



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

April 25, 2022

1. Call to Order
2. Public Comment (limit of 3 minutes)
3. Presentations
 - a. Rocky Ford Boxing Club – Sherry Cordova
4. 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 and Payroll
5. Old Business
6. New Business
 - a. Resolution 2022-05, Appropriate Funds
 - b. Resolution 2022-06, Adopt Travel & Training Policy
 - c. Fire Restrictions, Danny Chavez – Emergency Manager
7. Departmental Reports
 - a. Sales Tax Report
8. Commissioners Report
9. Discussion
10. Announcements



April 11th, 2022

The Board of County Commissioners now meets pursuant to adjournment.

| | | |
|----------|------------------|--------|
| Present: | John Hostetler | Member |
| | Rob Oquist | Member |
| | Amy White-Tanabe | Admin |
| | Lynda Scott | Clerk |

Guests in attendance in person: Tim Knabenshue, Bill Long, Jolly Rose, Barry Shiohita, Anne Boswell, Betty McFarren and Adrian Hart.

Pro-Tem Chr. Hostetler called the meeting to order.

Pro-Tem Chr. Hostetler is asking to approve the Consent Agenda. The agenda contains: approval of the minutes from March 28th, 2022, and the approval of the bills and payroll for March 16th to March 31st, 2022. Co. Oquist motioned to approve. Pro-Tem Chr. Hostetler seconded. Motion carried.

Admin. White-Tanabe and Bill Long presented for signature a ratified agreement with the Southeastern Colorado Water Activity Enterprise and Otero County to serve as the fiscal agent for the Arkansas Valley Conduit. The agreement with Otero County will make it easier to get funds transferred to the local parts of the AVC, which will allow work to progress more quickly. The agreement will allow the AVC access to \$10 million of state approved funds, once it is approved by the CWCB and the Colorado General Assembly. Co. Oquist motioned to approve ratification of the agreement. Pro-Tem Chr. Hostetler seconded. Motion carried.

Admin. White-Tanabe presented a second amendment/addendum to construction contract. SM Construction Inc. has agreed to renovate the lobby of the courthouse and replace several exterior doors. They will be taking out the ceramic tile and leveling the floor they will be putting down carpet. Co. Oquist motioned to approve the amendment. Pro-Tem Chr. Hostetler seconded. Motion carried.

Admin. White-Tanabe talked about the possibility of a HB (State House Bill) being introduced that has to do with Collective Bargaining, this would affect county employees. The County already has the ability for collective bargaining. If this is introduced, it will be considered an unfunded mandate. Services will be affected.

Co. Oquist and Co. Hostetler mentioned that they have been spending a lot of time sitting in on CCI meetings to keep up with the legislative bills. A question was put to them about other concerns that may come up. The answer was no, they are just keeping an eye on the bills in case something comes up.

With no further business the Board adjourned the meeting.

Next meeting will be Monday, April 25th, 2022, at 1:30pm.

