



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 July 22, 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 – June 16-30, July 1-15, 2024
 - c. Financial Reports – General Human Services, Ending June 30, 2024
7. Old Business
8. New Business
 - a. Resolution 2024-11 Resolution Revoking the Internal Policies and Procedures Adopted September 25, 2017, and Revoking the Purchasing Policy Adopted December 26, 2017, and Adopting a New Internal Control/Purchasing Policies and Procedures Manual.
9. Departmental Reports
 - a. Sales Tax Report
10. Commissioners Report
11. Discussion
12. Announcements



June 24th, 2024

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.

Guests on Zoom: Michael Yerman.

Chr. Oquist asked everyone to stand for Prayer and 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 June 10th, 2024, bills, and payroll for June 1-15, 2024, approval of the Otero County Planning Commission Board Reappointments, and approval of Financial Statements-General Human Services, ending May 31, 2024. Co. Knabenshue motioned to approve the consent agenda. Chr. Oquist seconded. Motion carried.

Southeast Colorado Regional Housing Authority Representative Michael Yerman presented information on the Intergovernmental Agreement (IGA) between the 6 counties in the region: Baca, Bent, Crowley, Kiowa, Otero, and Prowers. This IGA is to establish a multijurisdictional housing authority. Mr. Yerman wanted to make clear that the Authority would not have any taxing powers and would not be able to initiate any ballot initiatives that would advocate for taxes or affordable housing. Co. Knabenshue asked about the managing entity. Southeast Colorado Enterprise Development, Inc. (SECED) has agreed to be the managing entity. Co. Knabenshue motioned to approve the IGA. Chr. Oquist seconded. Motion carried.

Admin. White-Tanabe presented Resolution 2024-10. This Resolution approves an agreement between Otero County, Colorado, and Crowley County, Colorado, establishing The South Swink Water Authority to be in Otero County. This is to help with the development of water resources. Co. Knabenshue motioned to approve Resolution 2024-10. Chr. Oquist seconded. Motion carried.

Admin. White-Tanabe presented the sales tax report for April of 2024. We are at a 4% cumulative percentage of change. Overall, the county is doing well. Admin. White-Tanabe also reported that she has been working on office and county policies. Supporting the Emergency Operation Center, with all the tragedies in our area. She has started working on the budget for 2025, already. Co. Knabenshue wanted to thank her and our first responders for all they do and have done for the county and its people.

Clerk Scott mentioned that the voter turnout for the Primary so far has been low and is low across the State.

Co. Knabenshue presented that he has meetings with the CSU Extension and heard about all the summer events they have going on. He attended the Southeast Colorado Water Conservancy District meeting. They talked about water run-off and storage. There was a town meeting with Rep. Winter and Sen. Pelton, it was a good meeting.

Chr. Oquist attended several of the same meetings as Co. Knabenshue. He did mention that he sat in on the one with Rep. Winter and Sen. Pelton after the SEBREA meeting. He enjoyed listening to the CSU Extension office meeting because they are very busy with the 4-H kids, as they help with them during the fair season.

Admin. White-Tanabe made the announcements that the County offices would be closed for the 4th of July and that the meeting for July 8th has been canceled.

With no further business, the Board adjourned the meeting.

Next meeting will be Monday, July 22nd, 2024, at 1:30 pm.

