

KIT CARSON COUNTY COMMISSIONERS

MINUTES – OCTOBER 10, 2018

8:00 AM CONSTRUCTION WEEKLY MEETING
8:30 AM DEPARTMENT HEAD MEETING – HOSTED BY GROUNDS & BUILDINGS – COLLIN KOOP
10:30 AM DAWN JAMES – CONTRACT AMENDMENT FAMILY PLANNING
11:00 AM JEFF CURE – COUNTY ATTORNEY – *work session*
12:00 PM LUNCH
1:00 PM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
• REVIEW & APPROVE CONSENT AGENDA ITEMS
1:00 PM PUBLIC HEARING 2019 DRAFT BUDGET
1:30 PM DELLA CALHOON – OEM – 3RD QUARTER REPORT
2:00 PM ~~LYMAN HAMBIN, CPA – rescheduled~~

AGENDA:

- Minutes – October 3
- Accounts Payable

NEW ITEMS:

- Adopt Draft 2019 Budget

PURCHASE ORDERS:

- PO#658 Connection – Public Sector Sol Admin \$3,353.05 2 New Computers and 3 Year Care

PUBLIC HEALTH:

- Family Planning Contract Amendment 2

MONTHLY REPORTS:

- Treasurer's September Report
- Clerk's September Reports
 - Clerk's Report
 - Warrants – Driver License, Motor Vehicle & Marriage License
 - ERTF Report & Transfer

OLD ITEMS

- August Financials

PERSONNEL ITEMS:

FYI:

- Colorado State Board of Equalization – Public Hearing and Agenda for October 17, 2018

TABLED:

- Auditor Bids
- White Cliff Pipeline Easement

ADDITIONAL ITEMS:

- County Shop District 3 – Roof Repairs

COURTHOUSE PROJECT UPDATES

Chris Barton reported that he has been busy with cleanup of tools and equipment in the courthouse. Yesterday, he cleaned hand prints and marks off of the walls. The carpet stains are a concern to the county plus damage of burn marks and a hole on the 3rd and 2nd floors. Spexarth Acoustical will return to finish a portion of missed ceiling tiles in dispatch and replace an area that had a condensation leak. Wilson Group will continue the windows with focus on the jail at one window a day and working on the remaining courthouse windows as time allows or at the end. There is a tentative plan to install the windows in the clerk's office over a weekend to minimize public interruption. Samsung received the IP address yesterday and will be working on completing communication of the HVAC units to the system controls. Training for running the system and thermostats will be scheduled when the setup is complete. Projected finish of the complete project is October 31st. This will be the last progress meeting but there will be Board of County Commissioners updates and a final meeting to be scheduled.

Those attending the progress meeting were Chris Barton & Clayton Reitz– Project Managers Willdan, Collin Koop, Gary Koop, Dave Hornung, Susan Corliss, Cory Wall, and Paula Weeks.

The Department Head Meeting was hosted by Collin Koop, Head of Grounds & Buildings, which opened at 8:40 AM in the Kit Carson County Ambulance Building meeting room. The meeting started with the Pledge of Allegiance. Those present were Collin Koop, Terry Hubbell, Pam Mills, Dawn James, Susan Corliss, Nicole Richards, Korena Laue, Della Calhoon, Paula Weeks, Tom Ridnour, Dave Hornung, Gary Koop, and Cory Wall. Tony Rodriguez emailed his report.

DEPARTMENT HEADS MEETING

Collin Koop – Grounds & Buildings – shared that the inside of the courthouse project is pretty well done. The windows are about 80% completed on the courthouse and at about 25% completed on the Jail since they are only getting one window a day. Sally Port had concrete poured last week. They are trying to start catching up on the list from early summer before the project, please let Collin know if there is something that needs to be fixed.

Terry Hubbell – Weed District – reported that he got about 95% of the county covered. He is currently working on winterizing the equipment. Dave Smith and Ryan Hazs from Road & Bridge have called during the summer to report different weed conditions while maintaining the roads.

