

Board of County Commissioners of Lincoln County
Agenda for April 30, 2013

9:00 Call to order and Pledge of Allegiance

9:00 Loss Prevention Specialist Jon Wagner with CTSI to report on the Casualty and Property Pool and Workers' Compensation Pool

10:00 Assistance Payments Supervisor Robert Kraxberger to give the monthly report for Human Services

1:00 Paul Norris with K.C. Electric Association to discuss a right-of-way easement

Approve the minutes from the April 29, 2013 meeting

Review and sign the Annual Report form for the Lincoln County landfill

County Commissioners' reports

County Administrator's report

County Attorney's report

Old business

Review the response from Superior Title Services, Inc., agent for Unit Petroleum Company, concerning the Commissioners counter offer on a proposed oil and gas lease on county property

New business

Approve additional expense vouchers if necessary

The Board of Lincoln County Commissioners met at 9:00 a.m. on April 30, 2013. The following attended: Chairman Ted Lyons, Commissioners Greg King and Doug Stone, County Administrator Roxie Devers, Deputy Clerk to the Board Lisa Crawford until 10:00 a.m., and Clerk to the Board Corinne M. Lengel for the remainder of the meeting.

Chairman Lyons called the meeting to order and asked the first guest, Jon Wagner, Senior Loss Prevention Specialist with CTSI, to lead the Pledge of Allegiance. Mr. Wagner then presented the Board with an update of their services with Lincoln County. He presented them with a packet of information and began by explaining each of the reports and what they mean to Lincoln County. First, he explained the Casualty & Property Pool and Workers Compensation Pool. He went on to state that Lincoln County had filed 38 claims in the last 5 years, which is about average for our county. Mr. Wagner then explained more of the loss ratio and Lincoln County's contributions. Next, he went over the Loss Analysis by division, department and accident claims for the last 5 years, and again, Lincoln County did not have any alarming numbers to report. After reviewing multiple graphs and charts, he summarized by stating that in the last 5 years, CTSI had presented 17 classes to 279 employees including supervisory skills, flagger certification, and stress management in the workplace, among many others.

At 10:00 a.m., Human Services Director Colette Barksdale, along with Robert Kraxberger, met with the Board to give the monthly report for the department. Ms. Barksdale passed around the March 2013 Financial Reports, time sheets for April 2013, and the Child Welfare Caseload information report from 2010 through April 2013.

Ms. Barksdale gave an update on Project School Supply, stating that the letters went out to the schools this month and she expects responses by May 10. The letters requested how many students will be in each classroom to determine how many supplies will be needed. Karval School is requesting a smart board in lieu of supplies, as they have plenty of supplies at this time, and ECEC will be closing, so Ms. Barksdale said they will not need supplies there, either.

Ms. Barksdale had attended an Eastern Colorado Directors Association meeting in Sterling where they discussed joining together as a region, hopefully including Weld County, for Permanency Roundtables; a project for kids older than 15 who use OPPLA – Other Planned Permanent Living Arrangements. Those individuals are not adopted and never will be, and once they turn eighteen, there is really no one there for them, including DHS. Many who have “aged out” of the Foster Care system have no family at all, no stability or connections, and no one to turn to. She stated that the idea behind the new program is to connect them with other people in their community so that they feel like they have someone who cares about them and who they can go to for help. Ms. Barksdale went on to say that they will be required to have a specialist, but if Weld County comes on board with them, they can have the specialist in that county. There are currently two kids in Lincoln County that qualify for the permanency roundtables.

Ms. Barksdale asked Mr. Kraxberger to discuss the replacement of the county van for DHS and he provided a list of possible vehicles that they have looked at. They would prefer to purchase a car this time rather than another van, and found a couple of 2013 Dodge Chargers at Limon Chrysler, as well as a 2013 Chevrolet Impala. Anderson Motors currently had nothing on the lot that met their needs, but Robert was told they would find DHS whatever they needed. Other vehicles were found at Vince's GM Center in Burlington, Dellenbach Fleet Dept, Korf Continental, and Enterprise Car Sales.

After further discussion, the Board decided that Human Services should purchase a new vehicle locally and trade in two of the vehicles with the highest mileage on them. Ms. Barksdale said she would try to get the price around \$20,000.

