

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES – OCTOBER 3, 2018

8:00 AM CONSTRUCTION WEEKLY MEETING  
8:30 AM PEGGY DUNLAP – GOCO UPDATE  
10:00 AM DAWN JAMES – PERSONNEL  
10:30 AM TIFFANY RAMOS – DHS – PURCHASE OF SERVICE CONTRACT  
11:00 AM JEFF CURE – COUNTY ATTORNEY  
12:00 PM LUNCH  
~~1:00 PM~~ 11:25 AM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE  
• REVIEW & APPROVE CONSENT AGENDA ITEMS  
1:00 PM DUSTIN GASPER – GRAVEL PIT – work session

### AGENDA:

- Minutes – September 26
- Accounts Payable

### NEW ITEMS:

- Review Auditor Bids
- Colorado Proposition 110 letter to citizens
- Purchase of service for DHS
- 2019 Meeting Dates and County Holidays
- Retirement Card to Allen Chapman, CTSI
- White Cliff Pipeline Easement

### PURCHASE ORDERS:

- PO#655 Adamson Police Products Sheriff \$5,785.00 5 m4 Commando 11.5” Semi 10” m-lock rail

### PUBLIC HEALTH:

- PO#656 Cura Script Public Health \$2,793.00 Nexplanon
- PO#657 Bayer Public Health \$905.79 Mirena

### MONTHLY REPORTS:

- August Financials

### OLD ITEMS

- AFLAC Representation discussion

### PERSONNEL ITEMS:

- Kenny Ray and Shane Whitmore Orange Sheets – passed 6 month trial period

### FYI:

- Flagler Tower email
- 2019 Circus

### TABLED:

### ADDITIONAL ITEMS:

- 360 Energy Engineers - Certificate of Substantial Completion
- 360 Energy Engineers – Change Order
- MOU – Stratton & Vona Fire Departments with Kirk & Joes Fire Departments

## COURTHOUSE PROJECT UPDATES

Chris Barton shared that the punchlist for completion is being worked on as Davis Electric has finished their work, P1 will be working on final details through Thursday, Spexarth Acoustical has completed the tile ceilings, which leaves Wilson Group working on windows for the next few weeks and ZBW Construction to finish up the touch up work for P1 and Davis. Department Heads are asked to watch for discolored tiles that may indicate a condensation leak and report them as soon as possible. The jail windows will be the priority hopefully installing two windows per day. The remaining courthouse windows will be worked on if the jail pods are not available or at the end of the project. The entrance glass will be boarded up for three to six weeks while the glass is ordered and cut. The load test on the generator was completed on Monday, October 1<sup>st</sup> with Collin, Tom, and Shawn receiving training on generator operation. Chris will do a walk through with Collin today looking for patching and painting that needs to be completed, carpet stains, and any other cleanup items that need to be addressed. Training for

the HVAC will follow the VPN being provided to P1, so that Samsung can complete their setup of the system. Collin and possibly some of the department heads will receive the training. Wilson Group will check on the window panels that have been ordered for the 4<sup>th</sup> floor. Extra ceiling tiles will be stored in the maintenance vault.

Those attending the progress meeting were Chris Barton – Project Managers Willdan, Aaron Dunbar & Todd Baker – P1, Hunter Hutcheson – Wilson Group, Collin Koop, Tom Ridnour, Gary Koop, Dave Hornung, Paula Weeks, Peggy Dunlap, Cory Wall, and Susan Corliss.

The Board of County Commissioners meeting was called to order at 11:25 AM in the Commissioners Meeting Room. The Pledge of Allegiance was recited. Those present were Gary Koop, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

### **CONSENT AGENDA**

The following items were reviewed by the Board of County Commissioners: Minutes of September 26, 2018, and Accounts Payable.

Cory Wall moved to approve minutes of September 26, 2018, meeting and to pay the Accounts Payables in the amount of \$570,378.49, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

### **REVIEW AUDITOR BIDS**

Paula Weeks presented bids from three companies for the 2018 Kit Carson County audit. The Board of County Commissioners are reviewing the bids.

### **COLORADO PROPOSITION 110 LETTER TO CITIZENS**

The Board of County Commissioners composed a letter of support for Colorado Proposition 110 on the 2018 General Election ballot to the county citizens.

Gary Koop moved to send the letter of support for Colorado Proposition 110 to be published in The Burlington Record, Stratton Spotlight, and The Flagler News, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

### **DHS – PURCHASE OF SERVICE CONTRACT**

Cory Wall moved to sign the Purchase of Service Contract with Dr. David Nahum, Ed. D. Licensed Psychologist for therapy services effective September 1, 2018, through June 30, 2019, at \$100 per session, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

### **2019 MEETING DATES AND COUNTY HOLIDAYS**

Cory Wall moved to approve the 2019 Kit Carson County Calendar including Board of County Commissioners meeting dates, Department Heads meetings, holidays, and time sheet due dates, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

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## *INSERT CALENDAR*

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### **RETIREMENT CARD TO ALLEN CHAPMAN, CTSI**

The Board of County Commissioners signed a retirement card for Allen Chapman as the CSTI Executive Director.