Pam Mills – Treasurer – shared that her office will be closed October 22-25 for their first week of training on the new Tyler software. Their scheduled go live date will be the third week of December, which is during their crunch period. The collected taxes for 2018 are at 99.4% with some stragglers coming in as they have just started advertising real property and minerals. There have been 14 foreclosures higher so far this year, which is an increase over last year's 10 foreclosures.

Dawn James – Public Health & Environment Director – reported that they are in full swing for flu season with 120 attending the drive through for flu shots. They will cover the county in three sweeps. The list of times and locations need to be published. Quality improvement plan is in the writing stage with the next meeting will be October 17th; this is when a wish list of items can be listed that can be used for grant writing. This list of needs was developed from the recently completed Community Health Needs Assessment.

Susan Corliss – Clerk and Recorder – shared that the ballots mail preparation is going on this week and the ballots will be mailed on Monday, October 15th. DRIVES still has some issues especially with reports and balancing. The staff is really happy with the finished parts of their office.

Nicole Richards – Ambulance – reported that they picked up the new transfer rig with the next steps to getting it on the road will be graphics, registration, stocked, and licensed. The lighting is very good and it has electric oxygen instead of all the lightings that could have been installed. The class is still going good with seven students in the class: five new EMTs from Burlington, one from Stratton upping their skill grade, and one ENR that is inquiring stage. The staff is getting busy with inspection, inventory, and licensing plus football season and cold weather will see an increase in run activity.

Della Calhoon – OEM – indicated that the NOAA weather service has published pictures of the July 29th storm that sent through Flagler and Seibert. There will be an article in the papers about upcoming weather watchers training. The EOC training was deemed a

success with 28 people attending of which five were from Cheyenne County and one for Lincoln County.

Paula Weeks – Administration – worked with Della during the Federal site visit for OEM grant. It was helpful to have saved a lot of shared templates from the list share that can be used for the grant process. She has been working with Valerie on items for the single audit for the auditor. The Board of County Commissioners are looking for a new auditor, understanding that since the single audit is late, the county can look for more federal audits in the future and be considered a high risk because of the being on filing. Kit Carson County will be the fiscal agent for Northeast agent for OEM. The draft budget is due today but the department heads were reminded that the draft is subject to change. The final budget for 2019 is due December 1st.

Sheriff Tom Ridnour – shared that he currently has two employees out with the flu or illness that is revolving through the office. Dawn needs to know if they are confirmed cases of the flu. The department has a new patrol deputy, Quintin Stump, from the west slope. He recently acquired an additional armored vehicle from Yuma County. Duane Hitchcock hauled the vehicle and is providing a storage area in Burlington for it. The other armored vehicle is being housed in Flagler. These vehicles can also be used to rescue people during blizzards and bad road conditions. Certification is required to run the vehicle, so three staff members will be attending training in Brush next week. Nicole will get a first aid bags ready for both. Flagler Tower has had the required repairs completed to be safe to climb again. The guidelines connections are bent on the top of the tower. Currently they are working on the lights and grounding for the building. As soon as the GPS coordinates are fixed, the State of Colorado will begin adding their items to the Flagler Tower.

Dave Hornung – Commissioner District 3 – relayed that they Board of County Commissioners have applied for a DOLA grant for new overlay on County Road 40. He explained that Proposition 110 would bring a possible 2 million addition funding for roads in Kit Carson County plus the towns would receive funding through a new sales tax that even people traveling through would help with funding for transportation. Proposition 109 has no additional revenue but allows bonds to fix road projects within the next three years. Road & Bridge District 3 has finished mowing and is now dealing with mud.

Gary Koop – Commissioner District 1 – shared that he attended the information meeting about the ballot measures hosted by Senator Jerry Sonnenberg last night along with Dave Hornung, Susan Corliss, and Pam Mills. Road & Bridge District 1 is in need of a gravel pit person and a truck driver once and a while to haul gravel; Terry Hubbell stated that he would be able to help drive when needed. They are tearing out two bridges that are too small replacing them with culverts to get ready for a new wind farm project.

Cory Wall – Commissioner District 2 – indicated that Road & Bridge District 3 will be getting on the roads since they are in pretty rough shape with harvest and the slow rain and snow has made it worse. It is definitely easier to see what areas don't need gravel.

