



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 December 9, 2024

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, November 2024
 - c. Ratify La Junta Housing Appointment – Marlene Boettcher
 - d. Financial Reports, Department of Human Services
 - e. Highway Users Tax Fund (HUTF) 2024 Miles
7. Old Business
8. New Business
 - a. Resolution 2024-16 16th Judicial District Attorney Memorandum of Understanding
 - b. USDA Cooperative Service Agreement
9. Departmental Reports
 - a. Sales Tax Report
10. Commissioners Report
11. Discussion
12. Announcements
 - a. Special Meeting – Final Budget Presentation – December 12, 2024, at 1:30
 - b. Otero county offices and Landfill will be closed Tuesday and Wednesday, December 24-25, 2024, in observance of Christmas Eve & Christmas and Tuesday, December 31, 2024, and January 1, 2025, in observance of New Year’s Eve and New Year’s Day.



November 12th, 2024

The Board of County Commissioners now meets pursuant to adjournment.

Present:	Rob Oquist	Chairman
	Tim Knabenshue	Commissioner
	Jim Baldwin	Commissioner
	Amy White-Tanabe	Administrator
	Lynda Scott	Clerk

Guests in attendance in person: Jesse Howells, Danny Chavez, Adrian Hart, Darren Garcia, Erin Harris, Betty McFarren, Robert Aaron, Makaila Grasmick, Anne Russell, Danelle Berg, Jose Pina, Julia Romero, Christopher Mascarenas, Michelle Griego, Sara Courtney, Joshua Harris, Shawn Mobley, Daniel Gonzales, Kristi Vanhook, and Sandra Leikam.

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

Chr. Oquist called the regular meeting to order.

Admin. White-Tanabe, along with the Commissioners, presented the Anniversary Acknowledgements. Cumulatively this group has 295 years of dedication and service to Otero County.

Five Years: Amy White-Tanabe, Sandra Guerrero, Robert Aaron, Makaila Grasmick, Anne Russell, Brian Covington, Brian Lewis, Donna Starck, Steve Walker, and Lorinda Owen.

Ten Years: Danelle Berg, Jose Pina, Julia Romero, Christopher Mascarenas, Michelle Griego, Sara Courtney, Joshua Harris, and Shawn Mobley.

25 years: Daniel Gonzales, Gerald Belew, Kristi Vanhook, Greg Walker, and Lynda Scott.

40 years: Sandra Leikam.

The Board congratulated all the recipients on a job well done. The meeting was suspended for a time so that pictures could be taken.

Danny Chavez, OCLI Chair, presented Jesse Howells with recognition from the Solid Waste Association of North America as the Outstanding Member of the Year. The Commissioners and Admin. White-Tanabe added their thanks to Mr. Howells for a job well done.

Chr. Oquist called for approval of the consent agenda. The agenda includes approval of the minutes from October 28th, 2024, and bills and payroll for October 16 through October 31, 2024. Co. Baldwin motioned to approve the consent agenda. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented an EIAF FY2025 Otero County Energy Project Grant Application. Admin. White-Tanabe would like to apply for the EIAF grant to help with energy-efficient projects for the county buildings and to explore the possibility of solar energy. There is not a money amount yet as they are working with an engineering company to determine what that might be. Co. Knabenshue motioned to approve the application. Co. Baldwin seconded. Motion carried.

Admin. White-Tanabe presented the Iconergy Agreement. This agreement goes along with the grant previously talked about. Iconergy is the company that will be helping with the particulars in the grant process. The maximum pay out would be \$19,348.20. Co. Baldwin motioned to approve signature on the agreement. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe along with the Commissioners thanked all the County crews that were out helping clear roads and managing the snowstorm, kudos to all.

Co. Knabenshue reported that he attended construction meetings. Co. Knabenshue added that he was proud of our people and how everyone was kept safe.

Chr. Oquist also wanted to add his thanks to everyone that worked to keep everyone safe during the last snowstorm.

Admin. White-Tanabe gave the announcements. There will be a special meeting on the 12th of December for the Final Budget Presentation. The meeting scheduled for November 25th, 2024, has been canceled. Otero County offices and Landfill will be closed November 28th and the 29th, 2024, in observance of Thanksgiving.

With no further business, the Board adjourned the meeting.

Next meeting will be December 9th, 2024, at 1:30 pm.

A special meeting will be held Thursday, December 12th, 2024, at 1:30 pm.

