



Rob Oquist - Commissioner Dist. 1
John Hostetler - Commissioner Dist. 2
Jim Baldwin - Commissioner Dist. 3
Amy White-Tanabe - County Administrator
Nathan Shultz - County Attorney

Office of the Commissioners

AGENDA

December 27, 2021

- 1.0 Call to Order/Approval of Minutes**
- 2.0 Guests**
- 3.0 Public Comment (Limit of 3 minutes)**
- 4.0 Old Business**
- 5.0 New Business**
 - 5.1 Approval of Bills and Payroll**
 - 5.2 Emergency Management Plan – Danny Chavez, Emergency Manager**
 - 5.3 Emergency Management Program Guide, 2022 – Danny Chavez, Emergency Manager**
 - 5.4 USDA Work & Financial Plan**
 - 5.5 Resolution 2021-14 – Adoption of Grant Management Policy**
 - 5.6 Ambulance Permits, American Medical Response**
 - 5.7 Sales Tax Report**
- 6.0 Other Business**
- 7.0 Departmental Reports**
- 8.0 Commissioners Report**
- 9.0 Discussion**
- 10.0 Announcements**
 - 10.1 Otero County offices and landfill will be closed to observe New Year's Eve and New Year's Day on December 31, 2021, and January 3, 2022.**



November 27th, 2021

The Board of County Commissioners now meets pursuant to adjournment.

Present:	Jim Baldwin	Chairman
	John Hostetler	Member
	Rob Oquist	Member
	Lynda Scott	Clerk

Guests in attendance in person: Donna Rohde, Adrian Hart, Jolly Rose, Tim Knobenshue, Marty Lee, Su Korbitz, Sherry Cornelius, Teresa Wadleigh, Lisa Finch, Perry Gollihar, Timothy Lofing, Isela Hernandez, Stephen Lange, and Sheryl Seamans.

Guests in attendance via zoom: Anne Boswell.

Chr. Baldwin called the meeting to order and requested approval of the minutes from November 22nd, 2021. Co. Oquist motioned to approve the minutes. Co. Hostetler seconded. Motion carried.

Admin. White-Tanabe and the Commissioners presented Staff Appreciation awards for years of service. Cumulative years of service for this group is 155 years:

5 years: Veronica Mata, Janell Maier, Su Korbitz, Sherry Cornelius, Angela Martinez, Matt Wallace, Teresa Wadleigh, Lisa Finch, Chandra Ochoa, Arlene Romero, and Perry Gollihar.

10 years: Timothy Lofing, and Audrey Tafoya.

15 years: Isela Hernandez.

20 years: Stephen Lange and Sheryl Seamans.

25 years: Donna Rohde.

Chr. Baldwin called for approval of bills and payroll for November 16 to November 30, 2021. Co. Hostetler motioned to approve the bills and payroll. Co. Oquist seconded. Motion carried.

Admin. White-Tanabe presented a permit for approval for the Rocky Ford Ambulance Emergency Medical Services. This is on the 2006 Ford Med 4, and it has advanced life support, all the paperwork looks good. She would recommend approval. Co. Oquist motioned to approve. Co. Hostetler seconded. Motion carried.

Admin. White-Tanabe presented 2 supplemental budget requests. The first one is for the Medical Trust Fund; the fund would be increased from \$2,655,200 to \$2,755,200. Co. Hostetler motioned to approve the increase. Co. Oquist seconded. Motion carried. The second one is for the Insurance Fund; the fund would be increased from \$211,392 to \$271,392. Co. Oquist motioned to approve the increase. Co. Hostetler seconded. Motion carried.

Admin. White-Tanabe presented Resolution 2021-010, the Resolution to Adopt FY2022 Budget. A Resolution summarizing expenditures and revenues for each fund and adopting a budget for the County of Otero, Colorado, for the calendar year beginning on the first day of January 2022 and ending on the last day of December 2022. Co. Hostetler motioned to approve the budget for 2022. Co. Oquist seconded. Motion carried.

Admin. White-Tanabe presented Resolution 2021-011, the Resolution to set FY2022 Mill Levies. A Resolution levying general property taxes for the year 2022. To help defray the costs of government for the County of Otero, Colorado, for the FY2022 budget year, and for the mill levy on each dollar's worth of property as per the assessed value thereon, as shown by the Assessor of Otero County for the year 2021, as fixed by the Otero County Board of Equalization. Co. Oquist motioned to approve the resolution for the mill levies for 2022. Co. Hostetler seconded. Motion carried.

Admin. White-Tanabe presented Resolution 2021-012, the Resolution to Appropriate Sums of Money for FY2022. A Resolution appropriating sums of money to the various funds and spending agencies in the amounts and for the purposes as set forth, for the County of Otero, Colorado, for the FY2021 budget year. Co. Hostetler motioned to approve Resolution 2021-012. Co. Oquist seconded. Motion carried.

Admin. White-Tanabe presented Resolution 2021-013, Resolution to adopt governmental accounting standards Board Statement No. 54 (GASB 54). A Resolution adopting governmental accounting standards Board Statement No. 54. Setting the Otero County Board of Commissioners as the Governing Body to commit funds for specified purpose. Set the appropriate fund designations and amount for fund balances in restricted, committed and assigned for fiscal year 2022. Co. Hostetler motioned to approve Resolution 2021-013. Co. Oquist seconded. Motion carried.

Admin. White-Tanabe presented a letter from the Office of the State Court Administrator, concerning the Underfunded Courthouse Facility Commission. Otero County has been awarded grant funding in the amount of \$225,358 for the fiscal year 2022, any monies left over can be rolled over to the next fiscal year. Admin. White-Tanabe is asking for signature. Co. Oquist motioned to approve signature on the letter by Chr. Baldwin. Co. Hostetler seconded. Motion carried.

Admin. White-Tanabe added that it was a fun day to show appreciation for a job well done and service to the county for employees. She also mentioned that the County was hosting a holiday luncheon to employees on Tuesday, and she is looking forward to it. Chr. Baldwin and Co. Hostetler agreed with that statement.

Co. Hostetler had several meetings this last week, including budget and courthouse construction. He met with Jay Scott and Rick Ward Veteran Service Officers on ways to work with our veterans to get them the help they need. He met with Joey Gacnik with the USDA in predator control, on wildlife traps. He also attended a meeting for Jay's Christmas Dinner concerning helping. The construction company is SM Construction out of Fowler, CO.

