

KIT CARSON COUNTY COMMISSIONERS

MINUTES OCTOBER 21, 2015

- 8:00 AM PRESENTATION OF 2014 AUDIT BY TIM MAYBERRY OF HOLSCHER, MAYBERRY & ASSOCIATES
- 9:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS
- 10:15 AM SPICES ON THE GREEN LIQUOR LICENSE RENEWAL
- 10:30 AM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;
REVIEW & APPROVE CONSENT AGENDA ITEMS
- 11:00 AM JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING
- 12:00 PM LUNCH
- 1:00 PM ~~SHERRY WEBER – GRACE MANOR – QUAD BILLING ISSUE~~ - *Canceled*
- She would like a reminder email as she will be on vacation next week... sweber@gracemanorcarecenter.com
- 1:00 PM DELLA CALHOON – QUARTERLY EMERGENCY MANAGER REPORT
- 1:30 PM DANIEL MELIA – KIT CARSON COUNTY AIRPORT – DISCUSS EQUIPMENT COSTS 719-342-3889
- 2:00 PM KINDRA M – HHS BUDGET
- 1 hour for budget... 15 min for contract
- 5:00 PM MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

CONSENT AGENDA:

- Accounts Payable
- Minutes –October 14, 2015
- Side Items
 - Colorado County Coroners Mutual Aid Agreement

NEW ITEMS:

- Resolution to apply for GO-CO Grant

SIGNATURES:

- 2016 Courthouse Security Grant
- Purchase Orders

OLD ITEMS:

- Acceptance of Stratton Cemetery board appointment – Debby Conrads

EMPLOYEE ITEMS:

- Orange sheets for current job openings and transfers

FYI:

- Update on Roofing and lawns
- Update on new county credit cards

NOTES:

The Board of County Commissioners meeting was called to order by Chairman Gary Koop at 8:00 AM. Those is were Gary Koop, Dave Hornung, Cory Wall, Tim Mayberry, Kindra Mulch, Doug Satterly, Nikki Halde, Amanda Ross, Randy Gorton, Paula Weeks, and Susan Corliss.

PRESENTATION OF 2014 AUDIT BY TIM MAYBERRY

Tim Mayberry presented highlights of the 2014 Audit. With a fresh set of eyes, there were new additions to the audit for better financial transparency. The audit discovered no concerns with the county funds. The first year of the audit was typical with looking at several years' data which will begin creating a more comfortable process each year.

Each department will need to do a yearly inventory, since purchases near the end of the year can distort the county's financial picture. These inventories are on the major items like fuel, oil, grader blades but not the items that would be considered supplies like "nuts and bolts". The vaccines that are purchased in advance should be inventoried as well. Capital Outlay, items over \$5,000 that will last over a year, are required by Colorado State Statute to be inventoried once a

year. If there are major repairs to a Capital Outlay item that extend the expected life of the item, it should be considered an addition to the Capital Outlay instead of a repair in the accounting codes.

Prepaid items must be accounted for in the appropriate year, like the health insurance premiums for January that were paid in December will show in the next year's audit as "PrePaid". Prepaid taxes by property owners need to show that they are collected in the actual year they are collected in their own account code.

The money that is received through grants will need to be separated into two accounts indicating whether the funds are received from the federal government or the State of Colorado. The contracts in Public Health and Human Services indicate the break downs.

The bookkeeping in each department needs to balance monthly with the Treasurer. The transactions need to be turned in during the current month. This reconciliation process will indicate or catch when items are prepaid, voided checks, outstanding checks, etc. Any accounts that require a balance in them at the end of each month need to indicate that way with the Treasurer so that all county money can be accounted for. The Treasurer should be aware of all voided checks so that those funds can be put in the proper account.

The landfill closure and post-closure liability is a long term liability for closure, which does not affect the individual funds but does need to be accounted for each year so that the estimated closure time and costs can be planned in the appropriate budget.

The explanation of contingency money and the Contingency Fund-TABOR was discussed in detail. Understanding the TABOR Contingency Fund has to have 3% of the county's fund for emergency use but those said funds must be in the fund on December 31st each year. The money received through enterprise zones, donations, and federal grants are not considered income and are not part of the TABOR Contingency Emergency Fund. Dealing with contingency funds that are in the General Fund, these can be moved within the General Fund budget line items with a motion but if it is changing funds, that move would require going through the supplemental budget revision process. Any transfers with a fund are considered cash flow or when temporary funds are needed like in Public Health.

