner Yohn requested to pull the Plan Review for SAFEbuilt, ratification for Pre-Trial Contract with RMOMS, and the County Attorney’s Contract to discuss further.

m/s Yohn/Sigmond motion to approve the RREI Grant Support Letter, VALE Grant, and Treasurer’s Fund Report
   Motion was approved unanimously

Employment Contract for County Attorney

Commissioner Yohn stated the contract mirrors what we have for the administrator only the salary differs.

Gigi Dennis stated that is correct.

Jason Kelly noted the indemnification of insurance is different also.

Commissioner Sigmond asked if this includes any salary increase and if they had a contract before.

Jason Kelly stated in 2011 and 2012 we did and primarily for DHS.

Commissioner Sigmond asked if this is through federal grants.

Jason Kelly stated himself, Chris, and Ann Marie get reimbursed through DHS so they track their time versus other departments. It is at 80% reimbursement rate. Chris does all the DHS work so he turns his time to them and they reimburse 80%.

Gigi Dennis stated they are State dollars when reimbursed.

Commissioner Sigmond asked how this salary compares to other Counties.

Jason Kelly stated we have done salary surveys and it is comparable.

Gigi Dennis stated she has found him to very valuable as a colleague and he complies with state statues. Also his contract writing is exquisite.

Commissioner Allen stated at one time we never had a full time attorney and the challenge was getting things on time especially for Land Use and Jason also serves when the administrator is absent.

The Commissioners will discuss further during Staff Updates.
Plan Review SAFEbuilt

Jason Kelly stated he received a new contract yesterday. The difference is $1250. Larry caught this overcharge. The content is the same.

Gigi Dennis stated the reflection of what SAFEbuilt gave the County was a 5% discount and these numbers didn’t reflect this so this is what the difference is.

m/s Yohn/Sigmoid motion to approve Plan Review SAFEbuilt as adjusted
Motion was approved unanimously

Pre-Trial Contract

Jason Kelly stated Commissioner Sigmoid had asked about notification of victims to be included in this contract. He sent it back to RMOMS and this is something they do not do. They removed it and we have signed it and now we need to ratify this contract. We don’t have victim notification in this contract. He spoke with the Sheriff and he is aware but didn’t want this to hold them from continuing with this. They are already doing assessments now. He followed up with Judge Swift. She said Victim Advocate notifies the victims.

Commissioner Sigmoid stated if the judge is aware of this then she is fine with this.

Sheriff Jackson stated the victim notification process is what we do anyway. We are required statutorily. It goes hand in hand in what we do anyway. He didn’t want this to be a deal breaker.

Commissioner Yohn stated we had one inmate on monitoring as a trial how did that work.

Sheriff Jackson stated this inmate was sentenced already and had huge medical problems so we talked to RMOMS and the judge to get him out. It was a different situation. They made an agreement with the inmate that he would pay half and they would pay the other half. It worked well and was successful.

Commissioner Allen stated this contract ends December 31st.

Jason Kelly stated we need to put out an RFP at the beginning of the year to follow Statute. Judge Swift will need to adjust the Pre-trial plan. With intervention pulling out and not having anything in place we didn’t have time to do an RFP.

m/s Yohn/Sigmoid motion to approve Pre-Trial Contract with RMOMS
Motion was approved unanimously

SLV Housing Coalition

Dawn Melgares was present. We have now closed 5 down assistance loans, closed 1 rehab and 2 more next week off of grants last year. We applied for 12 rehab grants and they were only awarded 9 due to the State budget. They were able to set up a fund for each loan to help the County with audit costs, cutting checks, and doing loan reviews. The Division of Housing reviews every application. They did a file review and we passed with flying colors. They have come long strides since last year. This year we made the County whole. This year we are asking to sponsor the Down Payment Assistance Grant. This is for low income households for down payment needs. They have put $175 for each loan for the
County. They are the 1st one to do this in the State. If it goes well others will incorporate this so their small counties work better.

Commissioner Sigmond asked how people are aware of their program.