Clerk

Chairman

OTERO COUNTY PAYMENTS
NOVEMBER 1 THROUGH NOVEMBER 15, 2024

Check #	Vendor	Description	Department	Amount
129298	BUILD TANK, INC	SOFTWARE/TRAINING	LAND USE	250.00
129299	A CUT ABOVE PEST CONTROL, LLC	BUILDING MAINT/REPAIRS	LAND USE/G&B/JAIL	259.00
129300	ACM DIESEL, LLC	PARTS/SERVICE	R&B	16,040.76
129301	ADP SCREENING	BUILDING MAINT/REPAIRS	G&B	7.88
129302	AMANDA MUELLER	FSSP CLIENT SUPPORT	FSSP	1,150.00
129303	ARKANSAS VALLEY COOP	PARTS/SERVICE	R&B	429.48
129304	ARKANSAS VALLEY LUMBER & SUPPLY	OPERATING SUPPLIES	LAND USE/R&B	345.53
129305	BACA COUNTY PUBLIC HEALTH AGENCY	AAA GENERAL FUND	AAA	270.00
129306	BLACK HILLS ENERGY	UTILITIES	VARIOUS	903.46
129307	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	89.00
129308	CAPITAL ONE TRADE CREDIT	PARTS/SERVICE	R&B	583.99
129309	CITY OF LA JUNTA	CTC GRANT	HEALTH	500.00
129310	CITY OF LA JUNTA - UTILITIES	UTILITIES	JAIL	266.23
129311	CITY OF LA JUNTA TRANSIT	CITY OF LA JUNTA	AAA	144.00
129312	CITY OF ROCKY FORD	UTILITIES	LAND USE	131.73
129313	COLORADO BUREAU OF INVESTIGATION	CONCEALED HAND GUN PERMIT	SHERIFF	248.00
129314	CONNIE M RING	OMBUDSMAN ACTIVITIES SERV	AAA	47.70
129315	COUNTRY CHIROPRACTIC, PC	DRUG TESTING & DOT PHYSICALS	R&B	150.00
129316	CROWLEY COUNTY COMMISSIONERS	AAA GENERAL FUND	AAA	621.01
129317	DEEP ROCK	MISCELLANEOUS	TREASURER	66.43
129318	ESTATE OF DAVID HOYT MENDENHALL	GRAVEL	R&B	687.20
129319	FOWLER SCHOOL DISTRICT R-4J	STEPP GRANT	HEALTH	1,000.00
129320	GOBIN'S INC	MAINTENANCE CONTRACTS	VARIOUS	307.16
129321	GRAINGER, INC	BUILDING MAINT/REPAIRS	G&B/R&B	361.68
129322	GRAPHIC DESIGNS UNLIMITED	BUILDING MAINT/REPAIRS	G&B	384.00
129323	GREAT AMERICA LEASING CORP.	MAINTENANCE CONTRACTS	ASSESSOR	145.22
129324	GRETT ELECTRICAL CONTRACTING, INC	MATERIAL AID	AAA	2,670.47
129325	INDUSTRIAL HEALTH SERVICE, INC	DRUG TESTING & DOT PHYSICALS	HEALTH/G&B/R&B	139.20
129326	KIMBALL MIDWEST	PARTS/SERVICE	R&B	856.80
129327	LA JUNTA TRADING COMPANY, INC	BUILDING MAINT/REPAIRS	VARIOUS	956.37
129328	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	508.60
129329	LOWER ARKANSAS VALLEY WATER DISTRICT	PILT PAYMENTS - AURORA	INTERGOVERNMENTAL	921.42
129330	MARTIN PIPE & STEEL, INC	PARTS/SERVICE	R&B	137.87
129331	MEI TOTAL ELEVATOR SOLUTIONS	MAINTENANCE CONTRACTS	G&B	137.89
129332	MEMORIAL HEALTH SYSTEM	MEDICAL SERVICES	JAIL	2,166.06
129333	MHC KENWORTH-PUEBLO	FLUIDS	R&B	500.55
129334	MID-AMERICAN RESEARCH CHEMICAL	BUILDING MAINT/REPAIRS	G&B/SHERIFF	2,895.79
129335	OFFICE DEPOT, INC	OFFICE SUPPLIES	SHERIFF/HEALTH	106.35
129336	O'REILLY AUTO PARTS	PARTS/SERVICE	R&B	1,412.60
129337	OTERO COUNTY ROAD & BRIDGE	OPERATING SUPPLIES	SHERIFF/TRANSPORT/SEP	192.40
129338	OTERO TRUE VALUE	PARTS/SERVICE	R&B	235.52
129339	OXFORD HOUSE ARKANSAS VALLEY	JAIL BASED SERVICES (JBBS)	STATE GRANTS	850.00
129340	OXFORD HOUSE OTERO	JAIL BASED SERVICES (JBBS)	STATE GRANTS	750.00
129341	POWER EQUIPMENT COMPANY	PARTS/SERVICE	R&B	2,038.00
129342	ROCKY FORD AUTO PARTS	PARTS/SERVICE	R&B	47.15
129343	ROCKY FORD DAILY GAZETTE	ADVERTISING/LEGAL NOTICES	ADMIN	368.00
129344	ROCKY FORD RURAL FIRE PROTECTION DISTRICT	PILT PAYMENTS - AURORA	INTERGOVERNMENTAL	1,854.48
129345	ROLL RITE	PARTS/SERVICE	R&B	1,346.12
129346	ROOTS CHIROPRACTIC & DRY NEEDLING PC	DRUG TESTING & DOT PHYSICALS	R&B	150.00
129347	RUSLER IMPLEMENT CO	PARTS/SERVICE	R&B	365.43
129348	SHRED AMERICA COLORADO	DOCUMENT SHREDDING	ADMIN/TREASURER	26.40
129349	SNO-WHITE LINEN & UNIFORM RENTAL	PARTS/SERVICE	R&B	252.37
129350	SOUTHERN TIRE MART LLC	PARTS/SERVICE	R&B	10,336.11
129351	STATE OF COLO DPA ACCOUNTING	POSTAGE, BOX RENT, ETC	CLERK	1,005.59
129352	SUTHERLAND LUMBER CO.	PARTS/SERVICE	G&B/JAIL/R&B	1,821.26
129354	TASCOSA OFFICE MACHINES, INC	MAINTENANCE CONTRACTS	TREASURER	11.37
129355	THOMSON REUTERS - WEST	SOFTWARE/HARDWARE RENTAL	SHERIFF	395.12

Check #	Vendor	Description	Department	Amount
129356	TOWN OF SWINK	UTILITIES	R&B	125.92
129357	TRIAD COMPUTER SERVICES, INC	DETENTION DEVELOPMENT	JAIL	1,560.00
129358	TRIPLE T AUTO PARTS	PARTS/SERVICE	R&B	805.49
129359	UNITED COMPANIES	CATTLE GUARDS	R&B	1,548.00
129360	VALLEY AUTO PARTS, INC	PARTS/SERVICE	R&B	1,375.21
129361	VANESSA ROMERO	TRAVEL	SEP	81.62
129362	VISA	DUES & MEETINGS/TRAVEL/OPERATING	VARIOUS	21,278.09
129363	NOT A CHECK			-
129364	VISION NOW	MATERIAL AID	AAA	168.80
129365	WAGNER EQUIPMENT CO	PARTS/SERVICE	R&B	15,796.19
129366	WALMART / CAPITAL ONE	BUILDING MAINT/REPAIRS	G&B	164.34
129366	WALMART / CAPITAL ONE	OPERATING SUPPLIES	JAIL	98.34
129367	WALMART / CAPITAL ONE	OPERATING SUPPLIES	HEALTH	871.79
129368	WALMART / CAPITAL ONE	AAA GENERAL FUND	AAA	38.91
129369	X-TREME H2O	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF/TRANSPORT	185.83
3726	NUNN CONSTRUCTION, INC	DETENTION DEVELOPMENT	JAIL	774,990.76
3727	16TH JUDICIAL DISTRICT	16TH JUDICIAL DISTRICT	INTERGOVERNMENTAL	52,357.00
3728	21ST CENTURY EQUIPMENT LLC	PARTS/SERVICE	R&B	7,306.18
3729	AMAZON CAPITAL SERVICES, INC	OPERATING SUPPLIES	VARIOUS	1,093.20
3730	ANDREA CRAFTON	FSSP CLIENT SUPPORT	FSSP	500.00
3731	ARKANSAS VALLEY ACCUMED	JAIL BASED SERVICES (JBBS)	STATE GRANTS	392.62
3732	BACA COUNTY COMMISSIONERS	BACA COUNTY	AAA	941.00
3733	BACA HOME CARE AGENCY, INC	CAREGIVER SUPPORT	AAA	3,100.00
3734	BELLWOOD FORD USTICK FUNERAL HOME	AUTOPSY	CORONER	1,230.00
3735	BENT COUNTY SHERIFF	BOARDING PRISONERS	JAIL	81,530.00
3736	BRENDA DONALDSON	TRAVEL	SEP	52.47
3737	CARLOTA ORTEGA GARCIA	FSSP CLIENT SUPPORT	FSSP	1,000.00
3738	CENTURYLINK	TELEPHONE	E911/AAA	5,163.61
3739	CINDY RODRIGUEZ	FSSP CLIENT SUPPORT	FSSP	300.00
3740	CLEAN VALLEY RECYCLING	UTILITIES	G&B	160.00
3741	CREATIVE FORMS & CONCEPTS, INC	OFFICE SUPPLIES	ADMIN/TREASURER	473.74
3742	CRYSTAL ARAGON	FSSP CLIENT SUPPORT	FSSP	1,000.00
3743	CUMMINGS CARPET SERVICE	COURTHOUSE BUILDING	CAPITAL IMPROVEMENT	10,502.00
3744	DEE ANN LYONS	MEDICAL SERVICES	STATE GRANTS/JAIL	1,755.00
3745	DIGITCOM ELECTRONICS, INC	MAINTENANCE CONTRACTS	E911/SHERIFF	3,734.82
3746	ELSIE MAE KLEIN	TRAVEL	ADULT SERVICES	653.60
3747	FELISHA HERRERA	FSSP CLIENT SUPPORT	FSSP	550.00
3748	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	504.00
3749	GALLS, LLC	UNIFORMS	JAIL	105.99
3750	GROUND ENGINEERING CONSULTANTS, INC	DETENTION DEVELOPMENT	JAIL	13,747.50
3751	HD SUPPLY	BUILDING MAINT/REPAIRS	VARIOUS	4,198.07
3752	JACKI SHERIFF CLARK	TRAVEL	ADULT SERVICES	620.60
3753	JAEDIN BACA	FSSP CLIENT SUPPORT	FSSP	200.00
3754	JM TUCKER EXCAVATING	OPERATING SUPPLIES	HEALTH	100.00
3755	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	506.80
3756	KY'EIRA HEMPHILL	FSSP CLIENT SUPPORT	FSSP	500.00
3757	LAMAR AREA HOSPICE	CAREGIVER SUPPORT	AAA	4,170.63
3758	LAW OFFICE OF RANDA DAVIS-TICE	LEGAL FEE CONTINGENCY	AAA	1,093.75
3759	LYNDA SCOTT	MISCELLANEOUS/POSTAGE	ELECTIONS	27.80
3760	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	347.00
3761	OTERO PARTNERS, INC	DA BUILDING EXPENSES	INTERGOVERNMENTAL	707.67
3762	PAULINE APODACA	FSSP CLIENT SUPPORT	FSSP	500.00
3763	PITA VALERIO	FSSP CLIENT SUPPORT	FSSP	250.00
3764	QUILL CORPORATION	OFFICE SUPPLIES	ADMIN/R&B	1,401.41
3765	ROBERT BLAIR	TRAVEL	AAA	37.10
3766	ROBERT L KLINKERMAN	TRAVEL	ADULT SERVICES	100.00
3767	RONDA BUCHOLZ	SECOR	HEALTH	6,207.34
3768	SAMANTHA PALMER	TRAVEL	SEP	142.57
3769	SE CO WATER ACTIVITY ENTERPRISE	EXCESS CAPACITY/SPECIAL PROJECTS	ADMIN/INTERGOVERNMENTAL	10,082.91
3770	SE COLORADO WATER CONSERVANCY DIST	PILT PAYMENTS - AURORA	INTERGOVERNMENTAL	544.39

