



# BOARD OF COUNTY COMMISSIONERS REGULAR MEETING AGENDA

July 09, 2024 at 10:00 AM

Commissioners Meeting Room - 401 Main Street, Suite 309, Walsenburg, CO 81089

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

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## 9:00 AM - COMMISSIONER'S STUDY SESSION

## 10:00 AM - PUBLIC MEETING

Join via Google Meet: <https://meet.google.com/pfy-merc-xoc> | Meeting ID: pfy-merc-xoc

1. PLEDGE OF ALLEGIANCE
2. SWEARING IN - MITCHELL WARDELL, COUNTY COMMISSIONER
3. ELECTION OF BOARD CHAIR
4. AGENDA APPROVAL
5. CONSENT AGENDA
  - [a.](#) June 11th Meeting Minutes
  - [b.](#) June 18th Meeting Minutes
  - [c.](#) June 25th Meeting Minutes
  - [d.](#) Krista Cordova Promotion DHS
  - [e.](#) Blanca Morales Resignation Treasurers
  - [f.](#) Marc Sanchez New Hire HC Sheriffs Department
  - [g.](#) Purchase Order 269 for Skyline Steel
  - [h.](#) Purchase Order 270 for Walsenburg Golf Association
  - [i.](#) Updated Agreement Dispatch Console Renewal
  - [j.](#) Removal of Lynette Bushaw from the Huerfano County Building Authority
  - [k.](#) Abatement 24-13 Hartsough
  - [l.](#) July 5 2024 Special Day of Observance
6. PUBLIC COMMENT
7. APPOINTMENTS
8. LAND USE

## **9. ACTION ITEMS**

- a.** Resolution 24- 30 Appointing Mitchell Wardell to HC Asset Management Corporation
- b.** Resolution 24-31 - Firearms in County Facilities
- c.** Resolution 24-32 - Amend Ambulance Regulations
- d.** Resolution 24-33 Designating County Depositories
- e.** Commissioner Liaison Responsibilities
- f.** Change of Authorized Representative US EDA
- g.** Bulk Water Application for Nina Elder
- h.** Purchase Order for 273 Skyline Steel
- i.** Purchase Order 274 for Pueblo Brake and Clutch
- j.** Purchase Order 275 for DR Power Equipment.
- k.** Second OEDIT Grant Pass Through to HCED

## **10. CORRESPONDENCE**

- a.** Dominion Contract
- b.** GPID Systems Totals Report
- c.** Confidential GPID June Bulk Water Report
- d.** Confidential GPID Billing Register
- e.** Huerfano County Fair Schedule of Events
- f.** CTSI Technical Update Distracted Driving
- g.** CTSI Technical Update Cybersecurity Insights
- h.** Leave Balances as of June 29 2024

## **11. STAFF REPORTS**

- a.** County Administrator
- b.** County Attorney

## **12. EXECUTIVE SESSION**

## **13. ADJOURNMENT**

## **14. UPCOMING MEETINGS**

- a.** 11 A.M. - Administration Workshop
- b.** 1 P.M. - Emergency Management Workshop



# BOARD OF COUNTY COMMISSIONERS REGULAR MEETING MINUTES

June 11, 2024 at 10:00 AM

Commissioners Meeting Room - 401 Main Street, Suite 309, Walsenburg, CO 81089

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

1. **PLEDGE OF ALLEGIANCE**

Chairman Galusha called the meeting to order followed by the Pledge of Allegiance.  
Chairman Galusha , Commissioner Sporleder were present  
Commissioner Andreatta excused absence

2. **AGENDA APPROVAL**

**Motion to approve the agenda as presented.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**

3. **CONSENT AGENDA**

**Motion to approve the agenda as presented.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**

- a. Blanca Morales Treasurer's Office Promotion
- b. State Historical Fund Fox Theatre Phase 2
- c. Community Development Block Grant, Signature Authority
- d. Revised Huerfano River Bridge Project Overmatch Commitment
- e. May 2024 Vendor Run Report

4. **PUBLIC COMMENT**

**Erica Vigil, County Clerk & Rec. made a statement making the BOCC and Huerfano Community aware of the Primary 2024 Election Corrected Ballot drop.**

## 5. APPOINTMENTS

- a. Robert Gonzales –Honored Veteran Proclamation Presentation.
- b. South Central Council of Governments, Brian Blasi, Tammy Torres, Veronica Maes, Brenda Polk, and Renee Martian all spoke to programs available to the Las Animas and Huerfano Counties.

## 6. LAND USE

- a. **Focus Buds Public Hearing presented by Sky Tallman**  
**Hearing closed at 11:47AM**

## 7. ACTION ITEMS

- a. Decision on Marijuana License for Focus Buds  
**Motion to direct staff to work with the applicant to resolve issues related to shipping containers, the camper and the building permits. Bring back application for final review before the BOCC at the next meeting, or as soon as possible thereafter with condition that the signage be added to the property and that the approval of operation be limited to no more than 2000 plants without amendment.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Discussion: Property is 170 acres, East of Spanish Peaks Village. Approval contingent on State licensing. 30 days to issue a final decision.**  
**Voting Yes: Chairman Galusha and Commissioner Andreatta**  
**Motion Passes**
- b. Proclamation #24-05 Robert Gonzales Day  
**Motion to approve the Proclamation #24-05, making June 11, 2024 Robert Gonzales Day honoring his dedication and service.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- c. Resolution #24-23 Adopt a Roadway  
**Motion to approve the resolution #24-23 Adopt a Roadway Grant as amended.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- d. Resolution #24-24 Regarding Huerfano County's Limited Resources, Immigration and Refugee Priorities  
**Motion to approve the Resolution #24-24 regarding Huerfano County Limited Resources Immigration and Refugee Priorities as is and review ordinance at a later date.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**

- e. Resolution #24-25 Confirming Establishment of the Gardner Public Improvement District  
**Motion to approve the clean-up of Resolution #24-25 confirming the Establishment of the Gardner Public Improvement District.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Discussion: Chairman Galusha stated it cleans up an Administration GPID from 2011**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- f. Resolution #24-26 Ambulance Services  
**Motion to approve Resolution #24-26 Regarding Ambulance Services**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Discussion: Carl Young, County Administrator stated it will not change anything for EMS services that are currently in effect but it would allow that the only EMS service permitted to transport out of the County is the Spanish Peaks Ambulance by the Hospital District, if La Veta or any other in that area were to transport from outside the county that they would need to stop at Spanish Peaks Regional Hospital first, but currently they do not do any of those transports. There is no effect on La Veta but before the hospital it will allow them to get to increase their reimbursement from the Medicaid and Medicare for services provided as a clinical access.**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- g. Resolution #24-27 Supporting the South Eastern Colorado Conservancy District  
**Motion to approve Resolution #24-27 South Eastern Colorado Water Conservancy District supporting the opposition with the City of Aurora regarding the Arkansas Basin.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- h. Ordinance #24-01 Illegal Dumping Second Reading  
**Motion to approve amended and restated Ordinance, Second Reading, #24-01 adopting a penalty for any person convicted of illegal dumping of solid waste in Huerfano County and adopting a reward for individuals providing information that leads to the successful conviction of a person committing the act of illegal dumping.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- i. Cuchara Mountain Park MOU 1 Month Extension  
**No Action.**

- j. Purchase Order #206 Judicial Security Grant Update  
**Motion to approve the amendment of Judicial Security Grant Update in the amount of \$6217.66, which was budgeted in prior year.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- k. Secure Transportation Service License Application  
**No Action.**
- l. Temporary Service Agreement with Lisa Powell-DcJong  
**Motion to approve the Temporary Service Agreement with Lisa Powell-Dejong set to commence June 3, 2024 and shall continue until all necessary filings are completed unless terminated earlier in accordance with Section 7 of the agreement. The service provider shall provide services specified in Section 1 free of Charge.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- m. Professional Service Agreement with Heather Wellman  
**Motion to approve professional service agreement with Heather Wellman entered on June 11, 2024 between the County of Huerfano and The Wellman Way, LLC., referred to as "Contractor" until July 27, 2024.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- n. Denholtz Bulk Water Permit.  
**Motion to approve the application for bulk water permit for Michael and Brenda Denholtz, to pull a building permit within 12 months. Lot 7, Silver Fox Ranches in Gardner.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**
- o. Purchase Order #260 Annual License and Support Fee  
**Motion to approve purchase order #260 Annual License and support fee paid to Intellichoice, Inc. in the amount of \$7,592.49.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**

- p. SIPA Gov Grants Approval  
**Motion to approve SIPA Government Grants letter.**  
**Motion made by Commissioner Sporleder**  
**Second by Chairman Galusha**  
**Voting Yes: Commissioner Sporleder, Chairman Galusha**  
**Motion Passes**

## 8. CORRESPONDENCE

**Carl Young, County Administrator reviewed correspondence with BOCC**

- a. Confidential GPID GSWD Bulk Water Report May 2023
- b. Confidential GPID Billing Register May 2024
- c. GPID Systems Total Report May 2024
- d. Sheriff's Office Revenue Report January through April
- e. CCI legislative priorities and process memo
- f. CTSI Technical Update: Cyber Security Controls Part 3
- g. CTSI Technical Update: When can a county pay it's volunteers?
- h. Confidential CTSI Monthly Reports for May 2024
- i. SCEDD Business Resource Fair
- j. Bruce Allen Resignation from the HBCA

## 9. STAFF REPORTS

- a. Carl Young, County Administrator reviewed open positions at the County, updated on Road and Bridge striping and road maintenance. Building Authority is looking into a particular member and attendance.
- b. County Attorney- Case notes to be reviewed in executive session.