Mr. King made a motion to approve the minutes from the meeting held on April 29, 2013, as submitted. Mr. Stone seconded the motion, which carried unanimously.

The Board reviewed the Annual Report form for the Lincoln County Landfill and Mr. Lyons signed it, and then Mr. King reported looking at roads and oil wells with Mark McHone on April 22. Mr. Stone reported taking a complaint from Terry Weber about muddy roads on April 18, so he checked it out on April 19, but said they had mostly dried up by then. On April 23, he went to the county shop in Karval.

Mr. Lyons reported meeting with a couple of railroad reps at Clifford on April 19 in reference to the complaint Mike Mellott made about the rough crossing there. He received a complaint from Ben Orrell on April 21 regarding trash in the ditches along County Road 109 between Hugo and Genoa, and on April 25 he attended the hospital board meeting. Mr. Lyons said he'd received another call from Mike Mellott who told him nothing had changed at the railroad crossing, so he contacted Brad Compton who gave him Cliff Cessna's contact information. Cliff is a supervisor for the U.P. and told Mr. Lyons that they would take care of it, adding that they will be going through and fixing the rail and other things. Mr. Lyons said he has not gone out to see if it was fixed, but he assumes that it has been since he has not heard back from Mr. Mellott. On April 26, Mr. Lyons checked Hwy 63, I-70, and County Road 109, as well as the new oil well up north. He again mentioned contacting the sheriff to see if he could have some inmates pick up trash along 109. Finally, Mr. Lyons said that he'd spoken with Chris Monks about giving a pickup to the landfill, which is fine with Mick Jaques.

Robert Kraxberger stopped back in to let the commissioners know he had contacted Danny Cochran at Limon Chrysler who said he will start looking for something for them. Mr. Lyons asked if DHS had any clients that may need a vehicle, since they have been known to do that in the past. He added that it may make more sense to save one of the vehicles they plan on trading in if it looks like they may not get much for it, and Robert said he would check.

Ms. Devers reported that federal laws have changed extensively and she wanted the Board to be aware that new employees will be required to prove they are in the country legally; meaning

they will need to supply their Social Security card along with their driver's license or ID when they meet with her. She added that she will have to go back and obtain the information from employees that did not have their Social Security cards with them, as she has to sign off that she saw them.

Ms. Devers also provided the job description for the Bookmobile Supervisory Librarian, which is Katie Zipperer's position, and the commissioners looked through it. Mr. Stone noted that it does not mention teaching classes, and Mr. King observed that it probably needs to be updated since it is over ten years old. Ms. Devers said she could send it to Ms. Zipperer to see if she could recommend some updates, and also let her know that the Board would like to meet with her. She added that she would also ask for a list of bookmobile patrons.

The Board reviewed the response from Superior Title Services, Inc., agent for Unit Petroleum Company, concerning the commissioners' counter-offer on a proposed oil and gas lease on county property. Ms. Devers said that they cannot accept the counter-offer so would stick with their original offer. Mr. Lyons said he would see if someone else is interested and made a couple of phone calls.

There was no new business, but County Auditor Ronny Farmer had requested to meet with the commissioners regarding discrepancies with the 2012 audit. Ms. Lengel asked her accounting staff, Vicki Ware and Shawneen Dobbs, to attend that portion of the meeting. Mr. Farmer informed the Board that "something had gone wrong" with the County General and Road & Bridge funds in 2012, and although the procedures that Ms. Ware and Ms. Dobbs are using are good, the cash balances in those funds did not match with the Treasurer's bank reconciliation or cash reconciliation. He went on to say that there was an unposted credit of \$201,000 in the County General Fund that he cannot explain. He also said that the staff needs to balance the Trial Balance with the Treasurer on a monthly basis, which has not been done in the past. Ms. Lengel said that the staff didn't know he wanted them to be balancing the Trial Balance on a monthly basis, and added that procedures have not changed in the past three years since he has been the county auditor, except for when he asked that the accounting programming be changed. Mr. Farmer also commented that the Treasurer's Fees in 2011 were \$237,000, but in 2012 he was only showing they were \$314, which also seemed odd.