Tony Rodriguez – Department of Human Services Director – Susan Corliss read Tony's emailed update: State SNAP management evaluation was completed last week. We have been 95% or higher in all processing areas since April. State reported that they were pleased with the level of knowledge our "new" staff had with being on less than a year. State OIT will be in next week to meet with some eligibility staff to talk about CBMS upgrades that have been going on and how to address some overall concerns with system stability. Staff has been frustrated with a lot of the changes and system crashes. This is going on throughout the state. Staff is attending

the CCAP conference. Claudia Strait with ECC reported she has 7 potential new daycare providers who will be going through licensing in the coming months. Christa Durbin has attended child welfare supervisor training and will be shadowing Tiffany to "learn the ropes." Tony will participate in CDHS candidate interviews for the new county liaison, who is a support person with CDHS that assists county directors and program managers to navigate all things at the state and federal level. Tony has been asked by the Colorado Human Services Directors Association to serve as a representative on the sex offender management board until 2020. Tiffany has been asked to present at the child welfare conference in November! She's going to be speaking on a panel of leaders which represent a wide range of areas in the CW field.

The Kit Carson County Department Head Meeting adjourned at 9:19 AM.

Next meeting is Wednesday, November 14, 2018, with Dawn James, Director of the Department of Public Health & Environment, as the host.

Cory Wall moved to open the Board of Public Health meeting at 9:40 AM in the Kit Carson County Commissioners' Meeting Room for the purpose of a contract only, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung. Those present were Dave Hornung, Cory Wall, Gary Koop, Dawn James, Paula Weeks, and Susan Corliss.

FAMILY PLANNING CONTRACT AMENDMENT 2

Dawn James presented Contract Amendment #2 for Family Planning Original Contract # 15FLA 66975 for the purpose of which is to reduce unintended pregnancies by insuring access to quality reproductive health services to all Coloradoans. Modifications are to change Exhibit A and the Exhibit B Statement of Work to align the current contract with the current federal and state requirements.

Cory Wall moved to approve Contract Amendment #2 for Family Planning Original Contract that began on July 1, 2014 and expires June 30, 2019, that will increase federal funding in the amount of \$6,685.00 and other funding in the amount of \$9,258.00 for a current contract maximum amount (year to date) totaling \$115,309.00, seconded by Gary Koop. The motion carried. Dave Hornung voted against.

Note: Flu Shot Schedule for County Employees

October 12 - R&B 2 - Stratton Medical Clinic 8:00 AM

October 17 - R&B 3 - Flagler Congregational Church 8:30 AM

October 23 - R&B 1 - at the county shop 7-7:30 AM

October 23 - Courthouse - 4:30 - 5:00 PM

Gary Koop moved to adjourn the Board of Public Health meeting at 9:50 AM, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners continued in work session.

The Board of County Commissioners recessed at 12:00 PM for lunch.

The Board of County Commissioners continued in work session at 1:00 PM.

The Board of County Commissioners meeting reconvened at 1:30 PM in the Commissioners Meeting Room. Those present were Gary Koop, Cory Wall, Dave Hornung, Della Calhoon, Paula Weeks, and Susan Corliss.

DELLA CALHOON – OEM – 3RD QUARTER REPORT

Della Calhoon presented Calendar Year 2018 EMPG-LEMS 3rd Quarter Grant Activities Work Plan – Part I with documentation for activities during July through September of 2018. The financial report will be submitted in a couple of weeks.

Gary Koop moved to sign 2018 3rd Quarter EMPG-LEMS Grant Activities July through September Work Plan, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

PUBLIC HEARING 2019 DRAFT BUDGET

The Board of County Commissioners reviewed the 2019 Draft Budget during a Public Hearing. There were no additional people in attendance.

Gary Koop moved to approve the 2019 Draft Budget for Kit Carson County, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of October 3, 2018, and Accounts Payable.

