



**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 August 12, 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
  - c. Liquor License Renewal, La Junta Golf Course/The Fairway
  - d. Liquor License Renewal, Felisa's Mexican Food & Lounge
  - e. Resolution of Participation for Otero County In the Lower Arkansas Valley Area Agency on Aging for FY2025
7. Old Business
8. New Business
  - a. Semi-Annual Treasurer's Report – Sharon Jones
  - b. Secured Transport License and Permit, DC Security & Investigative Services
  - c. Approval of External Audit Firm Bid Award
  - d. Resolution #2024-12 Declaring the Intent of Otero County, Colorado to Issue Revenue Bonds in Connection with Financing Residential Facilities for Low-and Middle-Income Families or Persons
  - e. Resolution #2024-13 A Resolution Permitting the Lawful Possession of Firearms on Property Owned and Operated by Otero County, Colorado
9. Departmental Reports
10. Commissioners Report
11. Discussion
12. Announcements



July 22<sup>nd</sup>, 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: Bette McFarren and Adrian Hart.

Guests on Zoom: Christopher Olney, with the Colorado Springs Utilities.

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 24, 2024, bills, and payroll for June 16-30 & July 1-15, 2024, and approval of Financial Statements-General Human Services, ending June 30, 2024. Co. Knabenshue motioned to approve the consent agenda. Co. Baldwin seconded. Motion carried.

Admin. White-Tanabe presented 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. Admin White-Tanabe stated that it was to update both policies and change/update the language so that the policies are easier to understand. Co. Baldwin motioned to approve the Resolution. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented the sales tax report for May 2024, cumulative change is up 4% from last year. The county is doing well.

Co. Knabenshue presented that he attended meetings for Colorado Counties Incorporated and Southeastern Water District, both meetings were informative.

Chr. Oquist presented that he attended several meetings in the last two weeks, including Southeast Colorado Business Retention Expansion and Attraction, Sage, and Otero Partners Incorporated.

With no further business, the Board adjourned the meeting.

Next meeting will be Monday, August 12, 2024, at 1:30 pm.