Dawn Melgares stated they have a Facebook page, share posts with SLV Junction, loan officers get flyers, at parades they hand out flyers, they handed out flyers at Summerfest, they are working with the Police to hand out candy and flyers for Halloween, through newspaper ads, and through the radio. Their marketing went from $75 to $600. They put up flyers at libraries, gas stations, and supermarkets.

Commissioner Sigmond asked if they learned what marketing worked best.

Dawn Melgares stated they had a big surge after the parades and when banks refer them. They can do half of a down payment for the banks plus closing costs. They are at 3% or less interest and for 10 years.

Commissioner Sigmond asked if it is so competitive if they turn people away.

Dawn Melgares replied we only get a limited amount of loans so it is a first come basis. Only one didn’t qualify because they made too much money for the program. They refer them to other programs that might be able to help them. The other programs refer people to them as well. They do what is best for the clients.

Commissioner Yohn stated it is a lot smoother than last year. They really appreciate it. How many of the loans are in Alamosa?

Dawn Melgares answered 2 are in Alamosa County. Mostly they work with Alamosa Banks and Credit Unions. Their goal is affordable housing so she will refer them to other programs if it is better for them.

Commissioner Sigmond asked if the fee does cover our audit costs.

Brittney DeHerrera stated it is reasonable for us.

Dawn Melgares stated our program also has the Casa de Luna Apartments that we built 16 years ago. The Site manager takes good care of this place. They are trying to get new appliances in the complex and are working with energy assistance programs and they are subsidized by Rural Development. They also have High Valley Manor in Monte Vista which is a 30 unit multifamily and single housing. They are subsidized with Rural Development also. These projects will be completed this year.

m/s Yohn/Sigmond motion to approve the DOLA Down Payment Assistance Program Grant for SLV Housing Coalition

Motion was approved unanimously

Chief Financial Officer

Brittney DeHerrera was present. The 2017 Preliminary Budget was presented. The Budget message was read as followed:

The Budget is a financial plan; tool and guide that helps provide a forecast for the County based on expected revenues and expenditures. The County’s financial information and budget is based on a modified accrual accounting.
The Preliminary Budget reflects the budget as requested by department heads for their individual departments and some adjustments made by the Finance Office in order to present a balance and realistic budget for Alamosa County.

Looking forward to 2017, it appears that the County will continue to maintain the current base in property taxes revenues. The County has been very fortunate to maintain revenue sources over the last few years. Sales tax collections continue to slightly increase. However, the costs associated with operating a County government seemed to exceed the revenues collected. Alamosa County continues to strive on a daily basis to evaluate all spending and to continue to provide the most effective and efficient services to our constituents without putting the outweighing cost back on them. We recognize Elected Officials and Department Heads needs and priority for each of their departments, while also finding a balance for all and the services provided County wide. The one cent sales tax was approved by voters last November and collections began now in 2016. The County will begin to gain some ground towards the capital and financial needs of the jail and the department. This has provided some breathing room to address budget needs that have been held due to the financial limits the County continues to face. Both Public Health and Department of Human Services continue to provide services to the constituents while also maintaining cash and fund balances. The County will continue to challenge department heads to research and look at different avenues for revenue, without putting the burden on the constituents. The County has been very fortunate to only endure a 1% increase in Health Insurance premiums for the 2017 budget year.

Moving forward, the County will continue to strive to obtain the fiscal health, efficiency and transparency due to the citizens of Alamosa County. The County will also strive to continue to maintain and build healthy fund balances, as well as analyze and spend available resources in a productive efficient manner for Alamosa County citizens and employees.

The Public Trustee Budget Message was also presented.

Tab 2 shows the Lease Purchase Agreement Supplemental Schedules. This includes the Alamosa County Services and Department of Human Services Building Lease, the 2007 Alamosa County Depot and Motorway Building Lease, 2017 Alamosa County Certificates of Participation for Judicial and Detention Facility, 2012 Alamosa County and Caterpillar Financial Services Leases, 2014 Sheriff’s Vehicles Lease, 2016 Alamosa County and John Deere Financial Lease, and the 2017 Sheriff’s Vehicles Lease.

