



**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 September 9, 2024

1. Opening Prayer
2. Pledge of Allegiance
3. Call to Order
4. Public Comment (limit of 3 minutes)
5. Presentations
6. Consent Agenda. *The Chair will remove any Consent Agenda item upon request by any Commissioner or assigned staff. Items removed upon request will be considered separately by the Board immediately following the action on the remaining Consent Agenda, be continued to another meeting date, or handled in a manner otherwise determined at the discretion of the Board.*
  - a. Approval of Minutes
  - b. Approval of Bills & Payroll
7. Old Business
8. New Business
  - a. Memorandum of Understanding, U.S. Department of Interior – Bureau of Reclamation
  - b. Memorandum of Understanding, Rural Jump Start – Danelle Berg
  - c. SECRETAC Grant Application
9. Departmental Reports
10. Commissioners Report
11. Discussion
12. Announcements

August 26<sup>th</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: Timothy Ahopelto, Adrian Hart, and Sharon Jones.  
Guests on Zoom: none

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

Donna Rohde, Human Services Director, shared that Gov. Jared Polis proclaimed that the month of August 2024 would be Child Support Awareness Month.

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 August 12, 2024, bills, and payroll for August 1 through August 15, 2024, and approval of Financial Reports-General Human Services, Ending June 30, 2024, and July 31, 2024. Co. Knabenshue motioned to approve the consent agenda. Co. Baldwin seconded. Motion carried.

Timothy Ahopelto with Hinkle & Company presented the 2023 Audit. The audit starts with planning, testing, and reports on operations, they like to get a reasonable understanding of how the County is run, any changes made, and developing a range of information to compare to a range of expectations. There were no corrected adjustments that were needed except for the E911 service. Admin. White-Tanabe mentioned that the audit is on the county website. Overall, the audit was good.

County Treasurer Sharon Jones presented the Semi-Annual report. As of June 30, 2024, the county had \$40,762,467.25 as an ending balance. \$546,305.90 has yet to be disbursed as two school systems have not finished their reports to the State. Co. Baldwin asked about tax income, to date, we have collected \$467,917.92. Last year's total tax income was \$654,525.25 so we are over half of what was collected last year to date. Co. Baldwin motioned to approve the Treasurer's Report. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented a Secure Transport license and three permits for Med Transport. The Secure Transport license will help patients with behavioral health issues. Co. Baldwin motioned to approve the secure license and the three permits. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented Resolution 2024-14, A Resolution Authorizing Ground Ambulances in Otero County, Colorado. This will allow all ambulances that are in Otero County and have completed the required permits and licenses by the State to also complete the required permits and licenses in Otero County. The renewals will then run every two years. Co. Knabenshue motioned to approve Resolution 2024-14. Co. Baldwin seconded. Motion carried.

Clerk Scott presented the Intergovernmental Agreement (IGA) for the 2024 General Election. It is an agreement to let everyone know the rules and regulations for the General Election to be held in November. Co. Knabenshue asked if they had to be done yearly. Clerk Scott said ours are perpetual so unless there are changes, they do not. Co. Baldwin motioned to approve the Intergovernmental Agreement. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented a Contractor agreement between Maverick Solutions and Otero County for services provided to the County for Water Quality Assessments and Solutions. The cost will run about \$3,000.00 per month. Co. Knabenshue motioned to approve the agreement. Co. Baldwin seconded. Motion carried.

Admin. White-Tanabe presented an agreement with DMC Auditing & Consulting. At the last meeting, the Board accepted a bid by them to start in 2024. Co. Baldwin asked where they were located. Admin. White-Tanabe said primarily in Denver, CO. Co. Baldwin motioned to approve the agreement. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented the sales tax report for June 2024. The county did see about a 2% decline from last month, but we are still on track.