Clerk

Chairman

**OTERO COUNTY PAYMENTS
JUNE 16 THROUGH JUNE 30, 2024**

Check #	Vendor	Description	Department	Amount
128656	A CUT ABOVE PEST CONTROL, LLC	PARTS/SERVICE	R&B	70.00
128657	ACM DIESEL, LLC	PARTS/SERVICE	R&B	12,332.25
128658	ALL RITE PAVING & REDI MIX, INC	ROAD OIL	R&B	19,269.85
128659	AVRMC - PATIENT ACCOUNTS	MEDICAL SERVICES	JAIL	950.50
128660	BACA COUNTY PUBLIC HEALTH AGENCY	BACA COUNTY PHA	AAA	486.00
128661	BENT COUNTY PUBLIC HEALTH	HRSA	HEALTH	200.00
128662	BLACK HILLS ENERGY	UTILITIES	VARIOUS	553.25
128663	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	523.43
128664	CALIBRE PRESS	TRAINING	SHERIFF	199.00
128665	CAROLINE KM LLC	TRAINING	SHERIFF	395.00
128666	CATA- DANIELLE SIMPSON - TREASURER	DUES, MEETINGS & TRAINING	ASSESSOR	1,080.00
128667	CHERRYROAD MEDIA, INC	STEPP GRANT	HEALTH	9,240.00
128668	CITY OF LA JUNTA	PURCHASED SERVICES-COMM	E911	705.11
128669	CITY OF LA JUNTA	BUILDING MAINT/REPAIRS	G&B	60.00
128670	CITY OF LA JUNTA - UTILITIES	UTILITIES	VARIOUS	8,224.65
128671	CITY OF ROCKY FORD	UTILITIES	LAND USE	131.73
128672	COLORADO DEPT OF PUBLIC HEALTH	OPERATING SUPPLIES	HEALTH	884.00
128673	COUNTRY CHIROPRACTIC, PC	DRUG TESTING & DOT PHYSICALS	R&B	150.00
128674	CROWLEY COUNTY COMMISSIONERS	CROWLEY COUNTY	AAA	4,563.19
128675	DAVIS AUTO REPAIR	OCHD VEHICLE	HEALTH	106.00
128676	DEEP ROCK	OPERATING SUPPLIES	SHERIFF	65.98
128677	GOBIN'S INC	OPERATING SUPPLIES	HEALTH	141.22
128678	GRAINGER, INC	PARTS/SERVICE	R&B/HEALTH	125.90
128679	GREAT AMERICA LEASING CORP.	CTC GRANT	HEALTH	198.19
128680	HUERFANO WORLD JOURNAL	STEPP GRANT	HEALTH	3,528.00
128681	JACK'S BODY SHOP	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF/TRANSPORT	767.00
128682	JERRY D. BAY	P & Z BOARD FEES	LAND USE	78.00
128683	JOHN DEERE FINANCIAL	OPERATING SUPPLIES	CH SECURITY	26.97
128684	JR THOMPSON	P & Z BOARD FEES	LAND USE	60.90
128685	KIMBALL MIDWEST	PARTS/SERVICE	R&B	1,217.72
128686	KIOWA COUNTY PRESS	STEPP GRANT	HEALTH	885.00
128687	KVAY-FM	STEPP GRANT	HEALTH	4,136.05
128688	LACAL EQUIPMENT, INC.	PARTS/SERVICE	R&B	3,284.40
128689	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	464.84
128690	MATTHEW MCINTYRE	P & Z BOARD FEES	LAND USE	65.42
128691	NORMAN JAY SMITH	P & Z BOARD FEES	LAND USE	77.10
128692	ORDWAY NEW ERA	STEPP GRANT	HEALTH	3,028.66
128693	OTERO COUNTY COMMISSIONERS	OPERATING	ADULT SERVICES	723.75
128694	OTERO COUNTY HEALTH DEPT	PETTY CASH	HEALTH	47.14
128695	OTERO COUNTY ROAD & BRIDGE	OCHD VEHICLE	HEALTH	376.58
128696	OTERO COUNTY SOCIAL SERVICES	SALARIES/TRAVEL/OPERATING	ADULT SERVICES	21,181.50
128697	NOT A CHECK			-
128698	PLAINSMAN HERALD	STEPP GRANT	HEALTH	1,355.25
128699	POWER MOTIVE CORPORATION	PARTS/SERVICE	R&B	325.63
128700	PROFORCE LAW ENFORCEMENT	OPERATING SUPPLIES	SHERIFF	388.80
128701	ROBINSON PRINTING, INC	STEPP GRANT	HEALTH	1,575.00
128702	ROCKY FORD DAILY GAZETTE	ADVERTISING/LEGAL NOTICES	LAND USE/HEALTH	7,088.88
128703	SAFETY-KLEEN SYSTEMS, INC	PARTS/SERVICE	R&B	144.12
128704	SAL'S AUTOBODY LLC	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF	415.42
128705	SECOM	SECOM CIRCUIT/TELEPHONE	LAND USE	5,421.72
128706	NOT A CHECK			-
128707	SECOM (911)	SECOM CIRCUIT	E911	1,436.40
128708	SHRED AMERICA COLORADO	DOCUMENT SHREDDING	ADMIN/ADULT SERVICES	56.20
128709	SOUTHERN TIRE MART LLC	TIRES	R&B	2,170.27
128710	STATE OF COLO DPA ACCOUNTING	POSTAGE, BOX RENT, ETC	CLERK	2,565.97
128711	SUTHERLAND LUMBER CO.	PARTS/SERVICE	G&B/R&B	154.23
128712	TASCOSA OFFICE MACHINES, INC	OPERATING	ADULT SERVICES	310.27
128713	VALLEY PLUMBING & HEATING, INC	BLDG UTIL/MAINT - RF	HEALTH	153.14

Check #	Vendor	Description	Department	Amount
128714	VIAERO WIRELESS	TELEPHONE	VARIOUS	2,438.46
128715	WALMART / CAPITAL ONE	OPERATING SUPPLIES	SHERIFF/JAIL	312.50
128716	YULIANA ESTRADA GARCIA	FSSP CLIENT SUPPORT	FSSP	900.00
3353	AMANDA MUELLER	FSSP CLIENT SUPPORT	FSSP	4,850.00
3354	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	CLERK	49.97
3355	ANDREA CRAFTON	FSSP CLIENT SUPPORT	FSSP	500.00
3356	ARKANSAS VALLEY ACCUMED	MEDICAL SUPPLIES	STATE GRANTS/HEALTH	1,360.56
3357	BACA HOME CARE AGENCY, INC	CAREGIVER SUPPORT	AAA	6,339.00
3358	BENITA GONZALES	CONSUMABLES	SENIOR CENTERS	15.20
3359	BENT COUNTY SHERIFF	BOARDING PRISONERS	JAIL	81,530.00
3360	CINDY RODRIGUEZ	FSSP CLIENT SUPPORT	FSSP	1,050.00
3361	EATON SALES & SERVICE, LLC	PARTS/SERVICE	R&B	217.17
3362	ELSIE MAE KLEIN	TRAVEL	ADULT SERVICES	659.00
3363	FELISHA HERRERA	FSSP CLIENT SUPPORT	FSSP	900.00
3364	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	468.78
3365	GLOCK PROFESSIONAL, INC	TRAINING	SHERIFF	250.00
3366	GROUND ENGINEERING CONSULTANTS, INC	DETENTION DEVELOPMENT	JAIL	8,887.50
3367	GT INDEPENDENCE	FMS CLIENT SERVICES	VDC	2,058.05
3368	HD SUPPLY	OPERATING/SHOP SUPPLIES	R&B	224.76
3369	HIGH PLAINS AUDIOLOGY LLC	AAA GENERAL FUND	AAA	9,600.00
3370	IVOR JOHN HILL	CONTRACT SERVICES	ASSESSOR	866.50
3371	JACKI SHERIFF CLARK	TRAVEL	ADULT SERVICES	514.00
3372	LOCK MONKEY INC	BUILDING MAINT/REPAIRS	G&B	288.76
3373	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	647.00
3374	NORTH AMERICAN RESCUE LLC	OPERATING SUPPLIES	SHERIFF	209.17
3375	PACEM DEFENSE	TRAINING	SHERIFF	795.00
3376	PAULINE APODACA	FSSP CLIENT SUPPORT	FSSP	500.00
3377	QUILL CORPORATION	OFFICE SUPPLIES	VARIOUS	531.77
3378	ROBERT L KLINKERMAN	TRAVEL	AAA	125.00
3379	SAGE SERVICES, INC.	CONGREGATE/HOME DELIVERED MEALS	AAA	27,481.89
3380	SANDRA LEE ESTEP	TRAVEL	ADULT SERVICES	604.00
3381	SECWAE - ARKANSAS VALLEY CONDUIT	ARP 5.11 WATER INFRASTRUCTURE	ARP	89,536.85
3382	SHELLY R BAUER	TRAVEL	ADULT SERVICES	143.75
3383	TAKEESHA ORTIZ	FSSP CLIENT SUPPORT	FSSP	1,600.00
3384	TYLA T HIATT	TRAVEL	ADULT SERVICES	25.00
3385	UBEO WEST, LLC	OFFICE SUPPLIES	CLERK	74.02
3386	WEAR PARTS & EQUIPMENT CO, INC.	PARTS/SERVICE	R&B	7,240.56
				<u>377,959.80</u>