Tab 3 shows a graph where the taxes are allocated. The majority of the dollars go to the General Fund.

Gigi Dennis asked out of the General Fund how many departments are under this fund.

Brittney DeHerrera stated 15.

Tab 4 under Page 6 shows the General Fund Balance Summary. Under Projected Other Sources it includes the Justice money.

Commissioner Sigmond stated the 2016 beginning is actual.

Brittney DeHerrera stated yes.

Commissioner Yohn asked what the cost allocation is under the Revenues on page 2.
Brittney DeHerrera stated it has to do with equipment for Victim Assistance which was added in the wrong line.

Tab 6 is the Department of Human Services. This is with a 3.5 Mill Levy.

Tab 7 is the Public Health Department. Tab 8 is the Road & Bridge Department. Tabs 9-21 are the remainder of the funds.

Commissioner Allen requested to elaborate on the Conservation Trust Fund and the Community Development Fund. There is a lot of talk about these funds so he would her to give some clarification of what we can and can’t use these funds for.

Brittney DeHerrera stated the Conservation Trust Funds are based on State Lottery funds. They come up with per capita with the State population and are distributed to counties based on the 2010 census of your population. They are very restricted on how they can be spent. The three avenues of use for governments are new, public, and public transmitter. They have to do a financial report on how we spent the funds. They review and make sure they are used in accordance. They will audit once in a while and they review every receipt. They did this last year with us.

Commissioner Allen stated years ago they were a lot more lenient and open. The last 10 years they have restricted a lot. Some counties had to pay back dollars because they were used where they shouldn’t have.

Commissioner Sigmond asked on what we voted for the Rio Grande Corridor trails if this fits in this.

Brittney DeHerrera stated we will need to know what the dollars are going to be used for to determine if eligible.

Commissioner Sigmond stated they are being used for a Feasibility study.

Brittney DeHerrera stated it should fit. We can use these funds for a park but can’t use for lights. The Community Development Fund are contributions from solar companies. We have 3 currently. We have two that contribute every year and one company decided to do a one-time contribution. Right now this is for a 20 year purpose. Last year we took the non-profits that we were funding for the SLV Commissioners out of here. This is something we don’t have forever it has to spread out over 20 years.

Commissioner Yohn stated when we used the Community Development funds last year the entities were encourage to thank the solar companies. This was foresight to ease the tax payers.

Gigi Dennis stated we put in our letter that these dollars were from contributions from the solar companies. She did receive thank you letters that were sent to the solar companies.

Brittney DeHerrera stated for the County they are a one-time thing it is not reoccurring. We are limited due to the capability of transmission but we might have one or two more coming in. The solar companies could stop to continue the contribution because this is voluntary on their part.

Commissioner Sigmond asked if we are investing so we have an investment on these funds.

Brittney DeHerrera stated the Treasurer’s office invests funds.

Gigi Dennis requested information about the Justice Fund.
Brittney DeHerrera stated this is Tab 13. We are having a good year so she projected based on what we are collecting and we also have grants from DOLA and the Underfunded. This estimates architectural funds, contracted services, and law enforcement that was already approved. From this fund they will transfer to the General Fund to help alleviate costs. This is based on the rules of accounting for the debt of the COP’s. The ending fund balance looks good. This is the best way to do this.

For Tab 21 Mosca General Improvement District she is guessing how much work will be done and how timely USDA is.

Commissioner Sigmond stated the grants have been approved but we haven’t received any money.

Brittney DeHerrera stated they are all reimbursed we will see the USDA loan first. They have to see preliminary costs before they release funds. The first grant took 18 months to review and see the funds.

Commissioner Sigmond asked if we have to pay first where these funds will come from.

Brittney DeHerrera stated we have talked to USDA to see if we could submit invoices and get paid if not we have to look into where to cover costs until we get reimbursed.