Chr. Oquist and Co. Knabenshue attended many of the same meetings. Two highlights were with Rep. Ty Winter concerning the special session being called about property tax, and the CCI meeting that also mainly revolved around property taxes. Construction meetings for the Detention Center were also at the forefront.

Admin. White-Tanabe announced that the Otero County Offices and the Landfill will be closed on Monday, September 2, 2024, in observance of Labor Day.

With no further business, the Board adjourned the meeting.

Next meeting will be Monday, September 9, 2024, at 1:30 pm.

---

Clerk

---

Chairman

OTERO COUNTY PAYMENTS  
AUGUST 16 THROUGH SEPTEMBER 5, 2024

Check #	Vendor	Description	Department	Amount
128956	ADP SCREENING	DRUG TESTING & DOT PHYSICALS	R&B	7.88
128957	ALL RITE PAVING & REDI MIX, INC	ROAD OIL	R&B	13,489.35
128958	ALMOST HOME COOKING	MISCELLANEOUS	SHERIFF	520.00
128959	AVRMC - PATIENT ACCOUNTS	MEDICAL SERVICES	JAIL	159.56
128960	BENT COUNTY AMBULANCE SERVICE	MEDICAL SERVICES	JAIL	225.00
128961	BENT COUNTY PUBLIC HEALTH	HRSA	HEALTH	400.00
128962	BLACK HILLS ENERGY	UTILITIES	VARIOUS	2,705.90
128963	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	826.00
128964	CITY OF LA JUNTA	TRAINING/TELEPHONE	E911	6,284.65
128965	CITY OF LA JUNTA - UTILITIES	UTILITIES	VARIOUS	9,823.01
128966	CITY OF LAMAR	AAA GENERAL FUND	AAA	8,579.62
128967	CITY OF ROCKY FORD	UTILITIES	LAND USE	131.73
128968	COLORADO DEPARTMENT OF LABOR	PARTS/SERVICE	R&B	105.00
128969	COLORADO DEPT OF PUBLIC HEALTH	OPERATING	HEALTH/R&B	1,245.69
128970	COLORADO STATE UNIVERSITY	WELLNESS PROGRAM	MEDICAL TRUST	50.87
128971	CONNIE M RING	OMBUDSMAN ACTIVITIES SERV	AAA	172.78
128972	COUNTRY CHIROPRACTIC, PC	MISCELLANEOUS	ADMIN	50.00
128973	DAVID N TRUJILLO, DDS PC	MEDICAL SERVICES	JAIL	321.42
128974	DEEP ROCK	MISCELLANEOUS	ADMIN	63.44
128975	ELEGANT CONCRETE LLC	BUILDING MAINT/REPAIRS	G&B	2,250.00
128976	FALCON INDUSTRIES INC	PARTS/SERVICE	R&B	224.28
128977	FRONTIER DINER	SPECIAL PROJECTS	ADMIN	230.00
128978	GOBIN'S INC	OPERATING SUPPLIES	HEALTH	336.15