Fund Summary

010 - GENERAL FUND	103,842.01
013 - AMERICAN RESCUE PLAN	89,536.85
020 - ROAD & BRIDGE FUND	47,705.16
040 - AAA FUND	54,793.39
050 - DETENTION CENTER FUND	8,887.50
070 - GENERAL HUMAN SERVICES	33,423.95
080 - HEALTH FUND	34,647.89
090 - CLERK HIRE FUND	2,981.54
095 - E-911	2,141.51
	<u>377,959.80</u>

OTERO COUNTY PAYMENTS
JULY 1 THROUGH JULY 15, 2024

Check #	Vendor	Description	Department	Amount
128718	A CUT ABOVE PEST CONTROL, LLC	MAINTENANCE CONTRACTS	G&B	40.00
128719	ABBA EYE CARE	MATERIAL AID	AAA	871.20
128720	ACM DIESEL, LLC	PARTS/SERVICE	R&B	1,712.37
128721	ADP SCREENING	OPERATING SUPPLIES	SEP	588.00
128722	ALL RITE PAVING & REDI MIX, INC	ROAD OIL	R&B	12,811.30
128723	ARK VALLEY VISION CARE, LLC	MATERIAL AID	AAA	493.60
128724	ARKANSAS VALLEY FAIR	CTC GRANT/STEPP GRANT	HEALTH	2,500.00
128725	ARKANSAS VALLEY LUMBER & SUPPLY	PARTS/SERVICE	R&B	64.46
128726	BARBARA HERNANDEZ	TRAVEL	ADULT SERVICES	307.40
128727	BENT COUNTY COMMISSIONERS	BENT COUNTY GATS	AAA	1,231.50
128728	BLACK HILLS ENERGY	UTILITIES	VARIOUS	1,465.85
128729	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	639.00
128730	CAPITAL ONE TRADE CREDIT	PARTS/SERVICE	R&B	1,002.00
128731	CHERI'S CATERING	SPECIAL EVENTS	HEALTH	500.00
128732	CITY OF LA JUNTA	CTC GRANT	HEALTH	500.00
128733	CITY OF ROCKY FORD	DISPATCH/UTILITIES	SHERIFF/HEALTH	25,142.04
128734	COLORADO BUREAU OF INVESTIGATION	CONCEALED HAND GUN PERMIT	SHERIFF	261.50
128735	COLORADO DEPT OF AGRICULTURE	WIC	HEALTH	365.00
128736	COLORADO DEPT OF PUBLIC HEALTH	OWTS SURCHARGE	LAND USE	440.00
128737	COLORADO DEPT OF PUBLIC HEALTH	OPERATING SUPPLIES	HEALTH	811.00
128738	COLORADO STATE UNIVERSITY EXTENSION	SALARIES/TRAVEL/OPERATING	EXTENSION	7,521.84
128739	COMPANION LIFE INSURANCE COMPANY	LIFE INSURANCE & AD&D PREMIUMS	MEDICAL TRUST	2,577.60
128740	CONNIE M RING	OMBUDSMAN ACTIVITIES SERV	AAA	46.64
128741	CROWLEY COUNTY COMMISSIONERS	CROWLEY COUNTY	AAA	2,720.54
128742	DEEP ROCK	OPERATING SUPPLIES	SHERIFF	76.95
128743	DEEP ROCK	MISCELLANEOUS	ADMIN	50.45
128744	DEPARTMENT OF THE TREASURY	FEES	MEDICAL TRUST	641.10
128745	FEELING SAUCY CANTINA	SPECIAL EVENTS	HEALTH	30.00
128746	FRONTIER DINER	SPECIAL EVENTS	HEALTH	60.00
128747	GOBIN'S INC	MAINTENANCE CONTRACTS	VARIOUS	820.99
128748	GRAINGER, INC	OPERATING SUPPLIES	HEALTH	43.06
128749	GREAT AMERICA LEASING CORP.	MAINTENANCE CONTRACTS	ASSESSOR	145.22
128750	GRIZZLY TIRE AND AUTO LLC	PARTS/SERVICE	R&B	150.00
128751	HOLLY HUERTA-HUDAK	TRAVEL	ELECTIONS	30.74
128752	INDUSTRIAL HEALTH SERVICE, INC	OPERATING SUPPLIES	SEP	139.20
128753	INLAND TRUCK PARTS & SERVICE	PARTS/SERVICE	R&B	172.47
128754	JOHN DEERE FINANCIAL	PARTS/SERVICE	R&B	1,881.39
128755	KIMBALL MIDWEST	PARTS/SERVICE	R&B	524.70
128756	KIOWA COUNTY INDEPENDENT	STEPP GRANT	HEALTH	988.00
128757	LA JUNTA POLICE DEPT	STEPP GRANT	HEALTH	500.00
128758	LA JUNTA TRADING COMPANY, INC	BUILDING MAINT/REPAIRS	G&B/HEALTH	363.65
128759	LEDS, INC.	ERTB GRANT	CLERK TECH	22,216.02
128760	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	899.69
128761	MHC KENWORTH-PUEBLO	PARTS/SERVICE	R&B	125.51
128762	MICHELLE GRIEGO	STEPP GRANT	HEALTH	139.92
128763	OFFICE DEPOT, INC	OFFICE SUPPLIES	SHERIFF	246.22
128764	O'REILLY AUTO PARTS	PARTS/SERVICE	SHERIFF/R&B	1,308.36
128765	OTERO COUNTY COMMISSIONERS	RENT/INTERNET/INTERNAL SERVICES	VARIOUS	56,763.92
128766	NOT A CHECK			-
128767	OTERO COUNTY ROAD & BRIDGE	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF/TRANSPORT	796.09
128768	OTERO COUNTY SOCIAL SERVICES	OPERATING	ADULT SERVICES	116.38
128769	OTERO TRUE VALUE	PARTS/SERVICE	R&B	30.99
128770	PEAK ELEVATOR PERFORMANCE GROUP	MAINTENANCE CONTRACTS	G&B	120.00
128771	PITNEY BOWES, INC	MAINTENANCE CONTRACTS	VARIOUS	492.86
128772	POWER EQUIPMENT COMPANY	PARTS/SERVICE	R&B	325.63
128773	PRYOR GUNS INC	TACTICAL EQUIPMENT-SHERIFF	SHERIFF	438.98
128774	RANCHERS SUPPLY OF LA JUNTA, INC	PARTS/SERVICE	R&B	93.25

