



**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

May 8, 2023

1. Opening Prayer
2. Pledge of Allegiance
3. Call to Order
4. Public Comment (limit of 3 minutes)
  
5. Presentations
  - a. USDA Rural Development – Let’s Talk SHOP, Tammy Encinias & Jennifer Garcia
  
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 and Payroll
  
7. Old Business
8. New Business
  - a. Ambulance Permit, American Medical Response DBA Med Trans
  
9. Departmental Reports
  - a. Ken Hood – Property Valuations
  
10. Commissioners Report
11. Discussion
12. Announcements

# Let's Talk SHOP

Supporting Hometown Opportunities & Projects

## You're invited to USDA Rural Development's Let's Talk SHOP Event! (Supporting Hometown Opportunities & Projects)

Join us and find out how we can partner together to help you, your business, and your community thrive!

**When:** Thursday, May 18th  
Drop in anytime between  
9 AM to 1:30 PM

**Where:** John W. Rawlings  
Heritage Center  
560 Bent Ave.  
Las Animas, CO 81054

### Learn more about grants and loans available for:

- Buying/building/repairing your own home
- Investing, starting up, or financing your business
- Supporting public and community facilities
- Improving water and wastewater systems
- Renewable and Energy Efficiency grants
- Building high speed internet



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Everyone is invited to attend.  
Help us spread the word &  
share this information.

Find more information on our programs visit  
[rd.usda.gov/co](http://rd.usda.gov/co) or scan the QR Code to  
view our program summary.

For more information contact Amy Mund, [amy.mund@usda.gov](mailto:amy.mund@usda.gov).

April 24<sup>th</sup>, 2023

The Board of County Commissioners now meets pursuant to adjournment.

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

Guests in attendance in person: Bette McFarren, and Adrian Hart.  
Zoom: Anne Boswell.

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

Chr. Oquist called the regular meeting to order.

Chr. Oquist called for approval of the consent agenda. The agenda includes approval of the minutes from April 10<sup>th</sup>, 2023, and bills and payroll for April 1<sup>st</sup> to April 15<sup>th</sup>, 2023. Co. Knabenshue motioned to approve the consent agenda. Chr. Oquist seconded. Motion carried.

Admin. White-Tanabe presented a letter for signature appointing Mr. Omar Estrada to the Otero County Housing Authority Board for a 5-year term beginning March 1, 2023. This will be Mr. Estrada's second term on the board. Co. Knabenshue motioned to approve signature on the appointment. Chr. Oquist seconded. Motion carried.

Admin. White-Tanabe presented two letters for signature appointing both Ms. Susan Morris and Ms. Jill Manley to 3-year terms for the Otero County Historic Preservation Board. Co. Knabenshue motioned to approve signature on both letters of appointment. Chr. Oquist seconded. Motion carried.

Admin. White-Tanabe presented the sales tax report. We are at cumulative percent of change at 1.01 from 2022 to 2023. Overall, still doing well.

Clerk Scott reported on the Southern County Clerks conference that she, along with Holly Huerta-Hudak attended. Met some of the new clerks, which is always fun.

Admin. White-Tanabe talked about the detention center and the budget review process they are working on to make the project work the best for everyone involved. It is coming together.

Co. Knabenshue along with Admin. White-Tanabe and the other Commissioners have been looking at the budget process for the detention center. He has also been listening to the legislative meetings about the bills being introduced. He has also been talking to Rep. Ty Winter and Sen. Rod Pelton regarding issues that concern the county. He attended the CASA Luncheon (Court Appointed Special Advocate).

Chr. Oquist mentioned that he also attended a SEBREA (South East Colorado Business Retention and Expansion) meeting. A representative from Canyons & Plains was there. Chr. Oquist was very impressed by what they do for Southeastern Colorado.

With no further business the Board adjourned the meeting.

Next meeting will be Monday, May 8<sup>th</sup>, 2023, at 1:30pm.