Clerk

Chairman

OTERO COUNTY PAYMENTS
APRIL 1 THROUGH APRIL 15, 2022

| Check # | Vendor | Description | Department | Amount |
|---------|---|----------------------------------|------------------------|-----------|
| 124552 | AMERICAN ELECTRIC COMPANY | BUILDING MAINT/REPAIRS | G&B | 519.00 |
| 124553 | ARKANSAS VALLEY COOP | PARTS/SERVICE | R&B | 882.44 |
| 124554 | ARKANSAS VALLEY LUMBER & SUPPLY | OPERATING SUPPLIES | LAND USE | 30.77 |
| 124555 | ASIAN CAFE | DUES & MEETINGS | HEALTH | 230.00 |
| 124556 | BACA COUNTY COMMISSIONERS | BACA COUNTY | AAA | 885.60 |
| 124557 | BACA COUNTY PUBLIC HEALTH AGENCY | AAA GENERAL FUND | AAA | 425.03 |
| 124558 | BACA COUNTY SOCIAL SERVICES | CAREGIVER SUPPORT | AAA | 1,279.05 |
| 124559 | BENT COUNTY COMMISSIONERS | AAA GENERAL FUND | AAA | 1,602.59 |
| 124560 | BLACK HILLS ENERGY | UTILITIES | VARIOUS | 13,036.35 |
| 124561 | BRIGITTE BROWN | TRAVEL | ADULT SERVICES | 412.00 |
| 124562 | BUD'S PROPANE | FLUIDS | R&B | 520.00 |
| 124563 | CAPITAL ONE TRADE CREDIT | PARTS/SERVICE | R&B | 139.00 |
| 124564 | CATA- MIKE PETERSON, TREAS | DUES, MEETINGS & TRAINING | ASSESSOR | 100.00 |
| 124565 | CHERRY ROAD MEDIA, INC | STEPP GRANT | HEALTH | 2,850.00 |
| 124566 | CITY OF LA JUNTA | RENT | HEALTH | 500.00 |
| 124567 | CITY OF LA JUNTA | JAIL COMMISSARY | JAIL | 14.73 |
| 124568 | CITY OF LA JUNTA TRANSIT | CITY OF LA JUNTA | AAA | 793.00 |
| 124569 | COLORADO BUREAU OF INVESTIGATION | CONCEALED HAND GUN PERMIT | SHERIFF | 944.50 |
| 124570 | COLORADO CORONERS ASSN. | DUES & MEETINGS | CORONER | 900.00 |
| 124571 | COLORADO DEPT OF LABOR & EMPLOYMENT | MAINTENANCE CONTRACTS | G&B | 30.00 |
| 124572 | COLORADO DEPT OF PUBLIC HEALTH | OPERATING/SHOP SUPPLIES | R&B | 40.00 |
| 124573 | COLORADO DEPT OF REVENUE | JAIL COMMISSARY | JAIL | 14.74 |
| 124574 | COLORADO STATE UNIVERSITY EXTENSION | SALARIES/TRAVEL/OPERATING | EXTENSION | 5,913.32 |
| 124575 | COMPANION LIFE INSURANCE COMPANY | LIFE INSURANCE & AD&D PREMIUMS | MED TRUST | 2,649.60 |
| 124576 | CONSULTING WITH A HART LLC | ADVERTISING/LEGAL NOTICES | CLERK | 50.00 |
| 124577 | CROWLEY COUNTY COMMISSIONERS | AAA GENERAL FUND | AAA | 758.14 |
| 124578 | DAVIS AUTO REPAIR | REPAIR/MAINT-MOTOR VEHICLES | SHERIFF | 125.00 |
| 124579 | DEEP ROCK | MISCELLANEOUS | ADMIN | 55.40 |
| 124580 | DELICIAS TAMALES & AUTHENTIC MEXICAN FOOD | BT GRANTS | HEALTH | 385.25 |
| 124581 | EMERGENCY SERVICES CHAPLAIN | STEPP GRANT | HEALTH | 2,500.00 |
| 124582 | FASTENAL COMPANY | OPERATING SUPPLIES | SHERIFF | 9.72 |
| 124583 | GALLS, LLC | OPERATING SUPPLIES | SHERIFF/TRANSPORT | 1,008.64 |
| 124584 | GARAGE DOORS PLUS, LLC | SHOP MAINTENANCE | R&B | 680.00 |
| 124585 | GOBIN'S INC | MAINTENANCE CONTRACTS | VARIOUS | 809.77 |
| 124586 | GRAINGER, INC | BUILDING MAINT/REPAIRS | G&B | 226.09 |
| 124587 | GREAT AMERICA LEASING CORP. | MAINTENANCE CONTRACTS | ASSESSOR | 145.22 |
| 124588 | GSK REFRIGERATION | BUILDING MAINT/REPAIRS | JAIL | 150.00 |
| 124589 | HARRIS GOVERN FT. COLLINS USER GROUP | DUES, MEETINGS & TRAINING | ASSESSOR | 150.00 |
| 124590 | INTEGRATED VOTING SOLUTIONS | POSTAGE, BOX RENT, ETC | ELECTIONS | 1,800.00 |
| 124591 | JOHN DEERE FINANCIAL | PARTS/SERVICE | R&B | 616.82 |
| 124592 | JOHNETTE SUE FULLER | TRAVEL | ADULT SERVICES | 577.00 |
| 124593 | JOHNSON CONTROLS FIRE PROTECTION LP | BUILDING MAINT/REPAIRS | JAIL | 1,401.00 |
| 124594 | KIMBALL MIDWEST | PARTS/SERVICE | R&B | 270.34 |
| 124595 | LA JUNTA TRADING COMPANY, INC | BUILDING MAINT/REPAIRS | G&B/JAIL/R&B/HEALTH | 1,109.36 |
| 124596 | LA JUNTA VALLEY TIRE SHOP | BUILDING MAINT/REPAIRS | G&B | 18.95 |
| 124597 | LAWSON PRODUCTS, INC | PARTS/SERVICE | R&B | 291.69 |
| 124598 | LEDS, INC. | MAINTENANCE CONTRACTS/ERTB GRANT | CLERK | 22,976.00 |
| 124599 | LEONARD TAFOYA | TRAVEL | ADULT SERVICES | 157.00 |
| 124600 | MAKAILA GRASMICK | TRAINING | SHERIFF | 227.55 |
| 124601 | MARDONA L MORELAND | TRAVEL | ADULT SERVICES | 586.00 |
| 124602 | MHC KENWORTH-PUEBLO | PARTS/SERVICE | R&B | 415.76 |
| 124603 | MOBILE RECORD SHREDDERS | DOCUMENT SHREDDING | VARIOUS | 108.00 |
| 124604 | ORDWAY NEW ERA | STEPP GRANT | HEALTH | 773.25 |
| 124605 | O'REILLY AUTO PARTS | REPAIR/MAINT-MOTOR VEHICLES | SHERIFF/R&B | 1,053.39 |
| 124606 | OTERO COUNTY COMMISSIONERS | RENT/DATA PROCESSING | HEALTH | 3,810.00 |
| 124607 | OTERO COUNTY LANDFILL INC | PER CAPITA | LANDFILL | 70,046.25 |
| 124608 | OTERO COUNTY ROAD & BRIDGE | REPAIR/MAINT-MOTOR VEHICLES | SHERIFF/JAIL/TRANSPORT | 518.27 |
| 124609 | OTERO TRUE VALUE | PARTS/SERVICE | R&B | 118.74 |