Cory Wall moved to approve minutes of October 3, 2018, meeting and to pay the Accounts Payables in the amount of \$76,499.37, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

PURCHASE ORDERS

Purchase Order #658

Gary Koop moved to approve Purchase Order #658 for the Admin Department to Connection Public Sector Solutions Sales Quote #24681799.02-W1 for three Lenovo Think Plus Computers with 3-year on-site warranty and three Samsung monitors totaling \$3,353.05, seconded by Cory Wall. 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 table the review.

AUGUST FINANCIALS

The Board of County Commissioners reviewed the August Admin Financials.

Cory Wall moved to approve the August Admin Financials as presented, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

TREASURER'S SEPTEMBER FINANCIALS

The Board of County Commissioners reviewed the September Treasurer's Report from County Treasurer Pam Mills.

KIT CARSON COUNTY COLORADO

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING September 28, 2018

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$3,818,089.95	\$663,600.59	(\$391,036.00)	\$4,090,654.54
KCC Public Health Agency	(\$84,255.68)	\$82,410.50	(\$117,553.77)	(\$119,398.95)
Contingent	\$376,999.54			\$376,999.54
Road and Bridge	\$2,267,393.25	\$435,193.90	(\$601,714.72)	\$2,100,872.43
Ambulance	(\$235,602.85)	\$14,707.00	(\$26,593.93)	(\$247,489.78)
Social Services	\$120,323.00	\$145,493.83	(\$77,909.40)	\$187,907.43
Capital Expenditures	\$213,477.19	\$2,743.95	(\$50.84)	\$216,170.30
Conservation Trust	\$23,531.30	\$4,979.81	(\$10,161.10)	\$18,350.01
Solid Waste	\$88,670.11	\$25,607.11	(\$59,574.76)	\$54,702.46
E-911	\$61,614.64	\$7,742.76	(\$9,784.95)	\$59,572.45
KCC Facilities Corp	\$3,211.88			\$3,211.88

Respectfully Submitted,



Kit Carson County Treasurer

Cory Wall moved to approve the Treasurer's September Financials, seconded by Gary Koop. The motion carried by unanimous vote by Dave Hornung.

CLERK'S SEPTEMBER FINANCIALS

The following report was submitted by the Clerk and Recorder's Office, including a list of warrants that need approved by the Board of County Commissioners for the month of September 2018 for the County Clerk's office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
SEPTEMBER	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 6,250.92		\$ 6,250.92
CERTIFICATES OF TITLE	\$ 824.01		\$ 659.20	\$ 1,483.21
MISC ELECTIONS	\$ -		\$ -	\$ -
CONFIDENTIAL MV/DL/VT	\$ -		\$ -	\$ -
ERTF \$2 ST FEE		\$ 290.00		\$ 290.00
ESCROW DEPOSIT	\$ 473.25		\$ -	\$ 473.25
DRIVERS LICENSE	\$ 1,652.00		\$ 1,876.05	\$ 3,528.05
DUP'S (REG & TITLE)	\$ 61.50		\$ 11.90	\$ 73.40
E-RECORDING SURCHARGE	\$ 145.00		\$ -	\$ 145.00
FLAGLER CITY SALES TAX			\$ -	\$ -
IDS	\$ -		\$ -	\$ -
MARRIAGE LICENSE	\$ 70.00	\$ 230.00		\$ 300.00
MISCELLANEOUS	\$ 913.57		\$ -	\$ 913.57
MOTOR VEHICLE AUTO TAX	\$ 527.50	\$ 84,505.97	\$ 50526.89	\$ 84,505.97
MV LICENSE FEE/PERMITS	\$ 4,117.88			\$ 4,117.88
RECEPTION MOTOR VEHICLE	\$ 1,029.99		\$ -	\$ 1,029.99
ROAD \$1.50 / \$2.50 FEES		\$ 3,391.73	\$ 32046.72	\$ 3,391.73
SB03-103 PD/SAFETY	\$ 41.60		\$ 788.42	\$ 830.02
SB09-108 LATE FEES	\$ 740.00		\$ 2,495.00	\$ 3,235.00
SEIBERT SALES TAX		\$ 90.87	\$ -	\$ 90.87
STATE DOCUMENTARY FEE	\$ 187.28		\$ -	\$ 187.28
STATE SALES TAX			\$ 24,392.12	\$ 24,392.12
STRATTON SALES TAX		\$ 0.02	\$ -	\$ 0.02
RECEPTION RECORDING	\$ 2,840.00		\$ -	\$ 2,840.00
VENDOR FEES	\$ 1,058.67		\$ -	\$ 1,058.67
GRAND TOTAL	\$ 14,682.25	\$ 94,759.51	\$ 112,796.30	\$ 222,238.06
			207,555.81	