### **WHITE CLIFF PIPELINE EASEMENT**

Gary Weibert requested an easement for White Cliff Pipeline in the Southwest Quarter and the Northwest Quarter of 19-9-43 to bury a 2” electrical conduit.

The Board of County Commissioners tabled the easement approval for additional information and research.

### **PURCHASE ORDERS**

#### **Purchase Order #655**

Gary Koop moved to approve Purchase Order #655 for the Sheriff Department to Adamson Police Products Order # CO062236 for five M4 Commando guns totaling \$5,785.00, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting recessed at 11:55 AM.

Cory Wall moved to open the Board of Public Health meeting at 11:55 AM in the Kit Carson County Commissioners’ Meeting Room for the purpose of purchase orders only, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung. Those present were Dave Hornung, Cory Wall, Gary Koop, Paula Weeks, and Susan Corliss.

### **PURCHASE ORDERS**

#### **Purchase Order #656**

Cory Wall moved to approve Purchase Order #656 for the Public Health to Cura Script PH Invoice #2732 for Nexplanon – birth control totaling \$2,793.00, seconded by Gary Koop. The motion carried. Dave Hornung voted against.

#### **Purchase Order #657**

Cory Wall moved to approve Purchase Order #657 for the Public Health to Bayer PH Invoice #2731 for Mirena – birth control totaling \$905.79, seconded by Gary Koop. The motion carried. Dave Hornung voted against.

Gary Koop moved to adjourn the Board of Public Health meeting at 11:56 AM, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners reconvened at 11:57 AM.

**AFLAC REPRESENTATION DISCUSSION**

Paula Weeks explained difficulty finding an Aflac representative.

Gary Koop moved to freeze all future Aflac sales in the county with current enrolled accounts continuing to be paid out of employees’ payroll, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

**360 ENERGY ENGINEERS - CERTIFICATE OF SUBSTANTIAL COMPLETION**

Gary Koop moved to sign the Certificate of Substantial Completion for Partial work under the 360 Energy Engineers contract, noting that the windows are exempt from the substantial completion at this time, indicating that the warranty for 12 months labor and material shall commence on October 3, 2018, with an estimated cost of work that is incomplete or defective of \$75,000.00, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

**360 ENERGY ENGINEERS – CHANGE ORDER**

Gary Koop moved to sign the 360 Energy Engineers Change Order #2 for additional labor and equipment rental costs for the extended project schedule due to delays and interruptions in the amount of \$9,445 (which is one third of the requested amount – the cost was split with Wildan and P1), seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

**ORANGE SHEETS- RAY & WHITMORE**

Cory Wall moved to approve the Sheriff (Patrol) Raise Orange Sheet for Shane Whitmore at \$16.95 per hour for Step 250 Grade 35 with annual wage of \$35,250.00 as a Non-Exempt Full Time Employee with Benefits effective October 1, 2018, seconded by Gary Koop. The motion carried by unanimous vote by Dave Hornung.

Cory Wall moved to approve the Sheriff (Jail) Raise Orange Sheet for Kenny Ray at \$14.06 per hour for Step 250 Grade 29 with annual wage of \$29,250.00 as a Non-Exempt Full Time Employee with Benefits effective October 1, 2018, seconded by Gary Koop. The motion carried by unanimous vote by Dave Hornung.

**PUBLIC TRUSTEE – SEPTEMBER REPORT**

The Board of Commissioners reviewed the September Public Trustee Fee Report:

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*INSERT REPORT*

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Cory Wall moved to approve the Public Trustee’s September Report, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

**MOU – STRATTON & VONA FIRE WITH KIRK & JOES FIRE DEPARTMENT**

The Kit Carson County Board of County Commissioners received a fully executed copy of the Memorandum of Understanding (MOU) between the Stratton & Vona Fire Departments and Kirk & Joes Fire Departments.

**AUGUST FINANCIALS**

The Board of County Commissioners tabled the August Admin Financials.

The Board of County Commissioners meeting adjourned at 12:05 PM.

The Board of County Commissioners met for work session from 1:00 PM to 1:30 PM.

Submitted by: Susan Corliss, County Clerk and Recorder

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Dave Hornung, Chairman

Attest:

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Susan Corliss, County Clerk & Recorder

10/10/2018

Date