| Check # | Vendor | Description | Department | Amount |
|---------|-------------------------------------|----------------------------------|---------------------------|-----------|
| 124610 | PEAK ELEVATOR PERFORMANCE GROUP | MAINTENANCE CONTRACTS | G&B | 120.00 |
| 124611 | PLAINSMAN HERALD | ADVERTISING | HEALTH | 345.00 |
| 124612 | PRAIRIE DEVELOPMENT CORP | CDBG GRANT - ADMIN | SMALL BUSINESS DEVELOPMEN | 147.50 |
| 124613 | PROFORCE LAW ENFORCEMENT | FIREARMS | SHERIFF | 213.69 |
| 124614 | PROWERS AREA TRANSIT | PROWERS AREA TRANSIT | AAA | 1,669.53 |
| 124615 | PRYOR GUNS INC | FIREARMS | SHERIFF | 377.16 |
| 124616 | RESERVE ACCOUNT | POSTAGE | VARIOUS | 1,823.00 |
| 124617 | ROBINSON PRINTING, INC | STEPP GRANT | HEALTH | 600.00 |
| 124618 | ROCKY FORD AUTO PARTS | PARTS/SERVICE | R&B | 246.70 |
| 124619 | ROCKY FORD DAILY GAZETTE | ADVERTISING/LEGAL NOTICES | VARIOUS | 1,629.40 |
| 124620 | ROTO-ROOTER & DRAIN SVCS | BUILDING MAINT/REPAIRS | JAIL | 200.00 |
| 124621 | SAGE SERVICES, INC. | CONGREGATE/HOME DELIVERED MEALS | AAA | 41,788.00 |
| 124622 | SECED | ARP 3.1 HOUSING SUPPORT (COVID) | AMERICAND RESCUE PLAN | 23,150.00 |
| 124623 | SECOM | TELEPHONE/SECOM CIRCUIT | VARIOUS | 5,329.14 |
| 124624 | NOT A CHECK | | | - |
| 124625 | SECOM | SECOM CIRCUIT | E911 | 513.00 |
| 124626 | SNO-WHITE LINEN & UNIFORM RENTAL | PARTS/SERVICE | R&B | 215.99 |
| 124627 | STEIR FUEL & OIL | BUILDING MAINT/REPAIRS/FLUIDS | G&B/R&B | 784.60 |
| 124628 | TASC | FEES | MED TRUST | 310.50 |
| 124629 | THOMSON REUTERS - WEST | SOFTWARE/HARDWARE RENTAL | SHERIFF | 314.99 |
| 124630 | TOWN OF CHERAW | BUILDING MAINT/REPAIRS | HOLBROOK | 29.00 |
| 124631 | TOWN OF FOWLER | TOWN OF FOWLER | R&B | 112.73 |
| 124632 | TOWN OF SWINK | UTILITIES | R&B | 117.25 |
| 124633 | TRANE COMPANY | MAINTENANCE CONTRACTS | G&B | 6,485.45 |
| 124634 | TRI COUNTY- FAMILY CARE CENTER, INC | STEPP GRANT | HEALTH | 1,000.00 |
| 124635 | TRIAD COMPUTER SERVICES, INC | SOFTWARE/HARDWARE/EQUIPMENT | GIS/SHERIFF/CH SECURITY | 2,829.80 |
| 124636 | VALLEY AUTO PARTS, INC | PARTS/SERVICE | R&B | 143.25 |
| 124637 | VALLEY PLUMBING & HEATING, INC | HOUSING | CSBG | 2,754.15 |
| 124638 | VERMEER SALES & SERVICES | PARTS/SERVICE | R&B | 118.43 |
| 124639 | VIAERO WIRELESS | TELEPHONE | EXTENSION | 219.00 |
| 124640 | VISA | DUES & MEETINGS/TRAVEL/OPERATING | VARIOUS | 15,398.97 |
| 124641 | NOT A CHECK | | | - |
| 124642 | VISA-SHERIFF OFFICE | DUES & MEETINGS/TRAVEL/OPERATING | SHERIFF/JAIL/TRANSPORT | 5,408.89 |
| 124643 | WAGNER EQUIPMENT CO | PARTS/SERVICE | R&B | 1,220.98 |
| 124644 | WALMART / CAPITAL ONE | OPERATING SUPPLIES | HEALTH | 863.37 |
| 124645 | WALMART / CAPITAL ONE | GRAVEL/OPERATING | R&B | 227.82 |
| 124646 | WALMART / CAPITAL ONE | BUILDING MAINT/REPAIRS | G&B | 60.51 |
| 124647 | WALMART / CAPITAL ONE | AAA GENERAL FUND | AAA | 1,000.00 |
| 124648 | WALTER TUCKER | PARTS/SERVICE | R&B | 40.00 |
| 124649 | WASHINGTON COUNTY SHERIFFS OFFICE | BOARDING PRISONERS | JAIL | 3,355.00 |
| 124650 | X-TREME H2O | REPAIR/MAINT-MOTOR VEHICLES | SHERIFF/TRANSPORT | 99.66 |
| 1527 | 16TH JUDICIAL DISTRICT | 16TH JUDICIAL DISTRICT | INTERGOVERNMENTAL | 40,067.20 |
| 1528 | AMAZON CAPITAL SERVICES, INC | OPERATING SUPPLIES | G&B/SHERIFF/R&B | 2,249.91 |
| 1529 | ARKANSAS VALLEY ACCUMED | MEDICAL SUPPLIES | HEALTH/STATE GRANTS | 1,212.19 |
| 1530 | ARKANSAS VALLEY HOSPICE, INC | CAREGIVER SUPPORT | AAA | 2,030.17 |
| 1531 | BACA HOME CARE AGENCY, INC | AAA GENERAL FUND | AAA | 1,524.00 |
| 1532 | BENT COUNTY SHERIFF | BOARDING PRISONERS | JAIL | 45,590.21 |
| 1533 | BLACKBURN-DENNIS COMMUNITY CENTER | UTILITIES | SENIOR CENTERS | 6,000.00 |
| 1534 | CENTURYLINK | TELEPHONE | E911/JAIL/AAA | 359.30 |
| 1535 | CENTURYLINK | TELEPHONE | E911 | 5,163.32 |
| 1536 | CLEAN VALLEY RECYCLING | UTILITIES | G&B | 240.00 |
| 1537 | DEAN W CHASE | TRAVEL | ADULT SERVICES | 67.00 |
| 1538 | DEE ANN LYONS | MEDICAL SERVICES | JAIL/STATE GRANTS | 3,373.00 |
| 1539 | DIGITCOM ELECTRONICS, INC | CAPITAL OUTLAY/MAINT CONTRACTS | INTERNAL SERVICES/E911 | 18,429.63 |
| 1540 | GT INDEPENDENCE | FMS CLIENT SERVICES/FEE EXPENSE | VDC | 4,013.44 |
| 1541 | INTERSTATE BILLING SERVICE | PARTS/SERVICE | R&B | 815.00 |
| 1542 | JM TUCKER EXCAVATING | BUILDING MAINT/REPAIRS | LAND USE | 120.00 |
| 1543 | LAMAR AREA HOSPICE | CAREGIVER SUPPORT | AAA | 919.63 |
| 1544 | LAW OFFICE OF RANDA DAVIS-TICE | LEGAL SERVICES | AAA | 517.00 |
| 1545 | LOCK MONKEY INC | COURTHOUSE REMODEL/SINGLE ENTRY | CAPITAL IMPROVEMENT | 300.45 |
| 1546 | PEACOCK-LARSEN FUNERAL HOME, INC | AUTOPSY | CORONER | 745.00 |
| 1547 | QUILL CORPORATION | OFFICE SUPPLIES | VARIOUS | 805.34 |