128979	GONZALES ELECTRIC LLC, INC	COURTHOUSE BUILDING	CAPITAL IMPROVEMENTS	13,432.62
128980	GREAT AMERICA LEASING CORP.	CTC GRANT	HEALTH	84.94
128981	HUERFANO WORLD JOURNAL	STEPP GRANT	HEALTH	2,457.00
128982	INSPIRATION FIELD	SLS	ADULT SERVICES	33,552.92
128983	INTEGRATED VOTING SOLUTIONS	PRINTING/POSTAGE	ELECTIONS	9,060.65
128984	JERRY D. BAY	P & Z BOARD FEES	LAND USE	78.00
128985	JOHN DEERE FINANCIAL	PARTS/SERVICE	R&B	363.41
128986	JR THOMPSON	P & Z BOARD FEES	LAND USE	60.90
128987	KENNETH SHEARER	TRAVEL	AAA	51.94
128988	KIMBALL MIDWEST	PARTS/SERVICE	G&B/R&B	1,181.46
128989	KIOWA COUNTY FAIR BOARD	STEPP GRANT	HEALTH	70.00
128990	KIOWA COUNTY INDEPENDENT	STEPP GRANT	HEALTH	910.00
128991	KIOWA COUNTY PRESS	STEPP GRANT	HEALTH	767.00
128992	KVAY-FM	STEPP GRANT	HEALTH	3,359.00
128993	LA JUNTA TRADING COMPANY, INC	OPERATING SUPPLIES	HEALTH	5.50
128994	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	679.04
128995	MATTHEW MCINTYRE	P & Z BOARD FEES	LAND USE	65.42
128996	MHC KENWORTH-PUEBLO	PARTS/SERVICE	R&B	500.00
128997	MID-AMERICAN RESEARCH CHEMICAL	WEED CONTROL/PARTS	R&B	1,849.18
128998	NATALIE A. EDMUNDSON	CONTRACT SERVICES	LAND USE	747.50
128999	NORMAN JAY SMITH	P & Z BOARD FEES	LAND USE	77.10
129000	OFFICE DEPOT, INC	OFFICE SUPPLIES	SHERIFF/HEALTH	240.60
129001	ORDWAY NEW ERA	STEPP GRANT	HEALTH	3,011.23
129002	O'REILLY AUTO PARTS	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF	38.90
129003	OTERO COLLEGE	III-B SERVICES	AAA	23,421.95
129004	OTERO COUNTY COMMISSIONERS	AUDIT	ADULT SERVICES	4,840.00
129005	OTERO COUNTY SHERIFF DEPT -PETTY CASH	PRE-EMPLOYMENT COSTS	SHERIFF	40.00
129006	OTERO COUNTY SHERIFF POSSE	UNIFORMS	SHERIFF	113.00
129007	OTERO COUNTY SOCIAL SERVICES	SALARIES/OPERATING	ADULT SERVICES	8,113.94
129008	POWER EQUIPMENT COMPANY	PARTS/SERVICE	R&B	945.88
129009	ROBINSON PRINTING, INC	STEPP GRANT	HEALTH	2,275.00
129010	ROCKY FORD AUTO PARTS	PARTS/SERVICE	R&B	293.65
129011	ROCKY FORD DAILY GAZETTE	ADVERTISING	G&B/HEALTH	6,290.24
129012	RUSLER IMPLEMENT CO	PARTS/SERVICE	R&B	243.86

