

**Moffat County Board of County Commissioners  
221 W Victory Way Suite 130 Craig, CO 81625**

**September 26, 2017**

**In attendance**, Frank Moe, Chairman; Ray Beck, Vice Chair; Don Cook, Board Member; Lila Herod, Moffat County Clerk & Recorder; Ken Wergin; Neil Folks; Mindy Curtis; Sherry Sampson; Roy Tipton; Cindy Looper; Roger Richmond; Dave DeRose; Dave Fleming; Lynnette Siedschlaw; Ken Bekkedahl; Nick Charchalis; Dollie Rose; Laura Willems; Rebecca Tyree; Nicole Shatz; Dan Miller; Lauren Blair; Jessica Counts

**Call to Order  
Pledge/Opening Prayer**

Beck made a motion to approve the agenda as presented. Cook seconded the motion. Motion carried 3-0.

**Consent Agenda:**

Cook made a motion to approve the consent agenda consisting of:

- a) Approved the minutes from September 19, 2017.
- b) Approved the Board of Health minutes from September 18, 2017.
- c) Approved the High Rapid Networks contract amendment.
- d) Approved the updated Colorado Works Program policies.
- e) Approved Tri State Generation and Transmission Supplemental Trust Indenture and related documents.
- f) Approved the core services MOU with Mind Springs Health for Day Treatment Alternative Services.

Beck seconded the motion. Motion carried 3-0. See attached.

Tammy Booker, John Ponikvar, and Mike Foreman present.

**Public Comments, General Discussion & BOCC Reports:**

General discussion was held among the Board:

- ✓ Beck thanked all of the agencies, county employees and individuals that have helped with the recent fires.
- ✓ Beck reported 7800 acres were impacted in the Winter Valley Fire near Elk Springs. YVEA is currently replacing conductors and restoring electric power in the Lily Park and Elk Springs areas.
- ✓ Beck, Cook and Comstock attended the CPW and BLM meeting in Silt to discuss sage grouse issues.
- ✓ Beck attending Colorado Aeronautical Board meeting last week discussing strategic planning, legislation, etc.

- ✓ The Rural Philanthropy Days event is this week.
- ✓ Cook also discussed the sage grouse meeting. He indicated the BLM has been listening and helpful, however most of the regulations that impact Moffat County have been put in place by the CPW. Cook is concerned that our own State is working against us. He is frustrated with the Governor and CPW regulations.
- ✓ The Commissioners will be meeting on Thursday September 28<sup>th</sup> with the Utah partners on the Swinging Bridge project.
- ✓ Moe discussed the Yampa River expansion project. CSU students are working on the trail design and this is important to economic development and thanked the City for their work.
- ✓ Moe met with the Maybell Volunteer Fire Department. Training and policy is being developed and prioritized and recruitment efforts are in place.
- ✓ Moe will meet with the Town of Dinosaur officials tonight.
- ✓ Cindy Looper discussed the Commissioners plans to reorganize the LMD, MCTA and CMEDP. She suggested an alternative that each Board continue to exist, but the LMD would designate their funds to MCTA for tourism and the LMD would continue to focus on economic development. See attached.
- ✓ Roy Tipton reported the Commissioners will also be meeting with USFW to finalize cooperating agreement for maintenance on the Swinging Bridge.
- ✓ Mayor Ponikvar encouraged the Commissioners to endorse referred measures 2A and 5A. He is also interested in a discussion regarding the trash contract with Miles High. He will schedule a time with Erin to get on the Commissioners agenda. He also requested the Commissioners post their workshop agendas on their website for more transparency.

Nolan Sharpe present.

## Staff Reports:

### Finance Department- Mindy Curtis

Curtis reviewed the September 2017 Supplemental Budget. Line item transfers were made to the following departments without change to the Contingency Fund: Elections, Assessor, County Attorney, Sheriff, Moffat County Fair, Fairgrounds, Youth Services, Health Allotments, Maybell Sanitation, Moffat County Tourism, Library, Jail, Social Services, and Museum.