Check #	Vendor	Description	Department	Amount
128775	RICHARD'S RIBZ	SPECIAL EVENTS	HEALTH	285.00
128776	RICK RITTER	SPECIAL EVENTS	HEALTH	2,000.00
128777	ROCKY FORD AUTO PARTS	PARTS/SERVICE	R&B	201.37
128778	ROCKY FORD DAILY GAZETTE	ADVERTISING/LEGAL NOTICES	VARIOUS	787.76
128779	ROCKY FORD ROTARY CLUB	STEPP GRANT	HEALTH	200.00
128780	RUSLER IMPLEMENT CO	PARTS/SERVICE	R&B	2,685.07
128781	SAFARILAND, LLC	EVIDENCE TESTING	SHERIFF	386.97
128782	SAL'S AUTOBODY LLC	PARTS/SERVICE	R&B	220.00
128783	SECOM	CTC GRANT	HEALTH	104.95
128784	SHANNON CASILLAS	TRAVEL	ELECTIONS	30.74
128785	SHRED AMERICA COLORADO	DOCUMENT SHREDDING	TREASURER/SHERIFF	26.40
128786	SNO-WHITE LINEN & UNIFORM RENTAL	PARTS/SERVICE	R&B	165.59
128787	SOURCE MANAGEMENT INC	OFFICE SUPPLIES	TREASURER	87.17
128788	SOUTHEAST COLO WEED MGMT	WEED CONTROL	R&B	11,960.11
128789	STATE OF COLO DPA ACCOUNTING	POSTAGE, BOX RENT, ETC	CLERK	1,127.31
128790	SUTHERLAND LUMBER CO.	OPERATING SUPPLIES	HEALTH	21.67
128791	SWEET LIKE HONEY BAKERY	SPECIAL EVENTS	HEALTH	160.00
128792	TASC	FEEES	MEDICAL TRUST	309.60
128793	TASCOSA OFFICE MACHINES, INC	MAINTENANCE CONTRACTS	TREASURER	10.61
128794	THE FIX	SPECIAL EVENTS	HEALTH	75.00
128795	THE SCHREIBER RESEARCH GROUP (TSRG)	SPECIAL EVENTS	HEALTH	1,310.07
128796	THOMSON REUTERS - WEST	SOFTWARE/HARDWARE RENTAL	SHERIFF	376.30
128797	TOWN OF FOWLER	UTILITIES	R&B	105.48
128798	TOWN OF SWINK	UTILITIES	R&B	124.43
128799	TRIAD COMPUTER SERVICES, INC	SOFTWARE/HARDWARE RENTAL	SHERIFF	234.95
128800	TRIPLE T AUTO PARTS	PARTS/SERVICE	HEALTH/R&B	631.92
128801	TYLER TECHNOLOGIES, INC.	MAINTENANCE CONTRACTS	ADMIN	4,250.00
128802	VALLEY AUTO PARTS, INC	PARTS/SERVICE	R&B	2,241.83
128803	VANESSA ROMERO	TRAVEL	SEP	105.47
128804	VERONICA MATA	TRAVEL	ELECTIONS	30.74
128805	VISA	DUES & MEETINGS/TRAVEL/OPERATING	VARIOUS	22,932.52
128806	NOT A CHECK			-
128807	WAGNER EQUIPMENT CO	PARTS/SERVICE	R&B	5,589.12
128808	WALMART / CAPITAL ONE	PARTS/SERVICE	R&B	299.11
128809	WALMART / CAPITAL ONE	BUILDING MAINT/REPAIRS	G&B	11.31
128810	WALMART / CAPITAL ONE	DUES & MEETINGS/OPERATING	HEALTH	435.02
128811	X-TREME H2O	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF/TRANSPORT	129.68
3387	16TH JUDICIAL DISTRICT	16TH JUDICIAL DISTRICT	INTERGOVERNMENTAL	52,357.00
3388	21ST CENTURY EQUIPMENT LLC	PARTS/SERVICE	R&B	137.66
3389	AMAZON CAPITAL SERVICES, INC	OPERATING	CLERK/G&B/R&B	871.15
3390	ARKANSAS VALLEY ACCUMED	JAIL BASED SERVICES (JBBS)	STATE GRANTS	3,120.21
3391	BACA HOME CARE AGENCY, INC	CAREGIVER SUPPORT	AAA	1,740.00
3392	BARBARA MONTOYA	FSSP CLIENT SUPPORT	FSSP	550.00
3393	BRENDA DONALDSON	TRAVEL	SEP	36.04
3394	CENTURYLINK	PURCHASED SERVICES-COMM	E911/AAA	316.55
3395	CLEAN VALLEY RECYCLING	UTILITIES	G&B	160.00
3396	DEE ANN LYONS	MEDICAL SERVICES	JAIL/STATE GRANTS	2,086.25
3397	DIGITCOM ELECTRONICS, INC	MAINTENANCE CONTRACTS/RADIO REPAIR	SHERIFF/E911	4,430.00
3398	ELSIE MAE KLEIN	TRAVEL	ADULT SERVICES	323.00
3399	FARIS MACHINERY COMPANY	PARTS/SERVICE	R&B	785.18
3400	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	1,137.54
3401	GT INDEPENDENCE	FMS CLIENT SERVICES/FEE EXPENSE	VDC	38,734.21
3402	HD SUPPLY	BUILDING MAINT/REPAIRS	LAND USE/G&B	146.08
3403	HILARY JURNEY	FSSP CLIENT SUPPORT	FSSP	500.00
3404	JACKI SHERIFF CLARK	TRAVEL	ADULT SERVICES	70.00
3405	JOHN FISHER HOSE CO	SPECIAL PROJECTS	ADMIN	500.00
3406	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	603.00
3407	KNAPP FARMS LLC	WELLNESS PROGRAM	MEDICAL TRUST	3,500.00
3408	LAW OFFICE OF RANDA DAVIS-TICE	LEGAL FEE CONTINGENCY	AAA	542.50
3409	LYNDA SCOTT	POSTAGE, BOX RENT, ETC	ELECTIONS	9.85

