AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Draft Regular Meeting Minutes; 8/20/13

Action Requested: Motion

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:
8/20/13 BOCC Meeting Minutes

Fiscal Impact: n/a

Submitted by: B. Lucero **Submitter's Email Address:** blucero@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required

Yes ○ No ○

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\MBIRNIE Discharge Date: 9/12/2013

○ Consent Agenda ◉ Regular Agenda ○ Worksession Time Allotted:

Agenda Date: 9/17/2013 Follow Up Agenda Date: N/A

Revised April 2013

GUNNISON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
August 20, 2013

The August 06, 2013 meeting was held in the Commissioners' boardroom in the Courthouse located at 200 E. Virginia, Gunnison, Colorado. Present were:

Paula Swenson, Chairperson
Jonathan Houck, Commissioner
Others Present as Listed in Text

Deputy County Manager Marlene Crosby
Bobbie Lucero, Deputy Clerk to the Board

GUNNISON COUNTY BOARD OF EQUALIZATION:

CALL TO ORDER: Chairperson Swenson called the Gunnison County Board of Equalization meeting to order at 9:35 am.

CERTIFICATION; AFFIDAVIT OF ASSESSOR TO ASSESSMENT ROLL: Moved by Commissioner Houck and seconded by Chairperson Swenson to authorize the board's signatures. Motion carried.

MINUTES APPROVAL: Moved by Commissioner Houck and seconded by Chairperson Swenson to approve the July 22, 2013, July 24, 2013 and July 30, 2013 Board of Equalization minutes as amended. Motion carried.

ADJOURN: Moved by Commissioner Houck and seconded by Chairperson Swenson to adjourn the August 06, 2013 Board of Equalization meeting. Motion carried unanimously. The meeting adjourned at 9:40 am.

GUNNISON COUNTY BOARD OF COUNTY COMMISSIONERS:

CALL TO ORDER: Chairperson Swenson called the Gunnison County Board of County Commissioners meeting to order at 9:41 am.

AGENDA REVIEW: There were no changes to the agenda.

MINUTES APPROVAL: Moved by Commissioner Houck and seconded by Chairperson Swenson to approve the July 23, 2013 and August 06, 2013 minutes as presented. Motion carried unanimously.

CONSENT AGENDA: Commissioner Houck and Chairperson Swenson discussed pulling Consent Agenda Item #3 and #4 for further discussion. **Moved** by Commissioner Houck and seconded by Chairperson Swenson to approve the Consent Agenda, excluding Items 3 and 4. Motion carried.

1. Amended and Restated Intergovernmental Agreement between Delta County, Colorado and Gunnison County, Colorado and Hinsdale County, Colorado and Montrose County, Colorado and Ouray County, Colorado and San Miguel County, Colorado to Establish a Multicounty Regional Emergency Medical and Trauma Advisory Council; 8/5/13
2. Ratification of Correspondence; Letter of Support; El Pomar Foundation Grant Application; Six Points Evaluation and Training, Inc.; $100,000
3. **Pulled for Discussion and Separate Action:** Out-of-State Travel Request; NBAA Conference; Gunnison-Crested Butte Regional Airport Staff; Las Vegas, NV; 10/21/13 - 10/25/13; $1,906
4. **Pulled for Discussion and Separate Action:** Resolution Authorizing Expenditure of Funds from the Water Resources Protection Fund for Water Resource Protection Purposes

CONSENT AGENDA ITEM #3: There was discussion that this out of state travel request price may be high due to the airfare prices. **Moved** by Chairperson Swenson and seconded by Commissioner Houck to approve Consent Agenda Item #3 with a maximum of $3,200 for three employees to attend. If only two employees attend, the amount will be significantly reduced. Motion carried.

CONSENT AGENDA ITEM #4: Chairperson Swenson had discussed this item with County Attorney David Baumgarten before the meeting. They agreed that this agenda item should be pulled to see if the additional expenses can be covered in the Attorney's Office budget before requesting money from the Water Resources Protection Fund. She explained this fund was set aside by previous commissioners to ensure there was money set aside specifically for water issues. Chairperson Swenson directed staff to take this item off the agenda.

SCHEDULING: The Upcoming Meetings Schedule was discussed and updated.

DEPUTY COUNTY MANAGER'S REPORTS AND PROJECT UPDATES: Deputy County Manager Marlene Crosby was present for discussion.