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Clerk

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Chairman

**OTERO COUNTY PAYMENTS  
JULY 16 THROUGH JULY 31, 2024**

Check #	Vendor	Description	Department	Amount
128812	SOUTHEAST COLO WEED MGMT	WEED CONTROL	R&B	6,812.33
128813	A CUT ABOVE PEST CONTROL, LLC	REPAIRS/MAINTENANCE	LAND USE	31.00
128814	ACM DIESEL, LLC	PARTS/SERVICE	R&B	4,611.05
128815	ALL RITE PAVING & REDI MIX, INC	ROAD OIL	R&B	3,156.30
128816	ALLEN INSURANCE SERVICES, LLC	STEPP GRANT	HEALTH	50.00
128817	ARKANSAS VALLEY BALLOON FESTIVAL	STEPP GRANT	HEALTH	425.00
128818	AUSTIN BRYAN	DUES, MEETINGS & TRAINING	ASSESSOR	130.00
128819	AVRMC - PATIENT ACCOUNTS	MEDICAL SERVICES	JAIL	174.04
128820	BENT COUNTY AMBULANCE SERVICE	MEDICAL SERVICES	JAIL	75.00
128821	BENT COUNTY COMMISSIONERS	BENT COUNTY GATS	AAA	1,520.50
128822	BLACK HILLS ENERGY	UTILITIES	VARIOUS	1,715.22
128823	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	497.86
128824	CARLOTA ORTEGA GARCIA	FSSP CLIENT SUPPORT	FSSP	4,000.00
128825	CENTURYLINK - SEATTLE, WA	PURCHASED SERVICES-COMM	E911	4,513.32
128826	CITY OF GRAND JUNCTION	TRAINING	SHERIFF	200.00
128827	CITY OF LA JUNTA	PURCHASED SERVICES-COMM	E911	705.11
128828	CITY OF LA JUNTA - UTILITIES	UTILITIES	JAIL/G&B/R&B/SHERIFF	10,176.04
128829	CITY OF LA JUNTA TRANSIT	CITY OF LA JUNTA	AAA	11,764.43
128830	CITY OF ROCKY FORD	UTILITIES	LAND USE/HEALTH	273.77
128831	CONSULTING WITH A HART LLC	ADVERTISING/LEGAL NOTICES	ADMIN	50.00
128832	DEEP ROCK	MISCELLANEOUS	TREASURER	63.44
128833	EAGLE ENGRAVING	OPERATING SUPPLIES	SHERIFF	306.95
128834	EASYFLOW FOR SAFE WATER	BUILDING MAINT/REPAIRS	G&B	120.00
128835	EL PASO COUNTY CORONER	AUTOPSY	CORONER	9,300.00
128836	GOBIN'S INC	OPERATING SUPPLIES	HEALTH	79.70
128837	GRAPHIC DESIGNS UNLIMITED	OPERATING SUPPLIES	G&B	98.50
128838	GREAT AMERICA LEASING CORP.	CTC GRANT	HEALTH	84.94
128839	GRIZZLY TIRE AND AUTO LLC	PARTS/SERVICE	R&B	25.00
128840	HP INC	OPERATING SUPPLIES	SEP	428.00
128841	INTEGRATED VOTING SOLUTIONS	PRINTING/POSTAGE	ELECTIONS	15,634.64
128842	JERRY D. BAY	P & Z BOARD FEES	LAND USE	78.00
128843	JR THOMPSON	P & Z BOARD FEES	LAND USE	60.90
128844	KEN HOOD	DUES, MEETINGS & TRAINING	ASSESSOR	195.00
128845	KIMBALL MIDWEST	PARTS/SERVICE	G&B/R&B	1,591.80
128846	KVAY-FM	STEPP GRANT	HEALTH	600.00
128847	LA JUNTA CHAMBER OF COMMERCE	CTC GRANT/STEPP GRANT	HEALTH	1,651.50
128848	LA JUNTA TRADING COMPANY, INC	PARTS/SERVICE	R&B	18.18
128849	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	918.00
128850	LESLIE FELLOWS	DUES, MEETINGS & TRAINING	ASSESSOR	150.00
128851	MATTHEW MCINTYRE	P & Z BOARD FEES	LAND USE	65.42
128852	MIGUEL A ESTRADA-HURTADO	BLDG UTIL/MAINT - RF	HEALTH	50.00
128853	MUTH WELDING SERVICE	PARTS/SERVICE	R&B	90.40
128854	NORMAN JAY SMITH	P & Z BOARD FEES	LAND USE	77.10
128855	OFFICE DEPOT, INC	OPERATING SUPPLIES	HEALTH	597.75
128856	O'REILLY AUTO PARTS	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF	54.00
128857	OTERO COUNTY CLERK	PARTS/SERVICE	R&B	10.11
128858	OTERO COUNTY SOCIAL SERVICES	SALARIES/OPERATING	ADULT SERVICES	9,570.25
128859	POWER EQUIPMENT COMPANY	PARTS/SERVICE	R&B	337.66
128860	POWER MOTIVE CORPORATION	PARTS/SERVICE	R&B	384.44
128861	SECOM	TELEPHONE/SECOM CIRCUIT	VARIOUS	5,443.24
128862	NOT A CHECK			-
128863	SECOM (911)	SECOM CIRCUIT	E911	1,436.40
128864	SHANNON CASILLAS	TRAVEL	CLERK	175.00
128865	SHRED AMERICA COLORADO	DOCUMENT SHREDDING	ADMIN/ADULT SERVICES	56.20
128866	SHRED AMERICA COLORADO	DOCUMENT SHREDDING	CLERK	79.20
128867	SUTHERLAND LUMBER CO.	BUILDING MAINT/REPAIRS	G&B/R&B	1,751.35
128868	TASCOSA OFFICE MACHINES, INC	OPERATING	ADULT SERVICES	185.36
128869	THE SCHREIBER RESEARCH GROUP (TSRG)	SPECIAL EVENTS	HEALTH	4,174.77