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Clerk

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Chairman

OTERO COUNTY PAYMENTS  
APRIL 16 THROUGH APRIL 30, 2023

Check #	Vendor	Description	Department	Amount
126585	ACM DIESEL, LLC	PARTS/SERVICE	R&B	689.00
126586	ALAN M WADLEIGH	TRAVEL	ADULT SERVICES	338.00
126587	ARKANSAS VALLEY SEED, INC	BUILDING MAINT/REPAIRS	G&B	60.00
126588	BLACK HILLS ENERGY	UTILITIES	R&B	1,834.42
126589	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	515.65
126590	BUD'S PROPANE	FLUIDS	R&B	225.00
126591	CENTURYLINK - SEATTLE, WA	PURCHASED SERVICES-COMM	E911	650.00
126592	CHINOOK TEST AND BALANCE, INC	MAINT/REPAIRS-215 RATON	G&B	5,000.00
126593	CITY OF LA JUNTA - UTILITIES	UTILITIES	VARIOUS	8,287.70
126594	CITY OF ROCKY FORD	UTILITIES	LAND USE/HEALTH	277.14
126595	COLORADO DEPT OF PUBLIC HEALTH	OWTS SURCHARGE	LAND USE	240.00
126596	COLORADO SUBLIMATION PRINTING	OPERATING	VDC	60.00
126597	DAYLIGHT DONUTS	DUES & MEETINGS	R&B	63.21
126598	DEEP ROCK	OPERATING SUPPLIES	SHERIFF/JAIL	210.35
126599	DENVER INDUSTRIAL SALES & SERVICE CO	ROAD OIL	R&B	13,708.80
126600	DWAYNE RUFENACHT	TRAVEL	ADULT SERVICES	278.00
126601	EL PASO COUNTY CORONER	AUTOPSY	CORONER	3,000.00
126602	GRAINGER, INC	BUILDING MAINT/REPAIRS	G&B	129.28
126603	GREAT AMERICA LEASING CORP.	CTC GRANT	HEALTH	84.16
126604	INDUSTRIAL HEALTH SERVICE, INC	DRUG TESTING & DOT PHYSICALS	VARIOUS	232.00
126605	JACKSON AWARDS & DESIGN LTD	OPERATING/SHOP SUPPLIES	R&B	75.00
126606	JERRY D. BAY	P & Z BOARD FEES	LAND USE	78.00
126607	JODI'S GRILL LLC	REVOLVED LOANS	SMALL BUS. DEVELOPMENT	48,826.00
126608	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	174.00
126609	JR THOMPSON	P & Z BOARD FEES	LAND USE	60.90
126610	KIMBALL MIDWEST	PARTS/SERVICE	R&B	547.37
126611	LA JUNTA PRINTING COMPANY INC	OFFICE SUPPLIES	ASSESSOR	156.60
126612	LAWSON PRODUCTS, INC	BUILDING MAINT/REPAIRS	G&B/R&B	1,012.30
126613	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	1,086.68
126614	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	847.92
126615	MATTHEW MCINTYRE	P & Z BOARD FEES	LAND USE	65.42
126616	MCKESSON MEDICAL-SURGICAL GOV. SOLUTIONS	COVID-19 ELC	HEALTH	200.00
126617	MID-AMERICAN RESEARCH CHEMICAL	ARP 1.4 PUBLIC HEALTH PREVENTION	ARPA	164.76
126618	MIGUEL A ESTRADA-HURTADO	BLDG UTIL/MAINT - RF	HEALTH	50.00
126619	MOBILE RECORD SHREDDERS	DOCUMENT SHREDDING	CLERK/TREASURER	84.00
126620	NATALIE A. EDMUNDSON	CONTRACT SERVICES	LAND USE	805.00
126621	NORMAN JAY SMITH	P & Z BOARD FEES	LAND USE	77.10
126622	OFFICE DEPOT, INC	OFFICE SUPPLIES	SHERIFF/HEALTH	218.82
126623	OTERO COUNTY COMMISSIONERS	RENT	ADULT SERVICES	2,398.00
126624	OTERO COUNTY SOCIAL SERVICES	SALARIES	ADULT SERVICES	7,641.39
126625	PERKINS CHRYSLER DODGE JEEP RAM LJ	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF	430.00
126626	PRYOR GUNS INC	TACTICAL EQUIPMENT-SHERIFF	SHERIFF	550.00
126627	RESERVE ACCOUNT	POSTAGE	LAND USE/CLERK/ADMIN	916.00
126628	SANDRA LEE ESTEP	TRAVEL	ADULT SERVICES	749.18
126629	SIGNS & DESIGNS	OPERATING SUPPLIES	COURTHOUSE SECURITY	90.00
126630	SOUTHERN TIRE MART LLC	BATTERIES, TIRES, TUBES, ETC	TRANSPORT	710.87
126631	TASCOSA OFFICE MACHINES, INC	OPERATING	ADULT SERVICES	264.49
126632	THOMAS EVANCICH III	BUILDING MAINT/REPAIRS	G&B	500.00
126633	TOTAL OFFICE SOLUTIONS	OFFICE SUPPLIES	CLERK	72.41
126634	TYLER TECHNOLOGIES, INC.	MAINTENANCE CONTRACTS	ADMIN	3,277.29
126635	VANESSA ROMERO	TRAVEL/TRAINING	ADULT SERVICES	205.64
126636	VIAERO WIRELESS	TELEPHONE	VARIOUS	2,485.64
126637	WALMART / CAPITAL ONE	OPERATING/FOOD/SUPPLIES	SHERIFF/JAIL/TRANSPORT	618.16
126638	WALMART / CAPITAL ONE	AAA GENERAL FUND	AAA	119.20
126639	WYOIT, LLC	COURTHOUSE REMODEL/SINGLE ENTRY		415.00
2322	AMAZON CAPITAL SERVICES, INC	OPERATING SUPPLIES	G&B/R&B	2,106.27
2323	BOKF, NA	INTEREST EXPENSE	DETENTION CENTER	361,562.50