1. Design Review Committee of Gunnison Valley Animal Welfare League (GVAWL) Building and Site Plan. GVAWL Design Review Committee member Jody Reeser was present for the discussion. Deputy County Manager Crosby provided a map for the board to review at the meeting. Deputy County Manager Crosby reviewed the map and opined that it seems to be compliant. Ms. Reeser informed the board that GVAWL is compliant with signage, fixtures, parking and lighting and has been discussing ways to attempt to mitigate sound. She explained that there is a design in place for filtering the noise with a privacy fence and landscape. **Moved** by Commissioner Houck and seconded by Chairperson Swenson to approve the design for the GVAWL building and site plan. Motion carried.
2. Chip Seal. Deputy County Manager Crosby reminded the board that, during the 3/5/13 meeting, the Board approved to co-op with the Alpine Meadows Subdivision to chip seal the subdivision. She reported that she just received the agreement because there was a delay due to the timeframe on receiving an oil quote. The board signed the agreement and Deputy County Manager Crosby confirmed that she will place it on the next agenda for ratification of the board's signatures.
3. Somerset Sewer System; Surface Water Discharge Permit. Deputy County Manager Crosby informed the board that she received the surface water discharge permit for the Somerset sewer system, which will require testing by her staff twice a year.
4. Colorado Parks and Wildlife; Anthracite Bridge Agreement. Deputy County Manager Crosby informed the board that she has a contract for the Colorado Parks and Wildlife regarding the construction of the Anthracite Bridge. She will get the agreement to County Attorney David Baumgarten to review and place it on an upcoming agenda.
5. RFQ for the Riverwalk Trail and Structure over Clark Stream. Deputy County Manager Crosby informed the board that they will see a Request for Qualifications (RFQ) in the next week's papers for the Riverwalk Trail and for the structure over Clark Stream.
6. Quartz Creek Meeting. Deputy County Manager Crosby informed the board that she will be attending a meeting with the Quartz Creek property owners on 8/21 in Pitkin regarding the alternate trail that will be adjacent to the road.
7. Scoping Report on Cottonwood. Deputy County Manager Crosby informed the board that the comments for the scoping report on Cottonwood are due soon. The total actual construction estimate is less than what the County has estimated. The total amount is more than what the County estimated because of the estimated escalated increase due to a 2-3 year projection. She offered to forward it to the commissioners to review, if they would like. She reported that this document is due back to the review committee by 8/26, and then they will have a decision and know about programming, match and affordability.
8. Rock Creek subdivision. Deputy County Manager Crosby informed the board that the County Public Works Department maintains the roads in the Rock Creek subdivision, although they are within Gunnison City limits, and that the roads are considered private roads. She reported that the Rock Creek Home Owners Association (HOA) is responsible for all maintenance. She will estimate the cost for the HOA to snowplow themselves. She will give the information to Deputy County Attorney Art Trezise to review, along with other items regarding the Rock Creek subdivision.
9. Antelope Hills Homeowners Association; Antelope Hills Waterline Project. Deputy County Manager Crosby informed the board that she assisted the Antelope Hills Homeowners Association with sending a letter to Senator Mark Udall and Congressman Scott Tipton to lobby USDA Rural Development regarding the Antelope Hills Waterline Project. The letter states that the Antelope Hills subdivision should not be penalized for the project coming under budget and instead USDA should free up some grant money to help pay for the project. She reported that she is working on seeing if her staff can assist with testing the water system because it costs the Antelope Hill HOA $8,924 a year to test the water.

TREASURER'S REPORTS. Gunnison County Treasurer Melody Marks and Deputy County Attorney Art Trezise were present for the discussion. Treasurer Marks informed the board that the software company that the Treasurer's Office has been using has filed for bankruptcy. Deputy County Attorney Trezise reported that the software company is not liquidating, which is good news, because the service is not terminating. Treasurer Marks informed the board that the reports may not be available next month because she will be gone for vacation. **Moved** by Commissioner Houck and seconded by Chairperson Swenson to approve the Treasurer Report for July 2013. Motion carried.

VOUCHERS AND TRANSFERS. Finance Director Linda Nienhueser was present for the discussion. **Moved** by Commissioner Houck and seconded by Chairperson Swenson to approve the vouchers for 8/20/2013 in the amount of $1,048,613.35. Motion carried. **Moved** by Chairperson Swenson and seconded by Commissioner Houck to approve the Cash Transfers for July 2013 in the amount of $2,433,582.87. Motion carried.