Co. Oquist attended the budget meetings, and thanked Admin. White-Tanabe for all she does.

Chr. Baldwin mentioned that the Commissioners attended the CCI Winter Conference in Colorado Springs.

Admin. White-Tanabe showed off a painting that was given to the Commissioners as a thank you for all the help given during the Bent's Fort Chapter of the Santa Fe Trail Association-Bicentennial Symposium.

Admin. White-Tanabe made the announcement that the county offices and the landfill will be closed to observe Christmas Eve and Christmas Day on December 23rd and 24th, 2021.

With no further business the Board adjourned the meeting.

Next meeting will be Monday, December 27th, 2021, at 1:30pm.

Clerk

Chairman

OTERO COUNTY PAYMENTS
DECEMBER 1 THROUGH DECEMBER 15, 2021

Check #	Vendor	Description	Department	Amount
123852	LA JUNTA VALLEY OIL CO	GAS	R&B	1,358.42
123853	COLORADO BANK & TRUST	SPECIAL PROJECTS	ADMIN	1,010.00
123854	16TH JUDICIAL DISTRICT	16TH JUDICIAL DISTRICT	INTERGOVERNMENTAL	37,799.26
123855	25-7 MEDIA, INC	SPECIAL PROJECTS	HEALTH	325.00
123856	4 RIVERS EQUIPMENT, LLC	FUEL	LAND USE/R&B	2,019.08
123857	A CUT ABOVE PEST CONTROL, LLC	PARTS/SERVICE	R&B	240.00
123858	ADP SCREENING	DRUG TESTING & DOT PHYSICALS	R&B	14.02
123859	ALAN M WADLEIGH	MED TRANS - OTERO	CSBG	72.00
123860	ALL RITE PAVING & REDI MIX, INC	CATTLE GUARDS	R&B	640.00
123861	ARK VALLEY DISTRIBUTING	OPERATING	R&B	174.42
123862	ARKANSAS VALLEY ACCUMED	JAIL BASED SERVICES (JBBS)	STATE GRANTS	279.06
123863	ARKANSAS VALLEY HEARING CENTER	AAA GENERAL FUND	AAA	2,400.00
123864	ARKANSAS VALLEY HOSPICE, INC	CAREGIVER SUPPORT	AAA	1,999.75
123865	ARKANSAS VALLEY LUMBER & SUPPLY	BUILDING MAINT/REPAIRS	G&B/R&B	329.12
123866	AXIOM HUMAN RESOURCE SOLUTIONS, INC	SOFTWARE/TRAINING	ADMIN	351.00
123867	BACA COUNTY COMMISSIONERS	AAA GENERAL FUND	AAA	881.00
123868	BACA COUNTY PUBLIC HEALTH AGENCY	AAA GENERAL FUND	AAA	183.85
123869	BACA COUNTY SOCIAL SERVICES	CAREGIVER SUPPORT	AAA	982.16
123870	BART MENDENHALL	GRAVEL	R&B	98.45
123871	BENT COUNTY COMMISSIONERS	AAA GENERAL FUND	AAA	957.15
123872	BLACK HILLS ENERGY	UTILITIES	VARIOUS	4,440.99
123873	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	110.00
123874	CAPITAL ONE TRADE CREDIT	PARTS/SERVICE	R&B	1,264.75
123875	CARROLL'S TIRE & AUTO SERVICE LLC	PARTS/SERVICE	R&B	13.00
123876	CHARM-TEX, INC	JAIL BASED SERVICES (JBBS)	STATE GRANTS	599.10
123877	CITY OF LA JUNTA	RENT	HEALTH	500.00
123878	CITY OF LA JUNTA - UTILITIES	UTILITIES	G&B/JAIL	7,846.89
123879	CITY OF ROCKY FORD	UTILITIES	LAND USE/HEALTH	227.83
123880	COLORADO BUREAU OF INVESTIGATION	CONCEALED HAND GUN PERMIT	SHERIFF	314.50
123881	COMPANION LIFE INSURANCE COMPANY	LIFE INSURANCE & AD&D PREMIUMS	MED TRUST	2,620.80
123882	CROWLEY COUNTY COMMISSIONERS	AAA GENERAL FUND	AAA	476.36
123883	DAVID N TRUJILLO, DDS PC	AAA GENERAL FUND	AAA	2,278.57
123884	DAYLIGHT DONUTS	DUES & MEETINGS	R&B	10.90
123885	DEEP ROCK	MISCELLANEOUS	VARIOUS	275.55
123886	DIGITCOM ELECTRONICS, INC	MAINTENANCE CONTRACTS	STATE GRANTS/E911	5,712.50
123887	EXPRESS TOLL	TRAVEL	SHERIFF	4.30
123888	FASTENAL COMPANY	PARTS/SERVICE	R&B	166.18
123889	GALLS, LLC	UNIFORMS	SHERIFF	1,627.67
123890	GOBIN'S INC	MAINTENANCE CONTRACTS	VARIOUS	651.86
123891	GRAINGER, INC	PARTS/SERVICE	R&B	224.10
123892	GREAT AMERICA LEASING CORP.	MAINTENANCE CONTRACTS	ASSESSOR	147.00
123893	GRIZZLY TIRE AND AUTO LLC	PARTS/SERVICE	R&B	10.00
123894	HIGH PLAINS AUDIOLOGY LLC	AAA GENERAL FUND	AAA	6,600.00
123895	HOLLY HUERTA	TRAVEL	ELECTIONS	26.55
123896	INDUSTRIAL HEALTH SERVICE, INC	DRUG TESTING & DOT PHYSICALS	JAIL/R&B	88.80
123897	JACKSON AWARDS & DESIGN LTD	OPERATING SUPPLIES	OLTC	20.00
123898	JERRY HENDERSON	TRAVEL	ADULT SERVICES	131.00
123899	JOHN DEERE FINANCIAL	PARTS/SERVICE	R&B	844.79
123900	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	242.00
123901	JULIE WORLEY	VETERANS DAY CONCERT	VETERANS SERVICE	33.55
123902	KAYLIN ASHLEY KLIIE	OD2A GRANT	HEALTH	250.00
123903	KIMBALL MIDWEST	PARTS/SERVICE	R&B	266.34
123904	LA JUNTA TRADING COMPANY, INC	BUILDING MAINT/REPAIRS	VARIOUS	1,233.18
123905	LAS ANIMAS SCHOOL DISTRICT RE-1	SPECIAL PROJECTS	HEALTH	135.86
123906	LOCK MONKEY INC	BUILDING MAINT/REPAIRS	G&B	252.97
123907	LOWER ARKANSAS VALLEY AAA	AAA ADMINISTRATION FUNDING	INTERGOVERNMENTAL	8,277.00
123908	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	170.00
123909	MCKESSON MEDICAL-SURGICAL GOV SOLUTIONS	MEDICAL SUPPLIES	HEALTH	227.69
123910	MEXICO CITY CAFE	OPERATING SUPPLIES	HEALTH	247.09

