



**Rob Oquist** - Commissioner Dist. 1  
**Tim Knabenshue** - Commissioner Dist. 2  
**Jim Baldwin** - Commissioner Dist. 3  
**Amy White-Tanabe** - County Administrator  
**Nathan Shultz** - County Attorney

## Otero County Board of Commissioners

# AGENDA

October 23, 2023

1. Opening Prayer
2. Pledge of Allegiance
3. Call to Order
4. Public Comment (limit of 3 minutes)
5. Presentations
6. Consent Agenda. *The Chair will remove any Consent Agenda item upon request by any Commissioner or assigned staff. Items removed upon request will be considered separately by the Board immediately following the action on the remaining Consent Agenda, be continued to another meeting date, or handled in a manner otherwise determined at the discretion of the Board.*
  - a. Approval of Minutes
  - b. Approval of Bills & Payroll
7. Old Business
8. New Business
  - a. Approval of 2024 Holidays
9. Departmental Reports
10. Commissioners Report
11. Discussion
12. Announcements
  - a. The Courthouse and all County offices will be closed Friday, November 10, 2023, in observance of Veteran's Day.
  - b. Special Public Hearing – Bid Approval of 3<sup>rd</sup> Party Inspection Firm – 11/6/23 at 1:30 p.m.

October 9<sup>th</sup>, 2023

The Board of County Commissioners now meets pursuant to adjournment.

Present:	Rob Oquist	Chairman
	Tim Knabenshue	Commissioner
	Lynda Scott	Clerk

Guests in attendance: Tina Mascarenas, Bette McFarren, Adrian Hart, and Jennifer Rife.

Chr. Oquist asked everyone to stand for prayer and to recite the Pledge of Allegiance.

Chr. Oquist called the regular meeting to order.

Chr. Oquist called for approval of the consent agenda. The agenda includes approval of the minutes from September 25<sup>th</sup>, 2023, and bills and payroll for September 16<sup>th</sup>, 2023 – September 30<sup>th</sup>, 2023. Co. Knabenshue motioned to approve the consent agenda. Co. Oquist seconded. Motion carried.

Tina Mascarenas, Otero County Finance Officer, presented the 2024 preliminary budget to the Commissioners. The budget has been completed and presented to the commissioners. It is on the website: [oterocounty.colorado.gov](http://oterocounty.colorado.gov) for the public if they wish to look at it. Co. Knabenshue motioned to approve the 2024 preliminary budget. Chr. Oquist seconded. Motion carried.

Co. Knabenshue presented the Nunn Contract Amendment. Nunn Contractors is the company working on the jail. The purpose of the amendment is to discuss preliminary estimates and to be able to secure subcontractors. The estimate currently is between 11 million and 15 million. The asbestos clean up should be done by the end of the week, and demolition of the jail should start around the 1<sup>st</sup> of November 2023. Co. Knabenshue motioned to approve the Nunn Contract Amendment. Chr. Oquist seconded. Motion carried.

Co. Knabenshue shared that he attended several meetings this last week. One was an informational meeting on Proposition 123, which is for affordable housing. Otero County opted into Proposition 123 which will make us eligible for funding. He also attended the SCEDD meeting where the focus was on changing the regions from 7 to five. The suggestion from CDOT was to group Otero County with Las Animas and Huerfano Counties. The county is planning to fight this as it helps with funding. Co. Knabenshue wanted everyone to know that the traffic lights on Hwy's 71 and 50 and on County Rd 18 are working. He also attended a CCI meeting where they talked about the preliminary bills coming down from legislation.

With no further business the Board adjourned the meeting.

Next meeting will be Monday, October 23<sup>rd</sup>, 2023, at 1:30pm.