Check #	Vendor	Description	Department	Amount
128870	TRANE COMPANY	BUILDING MAINT/REPAIRS	G&B	6,023.00
128871	TRIAD COMPUTER SERVICES, INC	OFFICE EQUIPMENT	ADMIN/DETENTION DEVELOP.	11,674.25
128872	TYLER TECHNOLOGIES, INC.	MAINTENANCE CONTRACTS	ADMIN	250.00
128873	VIAERO WIRELESS	TELEPHONE	VARIOUS	2,591.76
128874	WALMART / CAPITAL ONE	OPERATING SUPPLIES	SHERIFF/JAIL	85.88
128875	WATERMELON PILE FUND	SPECIAL PROJECTS	ADMIN	100.00
128876	WITMER PUBLIC SAFETY GROUP, INC	OPERATING SUPPLIES	SHERIFF	898.60
3435	AMAZON CAPITAL SERVICES, INC	OPERATING	JAIL/G&B/R&B	662.27
3436	ANDREA CRAFTON	FSSP CLIENT SUPPORT	FSSP	500.00
3437	BENT COUNTY SHERIFF	BOARDING PRISONERS	JAIL	78,900.00
3438	DAVE W HILL	P & Z BOARD FEES	LAND USE	69.90
3439	DIGITCOM ELECTRONICS, INC	PARTS/SERVICE	R&B	568.66
3440	ELSIE MAE KLEIN	TRAVEL	ADULT SERVICES	775.78
3441	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	614.00
3442	GALLS, LLC	UNIFORMS	JAIL	188.70
3443	GREGGORY PORTCH	TRAVEL	ADULT SERVICES	185.85
3444	GROUND ENGINEERING CONSULTANTS, INC	DETENTION DEVELOPMENT	DETENTION DEVELOPMENT	6,779.00
3445	GT INDEPENDENCE	FMS CLIENT SERVICES/FEE EXPENSE	VDC	41,485.58
3446	HANNAH ADAME	FSSP CLIENT SUPPORT	FSSP	1,230.00
3447	HD SUPPLY	BUILDING MAINT/REPAIRS	LAND USE/G&B	1,295.55
3448	IVOR JOHN HILL	CONTRACT SERVICES	ASSESSOR	615.24
3449	J&A TRAFFIC PRODUCTS	SIGNS	R&B	309.10
3450	JACKI SHERIFF CLARK	TRAVEL	ADULT SERVICES	576.79
3451	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	838.94
3452	LAMAR AREA HOSPICE	CAREGIVER SUPPORT	AAA	3,589.25
3453	LYNDA SCOTT	TRAVEL	CLERK	175.00
3454	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	960.33
3455	MGT OF AMERICA CONSULTING, LLC	COST ALLOCATION PLAN	ADMIN	5,500.00
3456	PAULINE APODACA	FSSP CLIENT SUPPORT	FSSP	500.00
3457	PITA VALERIO	FSSP CLIENT SUPPORT	FSSP	500.00
3458	PRECIOUS GARCIA	FSSP CLIENT SUPPORT	FSSP	500.00
3459	QUILL CORPORATION	OFFICE SUPPLIES	ADMIN/R&B	378.75
3460	RESERVE ACCOUNT	POSTAGE	LAND USE/CLERK/ELECTIONS	955.00
3461	RMMI	MAINTENANCE CONTRACTS	ADMIN	9,786.00
3462	ROCKY FORD FOOD MARKET LLC	OPERATING/SHOP SUPPLIES	R&B	546.00
3463	SAGE SERVICES, INC.	CONGREGATE/HOME DELIVERED MEALS	AAA	25,694.03
3464	SAGE SERVICES, INC.	SAGE ALLOCATION	ADMIN	36,230.00
3465	SE CO WATER ACTIVITY ENTERPRISE	EXCESS CAPACITY	INTGOVERNMENTAL	5,579.42
3466	SECWAE - ARKANSAS VALLEY CONDUIT	ARP 5.11 WATER INFRASTRUCTURE	AMERICAN RESCUE PLAN	119,219.01
3467	SHELLY R BAUER	TRAVEL	ADULT SERVICES	119.00
3468	TYLA T HIATT	TRAVEL	ADULT SERVICES	160.00
3469	USDA - APHIS-WS	PREDATOR CONTROL-PROF SVC	RODENT CONTROL	3,853.91
3470	WEAR PARTS & EQUIPMENT CO, INC.	PARTS/SERVICE	R&B	<u>1,400.22</u>
				479,688.94

Fund Summary

010 - GENERAL FUND	195,937.85
013 - AMERICAN RESCUE PLAN	119,219.01
020 - ROAD & BRIDGE FUND	22,338.90
040 - AAA FUND	86,384.19
050 - DETENTION CENTER FUND	17,552.28
070 - GENERAL HUMAN SERVICES	21,391.86
080 - HEALTH FUND	9,541.76
090 - CLERK HIRE FUND	668.26
095 - E-911	<u>6,654.83</u>
	479,688.94



advocacy | action | answers on aging

**Lower Arkansas Valley  
Area Agency on Aging**

13 W 3<sup>rd</sup> Street, Rm 110  
La Junta, CO 81050  
Phone: 719-383-3166  
Toll Free: 800-438-3762  
FAX: 719-383-4607

July 29, 2024

Otero County Commissioners  
13 W 3rd, Suite 212  
La Junta, CO 81050

Dear Commissioners:

Attached is the RESOLUTION OF PARTICIPATION for Otero County  
in the Lower Arkansas Valley Area Agency on Aging for **FY 2025**.