At that time, Jeff Wiekking called Mr. Lyons back to discuss the proposed oil and gas lease on county property, stating that they are not interested because they are not working in that area. Mr. Lyons thanked him, but then put him on speakerphone as Mr. Wiekking wanted the Board to know that CDPHE has some issues with the fact that they do not have permits on their tanks which are apparently emitting vapors of some kind. Mr. King asked if that was happening when the lids are opened to drop gauges in and Mr. Lyons said he thought so.

Mr. Lyons then went back to the discussion with Mr. Farmer, asking what needed to be done to go forward, and Ms. Ware stated that she could not understand how any credits could be outstanding when every revenue and expenditure is balanced every month with what the

Treasurer submits on his receipt reports and the bills that are paid. Mr. Farmer asked if Trial Balance reports could be run for each month of 2012, and Ms. Ware said that she would start there and let him know what she found.

At 1:00 p.m., Paul Norris with K.C. Electric Association met with the Board to discuss a right-of-way easement. Land Use Administrator John DeWitt also attended the discussion. Mr. Norris provided maps for the group to look at while he explained the company's plan to add three phase service from County Road 25 for about three and a half miles on the north side of County Road 2W. Three miles will put them between County Road 28 and County Road 29, and Mr. Norris said they would like permission to use the county's right-of-way on the south side of the fence. From where K.C. ends current service on County Road 2W between Roads 28 and 29, Mr. Norris added that they intend to put in two or three new power poles, then hop over the road and run the line along the north side of the road on the south side of the fence. He added that it would be just past Hollowell's where it would be clear and convenient for construction purposes. Mr. King asked if local farmers and ranchers would be allowed to tap into the source if they were willing to pay the appropriate fees and was told that they could.

Ms. Devers asked if the Board could have time to discuss it with the county attorney and wanted to know if he could wait until May 7 for an answer, since Mr. Kimble was unable to attend the meeting. Mr. Norris said that would be fine and Ms. Devers asked if K.C.'s attorney would draw up an easement agreement or if Mr. Kimble would need to do it, but Mr. Norris said they have a standard ROW easement that every K.C. consumer signs.

Mr. DeWitt said that Matt Barrett with Tesla Exploration had called and their seismograph crew would like to use county property for their staging area and wanted to know if the county charged extra for them to do so. The commissioners discussed where they might want to put the staging area and didn't really know what he might want. Mr. DeWitt said he would go and call Mr. Barrett and ask him to call the commissioners' meeting room.

Mr. Lyons placed a call to Todd Richie with Cascade Exploration to see if they would be interested in leasing the county property mentioned earlier and Mr. Richie said they would go and take a look at it.

Mr. Barrett called to discuss the requested staging area and stated they would need approximately three acres, but the Board wasn't sure which location he was talking about. He said he was in Limon and could be at their office in twenty minutes with a map if that was acceptable.

When Mr. Barrett arrived, he stated that the area they want is east of Limon on County Road J, south of Gaede's and north of Safranek's, which Mr. King realized was the Gaede gravel pit. After some discussion regarding allowing the crew access to the pit, Mr. Lyons asked Mr. DeWitt if the county would be in trouble with the mining authority if the crew was allowed in

the area. Mr. DeWitt responded that there are several restrictions; such as, no hazardous materials, no sanitation (Port-o-Pots), and absolutely no allowance for vehicle fueling. Mr. Barrett said they like the area because it is on a high ridge and they wouldn't have to constantly move their antennas. He added that they would pay \$500 and would be there for about five weeks if the county would agree to allow them to be there. Mr. Lyons said he didn't think the county wanted to do so, especially for only \$500, but gave Mr. Barrett the names of some other landowners in the area that he could speak with.

Having worked various times throughout the afternoon with the auditor and her staff to clear up the audit issue, Ms. Lengel said she wanted the Board to know that they had found the \$201,000 error from 2012 that Mr. Farmer was concerned with. It was not an error made by her accounting staff as Mr. Farmer had led them to believe, but rather a mistake in the Transfers (In) of Treasurer's Fees and late fees that were lost because the Treasurer's computer company (CCI) didn't want any business showing on December 31, even though business had already been posted, which was normal procedure. The Clerk's office didn't learn of the transfers until February of 2013 after the 2012 books had already been closed out.

With no further business to come before the Board, the meeting was adjourned until 9:00 a.m. on May 7, 2013.

Corinne M. Lengel, Clerk to the Board

Ted Lyons, Chairman