| Check # | Vendor | Description | Department | Amount |
|---------|---------------------------------|---------------------------------|----------------------|------------|
| 1548 | ROBERT BLAIR | CSBG COVID FOOD | CSBG | 60.75 |
| 1549 | ROCKY FORD FOOD MARKET LLC | FOOD/SUPPLIES | JAIL | 1,640.84 |
| 1550 | SAMANTHA BEEDY | TRAVEL | ADULT SERVICES | 653.00 |
| 1551 | SHULTZ LAW OFFICE LLC | CONTRACT SERVICES | VARIOUS | 2,552.00 |
| 1552 | SM CONSTRUCTION INC | COURTHOUSE REMODEL/SINGLE ENTRY | CAPITAL IMPROVEMENTS | 8,077.00 |
| 1553 | SOUTHEAST COLORADO POWER ASSN | UTILITIES | JAIL/R&B | 727.91 |
| 1554 | THE HOME DEPOT PRO | BUILDING MAINT/REPAIRS | G&B/JAIL/R&B | 695.98 |
| 1555 | UNITED REPROGRAPHIC SUPPLY, INC | OPERATING SUPPLIES | LAND USE | 71.72 |
| 1556 | USDA - APHIS-WS | PREDATOR CONTROL-PROF SVC | ADMIN | 2,394.48 |
| 1557 | VALLEY TRASH LLC | OPR / SHOP SUPPLIES | R&B | 20.00 |
| 1558 | VELASQUEZ AUTO GLASS LLC | OCHD VEHICLE | HEALTH | 255.50 |
| 1559 | WAXIE SANITARY SUPPLY | OPERATING SUPPLIES | G&B/R&B | 1,433.34 |
| 1560 | WEAR PARTS & EQUIPMENT CO, INC. | PARTS/SERVICE | R&B | 1,109.39 |
| 1561 | WEX BANK | FUEL | VARIOUS | 8,276.83 |
| | | | | 432,413.31 |

Fund Summary

| | |
|---------------------------------|------------|
| 010 - GENERAL FUND | 256,985.94 |
| 011 - SMALL BUSINESS DEVELP RLF | 323.50 |
| 012 - CAPITAL IMPROVEMENT FUND | 12,188.03 |
| 013 - AMERICAN RESCUE PLAN | 23,213.59 |
| 020 - ROAD & BRIDGE FUND | 18,026.35 |
| 025 - MEDICAL TRUST FUND | 2,960.10 |
| 040 - AAA FUND | 60,673.55 |
| 065 - INTERNAL SERVICES FUND | 8,157.97 |
| 070 - GENERAL HUMAN SERVICES | 4,311.79 |
| 080 - HEALTH FUND | 26,707.56 |
| 085 - CONSERVATION TRUST FUND | 693.94 |
| 090 - CLERK HIRE FUND | 1,232.95 |
| 095 - E-911 | 16,938.04 |
| 432,413.31 | |

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 on Monday, the 25th day of April, A.D. 2022, there were present:

- | | | |
|--------------------------|------------------|----------------------|
| <input type="checkbox"/> | Jim Baldwin, | Chairman |
| <input type="checkbox"/> | John Hostetler, | Commissioner |
| <input type="checkbox"/> | Rob Oquist, | Commissioner |
| <input type="checkbox"/> | Lyn Scott, | Clerk to the Board |
| <input type="checkbox"/> | Amy White-Tanabe | County Administrator |

When the following proceedings, among others, were had and done, to-wit:

Resolution # 2022-05

A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR OTERO COUNTY, COLORADO.