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Clerk

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Chairman

OTERO COUNTY PAYMENTS  
OCTOBER 1 THROUGH OCTOBER 15, 2023

Check #	Vendor	Description	Department	Amount
127415	MATTHEWS & SONS ELECTRIC	REVOLVED LOANS	SBD	3,300.00
127416	T-SHIRT PALACE	BUILDING MAINT/REPAIRS	G&B	80.00
127417	COLORADO STATE TREASURER	SALARIES & WAGES - PERM	JAIL	7,140.53
127418	21ST CENTURY EQUIPMENT LLC	PARTS/SERVICE	R&B	2,244.34
127419	ARKANSAS VALLEY COOP	PARTS/SERVICE	R&B	145.80
127420	ARKANSAS VALLEY LUMBER & SUPPLY	PARTS/SERVICE	G&B/R&B	47.10
127421	BACA COUNTY PUBLIC HEALTH AGENCY	AAA GENERAL FUND	AAA	432.00
127422	BENT COUNTY COMMISSIONERS	SPECIAL PROJECTS	HEALTH	1,000.00
127423	BLACK HILLS ENERGY	UTILITIES	VARIOUS	1,811.41
127424	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	585.48
127425	CENTURYLINK	TELEPHONE	E911	4,513.32
127426	CITY OF LA JUNTA	CTC GRANT	HEALTH	500.00
127427	CITY OF LA JUNTA TRANSIT	AAA GENERAL FUND	AAA	2,859.80
127428	CITY OF LAMAR	AAA GENERAL FUND	AAA	8,966.36
127429	CITY OF ROCKY FORD	DISPATCH/TRAINING	E911/SHERIFF	26,526.43
127430	COLORADO BUREAU OF INVESTIGATION	CONCEALED HAND GUN PERMIT	SHERIFF	353.00
127431	COLORADO DEPT OF PUBLIC HEALTH	DETENTION DEVELOPMENT	JAIL	85.00
127432	COLORADO STATE UNIVERSITY EXTENSION	SALARIES/TRAVEL/OPERATING	EXTENSION	6,583.83
127433	COMPANION LIFE INSURANCE COMPANY	LIFE INSURANCE & AD&D PREMIUMS	MEDICAL TRUST	2,577.60
127434	CONNIE M RING	OMBUDSMAN ACTIVITIES SERV	AAA	72.08
127435	COOPERATIVE PERSONNEL SERVICES	SPECIAL PROJECTS	ADMIN	6,332.50
127436	COUNTRY CHIROPRACTIC, PC	DRUG TESTING & DOT PHYSICALS	R&B	100.00
127437	CROWLEY COUNTY COMMISSIONERS	AAA GENERAL FUND	AAA	614.72
127438	DAVIS AUTO REPAIR	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF	75.00
127439	DEEP ROCK	OPERATING SUPPLIES	SHERIFF/JAIL	89.44
127440	DEEP ROCK	MISCELLANEOUS	ADMIN	63.44
127441	DEEP ROCK	MISCELLANEOUS	TREASURER	50.45
127442	EARTH SERVICES & ABATEMENT, LLC	DETENTION DEVELOPMENT	JAIL	52,851.00
127443	GOBIN'S INC	MAINTENANCE CONTRACTS	VARIOUS	511.34
127444	GRAINGER, INC	BUILDING MAINT/REPAIRS	G&B	177.72
127445	GREAT AMERICA LEASING CORP.	MAINTENANCE CONTRACTS	ASSESSOR	145.22
127446	GRIZZLY TIRE AND AUTO LLC	PARTS/SERVICE	R&B	215.00
127447	HARRIS PHARMACY	MEDICAL SUPPLIES	HEALTH	7.49
127448	HAT & SPUR HARDWARE, LLC	HOUSING	CSBG	1,589.96
127449	HP INC	OPERATING SUPPLIES	OLTC	1,347.00
127450	INDUSTRIAL HEALTH SERVICE, INC	OPERATING SUPPLIES	OLTC/G&B	185.60
127451	INSIGHT PUBLIC SECTOR, INC	OPERATING SUPPLIES	OLTC	1,211.61
127452	INTEGRATED VOTING SOLUTIONS	POSTAGE, BOX RENT, ETC	ELECTIONS	6,334.66
127453	KAITLYN E LOCKHART	CTC GRANT	HEALTH	210.00
127454	KIMBALL MIDWEST	PARTS/SERVICE	R&B	70.08
127455	LA JUNTA TRADING COMPANY, INC	PARTS/SERVICE	G&B/R&B	495.09
127456	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	763.52
127457	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	381.00
127458	MARTIN PIPE & STEEL, INC	PARTS/SERVICE	R&B	400.01
127459	MID-AMERICAN RESEARCH CHEMICAL	BUILDING MAINT/REPAIRS	G&B	164.87
127460	MIGUEL A ESTRADA-HURTADO	BLDG UTIL/MAINT - RF	HEALTH	50.00
127461	MITCHELL 1	PARTS/SERVICE	R&B	2,880.00
127462	MOBILE RECORD SHREDDERS	DOCUMENT SHREDDING	VARIOUS	56.00
127463	NORTH AMERICAN TESTING, INC	DETENTION DEVELOPMENT	JAIL	1,500.00
127464	NORTHERN TOOL & EQUIPMENT CO, INC	OPERATING/SHOP SUPPLIES	R&B	1,604.32
127465	OFFICE DEPOT, INC	OFFICE SUPPLIES	SHERIFF/HEALTH/R&B	63.15
127466	O'REILLY AUTO PARTS	PARTS/SERVICE	R&B	2,101.61
127467	OTERO COUNTY COMMISSIONERS	INTERNAL SERVICES/EMAIL/RENT	VARIOUS	50,328.57
127468	NOT A CHECK			-
127469	OTERO COUNTY COMMISSIONERS- PETTY CASH	OPERATING SUPPLIES	G&B	60.00
127470	OTERO COUNTY LANDFILL INC	PER CAPITA	LANDFILL	35,023.13
127471	OTERO COUNTY ROAD & BRIDGE	REPAIR/MAINT-MOTOR VEHICLES	VARIOUS	423.91