The final overview of the audit reflects that communication between the departments and the commissioners is most important since you are working on two sets of books that have to match, it is okay to have some differences as long as they can be documented. There are no negative fund balances in the departments. The state audit was submitted on time but Human Services is waiting for the Cost Allocation for their state report that has had an extension filed. The landfill was not being tracked correctly by the past auditor but that has been rectified.

The Board of County Commissioners requested an engagement letter from Holscher, Mayberry & Associates to compile the audit for 2015. Tim Mayberry will see that the letter is sent.

Dave Hornung moved to approve the 2014 Audit prepared by Holscher, Mayberry & Associates, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

The Board of County Commissioners recessed for work session at 9:30 a.m.

The Board of County Commissioners reconvened at 10:30 p.m. Those present were Gary Koop, Dave Hornung, Cory Wall, Paula Weeks, and Susan Corliss.

CONSENT AGENDA

The Board of County Commissioners reviewed the following items: Accounts Payables, and the minutes of October 14, 2015. Dave Hornung moved to approve the minutes of October 14, 2015, and to pay the Accounts Payables, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

SPICES ON THE GREEN - LIQUOR LICENSE RENEWAL

Susan Corliss presented to the Board of County Commissioners a Liquor License Renewal for Spices on the Green. Susan requested an inspection of facility by Kelly Alvarez, which she has completed. Per an email from Kelly, "everything seems to be in order with the Rules and Regulations of the State of Colorado." Susan will not issue the County License for board signature until the approval is received from the State Liquor License Board.

Dave Hornung moved to approve signing the Spices on the Green Liquor License Renewal, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

COLORADO COUNTY CORONERS MUTUAL AID AGREEMENT

The Board of County Commissioners reviewed the Colorado County Coroners and Medical Examiners Mutual Aid and Assistance Intergovernmental Agreement. Dave Hornung moved to sign the Intergovernmental Agreement for Colorado County Coroners and Medical Examiners Mutual Aid and Assistance, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

2015 OCTOBER HUTF TAX REPORT

Pam Mills, Kit Carson County Treasurer, presented to the Board of County Commissioners the 2015 October HUTF Tax Report.

15-046

RESOLUTION SUPPORTING THE GRANT APPLICATION FOR A MINI GRANT FROM THE STATE BOARD OF THE GREAT OUTDOORS COLORADO TRUST FUND AND THE COMPLETION OF THE KIT CARSON COUNTY FAIRGROUNDS ENHANCEMENT PROJECT.

The Board of County Commissioners reviewed the application for the Kit Carson County Fairgrounds Enhancement Project that is requesting \$45,000. Cory Wall moved to approve Resolution 15-046, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

RESOLUTION NO. 015-046

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Wednesday the 21th day of October, there were present:

- Gary Koop..... Chairman
- Dave HornungCommissioner
- Cory Wall..... Commissioner
- Susan Corliss County Clerk
- Paula Weeks.....Administrator

When the following proceedings, among others, were had and done, to-wit:

Supporting the Grant Application for a Mini Grant from the State Board of the Great Outdoors Colorado Trust Fund and the completion of the Kit Carson County Fairgrounds Enhancement Project

WHEREAS, the Kit Carson County Commissioners support the Great Outdoors Colorado grant application for the Kit Carson County Fairgrounds Enhancement Project. And if the grant is awarded, the Kit Carson County Commissioners support the completion of the project.

WHEREAS, Kit Carson County has requested \$45,000.00 from Great Outdoors Colorado to enhance the Kit Carson County Fairgrounds.

NOW, THEREFORE, be it hereby resolved by the Board of County Commissioners of Kit Carson County that:

- Section 1: The Commissioners Kit Carson County strongly support the application and has appropriated matching funds for a grant with Great Outdoors Colorado.
- Section 2: If the grant is awarded, the Kit Carson County Commissioners strongly support the completion of the project.
- Section 3: The Kit Carson County Commissioners authorize the expenditure of funds necessary to meet the terms and obligations of any Grant awarded.
- Section 4: The project site is owned by Kit Carson County and will be owned by Kit Carson County for the next 25 years.
- Section 5: The Kit Carson County Commissioners recognize that as the recipient of a Great Outdoors Colorado Local Government grant the project site must provide reasonable public access.
- Section 6: The Commissioners of Kit Carson County will continue to maintain Fairgrounds Enhancement Project in a high quality condition and will appropriate funds for maintenance in its annual budget.
- Section 7: If the grant is awarded, the Kit Carson County Commissioners hereby authorize Gary Koop, Chairman, to sign the grant agreement with Great Outdoors Colorado.