Check #	Vendor	Description	Department	Amount
3771	SHELLY R BAUER	TRAVEL	ADULT SERVICES	33.00
3772	SHULTZ LAW OFFICE LLC	CONTRACT SERVICES	ADMIN	331.50
3773	SOUTHEAST COLORADO POWER ASSN	UTILITIES	R&B	383.47
3774	SUNRISE FSP, INC	INMATE TRANSPORT/EXTRADITION	TRANSPORT	1,602.00
3775	TIFFANY ZUNIGA	FSSP CLIENT SUPPORT	FSSP	500.00
3776	TYLA T HIATT	TRAVEL	ADULT SERVICES	235.00
3777	ULINE, INC	OPERATING SUPPLIES	SHERIFF	146.91
3778	VALLEY TRASH LLC	BUILDING MAINT/REPAIRS	ADMIN	80.00
3779	VOIANCE LANGUAGE SERVICES, LLC	PURCHASED SERVICES-COMM	E911	5.52
3780	WEAR PARTS & EQUIPMENT CO, INC.	PARTS/SERVICE	R&B	7,304.72
3781	WEX BANK	FUEL	VARIOUS	8,672.21
				<u>1,119,119.14</u>

Fund Summary

010 - GENERAL FUND	184,081.38
011 - SMALL BUSINESS DEVL P RLF	7.62
012 - CAPITAL IMPROVEMENT FUBD	13,299.86
020 - ROAD & BRIDGE FUND	75,544.52
040 - AAA FUND	15,488.26
050 - DETENTION CENTER FUND	792,353.57
070 - GENERAL HUMAN SERVICES	8,315.94
080 - HEALTH FUND	21,110.56
085 - CONSERVATION TRUST FUND	80.00
090 - CLERK HIRE FUND	1,005.59
095 - E-911	7,831.84
<u>1,119,119.14</u>	