Check #	Vendor	Description	Department	Amount
123911	MHC KENWORTH-PUEBLO	FLUIDS	R&B	217.10
123912	MITA MONOHAN JOHNSON	OD2A GRANT	HEALTH	250.00
123913	MOBILE RECORD SHREDDERS	DOCUMENT SHREDDING	VARIOUS	52.00
123914	MORGAN & SONS GLASS INC	PARTS/SERVICE	R&B	60.50
123915	NEWMAN TRAFFIC SIGNS	SIGNS	R&B	612.77
123916	OFFICE DEPOT, INC	OFFICE SUPPLIES	SHERIFF/HEALTH	1,370.92
123917	O'REILLY AUTO PARTS	PARTS/SERVICE	LANDFILL/R&B	245.87
123918	OTERO COLLEGE	VETERANS DAY CONCERT/STAPP GRANT	VETERANS SERVICE/HEALTH	650.00
123919	OTERO COUNTY CLERK	REPAIR/MAINT-MOTOR VEHICLES	TRANSPORT	11.56
123920	OTERO COUNTY COMMISSIONERS	RENT/OPERATING	ADULT SERVICES	3,118.67
123921	OTERO COUNTY ROAD & BRIDGE	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF/G&B	645.41
123922	OTERO COUNTY SOCIAL SERVICES	SALARIES/OPERATING/RENT	ADULT SERVICES	12,475.32
123923	NOT A CHECK			-
123924	OTERO PARTNERS, INC	DA BUILDING EXPENSES	INTERGOVERNMENTAL	858.68
123925	OTERO TRUE VALUE	PARTS/SERVICE	R&B	19.35
123926	PEAK ELEVATOR PERFORMANCE GROUP	MAINTENANCE CONTRACTS	G&B	120.00
123927	PIPEYARD	CULVERTS	R&B	110.70
123928	PROFORCE LAW ENFORCEMENT	TRAINING	SHERIFF/JAIL	4,653.38
123929	PROWERS AREA TRANSIT	PROWERS AREA TRANSIT	AAA	1,799.82
123930	PUEBLO BRAKE AND CLUTCH, INC	PARTS/SERVICE	R&B	59.68
123931	PUEBLO EAR NOSE & THROAT SPECIALIST	MEDICAL SERVICES	JAIL	1,279.73
123932	RAM PRODUCTS, LTD	PARTS/SERVICE	R&B	219.90
123933	RANCHERS SUPPLY OF LA JUNTA, INC	PARTS/SERVICE	R&B	40.17
123934	RESERVE ACCOUNT	POSTAGE	CLERK/TREASURER/ADMIN	1,095.00
123935	RICHARD C MORESCHINI, DDS	AAA GENERAL FUND	AAA	1,865.00
123936	ROCKY FORD AUTO PARTS	PARTS/SERVICE	R&B	122.07
123937	RUSLER IMPLEMENT CO	PARTS/SERVICE	R&B	2,021.53
123938	SAFARILAND, LLC	TRAINING	SHERIFF	454.99
123939	SAFETY-KLEEN SYSTEMS, INC	PARTS/SERVICE	R&B	202.66
123940	SAGE SERVICES, INC.	NSIP/AAA GENERAL FUND	AAA	52,380.15
123941	SECOM	SECOM CIRCUIT/TELEPHONE	VARIOUS	5,373.19
123942	NOT A CHECK			-
123943	SECOM (911)	SECOM CIRCUIT	E911	513.00
123944	SHANNON CASILLAS	OFFICE SUPPLIES	CLERK	39.12
123945	SIGNS & DESIGNS	BUILDING MAINT/REPAIRS	G&B	40.00
123946	SNO-WHITE LINEN & UNIFORM RENTAL	PARTS/SERVICE	R&B	163.34
123947	THE HOME DEPOT PRO	BUILDING MAINT/REPAIRS	G&B/R&B/JAIL	1,478.14
123948	THOMSON REUTERS - WEST	SOFTWARE/HARDWARE RENTAL	SHERIFF	314.99
123949	TOTAL OFFICE SOLUTIONS	OFFICE SUPPLIES	CLERK/TREASURER	185.16
123950	TOWN OF FOWLER	UTILITIES	R&B	102.48
123951	TOWN OF SWINK	UTILITIES	R&B	112.42
123952	TRIPLE T AUTO PARTS	PARTS/SERVICE	R&B	375.30
123953	US POSTMASTER	POSTAGE, BOX RENT, ETC	TREASURER	148.00
123954	VALLEY AUTO PARTS, INC	PARTS/SERVICE	R&B	833.48
123955	VERITRACE	OPERATING SUPPLIES	HEALTH	143.50
123956	VIAERO WIRELESS	TELEPHONE	VARIOUS	494.98
123957	VISA	DUES & MEETINGS/OPERATING/TRAVEL	VARIOUS	4,545.29
123958	VISA-SHERIFF OFFICE	UNIFORMS/TRAVEL/OPERATING	SHERIFF/JAIL	2,386.77
123959	WAGNER EQUIPMENT CO	PARTS/SERVICE	LANDFILL/R&B	4,226.79
123960	WALMART / CAPITAL ONE	OPERATING/SHOP SUPPLIES	R&B	335.31
123961	WALMART / CAPITAL ONE	BUILDING MAINT/REPAIRS	G&B	37.29
123962	WALMART / CAPITAL ONE	OFFICE SUPPLIES	ASSESSOR	109.64
123963	WALTER TUCKER	PARTS/SERVICE	R&B	40.00
123964	X-TREME H2O	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF	74.97
1303	AMAZON CAPITAL SERVICES, INC	OPERATING	STATE GRANTS/SHERIFF	101.40
1304	AMERICAN AED, LLC	EMS	AMBULANCE SERVICE	4,844.96
1305	AMY WHITE TANABE	TELEPHONE	ADMIN	343.00
1306	BACA HOME CARE AGENCY, INC	AAA GENERAL FUND	AAA	553.00
1307	CENTURYLINK	TELEPHONE	JAIL/AAA	61.51
1308	CENTURYLINK	PURCHASED SERVICES-COMM	E911	296.30
1309	DEE ANN LYONS	MEDICAL SERVICES	JAIL/STATE GRANTS	2,940.90
1310	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	297.00