Check #	Vendor	Description	Department	Amount
129013	SAFETY-KLEEN SYSTEMS, INC	PARTS/SERVICE	R&B	143.79
129014	SBT ELECTRICAL AND MECHANICAL, LLC	BUILDING MAINT/REPAIRS	G&B	582.80
129015	SECOM	TELEPHONE/SECOM CIRCUIT	VARIOUS	5,707.99
129016	NOT A CHECK			-
129017	SECOM (911)	SECOM CIRCUIT	E911	1,436.40
129018	SHRED AMERICA COLORADO	DOCUMENT SHREDDING	VARIOUS	142.40
129019	SOURCE MANAGEMENT INC	OPERATING/SHOP SUPPLIES	R&B	275.00
129020	SOUTHERN TIRE MART LLC	TIRES	R&B	1,689.26
129021	STATE OF COLO DPA ACCOUNTING	POSTAGE, BOX RENT, ETC	CLERK	1,308.22
129022	STEIR FUEL & OIL	FLUIDS	R&B	505.90
129023	SUTHERLAND LUMBER CO.	BUILDING MAINT/REPAIRS	G&B/R&B	1,287.87
129024	TONY HARVISTON	SPECIAL EVENTS	HEALTH	28.86
129025	TOWN OF FOWLER	UTILITIES	R&B	105.48
129026	TRIAD COMPUTER SERVICES, INC	SOFTWARE/HARDWARE RENTAL	SHERIFF	45.00
129027	TRIPLE T AUTO PARTS	PARTS/SERVICE	R&B	1,129.97
129028	VALLEY PLUMBING & HEATING, INC	BUILDING MAINT/REPAIRS	G&B	568.00
129029	VIAERO WIRELESS	TELEPHONE	VARIOUS	2,745.01
129030	WAGNER EQUIPMENT CO	PARTS/SERVICE	R&B	615.52
129031	WALMART / CAPITAL ONE	DUES & MEETINGS/OPERATING	R&B	673.95
129032	WALMART / CAPITAL ONE	OPERATING SUPPLIES	SHERIFF	192.70
3517	21ST CENTURY EQUIPMENT LLC	PARTS/SERVICE	R&B	133.39
3518	AMANDA MUELLER	FSSP	FSSP	3,700.00
3519	AMAZON CAPITAL SERVICES, INC	OPERATING	G&B/R&B/SHERIFF	625.73
3520	BACA HOME CARE AGENCY, INC	CAREGIVER SUPPORT	AAA	600.00
3521	BENITA GONZALES	CONSUMABLES	SWINK SENIOR CENTER	10.06
3522	BENT COUNTY SHERIFF	BOARDING PRISONERS	JAIL	81,530.00
3523	BRENDA DONALDSON	TRAVEL/TRAINING	SEP	90.63
3524	CHARM-TEX, INC	OPERATING SUPPLIES	JAIL	2,245.20
3525	CINDY RODRIGUEZ	FSSP	FSSP	350.00
3526	CLEAN VALLEY RECYCLING	OPERATING SUPPLIES	HEALTH	54.00
3527	CRYSTAL ARAGON	FSSP	FSSP	1,200.00
3528	DAVE W HILL	P & Z BOARD FEES	LAND USE	69.90
3529	DIGITCOM ELECTRONICS, INC	MAINTENANCE CONTRACTS	E911	2,665.00
3530	ELSIE MAE KLEIN	TRAVEL	ADULT SERVICES	869.87
3531	FELISHA HERRERA	FSSP	FSSP	500.00
3532	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	343.00
3533	FNA RESTORATION, PRESERVATION & REMODEL	SB-290	AAA	10,000.00
3534	GALLS, LLC	UNIFORMS	SHERIFF	160.35
3535	GROUND ENGINEERING CONSULTANTS, INC	DETENTION DEVELOPMENT	JAIL	11,526.00
3536	GT INDEPENDENCE	FMS CLIENT SERVICES/FEE EXPENSE	VDC	39,329.54
3537	HD SUPPLY	PARTS/SERVICE	G&B/R&B	1,665.19
3538	HIGH PLAINS AUDIOLOGY LLC	AAA GENERAL FUND	AAA	2,400.00
3539	HOLCIM-WCR, INC	GRAVEL	R&B	3,060.21
3540	J&A TRAFFIC PRODUCTS	SIGNS	R&B	901.25
3541	JACKI SHERIFF CLARK	TRAVEL	ADULT SERVICES	760.08
3542	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	808.22
3543	LAMAR AREA HOSPICE	CAREGIVER SUPPORT	AAA	1,449.75
3544	LOCK MONKEY INC	BUILDING MAINT/REPAIRS	G&B/HEALTH	1,422.51
3545	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	829.00
3546	OTERO PARTNERS, INC	DA BUILDING EXPENSES	INTERGOVERNMENTAL	886.52
3547	PITA VALERIO	FSSP	FSSP	300.00
3548	QUILL CORPORATION	OFFICE SUPPLIES	VARIOUS	1,564.06
3549	ROBERT L KLINKERMAN	TRAVEL	ADULT SERVICES	236.32
3550	ROCKY FORD FOOD MARKET LLC	OPERATING/SHOP SUPPLIES	R&B	546.00
3551	SAGE SERVICES, INC.	CONGRGATE/HOME DELIVERED MEALS	AAA	63,943.68
3552	SHELLY R BAUER	TRAVEL	ADULT SERVICES	32.00
3553	SKYLINE STEEL	CULVERTS	R&B	2,157.00
3554	SOUTHEAST COLORADO POWER ASSN	UTILITIES	R&B	493.45
3555	TYLA T HIATT	TRAVEL	ADULT SERVICES	84.00
3556	UBEO WEST, LLC	OPERATING SUPPLIES	LAND USE	192.50