OTERO COUNTY PAYMENTS
NOVEMBER 16 THROUGH NOVEMBER 30, 2024

Check #	Vendor	Description	Department	Amount
129370	AARON OLIVIERI	OPERATING SUPPLIES	HEALTH	100.00
129371	ABILITY ANSWERING SERVICE	OPERATING	ADULT SERVICES	900.00
129372	ACM DIESEL, LLC	PARTS/SERVICE	R&B	1,546.30
129373	AVRMC - PATIENT ACCOUNTS	MEDICAL SERVICES	SHERIFF/JAIL	40.22
129374	BLACK HILLS ENERGY	UTILITIES	VARIOUS	674.21
129375	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	384.00
129376	CHRISTINE COFFIELD	OPERATING SUPPLIES	HEALTH	54.09
129377	CITY OF LA JUNTA	CTC GRANT	HEALTH	500.00
129378	CITY OF LA JUNTA	PURCHASED SERVICES-COMM	E911	777.80
129379	CITY OF LA JUNTA - UTILITIES	UTILITIES	SHERIFF/R&B	370.79
129380	CITY OF ROCKY FORD	UTILITIES	LAND USE/HEALTH	440.81
129381	COLORADO STATE UNIVERSITY	SECOR	HEALTH	9,008.76
129382	DAVID N TRUJILLO, DDS PC	MEDICAL SERVICES	JAIL	624.91
129383	DOMINION VOTING SYSTEMS, INC.	CONTRACT SERVICES	ELECTIONS	2,486.53
129384	GOBIN'S INC	CONTRACT SERVICES	VARIOUS	340.56
129385	GRAINGER, INC	PARTS/SERVICE	R&B	634.40
129386	GREAT AMERICA LEASING CORP.	CTC GRANT	HEALTH	84.94
129387	HOLLY HUERTA-HUDAK	TRAVEL	ELECTIONS	30.74
129388	JACKSON AWARDS & DESIGN LTD	OFFICE SUPPLIES	TREASURER	660.20
129389	JANELL MAIER	OPERATING SUPPLIES	HEALTH	100.00
129390	JOHN DEERE FINANCIAL	BUILDING MAINT/REPAIRS	SHERIFF/G&B	86.94
129391	KIMBALL MIDWEST	PARTS/SERVICE	G&B/R&B	540.77
129392	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	322.00
129393	MARTIN PIPE & STEEL, INC	BUILDING MAINT/REPAIRS	G&B	116.25
129394	MID-AMERICAN RESEARCH CHEMICAL	BUILDING MAINT/REPAIRS	G&B/DA	2,612.17
129395	OFFICE DEPOT, INC	OPERATING SUPPLIES	HEALTH	277.64
129396	OTERO COLLEGE	HRSA	HEALTH	594.75
129397	OTERO COUNTY COMMISSIONERS	RENT	ADULT SERVICES	2,572.00
129398	OTERO COUNTY SOCIAL SERVICES	SALARIES/OPERATING	ADULT SERVICES	6,811.65
129399	PARKVIEW MEDICAL CENTER	EVIDENCE TESTING	SHERIFF	827.00
129400	PUEBLO DODGE CHRYSLER JEEP RAM	PARTS/SERVICE	R&B	134.10
129401	ROCKY FORD DAILY GAZETTE	ADVERTISING/LEGAL NOTICES	LAND USE/ELECTIONS/HEALTH	736.62
129402	SHRED AMERICA COLORADO	OPERATING SUPPLIES	SHERIFF/ADULT SERVICES	56.20
129403	SUTHERLAND LUMBER CO.	OPERATING SUPPLIES	LAND USE	729.00
129404	TIMECLOCK PLUS, LLC	SOFTWARE/TRAINING	ADMIN	13,084.80
129405	TRIAD COMPUTER SERVICES, INC	OFFICE SUPPLIES	SHERIFF	39.95
129406	VALLEY PLUMBING & HEATING, INC	BUILDING MAINT/REPAIRS	G&B	287.50
129407	VIAERO WIRELESS	TELEPHONE	VARIOUS	2,238.28
129408	VISA	OPERATIONS-LOCAL CASH	AAA	787.38
129409	WALMART / CAPITAL ONE	SPECIAL PROJECTS	ADMIN	296.48
129410	WALMART / CAPITAL ONE	OPERATING SUPPLIES	SHERIFF/JAIL	387.80
3782	10-41 APPAREL	UNIFORMS	SHERIFF	563.00
3783	BRIANNA CASILLAS	FSSP CLIENT SUPPORT	FSSP	1,000.00
3784	DITCH & RESERVOIR COMPANY ALLIANCE	WATER QUALITY PROJECT	ADMIN	1,500.00
3785	ELSIE MAE KLEIN	TRAVEL	ADULT SERVICES	465.00
3786	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	224.00
3787	FNA RESTORATION, PRESERVATION & REMODEL	CROWLEY COUNTY SB-290	AAA	20,404.15
3788	GT INDEPENDENCE	FMS CLIENT SERVICES/FEE EXPENSE	VDC	37,931.03
3789	HD SUPPLY	BUILDING MAINT/REPAIRS	G&B	540.73
3790	IVOR JOHN HILL	CONTRACT SERVICES	ASSESSOR	882.40
3791	JACKI SHERIFF CLARK	TRAVEL	ADULT SERVICES	499.40
3792	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	279.80
3793	LYNDA SCOTT	TRAVEL	ELECTIONS	109.18
3794	MAES MECHANICAL, LLC	IT ROOM	CAPITAL IMPROVEMENT	5,200.00
3795	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	418.00
3796	PAULA ESPARZA	FSSP CLIENT SUPPORT	FSSP	900.00
3797	QUILL CORPORATION	OFFICE SUPPLIES	VARIOUS	817.57

Check #	Vendor	Description	Department	Amount
3798	RESERVE ACCOUNT	POSTAGE, BOX RENT, ETC	CLERK/ELECTIONS	815.00
3799	ROBERT L KLINKERMAN	TRVAEL	ADULT SERVICES	88.00
3800	ROCKY FORD FOOD MARKET LLC	OPERATING/SHOP SUPPLIES	R&B	546.00
3801	SAGE SERVICES, INC.	CONGREGATE/HOME DELIVERED MEALS	AAA	80,962.57
3802	SOURCE MANAGEMENT INC	OPERATING SUPPLIES	JAIL	71,244.79
3803	TYLA T HIATT	TRAVEL	ADULT SERVICES	311.00
3804	WEAR PARTS & EQUIPMENT CO, INC.	BUILDING MAINT/REPAIRS	G&B	544.12
3805	ZULEMA FRANCO	FSSP CLIENT SUPPORT	FSSP	200.00
				<u>279,744.28</u>

Fund Summary

010 - GENERAL FUND	29,506.45
012 - CAPITAL IMPROVEMENT FUND	5,200.00
020 - ROAD & BRIDGE FUND	4,141.95
040 - AAA FUND	142,880.34
050 - DETENTION CENTER FUND	71,244.79
070 - GENERAL HUMAN SERVICES	12,913.08
080 - HEALTH FUND	12,304.87
090 - CLERK HIRE FUND	775.00
095 - E-911	777.80
<u>279,744.28</u>	



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

Office of the Commissioners

December 9, 2024

Diane McAtee, Executive Director
Otero County Housing Authority
315 E 5th Street
La Junta, CO 81050


Dear Ms. McAtee:

The Otero County Commissioners hereby appoint Marlene Boettcher to the La Junta Housing Authority Board for a five (5) year term to begin January 1, 2025. Please pass on our gratitude to Ms. Boettcher for her service to the County.

If you have questions or need further information, please do not hesitate to contact our office.

Sincerely,
Otero County Commissioners


Rob Oquist, Chairman


Tim Knabenshue


Jim Baldwin



Otero County, CO

My Balance Sheet

Account Summary

As Of 10/31/2024

Account	Name	Balance
Fund: 070 - GENERAL HUMAN SERVICES		
Assets		
070.100.10000	CASH (POOL)	0.00
070.100.10100	CASH (IN BANK)	0.00
070.100.10310	CASH IN BANK W/TREASURER	575,639.83
070.100.10320	CASH WITH TRUSTEE	0.00
070.100.10500	PROPERTY TAXES RECEIVABLE	0.00
070.100.11510	ACCOUNTS RECEIVABLE	1,828.00
070.100.11730	RECEIVABLE - OTHER	0.00
070.100.11740	RECEIVABLE FROM SOC SERVICES	0.00
070.100.13100	DUE FROM OTHER FUNDS	0.00
070.100.13500	INTEREST RECEIVABLE	0.00
070.100.16420	FIXED ASSETS	0.00
	Total Assets:	577,467.83
		<u>577,467.83</u>
Liability		
070.200.20100	ACCOUNTS PAYABLE	0.00
070.200.20101	AP PENDING (DUE TO POOL)	-5,781.00
070.200.20500	NOTES PAYABLE	0.00
070.200.20711	DUE TO OTHER FUNDS	0.00
070.200.20740	DUE TO BENEFICIARIES	0.00
070.200.21700	PAYROLL TAX/DED PAYABLE	0.00
070.200.21800	ACCRUED COMPENSATION	0.00
070.200.22280	DEFERRED REVENUE	239,269.02
	Total Liability:	233,488.02
Equity		
070.272.25120	ESTIMATED REVENUE	0.00
070.272.25125	REVENUE CONTROL ACCOUNT	0.00
070.272.25130	APPROPRIATIONS	0.00
070.272.25135	EXPENDITURE CONTROL ACCOUNT	0.00
070.272.25145	ENCUMBRANCE RESERVE/CURR YEAR	0.00
070.272.25150	ENCUMBRANCE RESERVE/PRIOR YEAR	0.00
070.272.25155	ENCUMBRANCE CONTROL ACCT	0.00
070.280.28000	FUND BALANCE	-92.21
	Total Beginning Equity:	-92.21
Total Revenue		1,699,480.16
Total Expense		1,355,408.14
Revenues Over/Under Expenses		344,072.02
	Total Equity and Current Surplus (Deficit):	343,979.81
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>577,467.83</u>