WHEREAS, Otero County incurred unanticipated expenses at the time of the adoption of the 2021 Budget and;

WHEREAS, Otero County will incur unanticipated expenses at the time of the adoption of the 2022 Budget and;

WHEREAS, the funds are available to: a) Medical Trust b) Insurance Fund c) American Rescue Plan Fund; and

WHEREAS, Otero County has incurred increased costs in the Medical Trust Fund due to unanticipated medical claims; and

WHEREAS, Otero County has incurred increased costs in the Insurance Fund due to unforeseen claims and insurance premium increases; and

WHEREAS, Otero County has received additional revenue and incurred additional expenses in the American Rescue Plan Fund; and

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

- Section 1.** That the FY2021 appropriation for the Medical Trust Fund is hereby increased by \$5,458.00 from the Medical Trust Fund; and
- Section 2.** That the FY2022 appropriation for Insurance Fund is hereby increased by \$400,000.00 from the General Fund; and
- Section 3.** That the FY2021 appropriation for the American Rescue Plan Fund is hereby increased by \$110,728.00 from the General Fund; and
- Section 4.** That the FY2022 appropriation for the American Rescue Plan Fund is hereby increased by \$3,439,559.00 from the General Fund; and

ADOPTED this 25th Day of April, A.D., 2022.

ATTEST:

Board of County Commissioners of the County of
Otero, State of Colorado:

Clerk & Recorder

Jim Baldwin, Chairman

John Hostetler

Rob Oquist

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 25th day of April 2022, there were present:

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

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

Resolution #2022-06

A RESOLUTION REVOKING THE OTERO COUNTY TRAVEL & TRAINING POLICY ADOPTED APRIL 4, 2016 AND ADOPTING A NEW OTERO COUNTY TRAVEL & TRAINING POLICY.

WHEREAS, Otero County recognizes that the employees are its most valuable resources and therefore provides opportunities for employee growth and development; and

WHEREAS, expenses reimbursed to employees by the County include those preapproved by Elected Officials/Department Heads as reasonable and necessary to properly conduct County business; and

WHEREAS, on April 4, 2016, Otero County adopted the “Otero County Travel and Training Policy”; and

WHEREAS, the County desires to revoke said Policy and adopt a new travel and training policy as concerns its employees.

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

1. Resolution No. 2016-07 is hereby revoked, and the “Otero County Travel and Training Policy” adopted April 4, 2016, is hereby revoked in its entirety.
2. The travel and training policies set forth in the attached “Otero County Travel & Training Policy” are adopted with an effective date of April 25, 2022.

ADOPTED this 25th day of April 2022.

ATTEST:

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

County Clerk

Jim Baldwin, Chairman

John Hostetler

Rob Oquist



Travel & Training Policy

Adopted April 25, 2022

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Introduction

The County recognizes that the employees are its most valuable resource and therefore provides opportunities for employee growth and development. At times, this range of opportunity may be seminars, professional organization's meetings, continuing education, etc. The County has developed policies and regulations that dictate official travel expenses, educational costs, employee reimbursements, and other such items.

Expenses reimbursed by the County include those preapproved by your Elected Official/Department Head as reasonable and necessary to properly conduct County business.

Employees request reimbursement by filing an "Otero County Expense Account Sheet" form. Receipts supporting expenses for lodging, commercial transportation, auto rental, toll charges (if available), etc., must be submitted with the report. Employees will not be reimbursed for alcoholic beverages. Travel and Expense Reports for reimbursement should be turned in within 60 days from the time the expense is incurred. Requests submitted after that time may be denied.

Air Travel

If the employee travels by air, the County will only pay the most economical fare. If for some reason this type of fare is not feasible, the appropriate Elected Official/Department Head or Board of County Commissioners may authorize a more expensive fare. In no instances will first class airfare be paid.

Rail Travel

If an employee chooses to travel by rail when travel by vehicle or air is possible, the form of travel that is the most economical will be paid and therefore the lesser amount will be reimbursed. The additional lodging and per diem expenses will not be paid when the employee chooses to travel by rail. Only the most direct and economical travel route will be reimbursed.

Car Rental

Car rentals require approval by the appropriate Elected Official/Department Head. Should circumstances necessitate a car rental while on County business, the following provisions apply:

- a. The car shall be rented in the County employee's name.
- b. Type of car: Most appropriate for the situation.
- c. Driver(s) of car: Only Otero County Employee(s) whose name appears on the rental car contract shall drive the vehicle. Under no circumstances shall a non-Otero County employee drive the rental car.
- d. Insurance coverage: Provided from Colorado Technical Services, Inc. (CTSI). The authorized employee shall contact the Commissioner's Office to obtain an insurance card to carry in the rental vehicle. No supplemental insurance is required.

Taxi/Ride Share/Bus Fare

Reasonable expenses are permitted for this category, if applicable. Receipts are required.

Parking and Road Tolls

Reasonable expenses are permitted for this category, if applicable. Receipts are required.

County Vehicles

County vehicles may be provided to certain departments to facilitate the workload. Those individuals utilizing these vehicles will be required to have proper maintenance on the vehicle provided by the Otero County Road and Bridge Shop. Failure to do so shall result in disciplinary action and may result in the forfeiture of the use of that vehicle. Please note that these vehicles are to be utilized for County business only. Rising costs for insurance, vehicle maintenance, etc., have forced the County to continually evaluate its ability to provide business vehicles, and the provision of such transportation will be reviewed on an annual basis.

Employees operating a County vehicle must have a valid Driver's License. The type of license (Commercial Driver's License or other category) must be appropriate for the type of vehicle operated. It is the employee's responsibility to report to the Human Resources Office any changes in the status of said employee's Driver's License. Violations that an employee receives because of the operation of the vehicle are the responsibility of the employee.

Violations that an employee receives because of the operation of the vehicle will be reviewed and disciplinary action may be taken upon completion of the review. Seat belt use is mandatory in all County vehicles.

At times, employees need to transport non-County persons in a County vehicle. The employee must request permission for non-County employees to be allowed to ride in a County vehicle with a specified time frame. The request will be considered by the Board of County Commissioners or their designee on a case-by-case basis. All passengers must comply with the use of safety restraint devices. The Board of County Commissioners may delegate permission-granting ability to Elected Officials/Department Heads to allow non-County employees to ride in County vehicles for a specified amount of time.