Check #	Vendor	Description	Department	Amount
3557	VALLEY TRASH LLC	OPR / SHOP SUPPLIES	R&B	25.00
3558	WEAR PARTS & EQUIPMENT CO, INC.	PARTS/SERVICE	R&B	16,399.12
3559	WEX BANK	GAS	R&B	857.15
3560	ZULEMA FRANCO	FSSP	FSSP	<u>150.00</u>
				<u>443,773.96</u>

Fund Summary

010 - GENERAL FUND	119,260.52
012 - CAPITAL IMPROVEMENT FUND	13,432.62
020 - ROAD & BRIDGE FUND	53,174.20
025 - MEDICAL TRUST FUND	50.87
040 - AAA FUND	156,560.78
050 - DETENTION CENTER FUND	13,771.20
070 - GENERAL HUMAN SERVICES	52,388.60
080 - HEALTH FUND	23,202.64
090 - CLERK HIRE FUND	1,546.48
095 - E-911	<u>10,386.05</u>
	<u>443,773.96</u>

# Commissioner's Calendar

## September 9 – 20, 2024

### Monday, September 9, 2024

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

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

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

Mon 9/9/2024 10:00 AM - 11:00 AM

Location: Room 212

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

Mon 9/9/2024 11:00 AM - 12:00 PM

Location: Room 212

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

Mon 9/9/2024 12:00 PM - 1:00 PM

Location: Room 212

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

Mon 9/9/2024 1:30 PM - 2:30 PM

Location: Room 107 or Zoom

### Tuesday, September 10, 2024

#### **Garrett Markus**

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

#### **Nunn**

Tue 9/10/2024 11:30 AM - 3:00 PM

#### **Construction Conference**

Tue 9/10/2024 1:00 PM - 2:00 PM

Zoom Meeting

## **Wednesday, September 11, 2024**

### **RESADA - RO**

Wed 9/11/2024 10:30 AM - 12:00 PM

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

Wed 9/11/2024 12:30 PM - 4:00 PM

### **Historic Preservation**

Wed 9/11/2024 4:00 PM - 5:00 PM

Location: Room 107

## **Monday, September 16, 2024**

### **OPI/OCLI**

Mon 9/16/2024 8:30 AM - 10:30 AM

Location: Room 107 and Zoom

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

Mon 9/16/2024 11:00 AM - 12:00 PM

Location: Room 212

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

Mon 9/16/2024 12:00 PM - 1:00 PM

Location: Room 212

## **Tuesday, September 17, 2024**

### **Gallagher**

Tue 9/17/2024 11:00 AM - 12:30 PM

### **Construction Conference**

Tue 9/17/2024 1:00 PM - 2:00 PM

## **Wednesday, September 18, 2024**

### **Lower Ark Water Conservancy/ JB**

Wed 9/18/2024 10:30 AM - 11:30 AM

### **SEBREA/ RO**

Wed 9/18/2024 12:00 PM - 1:00 PM

### **SAGE/ RO**

Wed 9/18/2024 2:00 PM - 3:00 PM

## **Thursday, September 19, 2024**

### **SEWCD Board Meeting**

Thu 9/19/2024 9:30 AM - 12:00 PM

### **CSU Field Day**

Thu 9/19/2024 9:30 AM - 1:00 PM

## **Friday, September 20, 2024**

### **CCI Steering Committee**

Fri 9/20/2024 9:00 AM - 4:00 PM