## 10. EXECUTIVE SESSION

**Motion to have an executive session for the purpose for a conference with a County Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. §24-6-402(4)(b). County Attorney Updates - 1 P.M**

**Motion made by Commissioner Sporleder**

**Second by Chairman Galusha**

**Voting Yes: Commissioner Sporleder and Chairman Galusha**

**Motion Passes**

**No decisions will be made in or after executive session.**

- a. For a conference with a County Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. §24-6-402(4)(b). **County Attorney Updates - 1 P.M.**

**11. ADJOURNMENT**

**Executive session adjourn @ 1:20PM**

**Chairman Galusha called for motion to adjourn regular session @ 1:20PM**

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**Erica Vigil, County Clerk & Recorder**  
**Clerk to the Board of County Commissioners**

**COMMISSIONERS:**

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**John Galusha, Chairman**

**/excused/ Absent**

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**Arica Andreatta**

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**Karl Sporleder**





## BOARD OF COUNTY COMMISSIONERS SPECIAL MEETING MINUTES

June 18, 2024 at 10:00 AM

Commissioners Meeting Room - 401 Main Street, Suite 309, Walsenburg, CO 81089

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

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1. **PLEDGE OF ALLEGIANCE**

Commissioner Andreatta called the meeting to order followed by the Pledge of Allegiance. Commissioner Andreatta and Commissioner Sporleder were present. Chairman Galusha excused absence

2. **AGENDA APPROVAL**

**Motion to approve the agenda as presented.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Andreatta**

**Voting Yes: Commissioner Sporleder, Commissioner Andreatta**

**Motion Passes**

3. **CONSENT AGENDA**

**Motion to approve the agenda as presented.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Andreatta**

**Voting Yes: Commissioner Sporleder, Commissioner Andreatta**

**Motion Passes**

- a. Mathius De La Torre Resignation HCSO
- b. Victoria Sanchez New Hire HCSO
- c. Tim Pacheco Sick Leave Donation

**4. EXECUTIVE SESSION**

**Motion to have an executive session for the discussion of specialized details of security arrangements or investigations under C.R.S. §24-6-402(4)(d). Phishing and Financial Security**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Andreatta**

**Discussion: Carl Young County Administrator stated \$15,000 of Fraud checks discovered. Has confidence funds will be recovered.**

**Voting Yes: Commissioner Sporleder, Commissioner Andreatta**

**Motion Passes**

**No decisions will be made in or after executive session.**

**Motion to move to Recess 10:04AM**

- a. For discussion of specialized details of security arrangements or investigations under C.R.S. §24-6-402(4)(d). **Phishing and Financial Security**

**4. ADJOURNMENT**

**Executive session Adjourn 11:06AM**

**Commissioner Andreatta called for motion to adjourn regular session 11:06AM**

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**Erica Vigil, County Clerk & Recorder**  
**Clerk to the Board of County Commissioners**

**COMMISSIONERS:**

          /excused/ Absent            
**John Galusha, Chairman**

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**Arica Andreatta**

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**Karl Sporleder**



**BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES**

**June 25, 2024, at 10:00 AM**

**1. PLEDGE OF ALLEGIANCE.**

Chairman Galusha called the meeting to order followed by the Pledge of Allegiance. Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder were present.

**2. AGENDA APPROVAL**

**Motion to approve the June 25, 2024, Agenda as presented.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Commissioner Sporleder, Chairman Galusha, Commissioner Andreatta**

**Motion Passes**

**3. CONSENT AGENDA**

**Motion to approve the June 25, 2024, Consent Agenda as presented.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Andreatta**

**Voting Yes: Commissioner Sporleder, Chairman Galusha, Commissioner Andreatta**

**Motion Passes**

**CONSENT AGENDA 06/25/2024**

- a. May 28<sup>th</sup> Meeting Minutes
- b. June 4<sup>th</sup> Meeting Minutes
- c. Cathy Pineda Comp Time Payout
- d. Green Sheet Heather Wellman
- e. Purchase Order Wagner Equipment
- f. Purchase Order 263 – Boiler for the Jail

**4. PUBLIC COMMENT –**

- a. Paul Kronk – County Resident – Expressed concerns about the progress of the Spanish Peaks Inn clean-up. Cheri Chamberlain, Land Use, gave update to reason for delay and status.
- b. Larry Hall – County Resident – Expressed concerns about dirt, trash, noise and trespassing, if Mace RV Park were to be approved.
- c. Manuel Garcia – County Resident – Expressed concerns about lighting and noxious weeds, if Mace RV Park were to be approved.
- d. Sally Martin – County Resident – Expressed concerns about if the Mace RV Park were to be approved.

## 5. APPOINTMENTS

- a. Two Peaks Fitness Walsenburg Gym Update – Keri Myler -  
Keri Myler, Two Peaks Fitness would like to visit the Memorandum of Use, with Carl Young, Administrator and look at ways to grow the business. Karl Sporleder recommended using the local You-Tube to increase Marketing success.

## 6. LAND USE

- a. LU 15-010 – Walsenburg Cannabis -  
Cheri Chamberlain- Land Use – Stated this is the quarterly update. Cheri Chamberlain received an email from David Lessar, owner, on June 20, 2024. David Lessar said he has nothing specific to report but he will update if things change. Commissioners agreed they want to continue with the quarterly updates.
- b. LU 24-012 – Plat Amendment Maria Lake - Decision  
With this Application, Don Siecke is requesting a correction of the Maria Lakes Plat Map. The applicant is requesting wording be eliminated and replaced. Planning commission recommended approval on June 13, 2024, to the Huerfano County Board to change the wording on Note six, on the Plat Map.

**Motion to approve the Land Use 24-012 Maria Lake Plat Amendment without any special conditions.**

**Motion made by Commissioner Andreatta**

**Seconded by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta, Commissioner Sporleder.**

**Motion Passes.**

- c. MJ 24-001 Focus Buds Decision–  
**Motion to approve the Land Use 24-001 Focus Buds Application for a Retail Marijuana Cultivation License without any special conditions.**  
**Motion made by Commissioner Andreatta**  
**Second by Commissioner Sporleder**  
**Voting Yes: Chairman Galusha, Commissioner Andreatta, Commissioner Sporleder.**  
**Motion Passes.**
- d. LU 24-008 Mace Campground – Public Hearing and Decision  
Public Hearing opened 10:39am and closed at 10:51am, called by Cheri Chamberlain, Land Use. Request is for Conditional Use Permit pursuant to LUR Section §1.06 on Amos Mace property. The site is addressed at 8055 County Road 570 (Parcel # 29097).

**Motion to approve the Mace Campground Conditional Use Permit with the conditions set forth by the Planning Commission and to include a one (1) year review to make sure there is compliance with all conditions.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Commissioner Sporleder, Chairman Galusha, Commissioner Andreatta**

**Motion Passes**

## **7. ACTION ITEMS**

### **a. Resolution 24-28 County Property Naming Policy**

**Motion to approve Resolution 24-28 A RESOLUTION ESTABLISHING THE BOARD OF COUNTY COMMISSIONERS OF HUERFANO COUNTY, COLORADO AS THE RESPONSIBLE AUTHORITY FOR THE NAMING OF HUERFANO COUNTY OWNED PROPERTIES AND ESTABLISHING GUIDELINES THEREIN.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta, and Commissioner Sporleder.**

**Motion Passes**

### **b. Resolution 24-29 “Huajatolla Canyon” or “Little Kansas” Intent to Transfer -**

**Motion to approve Resolution 24-29 A RESOLUTION AUTHORIZING THE TRANSFER OF LAND UPON SUCCESSFUL COMPLETION OF BECOMING A NON-PROFIT COOPERATIVE.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta, and Commissioner Sporleder.**

**Motion Passes**

### **c. Panadero Ski Corp Special Event Permit**

**Motion to approve Panadero Ski Corporation Special Event Permit for July 6, 2024.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Andreatta**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder.**

**Motion Passes**

### **d. Secure Transportation Service License Application -**

**Motion to approve the Secure Transportation Service License Application.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder.**

**Motion Passes**

### **e. American Rescue Plan (ARPA) State and Local Funds Re-Obligation -**

**Motion to approve the American Rescue Plan Re-obligation as follows:**

**1) \$150,000 from Countywide Housing Projects;**

- 2) \$201,000 from County Parks and Recreation;  
 3) \$31,000 from Non-Profits/Community Projects; and  
 4) \$20,000 from the Huerfano County Tourism Board; and  
 To obligate American Rescue Plan Act Funds as follows:  
 1) \$302,000 to the Law Enforcement Center HVAC; and  
 2) \$100,000 to Huerfano County Economic Development for a Truck Driving  
 School and Industrial Park

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder.**

**Motion Passes**

**f. Purchase Order 264 Converging -**

**Motion to approve Purchase Order 264, to Converging, for the Outdoor Bullet Camera, Dome and Arm, for \$34,540.92.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**

**Motion Passes**

**g. Purchase Order 265 Huerfano County Economic Development - Industrial Park -**

**Motion to approve Purchase Order 265 to Huerfano County Economic Development for the Industrial Park Project for \$100,000.00, for fencing/ septic/ water line/ sign/ engineering.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**

**Motion Passes**

**h. Law Enforcement Center (LEC) HVAC Energy Impact Assistance Fund (EIAF) Grant Acceptance -**

**Motion to accept the award of a DOLA Energy Impact Grant in the amount of \$200,000, to be used for the Law Enforcement Center HVAC conversion to a direct cooling system.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**

**Motion Passes**

**i. Office of Economic Development & International Trade (OEDIT) Grant Pass Through -**

**Motion to approve the pass through of \$9,253.41 to Huerfano County Economic Development and to instruct staff to work with HCED and OEDIT to determine the full amount of the pass through for in the future.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**

**Motion Passes**

- j. June 2024 Vendor Run -  
**Motion to approve June 2024 Vendor Run for \$345,210.96.**  
**Motion made by Commissioner Andreatta**  
**Second by Commissioner Sporleder**  
**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**  
**Motion Passes**
- k. Kroger Opioid Settlement -  
**Motion to approve the new proposed national opioids settlement between Huerfano County and Kroger.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Andreatta**  
**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**  
**Motion Passes**
- l. Professional Service Agreement between Manuel Soto and Huerfano County Sheriff's Department -  
**Motion to approve Professional Service Agreement between J. Manuel Soto, Certified Addiction Specialist, and Huerfano-County Sheriff, Bruce Newman, for the Jail Based Behavioral Health (JBBH) Program, paying Mr. Soto \$1,701.10 per month, for providing 10 hours per week of service, beginning on July 1, 2024, and ending on June 30, 2025.**  
**Motion made by Commissioner Andreatta**  
**Second by Commissioner Sporleder**  
**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**  
**Motion Passes**
- m. Professional Service Agreement between Digitcom Electronics and Huerfano County Dispatch -  
 (This Agreement after further review was updated and approved with changes in the July 9, 2024, BOCC Meeting.)  
**Motion to approve the Service Agreement (Contract) between Huerfano County Dispatch and Digitcom Electronics.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Andreatta**  
**Discussion: Commissioner Andreatta would like E911 to pay all or a portion of this. Carl Young stated he believes they do pay a portion and he will verify.**  
**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**  
**Motion Passes**
- n. Emergency Management - Salamander System Renewal -  
**Motion to approve the Huerfano County Emergency Management Salamander System annual renewal for \$2,600.00.**