Check #	Vendor	Description	Department	Amount
2324	DAVE W HILL	P & Z BOARD FEES	LAND USE	69.90
2325	DEAN W CHASE	TRAVEL	ADULT SERVICES	283.00
2326	DIGITCOM ELECTRONICS, INC	RADIO REPAIR/MAINTENANCE CONTRACTS	SHERIFF/E911	5,437.14
2327	GALLS, LLC	UNIFORMS	TRANSPORT	136.45
2328	GAYLE LANGAN	TRAVEL	ADULT SERVICES	480.28
2329	GT INDEPENDENCE	FMS CLIENT SERVICES/FEE EXPENSE	VDC	29,010.04
2330	HIGH PLAINS AUDIOLOGY LLC	AAA GENERAL FUND	AAA	2,400.00
2331	JACKI SHERIFF CLARK	TRAVEL	ADULT SERVICES	626.00
2332	LOCK MONKEY INC	COURTHOUSE REMODEL/SINGLE ENTRY	CAPITAL IMPROVEMENT	1,740.66
2333	LYNDA SCOTT	TRAVEL	CLERK	190.27
2334	PEACOCK-LARSEN FUNERAL HOME, INC	AUTOPSY	CORONER	750.00
2335	QUILL CORPORATION	OFFICE SUPPLIES	VARIOUS	633.02
2336	ROBERT L KLINKERMAN	TRAVEL	ADULT SERVICES	84.00
2337	ROCK SOLID SST	OPERATING SUPPLIES	SHERIFF	105.50
2338	ROCKY FORD FOOD MARKET LLC	OPERATING SUPPLIES	R&B	546.00
2339	SE CO WATER ACTIVITY ENTERPRISE	EXCESS CAPACITY	ADMIN	2,391.29
2340	SHELLY R BAUER	TRAVEL	ADULT SERVICES	67.00
2341	SHULTZ LAW OFFICE LLC	PROFESSIONAL SERVICES	SHERIFF	116.00
2342	TECHNOLOGY WEST	SECURITY CAMERAS PROJECT	CLERK TECH	8,025.00
2343	TYLA T HIATT	TRAVEL	ADULT SERVICES	426.22
2344	VALLEY TRASH LLC	BUILDING MAINT/REPAIRS	ADMIN/R&B	101.00
				529,143.39

Fund Summary

010 - GENERAL FUND	38,876.29
011 - SMALL BUSINESS DEVL P RLF	48,826.00
012 - CAPITAL IMPROVEMENT FUND	2,155.66
013 - AMERICAN RESCUE PLAN	164.76
020 - ROAD & BRIDGE FUND	21,102.79
040 - AAA FUND	35,410.96
050 - DETENTION CENTER FUND	361,562.50
070 - GENERAL HUMAN SERVICES	13,219.98
080 - HEALTH FUND	1,095.67
085 - CONSERVATION TRUST FUND	76.00
090 - CLERK HIRE FUND	722.78
095 - E-911	5,930.00
529,143.39	

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

**Mon 8 May 2023**

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

10am - 11am Economic Development

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

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

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

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

**Tue 9 May 2023**

11:30am - 12:30pm Ken Hood

1pm - 2pm Construction Conference

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

**Wed 10 May 2023**

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

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

4pm - 5pm Historic Preservation

**Fri 12 May 2023**

10am - 11am Operating Plan Meeting

**Mon 15 May 2023**

8:30am - 10:30am OPI/OCLI

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

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

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

1pm - 2pm Sheriff Mobley

**Tue 16 May 2023**

1pm - 2pm Construction Conference

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

**Wed 17 May 2023**

10:30am - 11:30am Lower Ark Water Conservancy – JB

12pm - 1pm SEBREA – RO, DB

2pm - 3pm SAGE – RO

**Thu 18 May 2023**

9:30am - 12pm SEWCD Board Meeting

**Mon 22 May 2023**

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

10am - 11am Economic Development

11am - 12pm Department of Human Services

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

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

1:30pm - 2:30pm Land Use

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

3pm - 4pm SECOR