2016 COURTHOUSE SECURITY GRANT

Paula reviewed the Court House Security Grant Proposal for the 2016 cycle. This was in the amount of \$105,424 and puts priority on maintaining current staffing, ensuring two (2) full-time and one (1) part-time security officer partially funded by the Colorado Courthouse Security Funds.

Cory Wall moved to approve the Proposed 2016 Court House Security Grant, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

PURCHASE ORDERS

Dave Hornung moved to approve Purchase Order #99 for the Sheriff Department to Galls for Hi-Lite Bullet Proof Vest for a total of \$690.47, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve Purchase Order #100 for the Landfill for Support and Software Maintenance Agreement for the Scale Management for a total of \$1,244.00, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

CORRESPONDENCE

The Board of County Commissioners received an acceptance letter for the Stratton Cemetery District Board from Debby Conrads. Dave Hornung moved to approve Debby Conrads for a 4-year term for the Stratton Cemetery District Board that will expire on September 2, 2019, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

COLORADO EAST BANK & TRUST LETTER OF APPOINTMENT

The Board of County Commissioners sent a letter to Colorado East Bank & Trust reporting the appointments of Debby Conrads and Theo Borden to the Stratton Cemetery Board for their records.

ORANGE SHEETS

The Board of County Commissioners reviewed Orange Sheets for Samantha Lombardo, Chelsea Flynn, Jon Cisneros, and Ryan Hasz.

Dave Hornung moved to approve Orange Sheet new hire for Samantha Lombardo for the Jail in the Sheriff's Department. Starting wage is \$12.06/hr - Annual Salary of \$25,084.80 full time with benefits as Non-Exempt, which is a Grade 15 Step 1 effective October 15, 2015, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve Transfer Orange Sheet wage change for Chelsea Flynn to transfer to the Dispatch in the Sheriff's Department at Current wage of \$12.06/hr - Annual Salary of \$25,084.80 full time with benefits as Non-Exempt, which is a Grade 15 Step 1 effective November 1, 2015, on a Trial Period ending April 15, 2015, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve Transfer Orange Sheet for Jon Cisneros to transfer to the Patrol from the Dispatch in the Sheriff Department. Current wage is \$15.43/hr - Annual Salary of \$32,101.21 will be changed to: \$15.51/hr.- Annual Salary of \$32,260.08/yr. full time with benefits, which is a Grade 18 Step 7 as Non-Exempt effective November 1, 2015, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve the Orange Sheet raise by ending a trial period for Ryan Hasz with the Road & Bridge District 3 current wage at \$13.65/hr.- Annual Salary of \$28,383.06/yr. changing to the new wage at \$14.06/hr.- Annual Salary of \$29,234.65/yr. full time with benefits, which is a Grade 20 Step 2 as Non-Exempt effective November 1, 2015. The motion was carried by unanimous vote by Gary Koop.

JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING

Jeff Cure will be handling the EEOC case for Kit Carson County. More information is needed from PropertyInfo based on the proposal they sent. Susan Corliss will contact the Peter Duffy about the proposal.

The Board of County Commissioners meeting recessed for lunch at 12:00 p.m.

The Board of County Commissioners reconvened at 1:00 p.m. Those present were Gary Koop, Cory Wall, Della Calhoon, Paula Weeks, and Susan Corliss.

DELLA CALHOON – QUARTERLY EMERGENCY MANAGER REPORT

Della Calhoon presented the Board of County Commissioners with the Quarterly Emergency Manager Report for the third quarter

Cory Wall moved to approve and sign the Quarterly Reimbursement Request and Financial Report EMPG/LEMS Expenses for the 3rd Quarter for \$12,589.76 of which the 50% Federal share is \$6,294.88, seconded by Gary Koop. The motion passed.