**Sage Constructors**

Larry Schreiner was present.

They are on their 3rd plan review. They received a proposal from SAFEbuilt & Colorado Code Consultants. Both of firms scope of work was equal as well as their fee structure. A 3rd party review is common in today’s market.

The Geo Tech work they contracted with Western Technology of Durango. Drilling was completed last week and we look for to the report late this week. They didn’t find anything not expected.

Commissioning agent RFQ’s are due today at 4pm. Two firms he expects coming in is Jeremy Rivera and Econogy that he has used at ASU. They didn’t get a lot of response. This is just qualifications.

Gigi Dennis asked what the commissioning agent does.

Larry Shreiner stated they determine your building functions. They make sure your Boiler works properly and reviews the mechanical and electronic systems. They make sure they are functioning as designed.

Commissioner Sigmond asked if they look during the planning station.

Larry Shreiner stated they do. They make sure the systems are functional for our climate. The fees he estimates around $20,000-$30,000 but if required LEED certified it would be more.

Commissioner Yohn stated this is an important part because want everything to work functionally. Jeremy Rivera worked with us for the Airport terminal.

Larry Shreiner stated the other company worked at the Adams State University construction.

Commissioner Yohn stated the way it works on paper and then once installed can be a problem. It is like a warranty. It is important they know our climate.
Larry Shreiner stated he is working on the parking lot requirements. He is working with public works. They have to go through the Planning Commission and City Council. He has to convince City Council to be reasonable. They first required 800 spots but then adjusted to 200+. He has counted our surrounding lots for the last week and we never hit 50%. He believes they can utilize them. He is proposing 168 spaces.

Commissioner Allen asked if they base this on occupancy.

Larry Shreiner stated they had to break down which are offices. Pat Steenburg had listed the entire building as being meeting space and this is where the high number came from. Usually it is 3-4 spots per 1000 feet of courthouse. They are looking at 168 spots.

Storage containers. Andrew is making good progress on cleaning out the storage building. He is recommending 40 feet containers with landing pads, lights, and shelving around $6000 each. They have smaller containers.

Gigi Dennis stated this is something we are going to have to decide relatively quickly.

Commissioner Yohn stated if you do a pull barn you have fire ratings. He believes the Clerk’s office has to have fire ratings. Just to have for storage this gets expensive.

The wells on the courthouse property Water Resources has denied request to use them. They will have to abandon them. He will coordinate with Andrew and Tim to complete this process.

Commissioner Yohn stated if we can’t use them we need to cap wells before it frosts.

Detention Center the schematic design is complete and is in estimating process. He is getting the estimate done by the 22nd. The next jail meeting is the 27th.

Courthouse schematic designs should be complete by the 18th then they will go into estimate.

Alpine Electric he got drawings back for the fire alarms for the jail and will get an estimate. He met with Chief Chapman for the requirements for the fire hydrants and he thinks we have enough. He is working on Riley Johnson’s contract with Jason.

**George K Baum & Co**

Alan Matlosz and Tom Pelts were present.

The structure would be right now being the final maturity at 2025. ¼ goes away in 2025 and the remainder continues on. The Interest rate now is 3% for the 19 year period. Tom Pelts from Kutak Rock will do certificates.

Tom Pelts spoke. The lease purchase structure the Trustee bank will hold a lease interest. The Agreement with the Trustee goes with the County upon a construction agreement. The BOCC decision to lease on an annually basis and at the end of lease the County will own the building. Rental payments are made under the lease. Bond Insurance is in case the County can’t make payments then they will make whole. If the County walks away for any reason the Trustee could lease the property to a third party and try to recoup payments. Bond Insurance won’t require a reservation.
Alan Matlosz stated he is very conservative. Similar counties like Alamosa have A ratings. Your rating is always below what you would issue the COP’s. The interest rates would be less.

Jason Kelly stated his hope was to lock in rates but they can’t do that until it sells.