Non-County Vehicles

Employees who utilize personal vehicles in the course of their job duties shall have a valid Driver's License, shall maintain insurance on the vehicle, and shall meet any other requirements as outlined in the Colorado Revised Statutes including but not limited to seatbelt use. The type of license (Commercial Driver's License or regular operator) must be appropriate for the type of vehicle operated. Any violations that an employee receives because of the operation of the vehicle are the responsibility of the employee.

Employees authorized to travel by personal car for business purposes are reimbursed at the County's current mileage rate. The rate is set by the Board of County Commissioners and is periodically reviewed as deemed necessary. If a County vehicle is available, the employee must take this option first with the personal vehicle as a second option. Prior approval of mileage reimbursement can be given by the Elected Official/Department Head on a case-by-case basis to reimburse mileage under special circumstances if a personal car is used.

If an employee chooses to drive a personal vehicle when travel by air is possible at a lesser expense, only the lesser amount will be reimbursed. The additional lodging and per diem expenses incurred will not be paid when the employee chooses to drive rather than fly, unless the total cost including mileage is less than the lowest unrestricted airfare available. Only the most direct travel route will be reimbursed. Any damage and liability resulting from the use of a private vehicle shall be the responsibility of the employee.

Mileage Rate

Effective April 25, 2022, the mileage shall be \$.53 per mile.

Meals

The cost for meals will not be reimbursed for unauthorized meetings. Employees attending conferences/training shall not be reimbursed for a per diem meal if that meal is included in the cost of the conference/training registration. Dietary restrictions will be considered and can be approved for reimbursement by the Elected Official/Department Head. Local meals will not be reimbursed unless approved by the Elected Official/Department Head. Tips are not paid separately and are included in the per diem rate. All Elected Officials/Department Heads shall ensure compliance with this policy within their departments and shall ensure that all reimbursed travel expenses are conducted for the benefit of the County and are undertaken in an economical and reasonable manner.

Reimbursement or Advance Payment for Meals

The cost for meals will be reimbursed at actual cost for reimbursable (allowable) meals but shall not exceed the County's current per diem meal allowance. Detailed itemized receipts are required for reimbursement. Employees shall use the "Otero County Expense Account Sheet" form or other form approved by the County Commissioners to document reimbursement of expenses and attach all receipts.

Upon authorization, a request for advance payment of per diem for meals must be submitted at least fifteen (15) days in advance of the travel date to ensure timely handling of the request. Failure to allow fifteen (15) days' notice may result in delayed processing of the payment. Employees shall use the "Otero County Expense Account Sheet" form or other form approved by the County Commissioners to request advance payment.

The IRS requires adequate records for all employee reimbursement of travel expenses, allowances, and advancements, including transactions made with County credit cards that are considered day trips.

Key requirements for reimbursement for meals are eligible for reimbursement as follows:

- a. Departs the work site or home before 6:00 a.m., breakfast is allowed
- b. Lunch for a single day of travel/training is eligible for reimbursement if not provided
- c. Arrives home after 8:00 p.m., dinner is allowed
- d. Meals that are not provided at the training/conference. Dietary restrictions will be considered and can be approved for reimbursement by the Elected Official/Department Head

Because of traffic and other hindrances, 15 minutes of travel time will be added to each hour of estimated time to the destination. (Example: You are required to be in Denver for a 9:30

meeting. The estimated travel time is 3 hours. You would be allowed an extra 45-minute travel time. To get to your meeting by 9:30 and allowing 3 hours and 45 minutes travel, you would need to leave at 5:45 a.m. You would be able to claim breakfast reimbursement.) The same will work for the return trip.

Alcohol shall not be reimbursed at any time, even if it's recorded on a receipt.

The request should include a copy of the conference brochure, agenda, or other such appropriate information.

Per Diem Rates

Effective April 25, 2022, the per diem rates shall be:

| | |
|---------------|----------------|
| Breakfast | \$15.00 |
| Lunch | \$20.00 |
| <u>Dinner</u> | <u>\$30.00</u> |
| Total | \$65.00 |

The per diem rates shall be limited to a total of \$65.00 per day. The Elected Official/Department Head may require documentation of expenses.

Lodging

Employees must obtain a receipt for hotel and motel lodging expenses and charges must be justifiable. For example, movie charges are not an allowable expense. The County will reimburse only single room rates unless a room is shared by two or more County employees or in conference situations if the cost for a different type of room is the same as the single rate. When possible, accommodations shall be the government rate or comparable.

Normally, a County payment shall be issued to the appropriate vendor, for example, the hotel/motel, and a copy of the County's tax exemption certificate should be provided. Employees should make the effort to follow this procedure to prevent charges for sales tax being added to the lodging bill.

Reimbursement of lodging expenses will not be made for any non-County personnel traveling with the County employee if it is more than the single rate as outlined above. Employees shall use the "Otero County Expense Account Sheet" form or other form approved by the County Commissioners to document reimbursement of expenses and attach all receipts.

Approval Requirements

All requests for travel must be approved by the appropriate Elected Official/Department Head. The request should include a copy of the conference brochure, agenda, or other such appropriate information. No reimbursement or advance payment shall be allowed if such a request has not been authorized by the appropriate Elected Official/Department Head.

Upon authorization a request for advance payment of per diem, lodging and/or conference registration must be submitted at least fifteen (15) days in advance of the travel date to ensure timely handling of the request. Failure to allow fifteen (15) days' notice may result in delayed processing of the payment.