Check #	Vendor	Description	Department	Amount
1311	GCR TIRES & SERVICE	TIRES	LANDFILL/R&B	4,796.52
1312	GREGGORY PORTCH	TRAVEL	ADULT SERVICES	58.00
1313	GT INDEPENDENCE	FMS CLIENT SERVICES/FEE EXPENSE	VDC	31,405.67
1314	JENNIFER RIFE	SPECIAL PROJECTS	ADMIN	124.10
1315	LAMAR AREA HOSPICE	CAREGIVER SUPPORT	AAA	1,013.65
1316	MAVERICK SOLUTIONS, LLC	SPECIAL PROJECTS	ADMIN	945.00
1317	MEDINA'S TIRE SERVICE, LLC	PARTS/SERVICE	R&B	564.00
1318	PEACOCK-LARSEN FUNERAL HOME, INC	AUTOPSY	CORONER	1,200.00
1319	QUILL CORPORATION	OFFICE SUPPLIES	ADMIN/R&B	274.32
1320	ROBERT BLAIR	CSBG COVID FOOD	CSBG	148.95
1321	ROCKY FORD FOOD MARKET LLC	FOOD	JAIL	3,140.13
1322	RUBY'S AUTO BODY, INC.	OCHD VEHICLE	HEALTH	224.89
1323	SAMMIE GEORGE	MISCELLANEOUS	SMALL BUS. DEVELOP.	30.00
1324	SHELLY R BAUER	TRAVEL	ADULT SERVICES	33.00
1325	SHULTZ LAW OFFICE LLC	CONTRACT SERVICES	ADMIN/LAND USE	1,640.00
1326	SM CONSTRUCTION INC	COURTHOUSE BUILDING	CAPITAL IMPROVEMENTS	39,769.00
1327	TRISPOKE TECHNOLOGIES, LLC	CIVIL PROCESS FEES	SHERIFF	43.56
1328	VALLEY TRASH	OPERATING/SHOP SUPPLIES	R&B	20.00
1329	WARRIOR KIT	EMS	AMBULANCE SERVICE	1,980.00
1330	WAXIE SANITARY SUPPLY	OPERATING SUPPLIES	G&B	1,690.45
1331	WEX BANK	OCHD VEHICLE	HEALTH	117.12
1332	WEX BANK	GAS & OIL	SHERIFF/TRANSPORT	5,112.01
1333	WEX BANK	FUEL	LAND USE/R&B	864.90
1334	WEX BANK	GAS & OIL	ADMIN	259.21
1335	ZELMA NOVAK	TRAVEL	CSBG	21.00
				314,683.05

Fund Summary

010 - GENERAL FUND	110,996.63
011 - SMALL BUSINESS DEVELP RLF	38.00
012 - CAPITAL IMPROVEMENT FUND	39,769.00
020 - ROAD & BRIDGE FUND	25,579.89
025 - MEDICAL TRUST FUND	2,620.80
040 - AAA FUND	107,407.03
070 - GENERAL HUMAN SERVICES	16,331.06
080 - HEALTH FUND	4,598.82
085 - CONSERVATION TRUST FUND	525.00
090 - CLERK HIRE FUND	727.52
095 - E-911	6,089.30
314,683.05	

APPROVAL & IMPLEMENTATION

OTERO COUNTY EMERGENCY MANAGEMENT PLAN

This emergency management plan is hereby approved. This plan is effective immediately and supercedes all previous editions.

Jim Baldwin – Chairman, BOCC

Date

Shawn Mobley- Otero County Sheriff

Date

– Mayor, City of La Junta

Date

– Mayor, City of Rocky Ford

Date

– Mayor, Town of Cheraw

Date

– Mayor, Town of Swink

Date

– Mayor, Town of Manzanola

Date

– Mayor, Town of Fowler

Date

Danny Chavez, Emergency Management Coordinator

Date

WORK AND FINANCIAL PLAN

COOPERATOR: OTERO COUNTY
TAX IDENTIFICATION NO.: 84-6000789
COOPERATIVE AGREEMENT NO.: 22-7308-5273-RA
ACCOUNT NO.: AP.RA.RX08.73.0404
LOCATION: Otero County, Colorado
DATES: January 1, 2022 – December 31, 2022

Pursuant to Cooperative Service Agreement No. 21-7308-5273-RA between the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services and Otero County, Colorado; this Work Plan defines the objectives, plan of action, and budget for the Wildlife Services program to be conducted during calendar year 2022.

OBJECTIVES/GOALS:

The program objective is to provide assistance to the residents of Otero County when requested and where it is determined there is a need to resolve conflicts caused by wildlife. Work will primarily involve but not limited to the management of coyote, and red fox for the protection of livestock and management of beaver and muskrat for the protection of irrigation ditches. This assistance may be in the form of educational information, non-lethal techniques or direct management. If direct management is necessary, the most effective and safe tools and techniques available will be utilized.

PLAN OF ACTION:

APHIS-WS will provide direct management or technical assistance at times and places throughout Otero County where it is determined there is a need to resolve problems caused by wildlife. Work will primarily involve management of livestock predation, along with other wildlife issues. Lethal management efforts will be directed towards specific offending individuals or local populations. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.

Damage Management Strategies:

- 1) Technical Assistance: Wildlife Services personnel may provide verbal or written advice, recommendations, information, demonstrations or training to others to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner.
- 2) Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and technical assistance alone is inadequate. Direct management methods/techniques include: traps, ground shooting, aerial shooting, snaring, toxicants, denning, and dogs. (Due to the passage of Amendment 14 in November of 1996 and subsequent implementing legislation in 1997, the use of foothold and body gripping traps, neck and foot snares, and toxicants has been severely restricted. The use of these methods is no longer legal on public lands and limited to one 30-day period per calendar year, per parcel, on private land. Prior to any use of these methods by APHIS-WS personnel, cooperating property/resource owners must have received an authorization to use these methods from the Colorado Division of Wildlife.)