EXTENSION TO SUBMIT PRELIMINARY PLAN; 28.07 ACRES IN THE NW1/4SW1/4 AND SW1/4NW1/4, SECTION 3, TOWNSHIP 49 NORTH, RANGE 1 EAST, N.M.P.M., A/K/A 43950 HIGHWAY 50: Hal Hearne and Planner Cathie Pagano were present for the discussion. Planner Pagano informed the board that Hal Hearne's sketch plan was approved last December, and the extension he is requesting is for submitting the preliminary plan. Mr. Hearne informed the board that he would like to get the water in place before the submittal, because if he submits the preliminary plan before the water is finalized, it will be subject to the finalization of the water. Planner Pagano confirmed that Mr. Hearne is within the parameters. **Moved** by Commissioner Houck and seconded by Chairperson Swenson to approve the extension for the preliminary plan submittal for Vista Business Park to 9/7/2014. Motion carried.

REQUEST FOR LETTER OF SUPPORT; CITY OF GUNNISON'S PARKS AND RECREATION DEPARTMENT; GREAT OUTDOORS COLORADO GRANT APPLICATION; UPDATE THE 1996 PARKS AND RECREATION MASTER PLAN: **Moved** by Commissioner Houck and seconded by Chairperson Swenson to approve the letter for signatures for the Great Outdoors Colorado Grant for the City of Gunnison. Motion carried.

BREAK: The meeting recessed from 10:21 am until 11:00 am in order to call to order as the Gunnison/Hinsdale Board of Human Services (see separate minutes).

PRESENTATION OF THE 2012 GUNNISON COUNTY FINANCIAL AUDIT: McMahan and Associates representative Paul Backes, Finance Director Linda Nienhueser, Assistant Finance Director Ben Cowan, Senior Accountant Maureen Eden and Accountant Kelly Weak were present for the discussion.

Mr. Backes informed the board that everything must be filed with the State Auditor by 7/31/13. He explained to the board the process that they must go through while auditing and the several different entities the audit goes to for verification. He reported that the audit is also reviewed by an independent auditor to retrieve a clean audit opinion, to ensure it is reviewed by someone who is not influenced by the company/organization. The process is very lengthy. McMahan and Associates brings five CPAs to Gunnison after January and the CPAs try to meet with each department to understand how money is coming in and going out. In March/April, McMahan and Associated comes back to Gunnison and focuses more on the numbers, and verifies the numbers to make sure that they have capitalized all of the fixed assets, followed investment policies, paid timely on interest of penalties, followed State Statute, etc. The CPAs will also review all debt and payroll and reconcile with the Treasurer's Office. He explained how in depth the CPAs review all transactions. Mr. Backes briefly reviewed the report to the board.

Mr. Backes informed the board that one of McMahan and Associates' recommendations is to focus on controls due to the increase of fraud. He suggested that the parking controls at the Airport be reviewed, and asked that the new Airport Manager look into ticketing machines. He reported that the Sherriff's Office has an issue with not having the right person reconciling their accounts. He opined that the Sherriff's Office doesn't have the right person for the administration job, because it needs to be less law enforcement and more accounting. He opined that it would be worthwhile for the Sheriff's Office to sit in on interviews and test for accounting skills for this position. There was discussion that the Finance office could meet with the Sherriff's Office more than an annual basis to review accounts. Mr. Backes recommended that the Sherriff's Office improve four areas:

1. Check writing and bank reconciliations;
2. Cash receiving and depositing;
3. Outstanding checks; and
4. Ticket logs.

UNSCHEDULED CITIZENS: There were no unscheduled citizens present for the discussion.

COMMISSIONER ITEMS: The Commissioners discussed meetings they have attended.

Commissioner Houck:

1. Meeting in Tin Cup. Commissioner Houck reported that he is attempting to set up a meeting in Tin Cup on August 28th or 29th to discuss the homeowner's concerns about the ATV usage, before the Labor Day weekend.
2. CAST Meeting. Commissioner Houck reported that he will attend the CAST Meeting dinner on August 29th.

Chairperson Swenson:

1. Upcoming Meeting with Senator Udall's Office. Chairperson Swenson reported that staff from Senator Udall's office will be here Monday, August 26th. County Attorney David Baumgarten was present for the discussion and informed the board that he met with Wildlife Conservation Coordinator Jim Cochran and put together a presentation for the 8/26 meeting with Senator Udall's office.

ADJOURN: **Moved** by Commissioner Houck and seconded by Chairperson Swenson to adjourn the August 20, 2013 meeting. Motion carried unanimously. The meeting adjourned at 11:32 am.

_____
Paula Swenson, Chairperson

(Absent from meeting – no signature)
_____
Phil Chamberland, Vice-Chairperson

_____
Jonathan Houck, Commissioner

Minutes Prepared By:

_____
Bobbie Lucero, Deputy County Clerk

Attest:

_____
Stella Dominguez, County Clerk