Please sign and return to our office by **9/31/2024**.

Please submit your funding contribution of **\$10,294**, which is  
approximately 17% of your estimated Title III-B and III-E  
allocations, to our office by **10/15/2024**.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Shearer", with a long horizontal line extending to the right.

Ken Shearer, Director  
Lower Arkansas Valley Agency on Aging

A handwritten signature in blue ink, appearing to read "Donna Rohde", with a long horizontal line extending to the right.

Donna Rohde, Director  
Otero County Department of Human Services

Enclosures  
KS/DR

**RESOLUTION OF PARTICIPATION**

**of**

**Otero County**

**in the**

**LOWER ARKANSAS VALLEY AREA AGENCY ON AGING  
PROGRAMMING FOR THE YEAR  
JANUARY 1, 2025 – DECEMBER 31, 2025**

WHEREAS, Baca, Bent, Crowley, Kiowa, Otero and Prowers Counties are participating in the Lower Arkansas Valley Area Agency on Aging; and

WHEREAS, said counties receive continued programming through the Region VI Lower Arkansas Valley Area Agency on Aging; and

WHEREAS, a share of the funding is to be provided by the aforementioned counties.

IT IS THEREFORE RESOLVED by the Board of County Commissioners to provide funding in the amount of **\$10,294**.

APPROVED THIS 30th DAY OF July, 2024.

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Chairman, County Commissioners

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County Commissioner

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County Commissioner

# Commissioners' Calendar

**Monday, August 12, 2024**

## **Public Works/Facility Management -- LN, DG, RO, TK, JB, AT**

Mon 8/12/2024 9:00 AM - 10:00 AM

Location: Room 212

## **Economic Development - DB, RO, TK, JB, AT**

Mon 8/12/2024 10:00 AM - 11:00 AM

Location: Room 212

## **Department of Human Services / RO, TK, JB, DR, AT**

Mon 8/12/2024 11:00 AM - 12:00 PM

Location: Room 212

## **Administration / RO, TK, JB, AT**

Mon 8/12/2024 12:00 PM - 1:00 PM

Location: Room 212

## **Otero County Board of Commissioners Public Hearing / RO, TK, JB**

Mon 8/12/2024 1:30 PM - 2:30 PM

Location: Room 107 or Zoom

**Tuesday, August 13, 2024**

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

Tue 8/13/2024 10:00 AM - 11:00 AM

Location: Room 212

## **Bureau MOU Review**

Tue 8/13/2024 11:00 AM - 12:00 PM

Location: Microsoft Teams Meeting

## **Construction Conference**

Tue 8/13/2024 1:00 PM - 2:00 PM

## **Pat Edelman - Water Quality**

Tue 8/13/2024 2:30 PM - 3:30 PM

## **Wednesday, August 14, 2024**

### **RESADA - RO**

Wed 8/14/2024 10:30 AM - 12:00 PM

### **Ark River Basin Roundtable / JB**

Wed 8/14/2024 12:30 PM - 4:00 PM

## **Thursday, August 15, 2024**

### **SEWCD Board Meeting**

Thu 8/15/2024 9:30 AM - 12:00 PM

## **Monday, August 19, 2024**

### **OPI/OCLI**

Mon 8/19/2024 8:30 AM - 10:30 AM

Location: Room 107 or Zoom

### **Emergency Management / RO, TK, JB, DC, AT**

Mon 8/19/2024 11:00 AM - 12:00 PM

Location: Room 212

### **Administration/ AT, RO, TK, JB**

Mon 8/19/2024 12:00 PM - 1:00 PM

Location: Room 212

## **Tuesday, August 20, 2024**

### **Ty Winter**

Tue 8/20/2024 9:00 AM - 10:00 AM

### **Construction Conference**

Tue 8/20/2024 1:00 PM - 2:00 PM

**Wednesday, August 21, 2024**

**Lower Ark Water Conservancy - JB**

Wed 8/21/2024 10:30 AM - 11:30 AM

**SEBREA - RO**

Wed 8/21/2024 12:00 PM - 1:00 PM

**SAGE -- RO**

Wed 8/21/2024 2:00 PM - 3:00 PM