

**PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING, SEPTEMBER 17, 2009**

THE BOARD OF COUNTY COMMISSIONERS OF CUSTER COUNTY MET IN REGULAR SESSION IN THE COMMISSIONERS BOARDROOM.

Commissioner Lynn Attebery called the meeting to order at 9:00 AM and the Pledge of Allegiance was recited

Roll Call was taken:

Lynn Attebery	Chairman	Present
Jim Austin	Vice-Chairman	Present
Carole Custer	Commissioner	Present
Kris Lang	Deputy Clerk to the Board	Present

Also present was Nora Drenner reporter for the Wet Mountain Tribune and several community members.

**AGENDA:**

- Call meeting to order
- Pledge of Allegiance
- Amend Agenda
- Approval of Minutes
- Old Business
- Audit Report – Garren, Ross & DeNardo, Inc.

**Staff Reports:**

- Hanssen Haus Resource Center
- Human Resource/Finance
- Treasury
- Social Services
- Work Session**
- Grant Writing Support/ Grant Log Record
- Advisory Board – Outline/Description
- Energy Star Presentation
- Ennovate TEA Assessment

**MOTION by Commissioner Attebery, seconded by Commissioner Custer:**

To accept the agenda as posted. Motion carried unanimously.

Commissioner Attebery said the Census Count Committee topic would be deferred to a later BOCC meeting.

Sam DeNardo of Garren, Ross & Denardo, Inc. met with the Board and reviewed the 2008 Draft Audit Report. John Piquette, Finance Officer and Dawna Hobby, Human Resource/Finance Manager were in attendance. Following the standards established by the American Institutes of Certified Public Accountants, Mr. Denardo recommended: (1) Public Welfare Fund general ledger posting for the Colorado Financial Management System (CFMS) revenue and expenditures completed on a consistent and routine basis. (2) All expenditures require written support to document the expenditure of county funds. (3) Recording and coding of expenditures be consistent. (4) Records should be maintained in both the general ledger and in the relating supporting files to document the receipt and expenditure of Federal and other grant funds.

(5) Employees receiving cash payments have the appropriate payroll tax withholdings. (1099 Forms issued when not classified as employees). (6) Airport Authority transactions to be accounted in a separate fund. Any loans or transfers to the Airport Authority should be approved and documented by the BOCC in a resolution form. In addition, the following comments and recommendations for consideration are as follows: (1) County's Tabor Emergency Reserve is recognized and requires each fund to satisfy its own reserve requirement. (2) Capital Improvement Fund is primarily financed by a local sales tax and the expenditure of these funds is restricted to capital outlay expenditures and/or the debt service thereon. (3) Personnel policies reviewed and updated. (4) Establish separate funds for the Conservation Trust Fund and the Landfill. Mr. Denardo said the adoption of these recommendations would provide Custer County with a greater assurance that the transactions in which it engages are accurately recorded in the accounting records and reflected in the resulting financial statements.

The BOCC recessed at 11:10 AM.

The BOCC reconvened at 11:30 AM.

Lorraine Silva, Veterans Service Assistant met with the Board and presented the August 2009 County Veterans Service Officers Monthly Report and Certification of Pay for the Boards review. She reported a total of 42 telephone calls, 26 office walk-ins, receipt of 3 correspondence and wrote 5 correspondence. She also received informational and referral inquiries. Commissioner Custer signed two originals reports as the County Commissioner and Designee. (one original with Veterans Service Assistant/one original in the BOCC Administrative Assistant file). Ms. Silva reported the funds from the Veterans Trust Fund Grant were available as of August 28, 2009. She gave a brief summary of the Mobile Veteran Center and said they would be providing readjustment counseling services starting on October 13 and October 27 from 10:00 AM to 2:00 PM.