**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**

**Motion Passes**

o. Motorola Insight Change Order -

**Motion to approve the change order for removing Insight connection from the Motorola agreement.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**

**Motion Passes**

p. Underfunded Courthouse Facility 2023 Grant Extension Request -

**Motion to approve extending the Underfunded Courthouse Facility 2023 Grant to re-evaluate sound panel arrangement and install / change panels as required.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Andreatta**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**

**Motion Passes**

**8. CORRESPONDENCE**

- a. CTSI – Health Awareness: Alzheimer’s & Brain Health
- b. CTSI Technical Update New Labor Rule Redefines Exemptions
- c. CTSI Technical Wildfire Mitigation
- d. Leave Balances as of June 2024
- e. May Treasurer’s Fund Ledger
- f. May 2024 Expenditure Report
- g. May 2024 Revenue Report

**9. STAFF REPORTS**

- a. County Administrator – Please see Carl Young’s Staff Report. Carl Young did flag one thing.

The Department of Public Health and Environment has released its final rules for emergency medical services, which govern ambulance licensing in the State. A County authorization to operate is still required unless we opt-out of the system. The Spanish Peaks Regional Health Center License was extended earlier this year and Carl Young is requesting a motion to extend it through the end of June to allow time to pass a resolution authorizing them to operate.

**Motion to extend the Spanish Peaks Regional Health Center License through June 30, 2024, to allow time to pass a resolution authorizing them to operate.**

**Motion made by Commissioner Andreatta**

**Second by Commissioner Sporleder**

**Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder**

**Motion Passes**

b. County Attorney -

10. EXECUTIVE SESSION -

Motion to go into Executive Session for the purpose: For discussion of a matter required to be kept confidential by the following federal or state law, rule, or regulation: C.R.S. §24-72-204(3)(a)(IV) under C.R.S. Section 24-6-402(4)(c). Specifically discussing documents that contain trade secrets and/or confidential commercial or financial information about Mission Team Impact.

Motion was made by Commissioner Andreatta

Second by Commissioner Sporleder

Discussion: No decisions will be made during or after Executive Session.

Voting Yes: Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder

Motion Passes

11. ADDITIONAL BUSINESS -

Eric Mullens, Huerfano World Journal, (online) asked questions regarding: 1) What is Mission Team Impact and 2) What has Huerfano found out and what steps are being taken regarding duplicate checks. Carl Young, Administrator answered.

Carl Young, Administrator, presented to Chairman Galusha a gift for his Retirement, on behalf of the fellow Commissioners and his staff.

RECESS Regular BOCC Meeting and go into Executive Session

Chairman Galusha called to recess Regular BOCC Meeting and go into Executive Session at 11:25 AM.

End of Executive Session and Reconvene Regular BOCC Meeting

Chairman Galusha called to come out of Executive Session and to reconvene the Regular meeting at 12:30 PM.

Meeting adjourned at 12:30pm.

Chairman Galusha called to adjourn the Regular BOCC meeting at 12:30 PM.

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Erica Vigil, County Clerk & Recorder  
Clerk to the Board of County Commissioners

Regular BOCC Meeting  
June 25, 2024

**COMMISSIONERS:**

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**John Galusha, Chairman**

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**Arica Andreatta**

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**Karl Sporleder**

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>	EFFECTIVE DATE
	<b>7/1/2024</b>
NAME: <b>Krista Cordova</b>	PAYROLL : <b>7/19/2024</b>

<b>CHANGE OF ADDRESS/PHONE</b>	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	<b>Case Aide</b>	<b>Caseworker I / Foster Home Worker</b>
DEPARTMENT	<b>DHS</b>	<b>DHS</b>
HOURS		
ANNUAL SALARY	<b>\$37,440.00</b>	<b>\$40,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		

**REASON FOR CHANGE**

- |                  |                              |                               |
|------------------|------------------------------|-------------------------------|
| NEW HIRE         | RESIGNATION                  | LENGTH OF SERVICE INCREASE    |
| REHIRED          | RETIREMENT                   | REEVALUATION OF CURRENT JOB   |
| <b>PROMOTION</b> | LAYOFF                       | INTRODUCTORY PERIOD COMPLETED |
| DEMOTION         | ADMINISTRATIVE LEAVE PAID    | OTHER                         |
| TRANSFER         | ADMINISTRATIVE LEAVE UN-PAID |                               |

COMMENTS, IF NECESSARY

**Motion to Promote Krista Cordova to a Caseworker I / Foster Home Worker with a Salary Increase to \$40,000.00**

\_\_\_\_\_  
Elected Official / Department Head      Date

\_\_\_\_\_  
John Galusha, Chairman      Date

*Angela Wakeman*      07.01.2024  
\_\_\_\_\_  
Human Resources Officer      Date

\_\_\_\_\_  
Budget Officer      Date

HUERFANO COUNTY		
<b>PAYROLL STATUS CHANGE</b>	EFFECTIVE DATE	
7/5/2024		
NAME: <b>Blanca Morales</b>	PAYROLL : 7/19/2024	
<b>CHANGE OF ADDRESS/PHONE</b>	STREET CITY, STATE, ZIP TELEPHONE	
<b>CHANGE</b>	<b>FROM</b> <small>(DOES NOT APPLY TO NEW EMPLOYEE)</small>	<b>TO</b>
JOB TITLE	<b>Accounting / Admin Specialist</b>	
DEPARTMENT	<b>Treasurer</b>	
HOURS		
ANNUAL SALARY	<b>\$37,000.00</b>	
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	<b>Non-Exempt</b>	
<b>REASON FOR CHANGE</b>		
NEW HIRE REHIRED PROMOTION DEMOTION TRANSFER	<u>RESIGNATION</u> RETIREMENT LAYOFF ADMINISTRATIVE LEAVE PAID ADMINISTRATIVE LEAVE UN-PAID <b>TERMINATION</b>	LENGTH OF SERVICE INCREASE REEVALUATION OF CURRENT JOB INTRODUCTORY PERIOD COMPLETED OTHER
COMMENTS, IF NECESSARY		
<b>Motion to Accept the Resignation of Blanca Morales as Accounting / Admin Specialist Effective July 5, 2024.</b>		
_____		_____
Elected Official/Department Manager		Chairman
_____		_____
Date		Date
Date to Finance Office: _____		



<b>GREEN SHEET/STATUS CHANGE</b>	EFFECTIVE DATE	7/14/2024	Item 5f.
	8/2/2024		
NAME: <b>Marc Sanchez</b>	PAYROLL:	<b>8/2/2024</b>	

<b>CHANGE OF ADDRESS/PHONE</b>	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM <small>(DOES NOT APPLY TO NEW EMPLOYEE)</small>	TO
JOB TITLE		<b>Detention Officer</b>
DEPARTMENT		<b>Jail</b>
HOURS		
ANNUAL SALARY		<b>\$34,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		<b>Non-Exempt</b>

**REASON FOR CHANGE**

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li><u>NEW HIRE</u></li> <li>REHIRED</li> <li>PROMOTION</li> <li>DEMOTION</li> <li>TRANSFER</li> </ul> | <ul style="list-style-type: none"> <li>RESIGNATION</li> <li>RETIREMENT</li> <li>LAYOFF</li> <li>ADMINISTRATIVE LEAVE PAID</li> <li>ADMINISTRATIVE LEAVE UN-PAID</li> </ul> | <ul style="list-style-type: none"> <li>LENGTH OF SERVICE INCREASE</li> <li>REEVALUATION OF CURRENT JOB</li> <li>INTRODUCTORY PERIOD COMPLETED</li> <li>OTHER</li> </ul> |
|---|--|---|

COMMENTS, IF NECESSARY

**Motion to hire Marc Sanchez as a Detention Officer within the Jail at an annual salary of \$34,000.00. Contingent upon completion of a CBI background check, and drug screen with a negative result.**

*Bruce Numa* 7/3/2024  
 Elected Official / Department Head      Date

*Krissie L. Aldrich* 7/3/2024  
 Human Resources Officer      Date

\_\_\_\_\_  
 John Galusha, Chairman      Date

\_\_\_\_\_  
 Budget Officer      Date

# PURCHASE ORDER

## Huerfano County

Purchase Order#: 269

Purchase OrderDate: 6/26/2024

Vendor: **SKYLINE STEEL / 4092**  
**PO BOX 558**  
**PENROSE, CO 81240**

Ship To: **401 Main Street -**  
**Walsenburg CO, 81089**

### Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
	1	\$12,735.00	\$12,735.00	002-43040-51503
	TOTAL:		\$12,735.00	

### NOTES:

quote 24-3003 for replacement of Culvert CR580 87"x63"x30' Galvanized Annular CSP Arch 87"x63" Galvanized Flared End Section

### APPROVALS:

Approving Authority:

Budget Officer:





PO Box 558  
 Penrose, CO 81240  
 Phone: 719-275-5919  
 Fax: 719-275-1005  
 paulashaver@skylsteel.com

QUOTE #

24-3005

Item 5g.