STIPULATIONS AND RESTRICTIONS:

- a. All operations shall have the joint concurrence of USDA-WS and Otero County and shall be under the direct supervision of USDA-WS. USDA-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
- b. Control on Private or Public Lands: An Work Initiation Document for Wildlife Damage Management will be executed between USDA-WS and the landowner, lessee, or administrator before any USDA-WS work is conducted.

- c. All equipment with a purchase price of \$5,000 or more per unit, purchased directly with funds from the cooperator for use solely on this project shall be subject to disposal according to APHIS policy, and shall be specifically listed in the Work and Financial Plan. Property title/disposal shall be determined when the project (including all continuations and revisions of this agreement) terminates, or when the equipment is otherwise directed to other projects, whichever comes first. If the equipment is sold prior to the project end, the proceeds should be allocated according to APHIS Policy. Continuations and revisions to this agreement shall list any equipment with a purchase price of \$5,000 or more per unit, carried over from a purchase directly with funds from the cooperator for use solely for this project. All other equipment purchased for the program is and remain the property of WS.

COST ESTIMATE FOR SERVICES:

Equipment, field personnel and supervision will be provided by USDA-WS (aerial predator management operations are funded separately through an Aerial Predator Management Agreement). One full-time Wildlife Services Specialist will be employed by USDA-WS and will be assigned the primary responsibility for conducting the Wildlife Services work in Otero County.

Estimated total cost for this cooperatively funded program is \$25,865.24. Otero County agrees to provide funding to be billed quarterly for actual costs incurred, not to exceed \$17,173.65 and USDA-WS will provide up to \$8,391.60. These costs include, but are not limited to, specialist work under the scope above, vehicle use, travel costs and supplies or equipment. USDA-WS will bill the Cooperator quarterly for actual costs incurred in performing the work delineated in this Work and Financial plan and not to exceed \$17,173.65. An estimated itemization of expenses is listed below; however, funds may be distributed between itemized categories at the discretion of USDA-WS.

ESTIMATED COST OF EXPENSES

Financial Plan Total	Cooperator Cost	WS Cost (Cost-Share only)	Total
Personnel	\$ 11,996.42	\$ 7,719.78	\$ 19,716.20
Trainings & Conferences	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Vehicle	\$ 584.12	\$ 375.88	\$ 960.00
Supplies & Equipment	\$ 834.80	\$ 537.20	\$ 1,372.00
Maintenance	\$ -	\$ -	\$ -
Services	\$ 91.27	\$ 58.73	\$ 150.00
Subtotal	\$ 13,506.61	\$ 8,691.59	\$ 22,198.20
Pooled Job Costs (coop funded only)	\$ 1,485.73		\$ 1,485.73
Program Support (coop funded only)	\$ 2,181.32		\$ 2,181.32
Financial Plan Total	\$ 17,173.65	\$ 8,691.59	\$ 25,865.24

NOTE: In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by WS are due and payable within 30 days of receipt. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

AUTHORIZATION:
OTERO COUNTY COMMISSIONERS
La Junta, Colorado

Chairman, Board of County Commissioners

Date

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES

State Director, Colorado

Date

Director, Western Region

Date

STATE OF COLORADO)
) ss.
County of Otero)

At a Regular Meeting of the Board of County Commissioners for Otero County, Colorado, held at the Courthouse in La Junta, Colorado, on the 27th day of December A.D., 2021, there were present:

- Jim Baldwin, Chairman
- Rob Oquist, Commissioner
- John Hostetler, Commissioner
- Lyn Scott, Clerk to the Board
- Amy White-Tanabe, County Administrator

when the following proceedings were had and done, to-wit:

Resolution #2021-14

A RESOLUTION ADOPTING GRANT POLICIES AND PROCEDURES.

WHEREAS, grant funds received by Otero County support important programs and services that the County provides to the community; and

WHEREAS, the funds allow the County to extend preexisting services, introduce new initiatives, gain technological advances, and subsidize programmatic staffing; and

WHEREAS, grant funds are dispersed throughout the County and impact a variety of efforts, including homeland security, economic development, public safety, recreation, and infrastructure improvement and maintenance, among others; and

WHEREAS, because grant funding allows the County to leverage local public funds to extend and enhance the services it offers to the community, the impact of grant funding upon the community is significant; and

WHEREAS, the Board of County Commissioners desires to develop, implement and maintain meaningful grant oversight and coordination for the County thereby increasing grant-related revenue, limiting the County's exposure to grant-related legal liability, and improving the efficiency and impact of programs and services funded through grants; and

WHEREAS, the Board of County Commissioners deems it necessary to adopt grant policies and procedures as more fully set forth in the attached "Grant Policies & Procedures Manual" for the purpose of standardizing grant and grant-related activities associated with Otero County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Otero, Colorado, that:

1. The grant policies and procedures set forth in the attached "Grant Policies & Procedures Manual" are hereby adopted by Otero County, Colorado, and shall be implemented forthwith.

2. The grant policies and procedures set forth in the attached "Grant Policies & Procedures Manual" shall be reviewed by the Board of County Commissioners on an annual basis.

Adopted this 27th day of December, 2021.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF OTERO COUNTY, STATE OF
COLORADO:

County Clerk

Jim Baldwin, Chairman

John Hostetler

Rob Oquist

Resolution No. 2021-14



GRANT POLICIES & PROCEDURES MANUAL

Approved December 27, 2021

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Foreword

The Otero County Grant Policies and Procedures Manual has been developed and published for the purpose of standardizing grant and grant-related activity associated with Otero County.

Revision to this Manual will be issued as required. The policies within the Manual that require the change or update will be replaced.

All Otero County personnel must follow the policies and procedures included with this Manual when engaging in grant-related activity unless previously waived by the County Administrator.

Any questions concerning this Manual should be directed to the County Administrator at (719)383-3000.