Cory Wall moved to approve the Clerk's September Report as presented and pay the following list of Electronic Funds Transfers and Warrants for the month of **September 2018** for the County Clerk's office:

Warrants written in OCTOBER for SEPTEMBER	
\$ 86,528.13	Colo Dept of Rev MV/LIC - ELT PMT
\$ 24,392.12	Colo Dept of Rev Sales Tax - ELT PMT
\$ 6,250.92	City of Burlington Sales Tax
\$ 0.02	Town of Stratton Sales Tax
\$ 90.87	Town of Seibert Sales Tax
\$ 27.00	State Treasurer - M/L \$3.00
\$ 180.00	Colo Dept of Health - M/L \$20.00
\$ 1,876.05	State Treasurer - Dr Lic - ELT PMT
\$ 290.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 119,635.11	

Seconded by Gary Koop. The motion carried by unanimous vote by Dave Hornung.

CLERK'S ELECTRONIC RECORDING TECHNOLOGY FUNDS REPORT

The following report was submitted by the Clerk and Recorder's Office for Recording, including the Electronic Recording Technology Funds Report to be approved by the Board of County Commissioners for the month of September 2018 from the County Clerk & Recorder's office:

Amounts for Documents Recorded / Total Business					
KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER					
Sep-18					
	In Person	eRecording	IRS	Total	Escrow
Copies (PH)	\$ 440.75			\$ 440.75	\$ 224.50
Online Credit Card Copies				\$ -	
Documentary Fee (DF)	\$ 187.28			\$ 187.28	
ERT Funds (ES)	\$ 228.00	\$ 60.00	\$ 4.00	\$ 292.00	
Escrow Deposits (EP)	\$ 387.25			\$ 387.25	\$ 946.25
Marriage Application (ML)	\$ 300.00			\$ 300.00	
Online - Monthly Subscription	\$ 360.00			\$ 360.00	\$ 560.00
Recording Fees (RC)	\$ 2,155.00	\$ 855.00	\$ 10.00	\$ 3,020.00	
Recording Surcharge (EC)	\$ 114.00	\$ 30.00	\$ 2.00	\$ 146.00	
Totals	\$ 4,172.28	\$ 945.00	\$ 16.00	\$ 5,133.28	\$ 1,730.75
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 292.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$)					\$ (22.00)
ERT FUNDS RECORDED FOR THE CURRENT MONTH ESCROW PMT					\$ (6.00)
PREVIOUS MONTH ERT funds received in CURRENT MONTH					\$ 26.00
CURRENT MONTH ERT FUNDS (Cashbooks)					\$ 290.00

Gary Koop moved to approve the Clerk's September ERTF Report as presented that will be transferred and pay \$290.00 via ACH to the State Treasurer, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

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.

Cory Wall moved to approve the easement requested by Gary Weibert to bury a 2" electrical conduit north of County Road R on County Road 49, seconded by Gary Koop. The motion carried by unanimous vote by Dave Hornung.

COUNTY SHOP DISTRICT 3 – ROOF REPAIRS

The Board of County Commissioners reviewed two bids for the roof repairs on the County Shop in Flagler.

CHASCO Construction	\$16,800.00
Rowden Construction	\$27,377.62

Cory Wall moved to accept the bid from CHASCO Construction with the requirement to have a \$1,000,000 insurance policy for the project, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting adjourned at 3:50 PM.

Submitted by: Susan Corliss, County Clerk and Recorder

D. M. H.
Dave Hornung, Chairman

10/17/2018
Date

Attest:

Susan Corliss
Susan Corliss, County Clerk & Recorder