To: Huerfano County  
 401 Main Street, Ste. 306  
 Walsenburg, CO 81089

DATE: 6/26/2024

DELIVERY DATE: 7/25/2024

Ship To: Will Call  
 Attn: Dustin  
 719-738-2420

CUSTOMER P.O. :

TERMS: Net 30

PO# 269

TAXABLE: YES NO CITY STATE COUNTY

IF NO: GOV. RESALE OTHER

002. 43040. 81503

TAX NUMBER:

QUANTITY	DESCRIPTION	PER FOOT	UNIT PRICE	Total
1	87" x 63" x 30' 14ga 3x1 Galvanized Annular CSP Arch	263.50	7,905.00	7,905.00
1	87" x 63" Galvanized Flared End Section		4,830.00	4,830.00
	production time is 3 - 4 weeks Tax Exempt Government		0.00%	0.00
	Replacement Culvert CR 580			
			<b>Total</b>	<b>\$12,735.00</b>

GOOD FOR 30 DAYS.  
 ANY SALES TAX MUST BE ADDED.

Signature \_\_\_\_\_

# PURCHASE ORDER

## Huerfano County

Purchase Order#: 270

Purchase OrderDate: 7/1/2024

Vendor: **WALSENBURG GOLF ASSOCIATION / 2437**  
**PO BOX 90**  
**WALSENBURG, CO 81089**

Ship To: **401 Main Street -**  
**Walsenburg CO, 81089**

### Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
Reimbursement	1	\$4,946.68	\$4,946.68	050-47100-51398
TOTAL:			\$4,946.68	

### NOTES:

Golf Course- Fertilizer Reimbursements for June 3032.96, April 913.72 and March 1000.00 total of \$4946.68

### APPROVALS:

Approving Authority:

Budget Officer:



Kim Trujillo <ktrujillo@huerfano.us>

**Fwd: You received a new invoice (#8950317893)**

1 message

**Carl Young** <cyoung@huerfano.us>  
To: finance@huerfano.us

Mon, Jul 1, 2024 at 10:48 AM

Please do a PO out of CTF for this.

Carl Young  
Huerfano County Administrator

----- Forwarded message -----

From: **Walsenburg Golf Course** <messenger@messaging.squareup.com>  
Date: Fri, Jun 28, 2024 at 12:29 PM  
Subject: You received a new invoice (#8950317893)  
To: <cyoung@huerfano.us>



**Walsenburg Golf Course**

New Invoice

**\$4,946.68**

Due on July 28, 2024

ae697dae-9b14-4582-87e2-8428d1a83cc3.pdf

e3244e2b-71c7-4817-9926-fa6d7ee895c9.pdf

aa6243d7-32cc-4c05-b5b0-944dbc74a4e9.pdf

invoice-download-54389247.pdf

[View Attachments](#)

**Walsenburg Golf Course**  
1399 County Road 502  
Walsenburg, CO 81089-9520 United States  
golfwalsenburg@gmail.com  
719-738-2730

Please contact Walsenburg Golf Course about its privacy practices.





## MEMORANDUM

**MEETING TYPE:** Board of County Commissioners Regular Meeting

**MEETING DATE:** July 9th, 2024

**ITEM NAME:** Digitcom Service Agreement Renewal

**SUBMITTED BY:** Brittney Ciarlo, Emergency Manager

**SUMMARY:** Digitcom services all radio systems within the Huerfano County Communications Center. The annual service renewal is due on July 31, 2024. The contract is a one year term starting on August 1, 2024. The yearly cost has increased from \$11,653.75 to \$13,773.75 as the consolettes have come out of warranty and needed to be added. This was overlooked on the previous meeting note.

**RECOMMENDATION:** I recommend the BOCC make a motion and approve the Digitcom Service Agreement for a period of one-year, starting August 1, 2024 with a total cost of \$13,773.75.

**BACKGROUND:** This agreement covers 24/7 software, hardware and on-site response for the consoles. Parts and labor, as well as pickup/delivery of parts is included, as well as one preventative maintenance inspection. With the aging system, this maintenance will be vital to ensure that dispatch functions can continue smoothly.

**BOARD ACTION TAKEN:**

APPROVED

DENIED

OTHER

SIGNATURE OF THE CHAIR: \_\_\_\_\_

NOTES:



## Service Agreement (Contract) Total System

Customer: Huerfano County Dispatch

Service Contact: Raquel Rodriguez

Address: PO Box 801

Phone: 719-248-5337

City: Walsenburg State: CO Zip: 81089

Email: [rrodriguez@huerfano.us](mailto:rrodriguez@huerfano.us)

Contract Start Date: August 1, 2024

Contract Number: 08022023-1

Contract End Date July 31, 2025

QTY	DESCRIPTION	Annual Cost	
		UNIT	EXTENDED
1	ADDITIONALYEAR OF SCOUT CARE. INCLUDES SOFTWARE MAINTENANCE, 24/7/365. TECH SUPPORT AND WEB PORTAL ACCESS.	\$7,070.00	\$7,070.00
1	SCOUT CARE HARDWARE OPTION. ANNUAL EXTENDED MAINTENANCE FOR HARDWARE.	\$1,843.75	\$1,843.75
1	ON-SITE RESPONSE FOR AVTEC CONSOLE.	\$3,090.00	\$3,000.00
9	APX Consolette	\$180.00	\$1,620.00
2	Mobile-in-Tray VHF base with power supply and adapter	\$120.00	\$240.00

CONTRACT NOTES
1. Service Agreement covers parts and labor of all repairs
2. One annual Preventative Maintenance Inspection is included
5. Pickup and Delivery OR same way outbound freight for subscriber repairs is included
6. A discounted labor rate of \$110.00/hour applies to any above contract service work performed
7. A 10% discount applies to radio and/or accessory sales included.
8. Digitcom Electronics employees comply with FBI CJIS Security Addendum.
<b>CONTRACT EXCLUSIONS:</b>
Accessories, including batteries, antennas, transmission line, speaker microphones.
Liquid damage, physical abuse and/or acts of God
A 30 day notice must be given prior to cancellation

Billing Cycle: XX Annual XX YES  
                     Quarterly                      NO  
                     Monthly

Subtotal	\$13,773.75
Taxes	
Monthly Total	
Annual Total	\$13,773.75

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Digitcom Signature: \_\_\_\_\_



## MEMORANDUM

**MEETING TYPE:** Board of County Commissioners

**MEETING DATE:** July 9, 2024

**ITEM NAME:** Removal of Lynette Bushaw from the Huerfano County Building Authority

**SUBMITTED BY:** Carl Young

**SUMMARY:** Lynnette Bushaw, has not attended a meeting of the Huerfano County Building Authority (HCBA) since January 18, 2024. Land Use and Building Staff have reached out to her, but have not heard back.

**RECOMMENDATION:** Motion to remove Lynnette Bushaw from the HCBA for unexcused absences.

**BACKGROUND:** Lynne Bushaw was appointed to the Huerfano County Building Authority with Resolution 23-34 for a term expiring December 31, 2027

Section 2.01.03 of the Huerfano County Building Regulations (Resolution 21-22) states that:

“Any member may be removed with or without cause by the appointing jurisdiction. **Any member shall be removed if such member has 2 unexcused absences in a calendar year.** An excused absence as determined by the Chair or the Vice Chair, in the Chair’s absence, constitutes an absence that is beyond a member’s control, including medical appointments. In the event of the removal, resignation, or death of any member, the appointing jurisdiction(s) shall promptly appoint a successor member to fill the unexpired term of such member.”

**BOARD ACTION TAKEN:**

APPROVED

DENIED

OTHER

SIGNATURE OF THE CHAIR: \_\_\_\_\_

NOTES:

**PETITION FOR ABATEMENT OR REFUND OF TAXES**

24-13  
Item 5k.

County Name HUERFANO

Date Received 7-1-24  
Use Assessor's or Commissioners Date Stamp

**Section I: Petitioner: please complete Section I only**

Date: July 1 2024  
Month DAY Year

Petitioner's Name: John Hartsoy  
Petitioner's mailing address: 110 Dana Kelly Ln.  
Whitwell TN 37397  
City or Town State Zip Code

<b>SCHEDULE OR PARCEL NUMBER(S)</b>	<b>PROPERTY ADDRESS OR LEGAL DESCRIPTION OF PROPERTY</b>
<u>1713680</u>	<u>Lot 81 UNIT B3 Colorado Land &amp; Grazing Ranch</u>

Petitioner requests an abatement or refund of the appropriate taxes and states that the taxes assessed against the property for the property tax year 2022 are incorrect for the following reasons: (Briefly describe why the taxes have been levied erroneously or illegally, whether due to erroneous valuation, irregularity in levying, clerical error, or overvaluation. Attach additional sheets if necessary.)

incorrect Building Assessment

Petitioner's estimate of value \$ 5925 (2022)  
Value Year

I declare, under penalty of perjury in the second degree, that this petition, together with any accompany exhibits or statements, has been prepared or examined by me, and to the best of my knowledge, information and belief, is true, correct and complete.

[Signature]  
Petitioner's Signature

Daytime Phone Number 970-646-2089  
Email ZERIKAF@Yahoo.com

BY \_\_\_\_\_  
Agent's Signature \*

Daytime Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

\*Letter of agency must be attached when petition is submitted by an agent.

If the Board of County Commissioners, pursuant to § 39-10-114(1), C.R.S., or the Property Tax Administrator, pursuant to § 39-2-116, C.R.S., denies the petition for refund or abatement of taxes in whole or in part, the Petitioner may appeal to the Eoard of Assessment Appeals pursuant to the provisions of § 39-2-125, C.R.S., within thirty days of the entry of any such decision, § 39-10-114.5(1), C.R.S.

<b>Section II:</b>		<b>Assessor's Recommendation</b>		
		<b>(For Assessor's Use Only)</b>		
		Tax Year	<u>2022</u>	
	Actual	Assessed Value	Tax	
Original	<u>30,513</u>	<u>2763</u>	<u>213.82</u>	
Corrected	<u>5925</u>	<u>1564</u>	<u>121.04</u>	
<b>Abate/Refund</b>	<u>24,588</u>	<u>1199</u>	<u>92.79</u>	

Assessor recommends approval as outlined above

If the request for abatement is based upon the grounds of overvaluation, no abatement or refund of taxes shall be made if an objection or protest to such valuation has been filed and a Notice of Determination has been mailed to the taxpayer, § 39-10-114(1)(a)(I)(D), C.R.S.