Emergency situations may occur and will be handled in a manner that is appropriate. The employee may be required to pay for the travel expenses out of pocket and may be reimbursed upon return.

Registration Fees

Fees for approved seminars, conferences, etc., are permitted. Registration fees do not include pre- or post-conference activities nor side events not considered a part of the main business conference.

County Credit Cards

The issuance of a County credit card to designated Elected Officials/Department Heads and other designated employees may be approved by the Board of County Commissioners in order to provide some flexibility in travel.

Training Expenses

Employees could be provided job-related training as determined by the Elected Official/Department Head. All training paid for by the County must be job-related and must benefit the County.

Required Training

Employees may be required to take training as a condition of employment. Generally, the training is paid in full by the department requiring it.

Developmental Training

Developmental training will be used to ensure and improve performance, capabilities, and morale of participating employees. These may range from no cost County training sessions to professional development programs that require registration fees. Attendance at those sessions requiring a registration fee is subject to approval by Elected Official/Department Head. Generally, if approved, the cost of the training is paid in full.

Training Contracts/Agreements

Elected Officials/Department Heads may utilize "training contracts/agreements" to recoup training costs or maintain qualified staff. Such contracts are required to be reviewed and approved by the County Attorney. Failure to comply with the conditions of the training could result in an employee's repayment of the training costs.

Adoption

This Travel and Training Policy was adopted on April 25, 2022, by the following Elected Officials and Department Heads:

- Jim Baldwin, Chairman-Board of County Commissioners
- John Hostetler, Commissioner
- Rob Oquist, Commissioner
- Bob Fowler, Coroner
- Bruce Fickenscher, Southeast Area Director – CSU Extension
- Danelle Berg, Economic Development
- Danny Chavez, Emergency Manager
- Dennis Smith, Treasurer
- Donna Rohde, Director – Department of Human Services
- Lex Nichols, Director – Public Works
- Lyn Scott, Clerk & Recorder
- Rick Ritter, Director – Public Health
- Shawn Mobley, Sheriff
- Lori Burkhalter, Human Resources
- Tina Mascarenas, Finance
- Amy White-Tanabe, Administrator

OTERO COUNTY
 13 West Third Street, Suite 212
 La Junta, CO 81050

TRAVEL & EXPENSE
 REPORT

| | |
|----------------|-------------|
| Employee Name: | Department: |
|----------------|-------------|

| ITEMIZED MILEAGE | | | | |
|--|------|----|-------------|--------|
| Date | From | To | Total Miles | Amount |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| <i>Mileage amount will be confirmed by Personnel Department.</i> | | | 0 | 0.00 |
| OTHER EXPENSES | | | | |
| Date: | | | | |
| Location: | | | | |

Meals (Per Diem Rate):

| | | | | | | | | |
|--|---|---|---|---|---|---|---|---|
| Breakfast (\$15.00) leaving before 6am | | | | | | | | |
| Lunch (\$20.00) | | | | | | | | |
| Dinner (\$30.00) returning after 8pm | | | | | | | | |
| Parking / Tolls | | | | | | | | |
| Auto Expense | | | | | | | | |
| Taxi / Transportation | | | | | | | | |
| Air Fare | | | | | | | | |
| Hotel / Motel | | | | | | | | |
| Phone | | | | | | | | |
| Other: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | |
|--------------------------------|--------------------------|------|
| Purpose of Trip: _____ | Summary | |
| | Total Expenses | 0.00 |
| | (Less Cash Advance) | |
| | (Less Charges to County) | |
| Signature: _____ Date: _____ | Balance Due: County | |
| Approved By: _____ Date: _____ | Employee | 0.00 |