The Election Division will reduce the spending authority of \$100,000 for the new voting system. It is more economical to lease the new voting system over five years.

The Hamilton Community Center requests \$1,300.00 from the Contingency Fund for unexpected building repairs.

#### Supplemental Summary:

Unexpected Revenues	\$46,634.26
Transfers	\$32,215.82
Increase spending authority	\$100,000.00
Decrease spending authority	\$100,000.00

Contingency	\$1,300.00
Total adjustment	\$ 650.08

The Contingency Fund balance as of September 26, 2017 is \$346,700.00.

The Emergency Fund balance is \$936,045.00.

**Beck made a motion to approve Resolution 2017-123 September Supplemental Budget. Cook seconded the motion. Motion carried 3-0. See attached.**

#### **Human Resources- Lynnette Siedschlaw**

Siedschlaw reviewed the resolution to rescind the hiring freeze. Not all positions are essential, but there are postings within the County that need to be considered for replacement once they have been vacated.

The resolution clarifies the personnel requisition process and mandates all County Offices and departments follow the process:

1. Once a position becomes vacant a personnel requisition will be forwarded to the Human Resources Department. Any modifications to the position will be made prior to submitting the requisition. Modifications include reduction in hours, grade, job, and status reclassification, job sharing or elimination of services.
2. Human Resources will schedule a workshop for the personnel requisitions within 10 days. Elected Officials and Department Heads will present information and justification for the position.
3. The Commissioners will have a review period of 7-10 days prior to BOCC meeting, in which the requisition may be approved, modified or denied.

**Cook made a motion to approve Resolution 2017-124 Rescind Resolution 2016-133 Hiring Freeze. Beck seconded the motion. Motion carried 3-0. See attached.**

Siedschlaw reviewed personnel requisitions for Social Services, Road and Bridge and Elections.

Social Services requests hiring a full time Staff Assistant, part-time Case Worker/Foster Care Coordinator, a full time Caseworker and a full time Lead Caseworker.

Moe indicated Social Services will be holding public meetings to educate the community on the duties and functions of this department. They have many state and federal requirements, and it is critical they meet their deadlines and work requirements.

Beck questioned what positions have the most priority. Rose indicated there is no priority, as they are all necessary. All four positions are partially funded by State and Federal funds. If deadline are not met, penalties and sanctions will be imposed.

Chris Oxley present.

The Staff Assistant position supports the Self Sufficiency Unit and shares reception duties. This position was downgraded to Staff Assistant from Administrative Assistant, which reflects cost savings from the original budgeted position. The position has been vacant since July.

**Beck made a motion to approve the Social Services personnel requisition for a full time Staff Assistant. Cook seconded the motion. Motion carried 3-0. See attached.**

Nicole Shatz discussed the part-time Case Worker/Foster Care Coordinator position. This person performs various senior level work managing assigned cases, conducting investigations, counseling, therapy, etc. The position is vacant due to an employee resignation. The position is specific to social casework and requires a Bachelor's Degree and certification.

Rose discussed the issues with the Foster Care program and how important it is to keep youth in local foster care homes rather than congregant care, because institutional care is very expensive. Staffing is extremely difficult because employees frequently leave Moffat County in order to work in Routt or Rio Blanco County who pay better and the case load is significantly less.

**Cook made a motion to approve the Social Services personnel requisition for a part-time Case Worker/ Foster Care Coordinator. Beck seconded the motion. Motion carried 3-0. See attached.**

Shatz reviewed the requisition for a full time Case Worker. This position manages assigned cases, reviewing police reports, conducting assessments, developing plans and goals, conducting counseling and therapy, preparing court cases, etc. The position has been vacant since June. This position also requires a Bachelor's Degree and certification.

There was discussion regarding the increase in misdemeanor and felony cases in Moffat County and the social impact this has on our community.

**Beck made a motion to approve the Social Services personnel requisition for a full time Case Worker. Cook seconded the motion. Motion carried 3-0. See attached.**

Michelle Balleck present.