APPROVAL:

OTERO COUNTY COMMISSIONERS

Jim Baldwin, Chairman

Date

John Hosteler, Commissioner

Date

Rob Oquist, Commissioner

Date

Introduction

Grant funds received by Otero County (hereinafter “the County”) support important programs and services that the County provides to the community. These funds allow the County to extend preexisting services, introduce new initiatives, gain technological advances, and subsidize programmatic staffing. Grant funds are dispersed throughout the County and impact a variety of efforts, including homeland security, economic development, public safety, recreation, and infrastructure improvement and maintenance, among others. Because grant funding allows the County to leverage local public funds to extend and enhance the services it offers to the community, the impact of grant funding upon the community is significant. So, too, should be the process that governs it. The County considers the term “grant” to include the following funding streams:

- Competitive (Discretionary) Grants
- Block Grants or Formula Grants
- Continuation of any grant type
- Cooperative Agreements and Contracts
- Earmarks
- Reimbursement Programs
- Foundation Grants
- Corporate Grants
- Federal Grants

The purpose of this Grant Policy and Procedure Manual is to develop, implement, and maintain meaningful grant oversight and coordination for the County thereby increasing grant-related revenue, limiting the County’s exposure to grant-related legal liability, and improving the efficiency and impact of programs and services funded through grants. The policies and procedures contained herein are intended to foster exceptional stewardship of the public trust through a rigorous adherence to ethical standards associated with grant-related activity. The policies and procedures aim to do the following:

- Promote the use of best practices
- Promote sound financial management
- Ensure that grant-related activity is consistent with the County’s strategic priorities
- Ensure the integrity of the County’s good standing among grant-making entities
- Ensure the detection and mitigation of potential grant-related problems before they harm the County
- Promote efficiency and effectiveness in grant-funded projects and programs
- Ensure accountability for financial and programmatic elements of grant administration and management

Adherence to the following policies and procedures will promote increased efficiencies, better transparency, greater accountability to ethical standards, a strategic approach to funding opportunities, and generally place the County in a more competitive footing for securing grant funds. Significantly, these efforts will provide our County leaders with a comprehensive real-time overview of the current grant environment, including the source, destination, and disposition of grant funds, matching funds, and pending applications. This information will lend support to County leaders in managing the County’s progress into the future.

Administrative

Conflict of Interest

Conflicts of interest can damage the reputation and credibility of the County. Further, the appearance of a conflict of interest can be just as damaging to the County's reputation and credibility as an actual conflict. The purpose of this policy is to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by an official or employee of the County.

Conflict of interest situations may cover a broad range of matters from somewhat to extremely serious, and may involve ethical, legal, or other issues. Such situations, if unresolved, may be the cause of damage to the County. This policy is designed to protect both the individual and the County. It is not an attempt to define all the areas or circumstances in which there is potential for conflict of interest to arise. The onus is on the County officials or employees to be diligent in the identification of potential conflicts of interest. This policy is applicable to all officials or employees of the County working in any capacity with any proposed or funded grant involving the County.

No officer or employee of the County shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant-funded project on which he or she is working.

It shall be the responsibility of the Grant Project Manager for each grant-funded project to ensure that in the use of project funds, officials or employees of the County and nongovernmental recipients or sub-recipients shall avoid any action that might result in, or create the appearance of:

- Using his or her official position for private gain
- Giving preferential treatment to any person or organization
- Losing complete independence or impartiality
- Making an official decision outside official channels
- Adversely affecting public confidence in the grant funded program and the County in general

Roles and Responsibilities

The purpose of this policy is to establish the roles and associated responsibilities of the various Otero County Departments involved in the grant process.

The following rules shall govern responsible parties for activities surrounding the submittal, implementation, maintenance, reporting and other related duties for grant-funded projects by or on behalf of Otero County. The full development of a project requires the assistance and support from all affected parties. Roles are addressed herein for:

- County Commissioners
- Administration Department
- County Attorney
- All County Departments that apply for or receive grant funds

County Departments and their staff that occupy positions of responsibility with respect to grant activity have specific roles and responsibilities that they shall perform and uphold both ethically and in the best interests of Otero County.

County Commissioners - The County Commissioners have sole responsibility for approving external funding for projects and programs that involve negotiation and finalizing budgets. Therefore, the County Commissioners have the sole authority to authorize the submission of grant proposals, the acceptance of grant awards, and the execution of grant contracts and grant agreements.

Administrative Department - The Administrative Department serves as a clearing-house or focal point of grant activity that can generate reporting and tracking of grant submittals, awarded grants, identification of Grant Project Manager, and grant-reporting requirements. The Administration Department is responsible for general oversight of the County's grant activities. Therefore, all grant activity (Federal, State, Local, Non-Profit, and Private) must be routed through the Administration Department in accordance with this policy and procedure manual. Additional responsibilities of the Administration Department include strategic grant planning, training of internal customers, promotion of grant opportunities, technical assistance, identifying and investigating issues that may arise with respect to the management of County grants, and mediation towards collaborative grant submittals between internal/external Agencies, organizations, and individuals. Other responsibilities are indicated throughout this Manual.

The Finance Director is responsible for creating a financial accounting "project", if needed. A project gives a department the ability to obligate its approved funding.

Grant proposals often require the name and contact information for the "Finance Officer" or a similar title representing the County's financial authority. In these cases, the name and requested information of the Administrator or his/her designee shall be provided.

County Attorney - Grant agreements are different from many other contracts in that there is little, or no negotiation involved. In most circumstances, the County will either sign the agreement or decline the award. Despite the County's lack of bargaining power in this regard, it may nevertheless be prudent to conduct a legal review of grant agreements to ensure that all the terms of the agreement are legally enforceable. As necessary, the County Attorney shall review the terms and conditions of the award.

County Departments - County Departments are responsible for all aspects of the grant process including planning for grant acquisition, preparation and submitting grant proposals, preparing requests to accept funds, developing grant implementation plans, managing grant programs, preparing and submitting reports to grantors, and properly closing out grant projects, as detailed throughout this Manual. Department staff and Administration Department staff will maintain a close-working relationship, with respect to grant activity, to ensure a clear understanding of the project status.

Proposals often require the identification of a "Project Director" or a similar title representing the senior position over the Department that will perform the grant initiative. In these cases, the name and requested information of the Department head or his/her designee shall be provided.

Pre-Award

Application

The purpose of this policy is to ensure that each grant application submitted by or on behalf of the County is aligned with an established County priority, meets the County's expectations of document quality, has matching funds available if required by the grantor, and that the means for continuation of the project or program after the grant period ends has been given realistic consideration.

Final grant applications shall be approved by the County Commissioners prior to its submission to the granting agency.