Tax year: \_\_\_\_\_ Protest? \_\_\_ No \_\_\_ Yes (if a protest was filed, please attach a copy of NOD.)

Assessor recommends denial for the following reason(s):

Elisha Meadows

Assessor's or Deputy Assessor's Signature



**FOR ASSESSORS AND COUNTY COMMISSIONERS USE ONLY**

Item 5k.

**(Section III or Section IV must be completed)**

Every petition for abatement or refund filed pursuant to § 39-10-114 shall be acted upon pursuant to the provisions of this section by the Board of County Commissioners or the Assessor, as appropriate, within six months of the date of filing such petition, §39-1-113(1.7), C.R.S.

**Section: III** **Written Mutual Agreement of Assessor and Petitioner**  
(Only for abatements up to \$10,000)

The Commissioners of Huerfano County authorize the Assessor by Resolution No. \_\_\_\_\_ to review petitions for abatement or refund and to settle by written mutual agreement any such petition for abatement or refund in an amount of one thousand dollars or less per tract, parcel, or lot of land or per schedule of personal property, in accordance with \*39-1-113(1.5), C.R.S.

	Tax Year _____				
	<u>Actual</u>	<u>Assessed</u>	<u>Tax</u>		
Original	_____	_____	_____		
Corrected	_____	_____	_____		
Abate/Refund	_____	_____	_____		

Note: The total tax amount does not include accrued interest, penalties, and fees associated with late and/or delinquent tax payments, if applicable. Please contact the county treasurer for full payment information

Petitioner's Signature	Date
Assessor's or Deputy Assessor's Signature	Date

**Section IV:** **Decision of the County Commissioners**  
(must be completed if Section III does not apply)

WHEREAS, The County Commissioners of Huerfano\_\_ County, State of Colorado, at a duly and lawfully called regular meeting held on 7 / 09 / 24 , at which meeting there were present the following members:

Arica Andreatta, Karl Sporleader, Mitchell Wardell

---

with notice of such meeting and an opportunity to be present having been given to the taxpayer and the Assessor of said County and Treasurer Debra Reynolds (being present--not present) and  
Name \_\_\_\_\_

petitioner John Hartsough (being present--not present), and WHEREAS, The said  
Name \_\_\_\_\_

County Commissioners have carefully considered the within application, and are fully advised in relation thereto NOW BE IT RESOLVED, That the Board (**agrees--does not agree**) with the recommendation of the assessor and the petition be (**approved--approved in part--denied**) with an abatement/refund as follows:

<u>2022</u> Year	<u>\$1,199</u> Assessed Value	<u>\$92.79</u> Taxes Abate/Refund
---------------------	----------------------------------	--------------------------------------

\_\_\_\_\_  
**Chairperson of the Board of County Commissioners' Signature**

I, \_\_\_\_\_, County Clerk and Ex-officio Clerk of the Board of County Commissioners in and for the aforementioned county, do hereby certify that the above and foregoing order is truly copied from the record of the proceedings of the Board of County Commissioners

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of said County this 9th \_\_\_\_\_ day of July, 2024.

Month Year

\_\_\_\_\_  
**County Clerk's or Deputy County Clerk's Signature**

Note: Abatements greater than \$10,000 per schedule, per year, must be submitted in duplicate to the Property Tax Administrator for review.

**Section V:** **Action of the Property Tax Administrator**  
(For all abatements greater than \$10,000)

The Action of the Board of County commissioners, relative to the within petition, is hereby  
\_\_\_ Approved; \_\_\_ Approved in part \$ \_\_\_\_\_; \_\_\_ Denied for the following reason(s):  
\_\_\_\_\_

Secretary's Signature	Property Tax Administrator's Signature
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## MEMORANDUM

**MEETING TYPE:** Board of County Commissioners Meeting

**MEETING DATE:** July 9, 2024

**ITEM NAME:** July 5<sup>th</sup> Special Day of Observance

**SUBMITTED BY:** Carl Young

**SUMMARY:** The County Employment Manual allows the Board of County Commissioners to approve special days of observance designated by the President of the United States or the Governor of Colorado. This is a request to ratify the recognition of July 5, 2024 as a special day of observance and, in accordance with the Employment Manual, grant holiday time pursuant to Section 3-2 of the County Employment Manual.

**RECOMMENDATION:** Motion to approve July 5, 2024 as a special day of observance.

**BACKGROUND:** The result of this action will be that the Sheriff’s Office and Dispatch will receive an additional 8 hours of PTO in their banks. Employees that would regularly work July 5, 2024 will receive 8 hours of holiday time.

**BOARD ACTION TAKEN:**

APPROVED

DENIED

OTHER

**SIGNATURE OF THE CHAIR:** \_\_\_\_\_

**NOTES:**

**RESOLUTION NO. 24-30**

**THE BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION APPOINTING MITCHELL WARDELL TO THE HUERFANO  
COUNTY ASSET MANAGEMENT CORPORATION FOR A TERM RUNNING  
CONCURRENT WITH HIS SERVICE AS COUNTY COMMISSIONER**

WHEREAS, the Board of County Commissioners serve as the governing body of Huerfano County and are vested with administering the affairs of the County pursuant to state statutes; and,

WHEREAS, the Board of County Commissioners has determined that the establishment of certain Boards are necessary to help protect the best interests of the county’s inhabitants and promote the health, safety, prosperity, security and general welfare of the County’s inhabitants; and,

WHEREAS, the Board of County Commissioners has determined that it is in the best interest of Huerfano County to delegate the representation of the County on certain boards and commissions of public and other bodies to members of the public with particular experience and expertise; and,

WHEREAS, the Board of County Commissioners has opted to serve as the Board of the Huerfano County Asset Management Corporation until the major programs of this County enterprise are established; and,

WHEREAS, the Board of Huerfano County Commissioners desires to appoint Mitchell Wardell to serve as a member of Huerfano County Asset Management Corporation as a reflection of the values of the Huerfano County Board of County Commissioners.

NOW THEREFORE BE IT RESOLVED that the Huerfano County Board of County Commissioners hereby appoints Mitchell Wardell to serve as a Director of Huerfano County Asset Management Corporation, replacing former Commissioner John Galusha, for a term running concurrent with his service as County Commissioner.

INTRODUCED, READ, APPROVED AND ADOPTED THIS 9<sup>th</sup> day of JULY 2024.



ATTEST:

\_\_\_\_\_  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_  
Arica Andreatta, Commissioner

\_\_\_\_\_  
Karl Sporleder, Commissioner

\_\_\_\_\_  
Mitchell Wardell, Commissioner

**RESOLUTION NO. 24-31****THE BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO****A RESOLUTION PERMITTING THE LAWFUL POSSESSION OF FIREARMS  
IN GOVERNMENT BUILDINGS OWNED AND OPERATED BY HUERFANO  
COUNTY**

WHEREAS, pursuant to C.R.S. §30-11-103 and 30-11-107(1)(a), (c), and (e) the Huerfano County Board of County Commissioners has the legislative authority to manage the business and concerns of the County to ensure the welfare and interests of the County and its inhabitants, including the authority to make such orders pertaining to property belonging to and in the care of the County; and,

WHEREAS, in conjunction with the Board's ability to care for and manage County property, C.R.S. §18-9-117(1) permits the imposition of orders, rules or regulations reasonably necessary for the administration, protection, and maintenance of public buildings and property; and

WHEREAS, the Huerfano County Board of County Commissioners are fully committed to upholding the Second Amendment of the United States Constitution and right to bear arms that the Second Amendment conveys; and

WHEREAS, Senate Bill 24-131 created C.R.S. §18-12-105.3, which prohibits the carrying of firearms in government buildings, and C.R.S. §18-12-105.3(4)(b) permits the County to adopt a resolution to permit the lawful carrying of firearms in County buildings; and

WHEREAS, the Board of County Commissioners believes that it is of vital importance to allow individuals who hold a valid permit to carry a concealed handgun in Huerfano County facilities unless otherwise prohibited by a law or lawful order of a law enforcement officer or any individual holding authority to issue such an order.

NOW, THEREFORE, BE IT RESOLVED, by the Huerfano County Board of County Commissioners that the lawful possession of concealed firearms is permitted in all County owned buildings, except:

1. Designated secure facilities such as,
  - a. The Huerfano County Law Enforcement Center;
  - b. The Huerfano County Judicial Center; or
  - c. The Office of the 3<sup>rd</sup> Judicial District Attorney.
2. Any posted location during an election cycle where ballots are issued, cast, or counted.
3. Any posted location that is designated as a temporarily secure facility such as a shelter location.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 9<sup>th</sup> day of  
JULY 2024.



ATTEST:

\_\_\_\_\_  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_  
Arica Andreatta, Commissioner

\_\_\_\_\_  
Karl Sporleder, Commissioner

\_\_\_\_\_  
Mitchell Wardell, Commissioner

**RESOLUTION NO. 24-32**

**THE BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION AMEND RESOLUTION 17-53 AND ESTABLISH  
PROCEDURES FOR LOCAL AUTHORIZATION TO OPERATE  
AMBULANCE SERVICES WITHIN HUERFANO COUNTY**

WHEREAS, SB22-225 and §25-3.5-314, C.R.S. transferred regulatory authority to the State of Colorado and require ambulance service providers to obtain a license from the Colorado Department of Public Health and Environment to operate on and after July 1, 2024; and,

WHEREAS, SB22-225 and §25-3.5-314, C.R.S. require ambulance service providers licensed by the State of Colorado to receive local authorization to operate within the County’s jurisdiction but eliminate the County’s authority to enforce the efficient and effective regulations previously enacted by the County; and

WHEREAS, §25-3.5-314, C.R.S. authorizes the County to adopt a resolution “governing the authorization to operate ambulance services within the county”; and

WHEREAS, on May 9<sup>th</sup>, 2017, the County adopted Resolution 17-53 regarding the County’s authority to regulate ambulance services; and

WHEREAS, on June 11<sup>th</sup>, 2024 the County adopted Resolution 24-26 regarding certain ambulance services regulated by the County; and

WHEREAS, on the Board desires to act as the local authorizing authority for ground ambulance services and establish a procedure to establish local authorization to operate ambulance services within Huerfano County.