Lorraine Silva, Resource Navigator for the Hanssen Haus Resource Center (HHRC) submitted the lease agreement with Canon City Counseling for the Boards signature. Following a brief discussion the Board instructed Ms. Silva to forward the agreement to the County Attorney for his review and approval prior to a BOCC signature. She reported the American Legion will compensate the HHRC \$10 for the use of the conference room. The Upper Arkansas Area Council of Governments with share space with the Colorado Workforce in the HHRC. Ms. Silva gave an update on the Promoting Safe and Stable Family Grant, Colorado Parent and Child Foundation Grant and the Energy Outreach Grant. She reported 14 weatherization applications have been submitted and forwarded to the Pueblo office.

Commissioner Custer remarked that a weekly schedule of the hours the HHRC is open will be posted outside the front door to the HHRC facility.

Commissioner Austin asked Ms. Silva to schedule the conference room in the HHRC on January 6, 2010 starting at 10:00 AM for the Central Front Range Transportation meeting.

Commissioner Custer reported a Collaborative Management Meeting was scheduled on October 20, 2009 starting at 1:00 PM in the HHRC conference room.

Commissioner Austin said the Board should make every effort to attend any meetings or conferences that require county representation. He said in the event a BOCC member was not able to attend, he proposed that role be filled by the Deputy Clerk to the Board. Commissioner Custer stated that meetings and conferences should be individually evaluated to determine the appropriate representative from the BOCC.

Commissioner Austin clarified that correspondences from the HHRC should not be processed on BOCC stationary.

Dawn Hobby, Human Resource/Finance Manager met with the BOCC and gave a report. She stated that Linda Swift had resigned from the 911 program and reported that re-organization was in process. She reported she had received the approved request leave form from Julie Trombley (janitorial/custodian) starting September 23 – October 1, 2009. Ms. Hobby said she has already been questioned if coverage for the janitorial services for these dates had been arranged. Commissioner Custer responded the custodian position did not have a back-up in place. She commented this would have been addressed in the janitorial/custodian survey she had previously proposed.

John Piquette, Finance Director joined the meeting and reported that county revenues are down from the 2009 projected budget figures. He reported that to date the department expenditures have been reduced and recognized the budgeting efforts of the elected officials and department heads. He expressed concern that if the departments elected to spend their 2009 budgeted amounts it would result in a negative impact on the over-all county budget for 2009 and 2010. Mr. Piquette requested that the Board reiterate that the county revenues are down and ask the county employees to conserve and save where-ever possible. Commissioner Custer commented that so far Custer County has been fortunate in not having to lay-off employees or require employees to take furlough time due to budget restraints. She also said that the insurance premiums would increase next year and hoped the departments would continue to practice diligent budget practices.

Bob Senderhauf, Custer County Realty joined the meeting and requested confirmation on whether County Road (CR) 341 that goes around Mt. Tyndall in the Querida area is a County owned road. Commissioner Attebery responded that CR341 had been a State highway at one time and after the State had closed it, the road reverted back to the County. Commissioner Austin suggested that Mr. Senderhauf check with the Road and Bridge (R&B) department for clarification. Mr. Senderhauf responded that he had and the R&B department referred him to the BOCC. Commissioner Custer suggested Mr. Senderhauf check with the Assessors office for clarification. Mr. Senderhauf returned a short time later and reported that the records and map in the Assessors office indicate that the road is owned by the County. The road is not on the Highway User Tax Fund (HUTF) list and therefore is not maintained by the County. Mr. Senderhauf requested a letter from the Board to this affect.

**MOTION by Commissioner Custer, seconded by Commissioner Austin:**

To provide Mr. Senderhauf with a letter stating that County Road 341 as indicated on the map received from the Assessors office is owned by the County. The road is not on the HUTF list so at this time it is not being maintained by the County. Commissioner Attebery abstained from voting. Motion carried.

The BOCC recessed from the Regular Meeting at 12:15PM.  
The BOCC reconvened into the Work Session at 12:35PM  
The BOCC recessed from the Work Session at 3:30 PM  
The BOCC reconvened into the Regular Meeting at 3:35 PM

Approved 9/29/09

Virginia Trujillo, Treasurer was unable to attend the BOCC meeting due to a medical appointment. Commissioner Attebery presented the Treasurer's report for August 2009. He reported the beginning balance was \$2,988,479.04 and the ending balance was \$2,814,848.99. The beginning balance on the county general fund was \$150,800.64 and the ending balance was \$84,662.75. He said those figures reflect a decrease in collections of 4%.