1. Prior to submitting a grant application on behalf of the County, Departments shall seek the approval of the County Commissioners. The requirement for matching funds, if applicable, shall be thoroughly discussed and approved.
2. The applications must be clearly labeled at each location that requires a signature. In the case of electronically-submitted grant applications, a hardcopy of the electronic application must be submitted in the same manner as hardcopy grant applications and written authorization from the authorizing authority be obtained in lieu of a signed signature page.
3. When required or requested, the Administration Department members will review final proposals to ensure that they reflect the pre-application assessment and meet the County's expectations of document quality.
4. Upon approval of the grant application submission, the signed application will then be returned to the Department for submission unless the Commissioner's approve the Department Head as signatory

Award Acceptance

Attorney Review

When necessary, the County Attorney shall conduct a legal review of grant agreements to assess whether the terms and conditions of the agreement are legally enforceable prior to forwarding an Ordinance or Resolution to the County Commissioners for action.

1. The County Attorney or assigned staff shall conduct a legal review of the grant agreement
2. If the legal review identifies any potential legal issues stemming from the terms and conditions of the agreement, the submitting Department must contact the granting entity and seek to resolve the potential legal issue. If a resolution cannot be reached, the submitting Department must decline the award and copy the notification material to the Administration Department.
3. If the legal review identifies no potential legal issues stemming from the terms and conditions of the agreement, the County Attorney may submit the same to the County Commissioners for consideration. The County Administrator will inform the submitting Department that the legal review of the grant agreement is complete and acceptable.

Approval to Accept Award

The County carries a significant legal and ethical responsibility when accepting grant funding. It is the County's responsibility to carry out the project and/or activities associated with a grant to their full extent, while adhering to all the terms and conditions prescribed by the Grantor. Failure to do so increases the County's exposure to legal liability and compromises current and future grant funding. The purpose of this policy is to ensure that, when necessary, acceptance of each award granted to the County is formally authorized by the County Commissioners.

Post Award Grant Management

Once grant funding has been awarded, the work of project implementation begins. The Department receiving the award must focus on the implementation, monitoring, and evaluation of the grant-funded program. Those charged with managing the program must work to ensure that they maintain high standards, achieve their stated goals and objectives, meet agreed upon deadlines, stay within budget, expend funds as required, comply with the granting entity's terms and conditions, maintain appropriate records, meet financial and programmatic reporting requirements, and communicate results. Oversight of this process is critical to ensure that the interests and responsibilities of the County are met. Grant Management entails the establishment of standard operating procedures and clear, regular communication by the Department managing the grant-funded project with the Administration Department about the status of the grant-funded project and required communication with the granting entity.

File Management

All County Departments shall maintain a file for grant-related documents to include:

- Submittal (e.g., application guidance and a copy of the application)
- Research (e.g., statistical and other information used in preparation of and support of the grant)
- Award (e.g., award letter, grant agreement, and anything else relating to the award)
- Finance (e.g., account set up, purchase orders, invoices)
- Reports (e.g., reports to granting entity and evaluation components)

File Retention

Otero County maintains records for at least three years following the closure of their most recent audit report. If any litigation, claim, negotiation, audit, or other action involving records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. Grantors may require retention periods for more than three years.

- In cases of federal Department of Justice grants, the County will retain all project records, as will facilitate an effective audit, for seven years after the end of the state fiscal year that includes the end date of the grant. Except if an audit is in progress and/or the findings of a completed audit have not been resolved satisfactorily, then records must be retained beyond the seven-year period until all issues are resolved.

Access to Records

The granting entity, Federal Agencies, the Comptroller General of the United States, or any of their authorized representatives, Otero County Commissioner's Office, Department Heads, County Attorney

and/or any other-legally authorized party shall have the right of access to any pertinent records to make audits, examinations, excerpts, and transcripts.

Special Revenue Fund

All revenue accepted by Otero County in the form of a grant shall be recorded in the specific fund assigned to that department.

Upon formal acceptance of a grant award through the Ordinance or Resolution process and execution of a grant agreement or contract by the County Commissioners, the recipient Department must communicate with the Administration Department to include:

- Grant Name: The name may be the title given to the grant program, and/or it may be assigned by the grantee. Please include both if applicable
- Grant Number: The number may be a Federal, State, or local agency's
- Identification used as their internal tracking. Some organizations, especially non-governmental, rely on the "Grant Name" to serve this purpose
- Grantor Name: indicate if funds are Federal, State, or local and the granting entity's name
- Grant Period: indicate the beginning and ending project period
- Grant Fiscal Year: the Otero County Fiscal year is January 1 to December 31
- Copy of approved budget from the grantor

The Administration Department will review the grant award or contract documents provided by the Department. The Finance Director will set up the fund account numbers with expense and revenue codes applicable to the grant and make the appropriated budget available.

This activity limits the cumulative expenditures in a grouping of object codes that allow Departments to spend only the amount of money budgeted in certain types of expenditures (e.g., personnel, supplies, equipment). It is necessary to contact the Finance Director to obtain account numbers before data entry is performed.

Receipt of Grant Funds

All program income resulting from a grant-funded project or program shall be managed and maintained as established in the award letter, grant agreement, contract, special conditions, or other document generated by the granting entity.

Reporting

Recipient Departments shall prepare accurate reports as required by the grantor. Recipient Departments shall prepare all required reports. Copies of all progress and other programmatic reports prepared for submission to the grantor shall be maintained in a project file.

Grant Oversight

During the grant period of any grant received by the County, the Administration Department may review the files associated with the grant and the project or program it funds.