Otero County, CO

My Budget Report

Account Summary

For Fiscal: 2024 Period Ending: 10/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 070 - GENERAL HUMAN SERVICES							
Revenue							
070.330.33404	OLTC RETENTION GRANT	25,000.00	25,000.00	0.00	0.00	-25,000.00	100.00 %
070.330.33407	CSBG	150,000.00	150,000.00	0.00	12,282.50	-137,717.50	91.81 %
070.330.33408	SINGLE ENTRY POINT (SEP)	1,186,423.00	1,186,423.00	219,869.85	1,491,888.94	305,465.94	125.75 %
070.330.33409	HCA GRANT	22,000.00	22,000.00	2,981.16	20,339.72	-1,660.28	7.55 %
070.330.33703	MMOF GRANT (NEMT)	60,000.00	60,000.00	0.00	4,296.00	-55,704.00	92.84 %
070.330.33705	LOCAL CASH (NEMT)	3,000.00	3,000.00	0.00	1,500.00	-1,500.00	50.00 %
070.360.36720	DONATIONS (NEMT)	3,000.00	3,000.00	0.00	355.00	-2,645.00	88.17 %
070.370.37401	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	168,818.00	168,818.00	0.00 %
	Revenue Total:	1,449,423.00	1,449,423.00	222,851.01	1,699,480.16	250,057.16	17.25 %
Expense							
070.445.44521.11100	SALARIES & WAGES - PERM	11,298.00	11,298.00	992.32	5,104.10	6,193.90	54.82 %
070.445.44521.11300	SALARIES & WAGES - PART-TIME	34,956.00	34,956.00	1,752.75	18,815.73	16,140.27	46.17 %
070.445.44521.14200	WORKER'S COMPENSATION	122.00	122.00	0.00	205.00	-83.00	-68.03 %
070.445.44521.14320	HEALTH INSURANCE	35.00	35.00	240.24	1,105.19	-1,070.19	-3,057.69 %
070.445.44521.14350	LIFE INS ONLY-COUNTY PAID	22.00	22.00	0.00	0.72	21.28	96.73 %
070.445.44521.14400	FICA TAXES	3,402.00	3,402.00	203.87	1,801.69	1,600.31	47.04 %
070.445.44521.14500	CRA - RETIREMENT	678.00	678.00	59.54	306.25	371.75	54.83 %
070.445.44521.22900	OPERATING	1,000.00	1,000.00	194.58	1,078.38	-78.38	-7.84 %
070.445.44521.35400	AUDIT	156.00	156.00	0.00	246.00	-90.00	-57.69 %
070.445.44521.51300	LIABILITY INSURANCE	354.00	354.00	0.00	828.66	-474.66	-134.08 %
070.445.44521.53150	RENT	1,400.00	1,400.00	97.79	715.54	684.46	48.89 %
070.445.44521.77010	HOUSING	23,000.00	23,000.00	0.00	8,881.45	14,118.55	61.39 %
070.445.44521.77030	LINKAGES	1,600.00	1,600.00	0.00	0.00	1,600.00	100.00 %
070.445.44521.77050	MED TRANS - OTERO	44,000.00	44,000.00	3,438.00	22,892.00	21,108.00	47.97 %
070.445.44521.77070	DENTAL	4,500.00	4,500.00	180.40	180.40	4,319.60	95.99 %
070.445.44560.37530	NEMT TRAVEL	1,000.00	1,000.00	83.00	8,855.00	-7,855.00	-785.50 %
070.445.44570.11100	SALARIES & WAGES - PERM	871,488.00	871,488.00	75,278.93	771,668.55	99,819.45	11.45 %
070.445.44570.11300	SALARIES & WAGES - PART-TIME	0.00	0.00	0.00	476.83	-476.83	0.00 %
070.445.44570.12100	OVERTIME - PERM	1,000.00	1,000.00	234.27	1,149.36	-149.36	-14.94 %
070.445.44570.14200	WORKER'S COMPENSATION	10,328.00	10,328.00	0.00	10,404.00	-76.00	-0.74 %
070.445.44570.14320	HEALTH INSURANCE	228,701.00	228,701.00	15,393.91	165,197.80	63,503.20	27.77 %
070.445.44570.14350	LIFE INS ONLY-COUNTY PAID	400.00	400.00	76.36	618.88	-218.88	-54.72 %
070.445.44570.14400	FICA TAXES	66,669.00	66,669.00	5,301.18	54,033.47	12,635.53	18.95 %
070.445.44570.14500	CRA - RETIREMENT	52,289.00	52,289.00	4,516.72	45,935.12	6,353.88	12.15 %
070.445.44570.22900	OPERATING SUPPLIES	20,000.00	20,000.00	2,973.15	32,522.43	-12,522.43	-62.61 %
070.445.44570.35400	AUDIT	1,042.00	1,042.00	0.00	1,954.00	-912.00	-87.52 %
070.445.44570.36300	VEHICLE REPAIRS/MAINTENANCE	600.00	600.00	0.00	0.00	600.00	100.00 %
070.445.44570.37500	TRAVEL/TRAINING	2,500.00	2,500.00	366.44	3,279.17	-779.17	-31.17 %
070.445.44570.51300	LIABILITY INSURANCE	14,774.00	14,774.00	0.00	16,242.11	-1,468.11	-9.94 %
070.445.44570.53150	RENT	22,210.00	22,210.00	2,036.05	18,149.33	4,060.67	18.28 %
070.445.44570.71840	SIS ASSESSMENTS	0.00	0.00	0.00	350.09	-350.09	0.00 %
070.445.44571.11100	SALARIES & WAGES - PERM	1,500.00	1,500.00	6.37	1,486.20	13.80	0.92 %
070.445.44571.14200	WORKER'S COMPENSATION	100.00	100.00	0.00	135.00	-35.00	-35.00 %
070.445.44571.14320	HEALTH INSURANCE	500.00	500.00	1.55	507.83	-7.83	-1.57 %
070.445.44571.14350	LIFE INS ONLY-COUNTY PAID	1.00	1.00	0.00	0.00	1.00	100.00 %
070.445.44571.14400	FICA TAXES	118.00	118.00	0.47	99.64	18.36	15.56 %
070.445.44571.14500	CRA - RETIREMENT	92.00	92.00	0.38	89.15	2.85	3.10 %
070.445.44571.22900	OPERATING SUPPLIES	75.00	75.00	13.22	33.76	41.24	54.99 %
070.445.44571.35400	AUDIT	39.00	39.00	0.00	11.00	28.00	71.79 %
070.445.44571.36300	VEHICLE REPAIRS/MAINTENANCE	10.00	10.00	0.00	0.00	10.00	100.00 %