Check #	Vendor	Description	Department	Amount
3410	MAES MECHANICAL, LLC	OPERATING SUPPLIES	HEALTH	260.00
3411	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	287.00
3412	MEDICAL SYSTEMS OF DENVER, INC	LABORATORY SERVICES	HEALTH	182.39
3413	MEDINA'S TIRE SERVICE, LLC	PARTS/SERVICE	R&B	122.00
3414	MOTOROLA SOLUTIONS, INC	PURCHASES UNDER \$5,000	INTERNAL SERVICES	6,252.02
3415	MOTOROLA SOLUTIONS, INC	MAINTENANCE CONTRACTS	E911	44,361.84
3416	NEWMAN TRAFFIC SIGNS	SIGNS	R&B	1,868.26
3417	OTERO PARTNERS, INC	DA BUILDING EXPENSES	INTERGOVERNMENTAL	670.87
3418	PEACOCK-LARSEN FUNERAL HOME, INC	AUTOPSY	CORONER	450.00
3419	QUILL CORPORATION	OFFICE SUPPLIES	ADMIN/R&B/ADULT SERVICES	1,239.68
3420	ROBERT BLAIR	TRAVEL	ADULT SERVICES	44.52
3421	ROBERT L KLINKERMAN	TRAVEL	ADULT SERVICES	76.00
3422	ROBERT M. FOWLER	TRAVEL & LODGING/SUPPLIE	CORONER	45.97
3423	SAMANTHA PALMER	TRAVEL	SEP	59.36
3424	SANDRA LEE ESTEP	TRAVEL	ADULT SERVICES	516.00
3425	SHELLY R BAUER	TRAVEL	ADULT SERVICES	126.00
3426	SHULTZ LAW OFFICE LLC	CONTRACT SERVICES	ADMIN/HEALTH	2,164.50
3427	SOUTHEAST COLORADO POWER ASSN	UTILITIES	R&B	463.13
3428	TECHNOLOGY WEST	CONTRACT SERVICES	ELECTIONS	128.25
3429	TYLA T HIATT	TRAVEL	ADULT SERVICES	148.00
3430	USKMA	TRAINING	SHERIFF	395.00
3431	VALLEY TRASH LLC	BUILDING MAINT/REPAIRS	ADMIN/R&B	130.00
3432	VOIANCE LANGUAGE SERVICES, LLC	PURCHASED SERVICES-COMM	E911	22.08
3433	WEAR PARTS & EQUIPMENT CO, INC.	PARTS/SERVICE	R&B	3,238.43
3434	WEX BANK	FUEL	VARIOUS	6,639.60
				397,544.97