OTERO COUNTY SALES TAX REPORT
October 2021



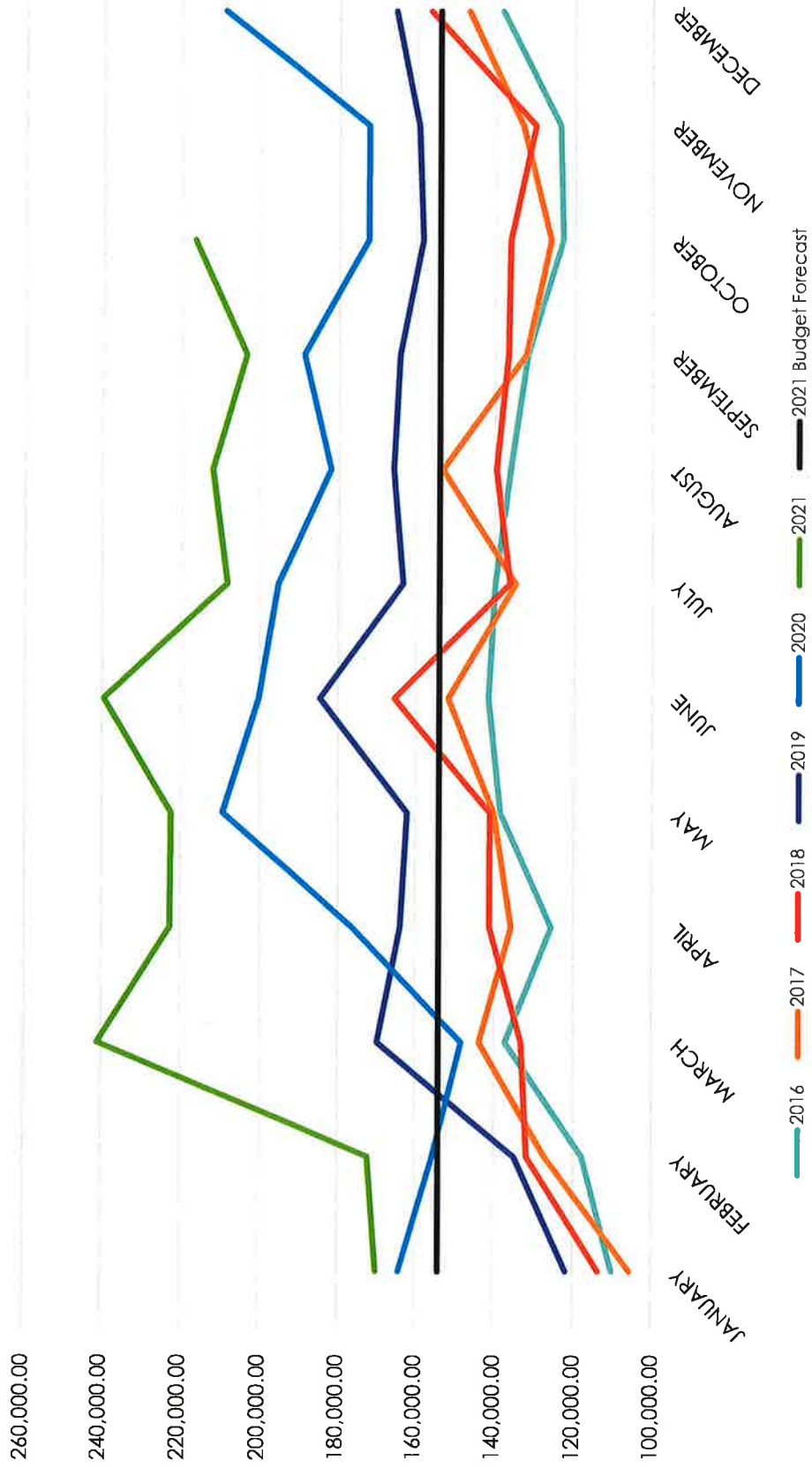
COLLECTED BY COUNTY \$ 40,542.83

COLLECTED BY STATE \$ 176,100.01

TOTAL COLLECTED \$ 216,642.84 Received in December 2021

	BUDGET:					2020		2021		2021 Budget Forecast		Monthly % of Change (+/-)	Cumm. % of Change
	2016	2017	2018	2019	2020	2021	2020	2021	2021 Budget Forecast	2021 Budget Forecast			
JANUARY	110,044.41	105,503.70	113,459.79	121,756.16	164,204.75	169,971.85	153,986.08	153,986.08	153,986.08	153,986.08	5,767.10	3.51%	
FEBRUARY	117,725.29	127,099.50	131,577.49	134,870.23	155,565.19	172,203.77	153,986.08	153,986.08	153,986.08	153,986.08	16,638.58	10.70%	
MARCH	137,223.95	143,664.30	133,034.88	169,740.89	148,242.14	240,998.68	153,986.08	153,986.08	153,986.08	153,986.08	92,756.54	62.57%	
APRIL	125,664.43	135,538.61	141,116.64	163,970.82	176,369.71	222,632.31	153,986.08	153,986.08	153,986.08	153,986.08	46,262.60	26.23%	
MAY	138,519.09	140,089.23	140,994.71	162,242.55	209,430.39	222,410.14	153,986.08	153,986.08	153,986.08	153,986.08	12,979.75	6.20%	
JUNE	141,573.47	151,779.74	165,524.40	184,727.31	200,329.36	239,552.28	153,986.08	153,986.08	153,986.08	153,986.08	39,222.92	19.58%	
JULY	139,936.53	134,639.90	136,107.09	163,345.65	195,467.90	208,403.20	153,986.08	153,986.08	153,986.08	153,986.08	12,935.30	6.62%	
AUGUST	136,146.91	153,261.78	139,538.23	165,871.93	182,047.91	212,061.07	153,986.08	153,986.08	153,986.08	153,986.08	30,013.16	16.49%	
SEPTEMBER	131,856.97	132,195.69	136,567.68	164,321.69	188,993.15	203,686.69	153,986.08	153,986.08	153,986.08	153,986.08	14,693.54	7.77%	
OCTOBER	122,953.34	125,887.10	136,145.07	158,386.93	172,509.80	216,642.84	153,986.08	153,986.08	153,986.08	153,986.08	44,133.04	25.58%	
NOVEMBER	123,689.65	133,063.60	129,733.81	159,523.44	172,425.63		153,986.08	153,986.08	153,986.08	153,986.08			
DECEMBER	138,217.02	146,721.18	156,427.85	165,446.96	209,094.53		153,986.12	153,986.12	153,986.12	153,986.12			
Adjustment													
Totals	1,563,551.06	1,629,444.33	1,660,227.64	1,914,204.56	2,174,680.46	2,108,562.83	1,847,833.00	1,847,833.00	1,847,833.00	1,847,833.00	315,402.53	XXXXX	

Otero County Sales Tax Report



ocw@oterogov.org

Mon 27 Dec 2021

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

10am - 11am Economic Development

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

12pm - 1pm Administration / JH, RO, 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

Tue 28 Dec 2021

9:30am - 10:30am Courthouse Security

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

Fri 31 Dec 2021

All day Otero County Offices Closed - New Year's Eve
Fri 31 Dec 2021

Mon 3 Jan 2022

All day Otero County Offices Closed - New Years Day
Mon 3 Jan 2022

Tue 4 Jan 2022

9am - 10am County Attorney / JB, JH, RO, NS, SS

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

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

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

ocw@oterogov.org

Wed 5 Jan 2022

10am - 11am Otero Construction Conference

Mon 10 Jan 2022

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

10am - 11am Economic Development

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

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

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

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

3pm - 4pm SECOR