My Budget Report

For Fiscal: 2024 Period Ending: 10/31/2024

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
<u>070.445.44571.37500</u>	TRAVEL	50.00	50.00	0.00	0.00	50.00	100.00 %
<u>070.445.44571.51300</u>	LIABILITY INSURANCE	480.00	480.00	0.00	468.09	11.91	2.48 %
<u>070.445.44571.53150</u>	RENT	65.00	65.00	15.10	50.63	14.37	22.11 %
<u>070.445.44575.11500</u>	OLTC RETENTION GRANT	25,000.00	25,000.00	0.00	64,510.00	-39,510.00	-158.04 %
<u>070.445.44581.71510</u>	FSSP CLIENT SUPPORT	0.00	0.00	6,036.00	47,870.24	-47,870.24	0.00 %
<u>070.445.44583.71510</u>	SLS CLIENT SUPPORT	0.00	0.00	13,596.43	47,149.35	-47,149.35	0.00 %
	Expense Total:	1,447,554.00	1,447,554.00	133,089.02	1,355,408.14	92,145.86	6.37%
	Fund: 070 - GENERAL HUMAN SERVICES Surplus (Deficit):	1,869.00	1,869.00	89,761.99	344,072.02	342,203.02	18,309.42%
	Report Surplus (Deficit):	1,869.00	1,869.00	89,761.99	344,072.02	342,203.02	18,309.42%

**EMPLOYEE DATA INFORMATION
FOR THE MONTH OF OCTOBER 2024**

	11100		14400	14500	14320	14350	
	Gross	Adjustments	FICA/M'Care	Retire	HLTH	Life	Total
CMA 070.445.44570	\$ 75278.93	\$0.00	5301.18	\$4516.72	\$15393.91	\$76.36	\$100567.10
HCA 070.445.44571	\$6.37	\$0.00	\$0.47	\$0.38	\$1.55	\$0	\$8.77



Colorado Department of Transportation Otero Co Signature Sheet

FIPS Code : 089

12/9/2024

- 499.020 miles of arterial streets
- 149.160 miles of local streets
- 648.180 total miles of H.U.T. eligible streets
- 40.520 miles of non H.U.T. eligible streets - Maintained by others
- 57.440 miles of non H.U.T. eligible streets - Not maintained

This mileage is the certified total as of December 31, 2024

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

We are required to inform you that a penalty of perjury statement is required pursuant to section 18-8-503 C.R.S. 2005, concerning the removal of requirements that certain forms be notarized.

The Colorado Department of Transportation can contact the following person with questions regarding this report:

Name

Phone

Submit this signed copy with your annual mileage change report to the Colorado Department of Transportation.

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 9th day of December, A.D., 2024, there were present:

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

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

Resolution #2024-16

WHEREAS, pursuant to C.R.S. 20-1-302, the District Attorneys of each judicial district in the State of Colorado are entitled to collect and receive of and from the respective counties in the District Attorney’s judicial district the cost of the necessary expenses of maintaining an office for the transaction of official business; and

WHEREAS, the counties located in the Sixteenth Judicial District are Bent County, Crowley County, and Otero County; and

WHEREAS, the counties in the Sixteenth Judicial District have agreed to a cost-sharing formula; and

WHEREAS, the Counties are desirous of maintaining the same cost-sharing formula until the 2030 Census.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County

of Otero, Colorado, that:

1. Otero County is hereby authorized to enter into the 2025 Memorandum of Understanding pertaining and/or relating to the 16th Judicial District Attorney among Otero County, Colorado, Bent County, Colorado, Crowley County, Colorado, and the 16th Judicial District Attorney with regard to the 2025 budget.

2. That the Chairman of the Board of County Commissioners of Otero County, State of Colorado, and the Otero County Clerk and Recorder are hereby authorized to sign the MOU referenced above together with any ancillary documents necessary to effectuate the MOU.

Adopted this 9th day of December 2024.

ATTEST:

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

Clerk & Recorder

Rob Oquist, Chairman

Jim Baldwin

Tim Knabenshue

COOPERATIVE SERVICE AGREEMENT

between

OTERO COUNTY (COOPERATOR)

and

**UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)**

ARTICLE 1 – PURPOSE

The purpose of this Cooperative Service Agreement is to conduct wildlife damage management (WDM) program activities for Otero County, Colorado, to manage conflicts caused by wildlife including but not limited to protection of livestock from coyotes, and protection of irrigation ditches from beavers. The activities will include employing wildlife damage management methods in an operational program as well as technical assistance.

ARTICLE 2 – AUTHORITY

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3 - MUTUAL RESPONSIBILITIES

The cooperating parties mutually understand and agree to/that:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add, or delete services from the Work Plan.
2. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management (WDM) services that the Cooperator is seeking from APHIS-WS.
3. All equipment with a purchase price of \$5,000 or more per unit, purchased directly with funds from the cooperator for use on this project shall be subject to disposal according to APHIS policy, and shall be specifically listed in the attached work plan and financial plan. Property title/disposal shall be determined when this 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 on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.

4. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

ARTICLE 4 - COOPERATOR RESPONSIBILITIES

Cooperator agrees:

1. To designate the following as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement;

Name & Title:

Address:

Phone:

Email:

2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the Cooperator. Cooperator will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.
4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.

8. To obtain the appropriate permits for removal activities for species listed in the Work Plan and list USDA, APHIS, Wildlife Services as subpermittees. *{as needed}*
9. The Cooperator will not be connected to the USDA APHIS computer network(s).

ARTICLE 5 – APHIS-WS RESPONSIBILITIES

APHIS-WS Agrees:

1. To designate the following as the APHIS-WS authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.
Name & Title: Emily L. Blizzard, Assistant State Director
Address: USDA / APHIS / Wildlife Services
13922 Denver West Parkway
Building 54, Suite 100-WS
Golden, CO 80401
Phone: 303-328-9041
Email: emily.l.blizzard@usda.gov
2. To conduct activities at sites designated by Cooperator as described in the Work and Financial Plans. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.
3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
4. To invoice Cooperator quarterly for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

ARTICLE 6 – CONTINGENCY STATEMENT

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 8 – CONGRESSIONAL RESTRICTIONS

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

ARTICLE 9 – LAWS AND REGULATIONS

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

ARTICLE 10 – LIABILITY

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 11 – NON-DISCRIMINATION CLAUSE

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS

This agreement shall become effective on January 1, 2025, and shall continue through December 31, 2029, not to exceed five years. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 20 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 60 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a Taxpayer Identification Number for individuals or businesses conducting business with the agency.