Alan Matlosz stated they can’t until they get a rating and then sell. The official rating comes after the call so yesterday was the call and it will take a week to get the rating. We don’t have any authority until you pass a Resolution. We have run different numbers but the last was $24 million. You can change until you sell the COP’s.

Gigi Dennis asked if the interest rate continues to drop can we borrow more.

Alan Matlosz stated yes they can adjust. We sell bonds every day. We put out suggested interest rates and if we get a big interest then we can have more. If a lot of demand we do a re-price and we adjust.

Commissioner Sigmoid asked how much does insurance cost.

Alan Matlosz stated it is relatively low. You purchase higher than the rating of the interest rate. Maybe $70,000. The overall interest cost is lower. COP’s have a reserve amount set aside. The way to avoid this is to have a surety policy instead of an investment. Insurance is preserved but is not a guarantee thing. There used to be 7 companies now there are only 3. His goal is to get money they want by borrowing the least amount.

Tom Pelts stated the two sites would be leased to the Trustee. There is no charge to lease unless the County walks away.

The Principal amount won’t exceed $22 million. Investors pay more so it generates more proceeds than the dollar amount. They are anticipating the 1st week of November the rates could increase 19% and 50% raised in December. The goal is to sell before the end of the month to avoid a risk of rate increase.

Tom Pelts stated the execution of other agreements depends approving documentation and bond insurance. Annual payments represent fair value for 20 year period of lease.

Alan Matlosz stated with lease financing at 2035 the site lease is longer but doesn’t goes away until the COP’s are paid. University Missouri Bank is the Trustee. 9/10th of 1 percent is for his sales people. The cost of issuance pays for Bond Council. Kutak, rating, title insurance, and other costs will be itemized. When you add all of this it is less than 2% of amount borrowed.

Jason Kelly stated they should have Title Insurance at $17,500 roughly.

Alan Matlosz stated we need to represent what lease payments would be so if you say if there is an empty jail how much would you pay for that to lease. The structure is to net $24 million.

Jason Kelly stated the Resolution needs to be amended to read Helen Sigmond instead of Marianne Dunne. You can authorize this way and have Jason look over before signing with this you are authorizing to sign other documents as well.

**m/s Yohn/Sigmond motion to approve Resolution 2016F3 with exception of replacing Marianne Dunne with Helen Sigmond and amendment Section 2.**

Motion was approved unanimously
County Administrator

Local Marketing District Board Member Appointments

David Broyles has resigned so we need someone to take over his position and take the term over in January and another one doesn’t want to continue after December so we need to fill for that position. They interviewed 5 candidates: Ron Brink, Levi Wilner, Matt Abbey, Rusty Johnson, and Jeff Owsley.

David Broyles term

Commissioner Yohn stated they did stir interest. It is the community involvement to fill this non-salary position.

m/s Yohn/Sigmond motion to nominate Jeff Owsley to continue this position on the Local Marketing District Board
  Motion was approved unanimously

Tom Bobicki’s position

m/s Yohn/Sigmond motion to nominate Matt Abbey to the Local Marketing District Board
  Motion was approved unanimously

WORKSESSIONS

Alamosa County Public Health

SLV Regional Airport Board

Board/Staff Updates

Alamosa Senior Center

Commissioner Yohn stated the Senior Center is requesting to increase our contribution by $2,000 to equal $12,000.

m/s Sigmond/Yohn motion to award Alamosa Senior Citizens Center a $2,000 increase to equal $12,000
  Motion was approved unanimously

County Attorney Employment Contract

Commissioner Sigmond commented on whether this is in line with other counties and also the severance terms. She sees them as two distinct positions.

Commissioner Yohn stated he is comfortable with this and he sees them as the same positions. Should his employment be terminated he would be restricted in a lot of areas in how he could perform.

m/s Yohn/Allen motion to approve Employment Contract for County Attorney
  Motion was approved unanimously
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

Michael Yohn, Vice-Chair

Helen Sigmond, Commissioner

Note:
Audio recording is not available for this meeting date.