NOW, THEREFORE, BE IT RESOLVED, by the Huerfano County Board of County Commissioners that the Huerfano County Ambulance Licensing and Inspection Policy adopted with Resolution 17-53 is hereby amended as follows:

1. The Policy is renamed the Huerfano County Ambulance Authorization to Operate Policy.
2. Part A. Definitions, is amended to strike items 1 through 33 and to insert the following:

The definitions set forth in C.R.S. §25-3.5-101 et seq. and 6 CCR 1015-3, as the same may be amended from time to time, shall apply to this policy, unless the context clearly requires a different meaning. Definitions within the emergency services industry shall be used as context requires and as determined by the Board of County Commissioners.

3. Part B. Regulations, is amended to strike items 2 through 4 and renumber item 5 to be the revised item 2. Item 1 and the revised Item 2 are amended to read as follows:

1. No person or agency shall provide ambulance service, publicly or privately, in the county unless that person or agency obtains a valid authorization to operate issued by the Board of County Commissioners, is provided in this policy. An authorization to operate issued by the board of county commissioners shall be valid for two years from date of issuance, unless suspended, revoked, terminated, or otherwise modified prior to expiration of such two years. A person or agency may seek to renew an authorization to operate by following the same application and review process as for a new authorization to operate under this article. Each ambulance operated within the county shall bear evidence that it's equipped and meets or exceeds the minimum requirements set forth in 6 CCR-1015-3 et seq.
  2. The requirements to obtain an authorization to operate from the County shall not apply to instances in which a state license is not required pursuant to C.R.S. § 25-3.5-314(2) or 6 CCR 1015-3 (including without limitation under Sections 3.3 and 16.2.2 of Chapter 4 and Section 3 of Chapter 5)
4. Part C. Insurance is hereby amended to strike items 3 through 6. Item 1 and Item 2 are amended to read as follows:
    1. No ambulance shall operate in the county unless it is covered at all times by the minimum amounts of general liability insurance, motor vehicle liability insurance, and any other insurance policies as required by state law.
    2. Proof of insurance shall be filed with the County along with the application for an ambulance service authorization to operate as required in this article. At any time, such insurance is required to be renewed or otherwise revised, proof of renewal shall be provided to the County.
5. Part D. Standards, is repealed and Part E is renumbered to be the revised Part D.
  6. Part E. Licenses now the revised Part D. is renamed “Authorization to Operate Application”, and amended to strike items 1 through 6 and insert the following:
 

An application for an ambulance service authorization to operate shall be submitted in writing to the County. An application to renew an existing authorization to operate shall be submitted at least thirty (30) days prior to expiration of the existing authorization to operate in order to avoid a gap in authorization. All applications shall be filed with the County Administrator containing the following information and attaching necessary supporting documents.

1. Information for the owner/parent company of the ambulance service, including

- name, mailing address, telephone number, and the status of the owner as sole proprietor, partnership, corporation, or a unit of local government.
2. Ambulance service name, mailing address, and telephone number.
  3. Information for the individual submitting the application for authorization to operate, including name, mailing address, telephone number, and email address.
  4. Information for the person who will be in charge of the operation of the ambulance service including name, mailing address, telephone number, and email address.
  5. The location and description of the place or places from which it is intended to operate an ambulance service and evidence of compliance with any applicable land use, zoning, and building code regulations.
  6. Description of primary service area to be served by the proposed ambulance service. If less than the entire County attach a map.
  7. Attach: Evidence of the insurance policies as set forth in Part C.
  8. Attach: A copy of the state-issued license letter, along with the attached license certificate and vehicle permit documents.
  9. Attach for new applications only: A letter explaining how the service is needed in the intended service area. Letters of support from existing service providers or other emergency response or public health agencies are encouraged.
7. A new Part E. Application Procedures, is hereby created and reads as follows:
1. Upon receipt of all required documents, applications shall be scheduled for a hearing before the Board. The Board shall approve or deny applications upon making the following findings:
    - a. The need, justification and supporting documents for the service, including without limitation proof of all necessary licenses issued by the state.
    - b. Service history and record of the ambulance service (renewal only).
    - c. Description of area to be served.
    - d. Response time to population centers within the designated service area and to the nearest hospital from the location where the ambulance will be operated.
    - e. How the new service will interact or conflict with existing services and fire agencies (new services only).
  2. If the Board denies the application, it shall advise the applicant in writing of the



- reasons for the denial.
3. The County Administrator, and other County staff designated by the County Administrator, are authorized to review applications and make recommendations to the Board of County Commissioners regarding an application's compliance with this policy and other applicable law.
  4. The County Administrator is authorized to convert the requirements of Part D into an application form and assign submission and handling of that form to a County Department
  4. Upon approval of an application the County will issue a letter signed by the Chair of the Board and the County Clerk and Recorder confirming the authorization to operate.
8. Part F. Complaints and Investigation is amended to strike items 1 through 8 and insert the following:
1. The County Administrator, upon receipt of a complaint, may commence investigation of any violation of this policy. The Ambulance Service shall be issued a notice of the alleged violations or charges for which the investigation is being conducted and the County Administrator will work with the Ambulance Service to complete the investigation and resolve the complaint. If the complaint cannot be resolved, or the complainant is not satisfied by the resolution, the County Administrator will forward the complaint to the Board. All complaints related to operators or services that are not operating pursuant to an authorization to operate issued by the Board will be forwarded to the appropriate state agency (and, if easily ascertainable, a county that has issued an applicable authorization to operate).
  2. The Board, upon its own motion or upon receipt of a complaint forwarded by the County Administrator, may commence investigation of any violation of this policy. A hearing date shall be set within thirty days of the commencement of the action. Such hearing date may be continued for good cause shown to the Board.
  3. The Ambulance Service shall be issued a notice of the alleged violations or charges for which the investigation is being conducted. Service of Notice of Violation and of hearing dates shall be by certified mail, return receipt requested, or personal delivery to the person in charge of the operation at the address contained in such Authorization to Operate application.
  4. At the hearing, the Ambulance Service shall be afforded an opportunity to be heard. The hearing shall be open to the public and every vote and official act of the Board shall be public.

a. Upon determining that the Ambulance Service, its employees, agents, representatives or contractors failed to comply with any provision of the Division rules, or of this policy, the Board may suspend, cancel, or revoke Authorization to Operate, for any portion of or for the remainder of its life. At the end of such period, the Ambulance Service whose Authorization to Operate was suspended, canceled, or revoked may apply for Authorization to Operate as an original application.

b. Upon a second violation or failure to comply with any provision of the Division rules, or of this policy, the Board may permanently revoke Authorization to Operate.

6. As a condition of Authorization to Operate, the holder thereof shall provide any records necessary to the determination of any issue at any hearing conducted by the Board.

7. The County Administrator shall notify the appropriate state agency, local law enforcement authorities, fire departments, and hospitals of revocation or suspension.

9. Part G. Revocation/Suspension Procedures and Hearings, is repealed and Part H is renumbered to be the revised Part G.

INTRODUCED, READ, APPROVED AND ADOPTED THIS 9<sup>th</sup> day of JULY 2024.



ATTEST:

\_\_\_\_\_  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_  
Arica Andreatta, Commissioner

\_\_\_\_\_  
Karl Sporleder, Commissioner

\_\_\_\_\_  
Mitchell Wardell, Commissioner

**RESOLUTION NO. 24-33**

**THE BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION DESIGNATING COUNTY FUND DEPOSITORIES**

WHEREAS, pursuant to Section 30-10-708, C.R.S., the County Commissioners are obliged to designate depositories for County funds in which the Huerfano County Treasurer may deposit or cause to be deposited such funds; and,

WHEREAS, there is a need to specify who is authorized to endorse or cause to be endorsed, in the name of Huerfano County and to cash, to negotiate or to deposit or cause to be deposited in such account any money, checks, money orders, notes and other instruments for payment of money and to make any other agreements deemed advisable in regard hereto.

NOW, THEREFORE BE IT RESOLVED, that the following institutions are hereby designated as depositories for the funds of Huerfano County and the below listed individuals are authorized to endorse in the name of Huerfano County and to cash, to deposit orders, notes, and other instruments for payment of money and to make any other agreements deemed advisable in regard thereto for the respective accounts.

<b>Institution</b>	<b>Account</b>	<b>Authorized Signatures</b>
<b>Community Banks of Colorado 501 Main Street Walsenburg, CO 81089</b>	County General 0293	Debra J. Reynolds Rhonda M. Kelley BOCC Chair Erica Vigil
	Social Services 3882	BOCC Chair Erica Vigil
	Public Trustee 4477	Debra J. Reynolds Rhonda M. Kelley
	Huerfano County Correctional Facility 4351	Arica Andreatta BOCC Chair Karl Sporleder Kim Trujillo Debra J. Reynolds
	Huerfano County Conservation Trust Fund 4056	Debra J. Reynolds Rhonda M. Kelley BOCC Chair Erica Vigil
	County General 3041	Debra J. Reynolds Rhonda M. Kelley
<b>CSIP Colorado Statewide Investment Program PFM Funds 1400 16th Street, Suite 400 Denver, CO 80202</b>	HC Liquidity 000-1	Debra J. Reynolds Rhonda M. Kelley
<b>Bank of Montreal 213 N. Commercial Street, Trinidad, CO 81082</b>	County General 6331	Debra J. Reynolds Rhonda M. Kelley BOCC Chair

<b>Institution</b>	<b>Account</b>	<b>Authorized Signatures</b>
		Erica Vigil
	County General 7024	Debra J. Reynolds Rhonda M. Kelley
	County General 7024	Debra J. Reynolds Rhonda M. Kelley
<b>COLOTRUST P.O. Box 5050 Denver, CO 80217-5050</b>	HC Liquidity 8001	Debra J. Reynolds Rhonda M. Kelley
<b>Colorado Surplus Asset Fund Trust (CSAFE)</b>	HC Liquidity 7201	Debra J. Reynolds Rhonda M. Kelley
<b>First National Bank of Trinidad Huerfano County Branch P.O. Box 1209 135 W. 6th Street Walsenburg, CO 81089</b>	Huerfano County Correctional Facility 4237	Arica Andreatta Karl Sporleder Mitchell Wardell Kim Trujillo Debra J. Reynolds
	Huerfano County Asset Management Corp. 9706	Arica Andreatta Karl Sporleder Mitchell Wardell Kim Trujillo Debra J. Reynolds Carl Young
<b>First Southwest Bank 720 Main Street PO Box 1139 Alamosa, CO 81101</b>	Huerfano County Asset Management Corp. 9706	Arica Andreatta Karl Sporleder Mitchell Wardell Kim Trujillo Debra J. Reynolds Carl Young
<b>LPL Financial 14143 Denver West Parkway Suite 150 Golden, CO 80401</b>	HC Investment 1672-0166	Debra J. Reynolds Rhonda M. Kelley
<b>Peaks Investment Management/LPL Finance c/o Casacili Hunsucker 198 Barrington Road Bloomfield Hills, MI 48302-0605</b>	HC Investment 1943-7061	Debra J. Reynolds Rhonda M. Kelley

BE IT FURTHER RESOLVED that this Resolution shall continue in force until express written notice of any revision or modification has been furnished and received by the above listed institutions.