Fund Summary

010 - GENERAL FUND	188,162.63
011 - SMALL BUSINESS DEVL P RLF	115.11
020 - ROAD & BRIDGE FUND	53,935.80
025 - MEDICAL TRUST FUND	7,028.30
040 - AAA FUND	50,654.58
065 - INTERNAL SERVICES FUND'	7,792.02
070 - GENERAL HUMAN SERVICES	7,881.22
080 - HEALTH FUND	30,145.20
085 - CONSERVATION TRUST FUND	80.00
090 - CLERK HIRE FUND	2,811.53
095 - E-911	48,938.58
397,544.97	



Otero County, CO

My Balance Sheet

Account Summary

As Of 06/30/2024

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	560,880.05
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:	562,708.05
		<u>562,708.05</u>
Liability		
070.200.20100	ACCOUNTS PAYABLE	0.00
070.200.20101	AP PENDING (DUE TO POOL)	-5,621.90
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:	233,647.12
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		1,153,396.60
Total Expense		824,243.46
Revenues Over/Under Expenses		329,153.14
	Total Equity and Current Surplus (Deficit):	329,060.93
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>562,708.05</u>



Otero County, CO

My Budget Report

Account Summary

For Fiscal: 2024 Period Ending: 06/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
Fund: 070 - GENERAL HUMAN SERVICES							
Revenue							
070.330.33404	OLTC RETENTION GRANT	25,000.00	25,000.00	0.00	-10.00	-25,010.00	100.04 %
070.330.33407	CSBG	150,000.00	150,000.00	0.00	5,750.50	-144,249.50	96.17 %
070.330.33408	SINGLE ENTRY POINT (SEP)	1,186,423.00	1,186,423.00	102,484.44	964,194.92	-222,228.08	18.73 %
070.330.33409	HCA GRANT	22,000.00	22,000.00	2,849.06	8,547.18	-13,452.82	61.15 %
070.330.33703	MIMOF 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	300.00	-2,700.00	90.00 %
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	105,333.50	1,153,396.60	-296,026.40	20.42%
Expense							
070.445.44521.11100	SALARIES & WAGES - PERM	11,298.00	11,298.00	832.71	1,695.09	9,602.91	85.00 %
070.445.44521.11300	SALARIES & WAGES - PART-TIME	34,956.00	34,956.00	1,918.80	11,823.18	23,132.82	66.18 %
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	208.23	275.24	-240.24	-686.40 %
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	205.19	1,027.14	2,374.86	69.81 %
070.445.44521.14500	CRA - RETIREMENT	678.00	678.00	49.96	101.71	576.29	85.00 %
070.445.44521.22900	OPERATING	1,000.00	1,000.00	412.76	680.40	319.60	31.96 %
070.445.44521.35400	AUDIT	156.00	156.00	0.00	0.00	156.00	100.00 %
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	147.82	348.15	1,051.85	75.13 %
070.445.44521.77010	HOUSING	23,000.00	23,000.00	7,481.46	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	2,929.00	8,080.00	35,920.00	81.64 %
070.445.44521.77070	DENTAL	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
070.445.44560.37530	NEMT TRAVEL	1,000.00	1,000.00	462.00	7,454.00	-6,454.00	-645.40 %
070.445.44570.11100	SALARIES & WAGES - PERM	871,488.00	871,488.00	74,986.11	469,686.53	401,801.47	46.11 %
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	403.31	502.30	497.70	49.77 %
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	15,937.10	99,825.98	128,875.02	56.35 %
070.445.44570.14350	LIFE INS ONLY-COUNTY PAID	400.00	400.00	60.63	367.11	32.89	8.22 %
070.445.44570.14400	FICA TAXES	66,669.00	66,669.00	5,271.71	32,885.34	33,783.66	50.67 %
070.445.44570.14500	CRA - RETIREMENT	52,289.00	52,289.00	4,499.17	27,826.57	24,462.43	46.78 %
070.445.44570.22900	OPERATING SUPPLIES	20,000.00	20,000.00	13,626.13	22,670.99	-2,670.99	-13.35 %
070.445.44570.35400	AUDIT	1,042.00	1,042.00	0.00	0.00	1,042.00	100.00 %
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	682.21	2,038.36	461.64	18.47 %
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	3,706.48	10,154.30	12,055.70	54.28 %
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	421.79	615.21	884.79	58.99 %
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	170.70	247.09	252.91	50.58 %
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	27.47	40.10	77.90	66.02 %
070.445.44571.14500	CRA - RETIREMENT	92.00	92.00	25.31	36.91	55.09	59.88 %
070.445.44571.22900	OPERATING SUPPLIES	75.00	75.00	6.23	8.88	66.12	88.16 %
070.445.44571.35400	AUDIT	39.00	39.00	0.00	0.00	39.00	100.00 %
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: 06/30/2024

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
070.445.44571.37500	TRAVEL	50.00	50.00	0.00	0.00	50.00	100.00 %
070.445.44571.51300	LIABILITY INSURANCE	480.00	480.00	0.00	468.09	11.91	2.48 %
070.445.44571.53150	RENT	65.00	65.00	1.50	6.69	58.31	89.71 %
070.445.44575.11500	OLTC RETENTION GRANT	25,000.00	25,000.00	0.00	64,500.00	-39,500.00	-158.00 %
070.445.44581.71510	FSSP CLIENT SUPPORT	0.00	0.00	14,420.00	23,354.24	-23,354.24	0.00 %
	Expense Total:	1,447,554.00	1,447,554.00	148,893.78	824,243.46	623,310.54	43.06%
	Fund: 070 - GENERAL HUMAN SERVICES Surplus (Deficit):	1,869.00	1,869.00	-43,560.28	329,153.14	327,284.14	17,511.19%
	Report Surplus (Deficit):	1,869.00	1,869.00	-43,560.28	329,153.14	327,284.14	17,511.19%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 070 - GENERAL HUMAN SERVICES						
Revenue	1,449,423.00	1,449,423.00	105,333.50	1,153,396.60	-296,026.40	20.42%
Expense	1,447,554.00	1,447,554.00	148,893.78	824,243.46	623,310.54	43.06%
Fund: 070 - GENERAL HUMAN SERVICES Surplus (Deficit):	1,869.00	1,869.00	-43,560.28	329,153.14	327,284.14	17,511.19%
Report Surplus (Deficit):	1,869.00	1,869.00	-43,560.28	329,153.14	327,284.14	17,511.19%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
070 - GENERAL HUMAN SERVICES	1,869.00	1,869.00	-43,560.28	329,153.14	327,284.14
Report Surplus (Deficit):	1,869.00	1,869.00	-43,560.28	329,153.14	327,284.14