Commissioner Attebery stated the airport fund ending balance of \$15,983.14 will be transferred into county general when the funds become available. The Airport Board was notified that the over-all cost to their new building of \$195,000 would need to be reduced to \$175,000 to bring the airport fund under their budget. Commissioner Attebery commented that Title III County Funds will require action from the Board prior to February 10, 2010.

Commissioner Attebery stated the Board would meet with Laura Lockhart, Director of Social Services in her office following the meeting.

**MOTION by Commissioner Attebery, seconded by Commissioner Custer:**  
To adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 3:40 PM.

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Debbie Livengood, Clerk and Recorder  
Attest

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Lynn Attebery  
Chair

BOARD OF CUSTER COUNTY COMMISSIONERS WORK SESSION  
September 17, 2009 12:30 PM  
Commissioners Board Room

Present:      Commissioner Attebery  
                  Commissioner Austin  
                  Commission Custer  
                  Kris Lang, Deputy Clerk to the Board  
                  Nora Drenner, Reporter for the Wet Mountain Tribune

ENERGY STAR PRESENTATION

Kathryn Wadsworth, Incite Consulting LLC  
Jackie Hobby, Planning and Zoning Director  
Kimberly Stein, Steinway Construction  
Tyler Stein, Steinway Construction

Ms. Wadsworth stated she is the Chaffee County Star Energy Coordinator and the Facilitator Chaffee County Renewable Energy Plan. She gave a program overview for the Chaffee County Energy Star New Home Program. She reported Chaffee County is in partnership with the Governors Energy Office (GEO) for the launch of its 2009 Energy Star New Homes (ESNH) program for area homebuilders. She remarked that funds for the program were secured from DOLA, GEO, the County and Towns. Ms. Wadsworth said all that was necessary for Custer County to form a energy partnership is to apply with the GEO through a grant application, secure a cash (in-kind) match and have recognition and support from the county, municipalities, citizens and residents. She explained to earn the voluntary energy star new home label, a builders home must meet guidelines for every efficiency set by the U.S. Environmental Protection Agency (EPA).

Tyler Stein explained the Home Energy Rating System (HERS) Index is a scoring system established by the Residential Energy Services Network (RESNET) in which a home is built to the specifications of the HERS Reference Home (based on the 2006 International Energy Conservation Code). He said the program was a stand alone program and does not have to be tied to any other county codes. Mr. Stein stated he was HERS certified to train the builders. He explained he would initially charge the builders for the HERS training. The builder is than able to submit for that fund reimbursement from the GEO following the completion of a certified Energy Star Home. Mr. Tyler remarked he would like to see the progam move forward and more information be distributed and recommended through the Planning and Zoning department. He remarked that a Energy Star presentation had previously been made to the Planning and Zoning department. Ms. Hobby responded that the information had been forwarded to the BOCC and they agreed to include the energy star logo as part of the new home packet.

Commissioner Custer thanked Ms. Wadsworth and Mr. and Mrs. Stein for participating in the discussion. She stated that the county was in the process of conducting a Technical Energy Audit (TEA) with Ennovate Corporation for energy saving through out the county buildings and their initial report would be preented during this worksession.

Commissioner Custer asked Ms. Wadsworth to share this information about her program with Lorraine Silva at the Hanssen Haus Resource Center (HHRC) since Ms. Silva manages the County LEAP weatherization program.

GRANT WRITING ASSISTANCE

Bob Tobin  
Butch Gemin

Commissioner Austin expressed concern that the county has not been able to research or apply for a number of grants available. He proposed establishing a protocol to coordinate the pool of grants available to Custer County. He said he envisioned a record sheet or website that would provide accessible information on what grants are being researched, reviewed, worked on, submitted and approved.