BE IT FURTHER RESOLVED, that Resolution 24-06 is hereby rescinded. This resolution shall be in effect upon its adoption. All resolutions and portions of resolutions in conflict with the above are hereby repealed.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 9<sup>th</sup> day of JULY 2024.



ATTEST:

\_\_\_\_\_  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_  
Arica Andreatta, Commissioner

\_\_\_\_\_  
Karl Sporleder, Commissioner

\_\_\_\_\_  
Mitchell Wardell, Commissioner



## MEMORANDUM

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**MEETING TYPE:** Board of County Commissioners Meeting

**MEETING DATE:** July 9, 2024

**ITEM NAME:** Commissioner Liaison Responsibilities

**SUBMITTED BY:** Carl Young

**SUMMARY:** This is a request to make appointments or designate a liaison to certain Boards. These roles are traditionally filled by County Commissioners. The following roles are currently unfilled:

- South Central Council of Governments (COG)
- Transportation Planning Region (TRP)
- Region 19 Opioid Board
- MAT Expansion Board
- Las Animas Huerfano County District Health Dept (LAHCDHD) Liaison

In the event you decide to reshuffle responsibilities generally, the other current appointments are listed in the background section below.

**RECOMMENDATION:** Request the Board decide on appointments in the form of a motion. Staff will draft a resolution confirming these appointments for your next meeting.

**BACKGROUND:** Commissioner Andreatta

- Scenic Highway of Legends
- Region 19 Opioid Board – Alternate
- 3rd Judicial District Corrections Board
- SB 94 - Juvenile Screening Committee

Commissioner Sporleder

- E-911 Board
- Regional Advisory Committee (RAC) for the Area Agency on Aging
- Huerfano County Economic Development (HCED)

Carl Young, County Administrator

- Walsenburg Urban Renewal Authority

**BOARD ACTION TAKEN:**

APPROVED

DENIED

OTHER

SIGNATURE OF THE CHAIR: \_\_\_\_\_

**NOTES:**

Arica Andreatta, Commissioner  
Karl Sporleder, Commissioner  
Mitchell Wardell, Commissioner



## Board of County Commissioners

Janét Miller  
Economic Development Specialist  
Economic Development Administration  
U.S. Department of Commerce

Delivered via Email

July 9, 2024

RE: Huerfano County Board of County Commissioners Chair

Dear Ms. Miller,

As of July 9, 2024 the Chair of the Huerfano County Board of County Commissioners is now [Insert Name Here]. The previous Chair, John Galusha, has retired from the Board.

In his role as Chair of the Board of County Commissioners, [Insert Name Here] is replacing John Galusha as the Authorized Representative (AOR) for the EDA grant 05-79-06198 and has the authority to execute documents and to obligate and expend funds on behalf of the County.

Best Regards,

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

---

Arica Andreatta, Commissioner

---

Karl Sporleder, Commissioner

---

Mitchell Wardell, Commissioner





401 Main Street,  
Walsenburg, CO 81089

719-738-1220 Ext.103

**BULK-24-0004** **Bulk Water Application**

SITE ADDRESS: NO SITUS ADDRESS

PROJECT NAME: Elder- water EXPIRES: 12/30/2024

**PARCEL: 1713832**

**Permit Request:**

Less than 1,00 gallons per year-- Hobby art creation, ceramics

<b>APPLICANT:</b>	Elder, Nino PO Box 147 GARDNER, CO 81040 575-779-8121	<b>OWNER:</b> CARPIO, DANIEL E & JESSICA A 17918 GRAMA RIDGE COLORADO SPRINGS, CO 80908-0000
<b>PERMIT INFO:</b>	County Resident	
User Type	Yes	
Full-time resident	No	
Residence on property	No	
Electrical Service	No	

VALUATION:	<u>Quantity</u>	<u>Value</u>	FEES:	<u>Paid</u>	<u>Due</u>
			Administrative Fee	50.00	\$0.00
<b>CONDITIONS</b>					
			<b>Total:</b>	<b>\$50.00</b>	<b>\$0.00</b>

**Action by the Authorized Permitting Authority**

Approved    
  Conditional Approval    
  Denial

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments** \_\_\_\_\_ **Title** \_\_\_\_\_

\_\_\_\_\_



**Huerfano County**  
**Land Use Department**  
**401 Main Street, Suite 304**  
**Walsenburg, Colorado 81089**  
**719-738-1220, ext 117 (Bldg Department)**

July 3, 2024

This Letter is concerning Nina Elder, Lot 32 Unit DD, Colorado Land and Grazing Ranch in Gardner (Parcel number 1713832). The property is vacant land. The property was investigated, there are no code violations on this property.

Nina has applied for a bulk water permit with intentions to utilize a private pottery studio.

Please let us know if you have any further questions or concerns.

Best Regards,

**Cheri Chamberlain**

Huerfano County  
Building and Code Enforcement  
401 Main Street Suite 304  
Walsenburg, CO 81089  
(719) 738-1220 ext. 117 (Office)  
(719) 248-6715 (Cell)  
[cchamberlain@huerfano.us](mailto:cchamberlain@huerfano.us)

**Ryan Sablich**

Huerfano County  
Building and Code Enforcement  
401 Main Street Suite 304  
Walsenburg, CO 81089  
(719) 738-1220 ext. 118 (Office)  
(719) 248-9019 (Cell)  
[rsablich@huerfano.us](mailto:rsablich@huerfano.us)

Account Name ELDER, NINA 1713832 Flag R LEGAL DESCRIPTION Acres  
 Address 1 PO BOX 144 LOT 32 UNIT DD CL&G RANCH Item 9g.  
 Address 2 383-966-967 385-37-38-39-40  
 Address 3 394-805-806-811 420672  
 Address 4 DATIL 420673 432531  
 State/Zip NM 87821 0000

Property  
 Map Num 28-4877-303-04-032  
 Prev Name1 CARPIO, DANIEL E & JESSICA A  
 Prev Name2 GALVEZ, BERTHA

VALUES-ASSD TAXABLE EXEMPT  
 LAND 4883

Use 0100 City 00000 Subdv 0126  
 Anlys 000 Tax/Dst 1GS Zone BQ  
 Exempt Late Filing Advrt Y Bnkprpt N  
 ACRES: Master Legal Value  
 00000003500 000 3500

TOTALS 4883  
 Ignore PP \$ 14508 Exemption N  
 NOV # NOD #

CHANGES

Parcel On 04/02/2024 By COHUPTON CMD1-Value Change CMD2-Legal Change  
 Name On 04/02/2024 By COHUPTON CMD3-Both Changes CMD4-Sales Change  
 Values On 02/17/2021 By COHUQBRU  
 Legal On 04/02/2024 By COHUPTON CMD22-Abort Entry HELP-More Details

# PURCHASE ORDER

## Huerfano County

Purchase Order#: 273

Purchase OrderDate: 7/3/2024

Vendor: **SKYLINE STEEL / 4092**  
**PO BOX 558**  
**PENROSE, CO 81240**

Ship To: **401 Main Street -**  
**Walsenburg CO, 81089**

### Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
	1	\$2,265.00	\$2,265.00	002-43040-51503
		TOTAL:	\$2,265.00	

### NOTES:

quote 24-3016 for 48" x 30' 16 ga 2 2/3 x 1/2 Galvanized Spiral CSP 75.50 per foot

### APPROVALS:

Approving Authority:

Budget Officer:

PO#273



PO Box 558  
Penrose, CO 81240  
Phone: 719-275-5919  
Fax: 719-275-1005  
paulashaver@skylsteel.com

QUOTE #

24-3016

Item 9h.

To: Huerfano County  
401 Main Street, Ste. 306  
Walsenburg, CO 81089

DATE: 7/3/2024

DELIVERY DATE: 8/2/2024

Ship To: Will Call  
Attn: Dustin Hribar  
719-989-1590

CUSTOMER P.O. :

TERMS: Net 30

TAXABLE: YES NO CITY STATE COUNTY

IF NO: GOV. RESALE OTHER

TAX NUMBER:

002.43046, 51503  
To Replace collapsing box culvert CR 104

QUANTITY	DESCRIPTION	PER FOOT	UNIT PRICE	Total
1	48" x 30' 16ga 2 2/3x1/2 Galvanized Spiral CSP Tax Exempt Government	75.50	2,265.00 0.00%	2,265.00 0.00
			<b>Total</b>	<b>\$2,265.00</b>

GOOD FOR 30 DAYS.  
ANY SALES TAX MUST BE ADDED.

Signature \_\_\_\_\_

**PURCHASE ORDER**  
**Huerfano County**

Purchase Order#: 274

Purchase OrderDate: 7/3/2024

Vendor: **PUEBLO BRAKE & CLUTCH/TRUCK PARTS INC / 1008**  
**515 WEST 2ND STREET**  
**PUEBLO, CO 81003**

Ship To: **401 Main Street -**  
**Walsenburg CO, 81089**

**Order Description:**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
	1	\$4,930.14	\$4,930.14	002-43040-51506
		TOTAL:	\$4,930.14	

**NOTES:**

quote 003 account 207659 for part number 10R6163 Injector qty 6 unit price 821.69. Unit #311 2008 Peterbilt. Diagnosed by Peterbilt Tech.