Check #	Vendor	Description	Department	Amount
127472	OTERO TRUE VALUE	PARTS/SERVICE	R&B	273.87
127473	PEAK ELEVATOR PERFORMANCE GROUP	MAINTENANCE CONTRACTS	G&B	120.00
127474	PITNEY BOWES, INC	MAINTENANCE CONTRACTS	VARIOUS	205.08
127475	POWER EQUIPMENT COMPANY	PARTS/SERVICE	R&B	844.00
127476	PROFORCE LAW ENFORCEMENT	OPERATING SUPPLIES	SHERIFF	834.21
127477	PROWERS AREA TRANSIT	PROWERS AREA TRANSIT	AAA	1,035.00
127478	RAM PRODUCTS, LTD	PARTS/SERVICE	R&B	768.82
127479	RESERVE ACCOUNT	POSTAGE	VARIOUS	1,211.00
127480	ROCKY FORD AUTO PARTS	PARTS/SERVICE	R&B	61.63
127481	ROCKY FORD DAILY GAZETTE	ADVERTISING/LEGAL NOTICES	LAND USE/ADMIN/HEALTH	411.31
127482	ROCKY MOUNTAIN INFORMATION NETWORK	DUES & MEETINGS	SHERIFF	50.00
127483	SAFARILAND, LLC	UNIFORMS	JAIL	217.50
127484	SANTA FE SENIOR CITIZENS	RECREATIONAL	SENIOR CENTERS	9.65
127485	SECOM	CTC GRANT	HEALTH	104.64
127486	SHARON JONES	TRAVEL	TREASURER	302.74
127487	SHRED AMERICA COLORADO	DOCUMENT SHREDDING	ADMIN	26.40
127488	SIGNS & DESIGNS	SIGNS	R&B	190.00
127489	SNO-WHITE LINEN & UNIFORM RENTAL	PARTS/SERVICE	R&B	164.78
127490	SOURCE MANAGEMENT INC	OFFICE SUPPLIES	CLERK	35.87
127491	SOUTHERN TIRE MART LLC	TIRES	R&B	599.43
127492	STATE OF COLO DPA ACCOUNTING	POSTAGE, BOX RENT, ETC	CLERK	2,167.29
127493	SWEET INSPIRATIONS CATERING	DETENTION DEVELOPMENT	JAIL	165.00
127494	TASC	FEES	MEDICAL TRUST	309.60
127495	TASCOSA OFFICE MACHINES, INC	OPERATING	ADULT SERVICES	584.84
127496	THOMSON REUTERS - WEST	SOFTWARE/HARDWARE RENTAL	SHERIFF	376.30
127497	TOWN OF FOWLER	UTILITIES	R&B	97.48
127498	TOWN OF SWINK	UTILITIES	R&B	111.34
127499	TRIPLE T AUTO PARTS	PARTS/SERVICE	HEALTH/R&B	710.22
127500	UPS FREIGHT	PARTS/SERVICE	R&B	90.20
127501	VALLEY AUTO PARTS, INC	PARTS/SERVICE	R&B	1,325.04
127502	VERONICA MATA	OFFICE SUPPLIES	CLERK	21.51
127503	VIAERO WIRELESS	TELEPHONE	EXTENSION	147.83
127504	VISA	DUES & MEETINGS/TRAVEL/OPERATING	VARIOUS	11,757.14
127505	NOT A CHECK			-
127506	WAGNER EQUIPMENT CO	PARTS/SERVICE	R&B	3,282.67
127507	WALMART / CAPITAL ONE	OPERATING SUPPLIES	HEALTH	557.12
127508	WALMART / CAPITAL ONE	DUES & MEETINGS	R&B	249.69
127509	WALMART / CAPITAL ONE	BUILDING MAINT/REPAIRS	G&B	116.34
127510	X-TREME H2O	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF	106.07
2685	16TH JUDICIAL DISTRICT	16TH JUDICIAL DISTRICT	INTERGOVERNMENTAL	86,545.22
2686	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	VARIOUS	2,934.64
2687	ARKANSAS VALLEY ACCUMED	JAIL BASED SERVICES (JBBS)	STATE GRANTS	55.53
2688	ARKANSAS VALLEY HOSPICE, INC	CAREGIVER SUPPORT	AAA	2,974.50
2689	BACA COUNTY COMMISSIONERS	AAA GENERAL FUND	AAA	1,151.00
2690	BACA HOME CARE AGENCY, INC	CAREGIVER SUPPORT	AAA	4,483.00
2691	BENITA GONZALES	CONSUMABLES	SENIOR CENTERS	23.24
2692	CENTURYLINK	TELEPHONE	E911/AAA	306.27
2693	CLEAN VALLEY RECYCLING	UTILITIES	G&B/R&B	160.00
2694	DEE ANN LYONS	JAIL BASED SERVICES (JBBS)	STATE GRANTS	1,250.00
2695	DIGITCOM ELECTRONICS, INC	MAINTENANCE CONTRACTS/SERVICE	E911/R&B	5,616.48
2696	ELSIE MAE KLEIN	TRAVEL	ADULT SERVICES	704.84
2697	FLOYD A ORNELAS JR	TRAVEL	ADULT SERVICES	67.00
2698	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	156.40
2699	GALLS, LLC	UNIFORMS	SHERIFF	284.14
2700	GAYLE LANGAN	TRAVEL	ADULT SERVICES	12.00
2701	J&A TRAFFIC PRODUCTS	SIGNS	R&B	556.00
2702	JACKI SHERIFF CLARK	TRAVEL	ADULT SERVICES	554.54
2703	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	1,005.37
2704	LAMAR AREA HOSPICE	CAREGIVER SUPPORT	AAA	1,410.25
2705	LYNDA SCOTT	TRAVEL	CLERK	173.31