Butch Gemin reported that the Custer County Non-Profit Collaborative Group grew from Rural Philanthropy Days and Community Foundation workshops. He said the goal was to organize, communicate, coordinate and collaborate on grant funding. He reported the group is mainly 501(c )3 non-profit programs. He stated the Custer County Interagency Network focused on government grant funding.

Bob Tobin said a record of available grant opportunities could be provided on Community Foundation website. He went on to say that this information would identify who is working on what funding and guidance for other funding opportunities.

Commissioner Custer said that the base line data required to prepare any grant application can be very time consuming to prepare. She suggested the web-site include uniformed county wide information for the grant writers.

Bob Tobin remarked the grant researches need direction from the BOCC to develop a strategy and plan. He said everyone has contact with potential funding sources. He proposed that grant guidelines should outline: what the grant is all about – who is the contact person – amount of the grant request – when is it due, etc. He suggested that if a grant application was not approved for funding that follow-up with the funding organization would be helpful to determine why it was not approved and what could be done differently the next time to improve the changes of the application being approved.

Commissioner Custer reported that Wally Piccone from Great Outdoors Colorado (GOCO) would be meeting with the Wetmore community on September 28, 2009 to discuss the Wetmore Project. He will be at the BOCC meeting on September 29, 2009 to discuss the funding options for Westcliffe Project to provide a safe route from the Preschool/Kids' Club to Main Street and the main School campus. Mr. Piccone will then tour the Custer County Master Plan Trails in the valley and talk with the other community group members.

Commissioner Austin remarked in reference to the Safe Routes to School he met with Sheriff Jobe regarding the safety hazard on the road in front of the school at 4 PM when the students are crossing the street, parent vehicles are parked for student pick up and school buses are leaving the premises. Bob Tobin responded that support of the Sheriffs Office would be required on a Safe Route to School grant funding application.

Commissioner Austin said since this was a work session, there would not be any actions or motions at this time. He suggested the topic be discussed under old business at the next BOCC meeting.

ENNOVATE Corporation Technical Energy Audit (TEA)

Kim Goodwin, Ennovate Corporation  
Heidi Svenkeson, Ennovate Corporation  
Joe Staib, Ennovate Corporation  
Sue Pittman, Sustainable Ways

Kim Goodwin stated the Ennovate team was here to present their initial findings as a result of their review of the Custer County buildings. She summarized the needs assessment summary provided by the county and the needs identified by Ennovate Corporation. She outlined the components of two different packages. Package A: Self Funding Project addressing Energy Efficiency that includes some comfort issues. The preliminary project price for Package A is \$65,266 for a total savings of \$6,856 with a simple payback in 9.5 years.

Package B: Comprehensive Facility Improvement Project addresses most of the issues identified and includes a broader list of county identified needs. The preliminary project price is \$496,547 for a total savings of \$13,819 with a simple payback of 35.9 years.

Joe Staib asked the Board if the packages presented met the needs of the county. Following a discussion with the Board it was agreed to take a more practical financial approach under Package A by focusing on the three (3) county locations accommodating the greatest number of county employee as well as public traffic: Courthouse, Sheriff Office and Road and Bridge facilities.

Heide Svenkeson said the project could be implemented in phases and proposed:

1. Courthouse: high energy roof top unit zoned for the different areas of use; energy management and control system; energy efficient lighting.
2. Sheriff Office: better cooling of the dispatch area; demand based ventilation; efficient lightening unit for the holding area.
3. Road and Bridge: improved lighting to be retro-fitted throughout; and better controls for the radiant heater.

The Ennovate Corporation team agreed to make the revisions to the Custer County Energy Saving Project as agreed upon. The revised plan will focus on the energy savings discussed and will include the three locations. The Ennovate team will schedule a presentation to the BOCC at a later date.

The Work Session concluded at 3:20 PM.

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Debbie Livengood, Clerk and Recorder  
Attest

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Lynn Attebery  
Chair