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 22nd day of July 2024, there were present:

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

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

Resolution #2024-11

A RESOLUTION REVOKING THE INTERNAL CONTROL POLICIES AND PROCEDURES ADOPTED SEPTEMBER 25, 2017 AND REVOKING THE PURCHASING POLICY ADOPTED DECEMBER 26, 2017 AND ADOPTING A NEW INTERNAL CONTROL/PURCHASING POLICIES AND PROCEDURES MANUAL.

WHEREAS, Otero County has established financial and purchasing protocols to ensure proper management and oversight of county resources; and

WHEREAS, there is a segregation of duties in cash handling to prevent any individual from having complete control over cash transactions, thereby ensuring checks and balances within the system; and

WHEREAS, purchasing methods are specified based on the cost and complexity of goods and services, with responsibility for budget confirmation and procurement oversight assigned to the initiating department, supported by the County Administrator and Finance Office; and

WHEREAS, the Board of County Commissioners holds the authority to review and authorize purchases and contracts, emphasizing adherence to the established policies and procedures for all county staff, unless an exemption has been granted by the Board of County Commissioners.

WHEREAS, on September 25, 2017 Otero County adopted the “Internal Control Policies and Procedures”; and

WHEREAS, on December 26, 2017 Otero County adopted the “Purchasing Policy”; and

WHEREAS, the County desires to revoke said Policies and adopt a new Internal Control/Purchasing Policies and Procedures Manual.

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

1. The “Internal Control Policies and Procedures” adopted September 25, 2017, is hereby revoked in its entirety.
2. The “Purchasing Policy” adopted December 26, 2017, is hereby revoked in its entirety.
3. The policies and procedures set forth in the attached “Internal Control/Purchasing Policies and Procedures Manual” are adopted with an effective date of July 22, 2024.

ADOPTED this 22nd day of July 2024.

ATTEST:

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

County Clerk

Rob Oquist, Chair

Tim Knabenshue

Jim Baldwin

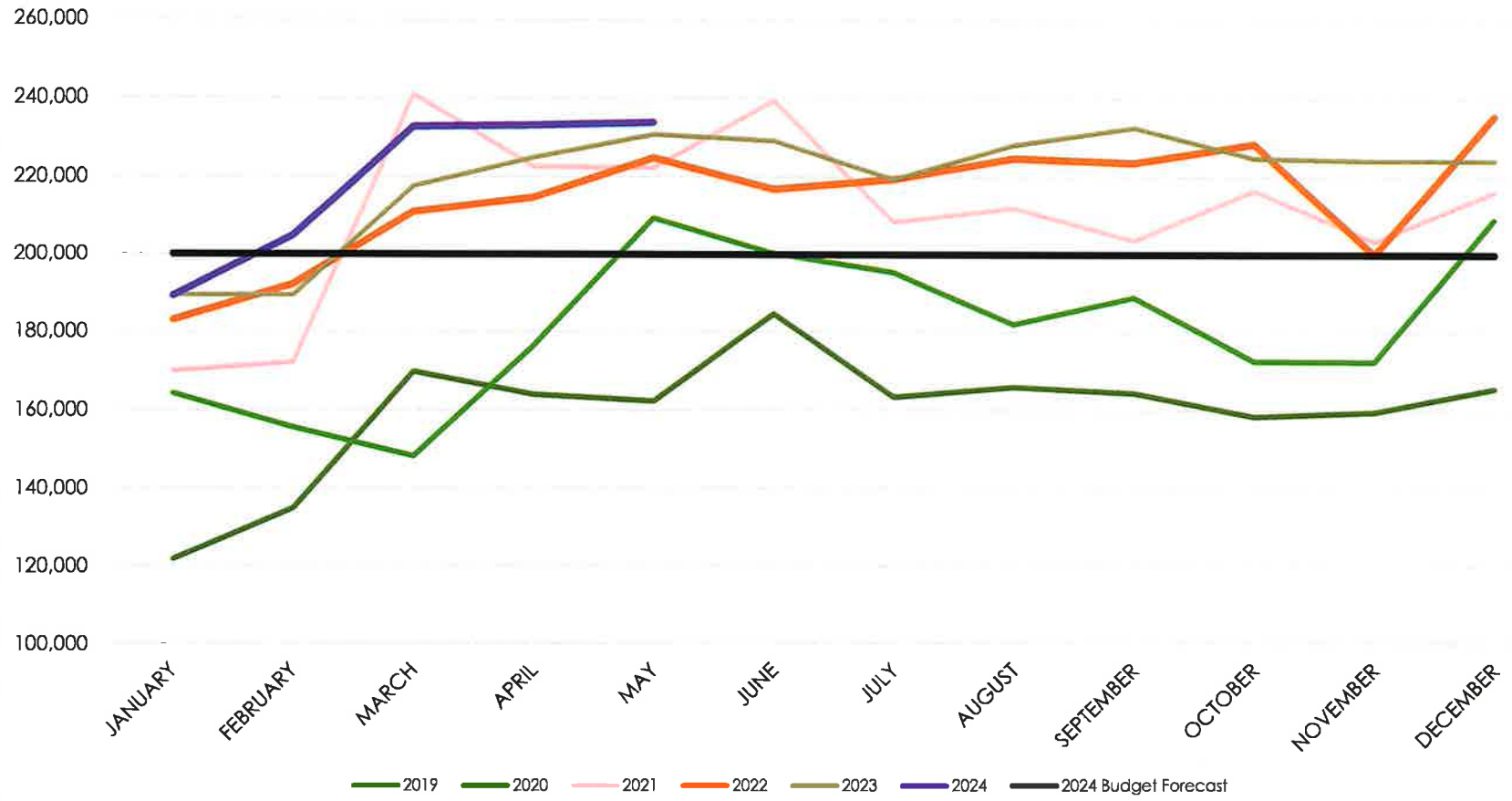
OTERO COUNTY SALES TAX REPORT
May 2024



COLLECTED BY COUNTY	\$	29,749	
COLLECTED BY STATE	\$	204,140	
TOTAL COLLECTED	\$	233,889	Received in July 2024

	2019	2020	2021	2022	2023	2024	2024 Budget Forecast	FY2023 vs FY2024		FY2023	
								(+/-)	Monthly % of Change	Cumm. % of Change	Cumm. % of Change
JANUARY	121,756	164,205	169,972	182,983	189,563	189,232	200,000	(331)	-0.2%	0%	4%
FEBRUARY	134,870	155,565	172,204	192,216	189,406	204,819	200,000	15,413	8%	4%	1%
MARCH	169,741	148,242	240,999	210,892	217,619	232,765	200,000	15,145	7%	5%	2%
APRIL	163,971	176,370	222,632	214,762	224,963	233,125	200,000	8,162	4%	4%	3%
MAY	162,243	209,430	222,410	224,856	230,836	233,889	200,000	3,053	1%	4%	3%
JUNE	184,727	200,329	239,552	216,893	229,251		200,000		0%	4%	3%
JULY	163,346	195,468	208,403	219,463	219,497		200,000		0%	4%	3%
AUGUST	165,872	182,048	212,061	224,780	228,199		200,000		0%	4%	3%
SEPTEMBER	164,322	188,993	203,687	223,680	232,592		200,000		0%	4%	3%
OCTOBER	158,387	172,510	216,643	228,498	224,872		200,000		0%	4%	2%
NOVEMBER	159,523	172,426	203,386	199,965	224,198		200,000		0%	4%	3%
DECEMBER	165,447	209,095	216,381	235,641	224,283		200,000		0%	4%	2%
ACTUAL:	1,914,205	2,174,680	2,528,330	2,574,629	2,635,281	1,093,830	2,400,000	41,442			
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



7/22/2024 to 7/26/2024

Commissioner's Calendar

Monday, July 22, 2024

Public Works/Facility Management -- LN, DG, RO, TK, JB, AT
Mon 7/22/2024 9:00 AM - 10:00 AM
Location: Room 212

Economic Development - DB, RO, TK, JB, AT
Mon 7/22/2024 10:00 AM - 11:00 AM
Location: Room 212

Department of Human Services / RO, TK, JB, DR, AT
Mon 7/22/2024 11:00 AM - 12:00 PM
Location: Room 212

Administration / AT, RO, TK, JB
Mon 7/22/2024 12:00 PM - 1:00 PM
Location: Room 212

Department of Human Services, Land Use, Commissioner's Meeting
Mon 7/22/2024 1:30 PM - 2:30 PM
Location: Room 107 or Zoom

SECOR -- RO
Mon 7/22/2024 3:00 PM - 4:00 PM

Tuesday, July 23, 2024

Courthouse Security
Tue 7/23/2024 9:30 AM - 10:30 AM

Construction Conference
Tue 7/23/2024 1:00 PM - 2:00 PM

Water Partnership Project
Tue 7/23/2024 2:00 PM - 3:00 PM

Wednesday, July 24, 2024

SECOG/SECED -- TK
Wed 7/24/2024 1:00 PM - 2:00 PM

Thursday, July 25, 2024

911 Board Meeting
Thu 7/25/2024 10:00 AM - 11:00 AM

Friday, July 26, 2024

HRSA/TK
Fri 7/26/2024 9:00 AM - 10:00 AM

7/29/2024 to 8/2/2024

Commissioner's Calendar

Tuesday, July 30, 2024

JC Carrica

Tue 7/30/2024 8:30 AM - 9:00 AM

Garrett Markus

Tue 7/30/2024 9:00 AM - 10:00 AM

Board of Health - JB/AT

Tue 7/30/2024 11:00 AM - 1:30 PM

Construction Conference

Tue 7/30/2024 1:00 PM - 2:00 PM

Thursday, August 1, 2024

Lisa Schlotterhausen

Thu 8/1/2024 9:00 AM - 10:00 AM

8/5/2024 to 8/9/2024

Commissioner's Calendar

Monday, August 5, 2024

County Attorney / RO, TK, JB, NS, SS, AT

Mon 8/5/2024 9:00 AM - 10:00 AM

Location: Room 212

Administration/AT, RO, TK, JB

Mon 8/5/2024 10:00 AM - 11:00 AM

Location: Room 212

Tuesday, August 6, 2024

Conduit Meeting

Tue 8/6/2024 11:00 AM - 12:00 PM

Construction Conference

Tue 8/6/2024 1:00 PM - 2:00 PM