Cooperator's Tax ID No.: 84-6000789

APHIS-WS's Tax ID: 41-0696271

Cooperator:

NAME, Chairman Otero County Board of Commissioners	Date
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**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES**

Emily L, Blizzard, Colorado Acting State Director USDA / APHIS / Wildlife Services 13922 Denver West Parkway Building 54, Suite 100-WS Golden, CO 80401	Date
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Wendy Anderson, Western Regional Director USDA / APHIS / Wildlife Services 2150 Centre Avenue Building B, Mailstop 3W9 Fort Collins, CO 80526	Date
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Prepared by (APHIS-WS employee): Leslie Garrison, Budget Technician

WORK PLAN

Cooperator:	Otero County
Contact:	Name, Ph.
Cooperative Service Agreement No.:	25-7308-5273-RA
WBS Element:	AP.RA.RX08.73.0404
FMMI Shorthand Code:	25XXWSWR0808REIMBRX08730404
Location:	Otero County, Colorado
Dates:	January 1, 2025 – December 31, 2025

In accordance with the Cooperative Service Agreement No. 25-7308-5273-RA between the cooperator and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS), this Work Plan sets forth the objectives, activities, and budget of this project during calendar year 2025.

Program Objective

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 Control 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 Control:** Direct control is usually provided when the resource/property owner's efforts have proven ineffective and technical assistance alone is inadequate. Direct Control methods/techniques include traps, ground shooting, aerial shooting, snaring, M-44s, 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 Parks and Wildlife.)

3. **Aerial Predator Management:** This agreement will provide for an aerial predator management program to control depredated animals, specifically coyotes and red fox on lands grazed by the cooperator. APHIS-WS will provide a pilot and gunner for Aerial Predator Management operations. All operation will be conducted in accordance with Federal regulations using APHIS-WS approved aircraft and pilots.

Stipulations and Restrictions

1. All operations shall have the joint concurrence of APHIS-WS and the cooperator, and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
2. **Control on Private Lands:** A work initiation document will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted.
3. **Control of Public Lands:** A work initiation document or an appropriate NEPA document will be executed between APHIS-WS and the public land administrator(s)/manager(s) before any APHIS-WS work is conducted.

Cost Estimate for Services

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

Estimated total cost for this cooperatively funded program is \$35,413.80. Otero County agrees to provide funding to be billed quarterly for actual costs incurred, not to exceed \$23,364.78 and APHIS-WS will provide up to \$12,049.02. These costs include, but are not limited to, specialist work under the scope above, vehicle use, travel costs, and supplies or equipment. APHIS-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 \$35,413.80. An estimated itemization of expenses is listed below; however, funds may be distributed between itemized categories at the discretion of APHIS-WS.

FINANCIAL PLAN

CY2025		
Wildlife Damage Management Program for Otero County		
Cost Element	Cooperator	USDA-WS
Salaries & Benefits	\$ 15,759.79	\$ 10,333.73
Travel	\$ 200.52	\$ 131.48
Vehicle	\$ 875.88	\$ 574.32
Supplies & Equipment	\$ 649.27	\$ 425.73
Maintenance	\$ -	\$ -
Services	\$ 890.29	\$ 583.77
Sub-Total	\$ 18,375.76	\$ 12,049.02
Program Support 16.15%	\$ 2,967.69	
Pooled Job Cost 11%	\$ 2,021.33	
<small>(includes vehicle maintenance)</small>		
Total per Year/Location	\$ 23,364.78	\$ 12,049.02
GRAND TOTAL	\$35,413.80	
<small>*The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement but may not exceed the total estimated cost given during each agreement year. APHIS WS staff may be compensated at regular time, night-time-differential, and/or overtime pay rates in accordance with programmatic Directives to accomplish the purpose of this agreement.</small>		

NOTE: In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of receipt. The DCIA requires 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.

COST ELEMENT DEFINITIONS:

Personnel: personnel costs including salary, benefits, annual and sick leave.

Travel: personnel transportation, lodging, per diem, and vehicle rental costs.

Supplies: Includes items of less than one-year shelf life including ammunition, bird scare cartridges, some animal traps, gasoline for ATVs, and office supplies.

Equipment: includes durable items with a useful life greater than a year including some animal traps, firearms, and ATV's.

Services: contracted services for program support.

Pooled Job Costs: expenses that may not be particularly identified with a particular project or program and is distributed to all identifiable projects or programs to which it pertains. *We use Pooled Job Cost funds to recover the cost to operate, maintain, repair, and replace a vehicle(s).*

Program Support: expenses incurred for a common objective not readily identifiable with a particular project or program. Examples of this expense are some administrative personnel costs, environmental compliance, Family and Medical Leave Act, office equipment and supplies, or uniforms.

Financial Point-Of-Contact/Billing Address [as appropriate]:

Cooperator Name, Address, Phone Number, Email

Financial POC:
Please insert contact for financial questions

Administrative POC:
Please insert contact for agreement paperwork

Billing Address:
Please insert address invoices should be mailed to

APHIS-WS Name, Address, Phone Number, Email

Financial Contact:
April Nelson, Budget Analyst
april.nelson@usda.gov
O: 303-328-9052, C: 970-590-3188

Administrative Contact:
Leslie Garrison, Budget Technician
leslie.garrison@usda.gov
O: 303-328-9045, C: 303-907-0092

USDA Wildlife Services Colorado State Office:
13922 Denver West Parkway
Bldg, 54, Suite 100-WS
Golden, CO 80401
Main Line: 303-328-9041

AUTHORIZATION:

Cooperator:

NAME, Chairman
Otero County Board of Commissioners

Date

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

Emily L. Blizzard, Colorado Acting State Director

Date

Wendy Anderson, Western Regional Director

Date

Prepared by (APHIS-WS employee): Leslie Garrison, Budget Technician

OTERO COUNTY SALES TAX REPORT
September 2024

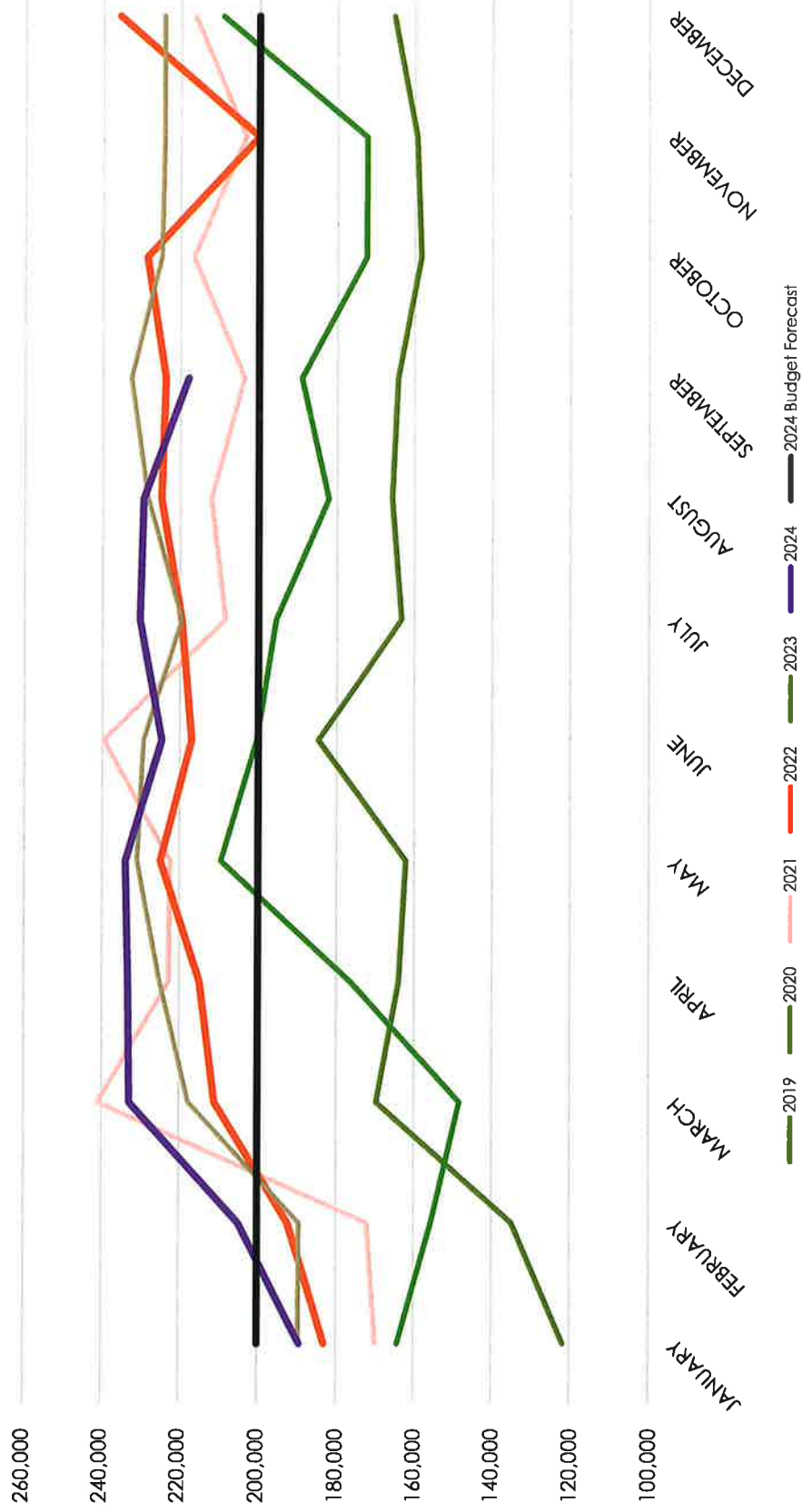


COLLECTED BY COUNTY \$ 30,155
 COLLECTED BY STATE \$ 187,676
TOTAL COLLECTED \$ 217,831 Received in November 2024

	FY2023 vs FY2024												FY2023
	2019	2020	2021	2022	2023	2024	2024 Budget Forecast		(+/-)	Monthly % of Change	Cumm. % of Change	Cumm. % of Change	
JANUARY	121,756	164,205	169,972	182,983	189,563	189,232	200,000	200,000	(331)	-0.2%	0%	4%	
FEBRUARY	134,870	155,565	172,204	192,216	189,406	204,819	200,000	200,000	15,413	8%	4%	1%	
MARCH	169,741	148,242	240,999	210,892	217,619	232,765	200,000	200,000	15,145	7%	5%	2%	
APRIL	163,971	176,370	222,632	214,762	224,963	233,125	200,000	200,000	8,162	4%	4%	3%	
MAY	162,243	209,430	222,410	224,856	230,836	233,889	200,000	200,000	3,053	1%	4%	3%	
JUNE	184,727	200,329	239,552	216,893	229,251	224,587	200,000	200,000	(4,664)	-2%	3%	3%	
JULY	163,346	195,468	208,403	219,463	219,497	230,255	200,000	200,000	10,758	5%	3%	3%	
AUGUST	165,872	182,048	212,061	224,780	228,199	229,338	200,000	200,000	1,139	0%	3%	3%	
SEPTEMBER	164,322	188,993	203,687	223,680	232,592	217,831	200,000	200,000	(14,761)	-6%	2%	3%	
OCTOBER	158,387	172,510	216,643	228,498	224,872		200,000	200,000				2%	
NOVEMBER	159,523	172,426	203,386	199,965	224,198		200,000	200,000				3%	
DECEMBER	165,447	209,095	216,381	235,641	224,283		200,000	200,000				2%	
ACTUAL:	1,914,205	2,174,680	2,528,330	2,574,629	2,635,281	1,995,841	2,400,000	2,400,000	33,913				

BUDGET: 1,614,803 1,743,239 1,847,833 2,300,000 2,300,000 2,400,000

Otero County 2024 Sales Tax Report



12/9/2024 to 12/13/2024

Commissioner's Calendar

	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13
0 AM					
0 AM	Public Works/Facility Management -- LN, DG, RQ, TK, JB, AT				
0:30 AM	Economic Development - DB, RQ, TK, JB, AT Room 212		BESADA - RQ	Lower Ark Water Conservancy --	
1:30 AM	Department of Human Services / RQ, TK, JB, DR, AT Room 212				
2:30 PM	Administration / RQ, TK, JB, AT Room 212		Ark River Basin Roundtable / JB		
0 PM	Otero County Board of Commissioners Public Hearing, / RQ, Room 107 or Zoom	Construction Conference		Public Hearing - Final Budget	
0 PM	Budget Work Session				
0 PM					

12/16/2024 to 12/20/2024

Commissioner's Calendar

	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20
0 AM	OPI/OCLI				
0 AM				SEWCD Board Meeting	
0:30 AM					
1:30 AM	Emergency Management / RO, TK, JB, DC, AT Room 212	Staff Holiday Party			
2:30 PM	Administration/ AT, RO, TK, JB Room 212		SEBREA - RO		
0 PM		Construction Conference			
0 PM			SAGE -- RO		

12/23/2024 to 12/27/2024

Commissioner's Calendar

Mon 23	Tue 24	Wed 25	Thu 26	Fri 27
	Christmas Eve - County Offices CLOS	Christmas Day - County Offices CLOS		
0 AM				
Public Works/Facility Management -- LM, DG, RO, TK, JB, AT Room 212				
0 AM				
Economic Development - OB, RO, TK, JB, AT Room 212				
0:30 AM				
Department of Human Services / RO, TK, JB, DR, AT Room 212				
1:30 AM				
2:30 PM				
		SECOR/SECED -- TK		
0 PM				
0 PM				
SECOR -- RO				
0 PM				

1/6/2025 to 1/10/2025

Commissioner's Calendar

	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10
0 AM					
0 AM	Swearing In Ceremony				
0:30 AM	County Attorney / RO, TK, JB, NS, S Room 212 Amy White-Tanabe		RESADA - RO		
1:30 AM					
2:30 PM	Administration / AT, RO, TK, JB Room 212	Nunn	Ark River Basin Roundtable / JB		
0 PM		Construction Conference			
0 PM					
0 PM					
0 PM					