Shatz and Rose discussed the full time Casework Services Manager position that will be changed to Lead Caseworker. This position will manage staff and coordinate activities associated with the casework services, overseeing investigations, contracts, etc. The position is vacant due to an employee resignation and is funded 90% by the State.

**Cook made a motion to approve the Social Services personnel requisition for a full time Lead Caseworker. Beck seconded the motion. Motion carried 2-1. Moe- Yes. Cook- Yes. Beck - No. See attached.**

The Road Department requested rehiring two Heavy Equipment Operators for Dinosaur and the Landfill.

The position for a Heavy Equipment Operator in Dinosaur is vacant due to an employee retiring. This is a full time position that maintains the roads in summer and performs snow removal in the winter. The routes include Dinosaur, the Desarado Mine Road and all county roads on the western edge of the County.

**Beck made a motion to approve the Road Departments personnel requisition for a full time Equipment Operator for Dinosaur. Cook seconded the motion. Motion carried 3-0. See attached.**

Miller discussed the position for a Heavy Equipment at the Landfill. This position is vacant due to an employee resignation, and has been vacant for approximately one year. Extra efforts are being made to pick up blowing trash and the new contract with Miles High it will bring in a minimum of 7,000 tons of trash per year with additional revenue that will help fund this position.

**Cook made a motion to approve the Road Departments personnel requisition for a full time Heavy Equipment Operator for the Landfill. Beck seconded the motion. Motion carried 3-0. See attached.**

The Clerk and Recorder requested a temporary Election Assistant to work approximately 50 hours from October 16 through November 16. This is a budgeted line item through the contract labor account, but will be hired through Flint Personnel.

**Beck made a motion to approve the Clerk and Recorders personnel requisition for a temporary Election Assistant. Cook seconded the motion. Motion carried 3-0. See attached.**

There was discussion regarding policy for hiring at the Library. Currently the Library Board approves budget expenses. The Commissioners indicated all personnel requisitions should comply with the new resolution.

#### **Weed and Pest Management- Jessica Counts**

Counts reviewed the Memorandum of Understanding with Colorado First Conservation District for use of the PERC Gofer Control Pest Gasser. Ken Bekkedahl and Nick Charchalis discussed the purpose of this equipment and how effective it is for rodent control.

The District has agreed to gift the equipment to the Weed and Pest Department with the condition that the County Weed Department maintains the equipment and will make it available to residents of the district.

**Cook made a motion to approve the MOU between Colorado First Conservation District and Moffat County Weed and Pest Department for the Pest Gasser equipment transfer. Beck seconded the motion. Motion carried 3-0. See attached.**

Charchalis and Bekkedahl discussed Soil Conservation District purpose, which is to serve the agriculture community. They are also dealing with budget cuts and are very supportive of the

County Weed Program. The Conservation District also works to support issues surrounding sage grouse issues and wolves, the Land Use Board, and water issues. They also support ranchers with BLM regulations. Conservation practices are a real issue for this community and additional funding is necessary.

Beck requested a workshop with the Soil Conservation and with Jessica Counts to discuss funding issues.

### **BOCC- MRH Letter of Support**

The Commissioners discussed sending a letter of support for the Memorial Regional Health Center's Federally Qualified Health Center application.

**Beck made a motion to send a letter of support to Mr. Andy Daniels, MRH Health Center for support the MRH Health Center's Program "look-alike" designation federally Qualified Health Center application. Cook seconded the motion. Motion carried 3-0. See attached.**

Cook complimented the hospital on the progress they have made in economic development. He also thanked Andy Daniels for his efforts.

### **Presentations:**

#### **Local Marketing District Board**

Dave Fleming, Dave DeRose and Roger Richmond reviewed the 2017 Yearly report and 2018 Operating Plan. See attached.