DANIEL MELIA – KIT CARSON COUNTY AIRPORT

Daniel Melia reported to the Board of County Commissioners concerning the current upkeep and repairs that are being completed at the Kit Carson County Airport. The airport has received localizer radio equipment at no cost from Eagle Airport just for picking up the equipment. KCC Airport has also received a grant to replace lights on the runway. Both of the localizer radio equipment and the lights will require a flight inspection by the FAA. The City of Burlington will be paying for the set-up of the localizer radio equipment at an approximate cost of \$6,000. The estimated cost for the FAA flight inspection will be \$28,000, which will be paid for by the state at 90% of half of the \$28,000 and the city with an approximate cost of \$7,822.34, which will leave a remaining balance of \$7,822.34 that he is requesting payment from Kit Carson County. The plan is to have the lights installed with the grant, the localizer radio equipment installation with City of Burlington money, and the FAA flight inspection done by the end November.

The Kit Carson County Airport discussion was tabled to next week.

The Board of County Commissioners meeting adjourned at 2:00 p.m.

KINDRA MULCH – FINANCIALS, CONTRACTS – PERSONNEL

October 21, 2015

Public Health & Human Services Agenda

This Agenda is subject to addition/correction & final approval.

Budget Requests for 2016:

- Public Health
- Human Services

Financials:

- Public Health
- Human Services

Action Items:

- Contracts:
 - Centennial Mental Health Core

Personnel update:

Purchase Order approval:

Other:

- Regional Grant requests
 - LAUNCH—Baby Bear Hugs fiscal agent
 - Health Care Policy & Finance Innovation—Morgan County DHS

The Board of Public Health meeting was called to order by Chairman Gary Koop at 2:00 p.m. Those present were Gary Koop, Cory Wall, Kindra Mulch, Nikki Halde, Doug Satterly, Paula Weeks and Susan Corliss.

BUDGET REQUESTS FOR 2016

Kindra Mulch and Nikki Halde have worked through the Human Service's budget that will be sent to the State of Colorado to fit into the codes and budget form that matches the Kit Carson County style. Kindra and Nikki went through the Human Services Budget in detail. There is enough Fund Equity to finish 2015 without asking for additional funds from the county. The balance also looks like the Fund Equity will have enough to go through 2016.

Kindra Mulch and Doug Satterly presented the Public Health Budget requests going through the individual codes as prepared in the format of the Kit Carson County Budget.

PUBLIC HEALTH & HUMAN SERVICES FINANCIALS

Kindra Mulch presented reports for Revenue and Expenditures, Balance Sheet, Bank Reconciliation, Accounts Receivable, County Allocations/MOE Report for September 2015. Nikki Halde and Kindra Mulch went through the Human Services Fund Financial Report in detail.

CENTENNIAL MENTAL HEALTH CORE

Kindra Mulch went through the contract explaining that this is a use or loose contract for the \$4,000.00 for Centennial Mental Health.

Cory Wall moved to sign the Centennial Mental Health Center contract to provide Program Area 3 (PA-3) Prevention Services to the CYFS families interested in prevention services with a current Core Plan budgeted for up to \$8,000.00 total for mental health and substance abuse services through Program Area 3 providers; for up to \$4,000.00 per particular provider, seconded by Gary Koop. The motion passed.

LAUNCH—BABY BEAR HUGS FISCAL AGENT

Kit Carson County Health and Human Services supported the 10 county grant that would fund the Baby Bear Hugs program for 0-8 year-old children. One Baby Bear Hugs Fiscal Agent would service Lincoln, Kit Carson, and Yuma counties.

HEALTH CARE POLICY & FINANCE INNOVATION—MORGAN COUNTY DHS

Kindra Mulch wrote the grant application for Health Care Policy & Finance Innovation for the amount of \$30,000. The funds of this grant would be managed by Morgan County Department of Human Services.

FOOD SERVICE LICENSE FEES

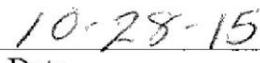
Kindra Mulch explained the CSTAT scores and shared information about a new Food Service License Fees bill that is going to be presented. There is discussion on whether restaurants scores should be a letter or number score that is posted publicly in the premise. It looks like this information will have to be available on the Kit Carson County webpage for all of the locations that Kelly Alvarez inspects, which should not be a problem because all of the locations locally pass their inspections.

Kindra Mulch attended a meeting recently that reported the Burlington water issue has filed their correction plan and there will be no fines charges at this time. Public Health is also monitoring a situation with the State of Colorado.

The Board of Public Health adjourned at 3:55 p.m.



Gary Koop, Chairman



Date