OTERO COUNTY SALES TAX REPORT

February 2022



COLLECTED BY COUNTY \$ 42,432.17

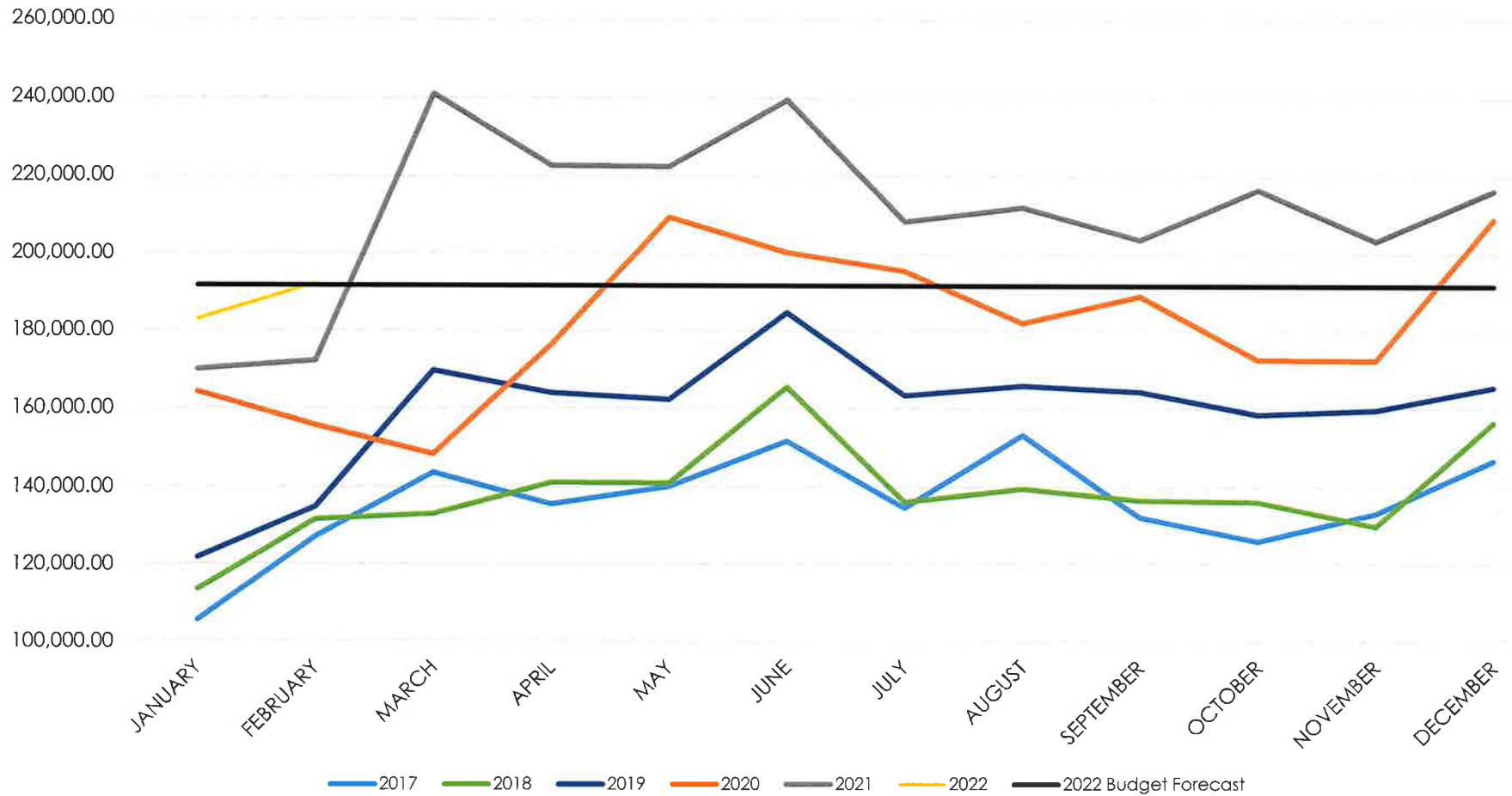
COLLECTED BY STATE \$ 148,783.47

TOTAL COLLECTED \$ **191,215.64** Received in April 2022

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2022 Budget Forecast | FY2021 vs FY2022 | | | FY2021 |
|----------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|-------------------------|------------------|------------------------|----------------------|----------------------|
| | | | | | | | | (+/-) | Monthly % of Change | Cumm. % of Change | Cumm. % of Change |
| JANUARY | 105,503.70 | 113,459.79 | 121,756.16 | 164,204.75 | 169,971.85 | 182,983.45 | 191,666.67 | 13,011.60 | 7.66% | 7.66% | 3.51% |
| FEBRUARY | 127,099.50 | 131,577.49 | 134,870.23 | 155,565.19 | 172,203.77 | 192,215.64 | 191,666.67 | 20,011.87 | 11.62% | 9.65% | 7.01% |
| MARCH | 143,664.30 | 133,034.88 | 169,740.89 | 148,242.14 | 240,998.68 | | 191,666.67 | | | | 24.61% |
| APRIL | 135,538.61 | 141,116.64 | 163,970.82 | 176,369.71 | 222,632.31 | | 191,666.67 | | | | 25.05% |
| MAY | 140,089.23 | 140,994.71 | 162,242.55 | 209,430.39 | 222,410.14 | | 191,666.67 | | | | 20.43% |
| JUNE | 151,779.74 | 165,524.40 | 184,727.31 | 200,329.36 | 239,552.28 | | 191,666.67 | | | | 20.27% |
| JULY | 134,639.90 | 136,107.09 | 163,345.65 | 195,467.90 | 208,403.20 | | 191,666.67 | | | | 18.13% |
| AUGUST | 153,261.78 | 139,538.23 | 165,871.93 | 182,047.91 | 212,061.07 | | 191,666.67 | | | | 17.92% |
| SEPTEMBER | 132,195.69 | 136,567.68 | 164,321.69 | 188,993.15 | 203,686.69 | | 191,666.67 | | | | 16.74% |
| OCTOBER | 125,887.10 | 136,145.07 | 158,386.93 | 172,509.80 | 216,642.84 | | 191,666.67 | | | | 17.59% |
| NOVEMBER | 133,063.60 | 129,733.81 | 159,523.44 | 172,425.63 | 203,386.19 | | 191,666.67 | | | | 17.62% |
| DECEMBER | 146,721.18 | 156,427.85 | 165,446.96 | 209,094.53 | 216,380.83 | | 191,666.67 | | | | 16.26% |
| ACTUAL: | 1,629,444.33 | 1,660,227.64 | 1,914,204.56 | 2,174,680.46 | 2,528,329.85 | 375,199.09 | 2,300,000.00 | 33,023.47 | | | |

BUDGET: 1,500,000.00 1,555,746.00 1,614,803.00 1,743,239.00 1,847,833.00 2,300,000.00

Otero County Sales Tax Report



ocw@otero.gov

Mon 25 Apr 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

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

1:30pm - 2:30pm Land Use

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

3pm - 4pm SECOR

Tue 26 Apr 2022

10am - 12pm Otero Construction Conference

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

Wed 27 Apr 2022

All day Accounts Payable - RO

11am - 12pm SECOG/SECED - DB/JB

Fri 29 Apr 2022

9am - 3pm CCI Steering Committee

Mon 2 May 2022

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

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

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

ocw@otero.gov

2pm - 3pm Work Session

Tue 3 May 2022

2pm - 3pm Marlana Griesse - Extension Agent

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

Mon 9 May 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