Check #	Vendor	Description	Department	Amount
2706	MEDINA'S TIRE SERVICE, LLC	PARTS/SERVICE	R&B	648.00
2707	OTERO PARTNERS, INC	DA BUILDING EXPENSES	INTERGOVERNMENTAL	816.72
2708	QUILL CORPORATION	OFFICE SUPPLIES	VARIOUS	443.98
2709	RICHARD WARD	TRAVEL	VSO	451.86
2710	ROBERT BLAIR	TRAVEL	ADULT SERVICES	53.00
2711	ROCK SOLID SST	TRAINING	SHERIFF	978.00
2712	SAGE SERVICES, INC.	CONGREGATE/HOME DELIVERED MEALS	AAA	37,066.27
2713	SAMMIE GEORGE	DA BUILDING FEES - ADMIN	SBD	90.00
2714	SANDRA LEE ESTEP	TRAVEL	ADULT SERVICES	734.20
2715	SHELLY R BAUER	TRAVEL	ADULT SERVICES	14.00
2716	SHULTZ LAW OFFICE LLC	CONTRACT SERVICES	ADMIN/SBD	2,160.50
2717	SKYLINE STEEL	CULVERTS	R&B	13,206.60
2718	SOUTHEAST COLORADO POWER ASSN	UTILITIES	R&B	422.37
2719	THE HOME DEPOT PRO	BUILDING MAINT/REPAIRS	G&B	282.10
2720	THIN BLUE LINE CREATIVE DESIGN	OPERATING SUPPLIES	HEALTH	500.00
2721	TYLA T HIATT	TRAVEL	ADULT SERVICES	428.01
2722	USDA - APHIS-WS	PREDATOR CONTROL-PROF SVC	ADMIN	2,933.07
2723	VALLEY TRASH LLC	BUILDING MAINT/REPAIRS	ADMIN	76.00
2724	WAXIE SANITARY SUPPLY	OPERATING SUPPLIES	LAND USE/G&B	1,679.69
2725	WEAR PARTS & EQUIPMENT CO, INC.	PARTS/SERVICE	R&B	1,935.07
2726	WEX BANK	FUEL	VARIOUS	9,155.65
				452,441.92