- 2017 Review- LMD meets two times per month. Funding allocations were approved for the Dinosaur Welcome sign, Smart Business Alliance, CMEDP-Broadband part-time position, Rural Philanthropy Days, AGNC sponsorship, MCTA advertising, Downtown Business October Fest, City of Craig Parks and Recreation Master Plan.
- Budget amounts include: Tourism projects-\$15,810.00, Marketing- \$11,750.00, Other professional services-\$45,000.00, and Miscellaneous- \$41,250.50.
- Review of 2016-2017 goals.
- The LMD is currently planning 2018 operating plans and goals. They have two open Board positions. Current budgeting process is underway with reserves being retained.
- LMD recommends Luke Tucker (CMEDP chair) as the City of Craig appointment and Shannon Moore (MCTA chair) as the County's appointment.
- December 1<sup>st</sup> is the deadline for job description for the new Director position with plans to hire the position in February.
- Site selection for office space and negotiate the rental contract for occupancy in February.
- November 1<sup>st</sup> deadline for approval of the 2018 budget, operating plan and revised bylaws.

- Begin discussions with MCTA, CMEDP, Chamber, City and County regarding shared resources for website strategies.
- Begin discussions regarding potential intergovernmental agreements by November 15, 2017 for shared costs for office space, staffing, projects and other overhead.

**Adjournment:**

Moe adjourned the meeting at 10:30 a.m.

**Meeting Adjourned**

Submitted by: Lila Herod, County Clerk and Recorder

Approved by:

*[Handwritten signature]*

*[Handwritten signature]*

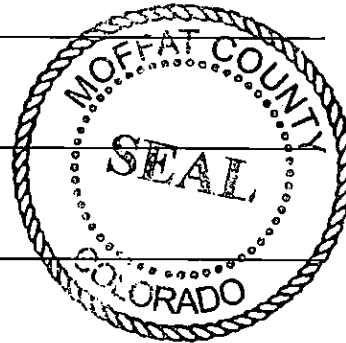
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Approved on:

*Oct. 3, 2017*

Attest by:

*Lila Herod*





## Contract Routing Form

Moffat County policy states that contracts, leases, rental, memorandums of understanding or any other agreements of any kind that are binding on the County can only be signed by the Board of County Commissioners. Submit the original contract or agreement with all terms and conditions and this completed routing form to the County Attorney's Office to obtain an authorized signature. Contracts submitted without this form will be returned to the department. A proposed contract will not be placed on the Board of County Commissioners public meeting agenda unless this completed form is timely presented to the County Attorney.

Date:  Responsible Department:

Contact Person:  Phone No.:

Contract Description (Agenda Text):

Vendor Contact:

Vendor Phone:

Vendor Address:

Type of Agreement:  Standard County Agreement  Vendor Agreement Term:

Bid Required Yes  No  Date Awarded:

Payments:  County pays  County receives \$\_\_\_\_\_  No payments by either party

Target Board of County Commissioner Date:  BOCC Agenda Type:  Consent  Action

Notes, Exemption, etc.:

Note: A minimum of two original copies of contract must be prepared. One for the "Other Party" and one for the County Attorney Files.

**Department Approval:**  
*As the responsible MANAGER for the contracts originating department, I certify that I am satisfied with the business terms and the description of goods, services, payment amounts, and terms to be provided to or from Moffat County and I do recommend Moffat County enter into this agreement. All MC purchasing procedures including bid requirements have been followed.*

Signature:  Date:

**County Attorney Review/Approval:**

Changes Required:

Returned to Originating Department:  Received back from Originating Department:

Approved  
 Original contract sent to Board of County Commissioner for signature: Date: \_\_\_\_\_

*Moffat County Attorney: I have reviewed this contract entirely and it (a) does not contain legally prohibited provisions, (b) includes all legally required provisions, and (c) is not otherwise objectionable on legal, as apposed to administrative grounds; except as noted in any attached memorandum.*

County Attorney:  Date:

PLEASE RETURN ALL SIGNED ORIGINALS TO THE COUNTY ATTORNEY'S OFFICE