Fund Summary

010 - GENERAL FUND	252,771.04
011 - SMALL BUSINESS DEVL P RLF	3,477.00
013 - AMERICAN RESCUE PLAN	38.52
020 - ROAD & BRIDGE FUND	37,879.39
025 - MEDICAL TRUST FUND	2,887.20
040 - AAA FUND	66,505.68
050 - DETENTION CENTER FUND	54,601.00
065 - INTERNAL SERVICES FUND	1,470.00
070 - GENERAL HUMAN SERVICES	6,061.73
080 - HEALTH FUND	11,785.22
085 - CONSERVATION TRUST FUND	76.00
090 - CLERK HIRE FUND	3,266.17
095 - E-911	11,622.97
452,441.92	



## 2024 APPROVED HOLIDAYS

Holiday	Date	Observed
New Year's Day	Monday, January 1, 2024	Monday, January 1, 2024
President's Day	Monday, February 19, 2024	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024	Monday, November 11, 2024
Thanksgiving	Thursday, November 28, 2024	Thursday, November 28, 2024
Thanksgiving	Friday, November 29, 2024	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024	Tuesday, December 24, 2024
Christmas	Wednesday, December 25, 2024	Wednesday, December 25, 2024
New Year's Eve	Tuesday, December 31, 2024	Tuesday, December 31, 2024

Note: The above holidays will result in the closure of County Offices.

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Rob Oquist, Chairman

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Date

[ocw@oterogov.org](mailto:ocw@oterogov.org)

**Mon Oct 23, 2023**

9am - 10am Public Works / RO, TK, JB, LN, DG

10am - 11am Russ Andrews

11am - 12pm Department of Human Services

11:30am - 12:30pm Economic Development

12pm - 1pm Administration / AT, RO, TK, JB

1:30pm - 2:30pm Department of Human Services

1:30pm - 2:30pm Land Use

1:30pm - 3pm Otero County Board of Commissioners Public Hearing / JH, RO, JB

3pm - 4pm SECOR

**Tue Oct 24, 2023**

1pm - 2pm Construction Meeting

2pm - 5pm Work Session / RO, TK, JB

3pm - 4pm District Attorney

**Wed Oct 25, 2023**

1pm - 2pm SECOG/SECED - DB/TK

**Tue Oct 31, 2023**

2pm - 5pm Work Session / RO, TK, JB

**Mon Nov 6, 2023**

9am - 10am County Attorney / JB, TK, RO, NS

10am - 11am Administration / RO, TK, JB

[ocw@otero.gov](mailto:ocw@otero.gov)

11am - 12pm Emergency Management / RO, TK, JB, DC

1:30pm - 2pm Public Hearing - 3rd Party Inspection Bid Acceptance

2pm - 3pm Work Session

**Tue Nov 7, 2023**

11am - 12pm Quarterly Conduit Meeting

1pm - 2pm Construction Meeting

2pm - 5pm Work Session / RO, TK, JB

**Wed Nov 8, 2023**

10:30am - 12pm RESADA / RO, DR

12:30pm - 4pm Ark River Basin Roundtable / JB

4pm - 5pm Historic Preservation

**Fri Nov 10, 2023**

All day Veteran's Day

All day Veterans Day - Courthouse, Court's and Landfill's Closed

**Mon Nov 13, 2023**

10am - 11am Economic Development

11am - 12pm Department of Human Services / RO, TK, JB, DR

12pm - 1pm Administration / RO, TK, JB

1:30pm - 2:30pm Department of Human Services



[ocw@otero.gov](mailto:ocw@otero.gov)

1:30pm - 3pm Otero County Board of Commissioners Public Hearing / TN, RO, JB