**APPROVALS:**

Approving Authority:

Budget Officer:



# Pueblo Brake and Clutch

515 W 2nd St,  
Pueblo, CO 81003  
Phone (719) 544-7686  
Fax (719) 544-1156

[www.northamericantrucktrailer.com](http://www.northamericantrucktrailer.com)

PO # 274

Item 9i.

PARTS INVOICE NUMBER

## QUOTATION

Sold To: HUERFANO COUNTY HIGHWAY DEPT.  
STE 306  
401 Main Street  
WALSENBURG CO 81089

Ship To: HUERFANO COUNTY HIGHWAY DEPT.  
STE 306  
401 Main Street  
WALSENBURG CO 81089

Date: 05-01-24

Page: 1 of 2

Authorization #:

Customer Acct Number	Phone Number	Salesman	Ship Via	Customer Purchase Order				
207659	719 738-2420	KSF	WILL CALL					
Loc	Part #	Description	Ord	Ship	B/O	List	Unit Price	Extension

QUOTE NUMBER - 0003

EXPIRATION DATE - 07-30-2024

10R6163	INJECTOR REMAN	6	0	6	1122.69	821.69	4930.14
---------	----------------	---	---	---	---------	--------	---------

002.43040. S1506

New injectors for Unit# 311 2008 Peterbilt.  
This was diagnosed by Peterbilt Tech.

09:43AM PARTS NTX

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

CUSTOMER	Sub Total	4930.14
	Freight	0.00
	Sales Tax	0.00
QUOTE	Please Pay	4930.14

**RETURN/REFUND POLICY** ALL RETURNED ITEMS MUST BE IN THE ORIGINAL UNOPENED BOX OR CONTAINER, MUST BE ACCOMPANIED BY THIS INVOICE AND ARE SUBJECT TO A 25% RESTOCKING CHARGE. PLEASE NOTE THAT THE DEALERSHIP WILL NOT ACCEPT RETURNS OR MAKE REFUNDS AFTER 30 DAYS. NO REFUNDS OR RETURNS ON SPECIAL ORDER PARTS OR ELECTRICAL PARTS.

**DISCLAIMER OF WARRANTY:** ANY WARRANTIES ON THE PARTS OR PRODUCTS DESCRIBED ABOVE ARE THOSE OF THE MANUFACTURER OR SUPPLIER OF THE PARTS OR PRODUCTS. THE DEALERSHIP HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SAME. THE LABOR ONLY LIMITED WARRANTY ON THE REVERSE SIDE OF THIS INVOICE APPLIES ONLY TO REPAIRS/SERVICES PERFORMED BY OUR DEALERSHIP. THE DEALERSHIP NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF SAID PARTS OR PRODUCTS. THIS DISCLAIMER IN NO WAY AFFECTS THE PROVISIONS OF ANY MANUFACTURER WARRANTIES. CUSTOMER AGREES TO PAY/REIMBURSE THE DEALERSHIP FOR ALL UNPAID AND DENIED WARRANTY CLAIMS. A FINANCE CHARGE OF ONE AND ONE HALF (1 1/2 %) PER MONTH IS APPLIED TO ALL ACCOUNTS 30 DAYS PAST DUE. THIS EQUALS A ANNUAL PERCENTAGE RATE OF 18%.

# PURCHASE ORDER

## Huerfano County

Purchase Order#: 275

Purchase OrderDate: 7/3/2024

Vendor: **DR Power Equipment / 8467**  
**800 Hinesburg Rd**  
**South Burlington, vt 05403**

Ship To: **401 Main Street -**  
**Walsenburg CO, 81089**

### Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
Field and Brush Mower	1	\$1,000.00	\$1,000.00	001-40600-51382
Field and Brush Mower	1	\$1,000.00	\$1,000.00	001-50100-51380
Field and Brush Mower	1	\$999.99	\$999.99	002-43040-52000
Field and Brush Mowever	1	\$1,000.00	\$1,000.00	070-49100-51220
TOTAL:			\$3,999.99	

### NOTES:

DR Field and Brush Mower Item TB27052BEN

### APPROVALS:

Approving Authority:

Budget Officer:



PO 275

Item 9j.

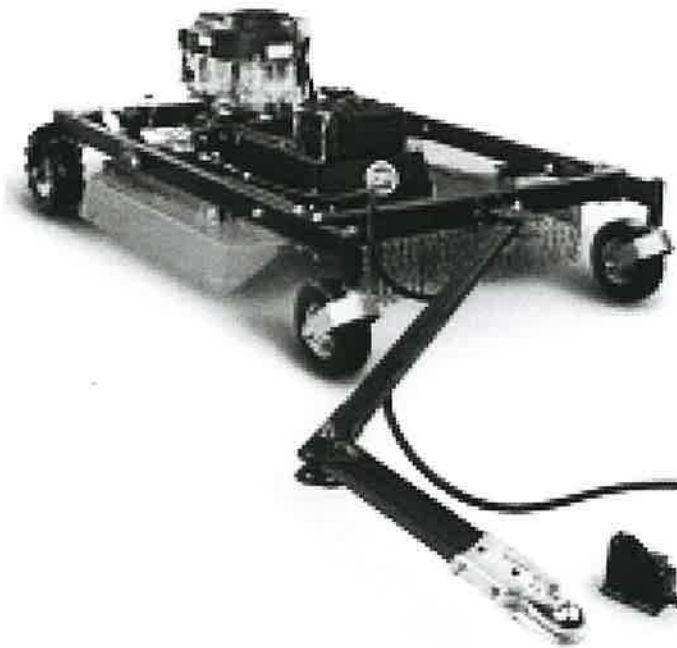


800 Hinesburg Rd  
South Burlington VT  
05403



# Shopping Cart

Checkout Now



DR Field and Brush Mower  
TB27052BEN

Ships in 1 To 3 Business Days

**Item Price**  
~~\$4,999.99~~  
\$3,999.99

**Qty**  
1

**Item Total**  
\$3,999.99

Remove



DR PRO 44" Field and Brush Mower - 17.5 HP - Electric-Start - Tow-Behind



DR Premier 44" Field and Brush Mower - 10.3 HP - Electric-Start - Tow-Behind



DR PRO XL 44" Field and Brush Mower - 20 HP - Electric-Start - Tow-Behind



PRO MA  
ai



DR Premier 26" Field and Brush Mower - 10.3 HP - Manual-Start - Walk-Behind

070-49100-51220/GPID  
601-40600-51382/public works  
001-50100-51380/park & Rec  
~~001-40400-51380/AT Post~~  
002. 43040. 52000  
\$1,000 out of each  
line item.

Subtotal:

\$3,999.99

Tax and Shipping will be determined during checkout.

Total

\$4,355.99

Have a coupon code?

Email Signup

Enter Email Address

Sign Up

Join The Conversation



POWER EQUIPMENT



COMPANY



SUPPORT



ON SALE





## MEMORANDUM

---

**MEETING TYPE:** Board of County Commissioners Meeting

**MEETING DATE:** July 9, 2024

**ITEM NAME:** Second OEDIT Grant Pass-Through to HCED

**SUBMITTED BY:** Carl Young

**SUMMARY:** Huerfano County Economic Development, Inc. (HCED) applied for and was awarded an OEDIT grant, separate from and not include the County. OEDIT’s contracting team added a provision, without our knowledge, that this grant had to be paid out to Huerfano County.

**RECOMMENDATION:** Motion to approve the pass through of \$9,125.37 to HCED

**BACKGROUND:** This is the second deposit we received and HCED expects that future deposits will go directly to HCED. You previously approved \$9,253.41 to be passed through to HCED, bringing the total to \$18,378.78

**BOARD ACTION TAKEN:**

APPROVED

DENIED

OTHER

SIGNATURE OF THE CHAIR: \_\_\_\_\_

NOTES:

June 24, 2024

Dear Custer County Commissioners,

As you decide if renewing your county's contract with Dominion Voting Systems is the best choice for your county, I would like you to consider a few things.

First, if a salesman from the company who is trying to renew a contract is not willing to speak with the county commissioners, even remotely by Zoom, the only conclusion that can be drawn is that they are afraid, not of their personal safety, but they are afraid they will get caught in another lie and be held accountable. This is the situation with Dominion Voting Systems refusing to answer questions about their systems in several counties across Colorado.

Secondly, why is the Secretary of State, through Christopher Beall, lobbying for Dominion Voting Systems at the Custer County Board of County Commissioners' meeting? Mr. Beall stated that he was representing Secretary of State Jena Griswold, an elected official, and then he proceeded to lobby for Dominion Voting Systems, a private corporation. This does not seem legal to me and at the very least raises ethical considerations.

Thirdly, Matt Crane, the Executive Director of the Colorado County Clerks Association is clearly working as a lobbyist for Dominion Voting Systems, though he is not registered as a lobbyist with the Secretary of State, nor is Weld County Clerk Koppes. However, they drove hours from home to sell the Custer County BOCC on renewing their contract with Dominion Voting Systems. Are they being financially rewarded by Dominion for their time and expenses? Are we as taxpayers paying for their time and expenses for their lobbying efforts to renew Dominion's contracts with counties across Colorado? Mr. Crane may claim that there is no conflict of interest to be the CCCA director lobbying for Dominion while his wife worked for Dominion for 19 years, but I see it as a clear conflict of interest. His lobbying efforts and his disdain for the people of Colorado mandate that Matt Crane should step down as the CCCA Director, or our tax dollars should stop supporting this questionable NGO.

The lobbying efforts of the CCCA for Dominion are a violation of trust which show they are not about supporting the county clerks, but instead they are about controlling the elections in Colorado. The CCCA has violated the public's trust with their repugnant letter dated December 8, 2023 where they accused the tax payers, who fund their organization, of being "election deniers, liars, dishonest actors, grifters and bullies who deserve only our disdain and contempt" and insinuating that anyone who questions the black box voting systems somehow poses a threat to our election officials. (*see attached letter*) This deplorable letter encouraged our County Clerks to violate the people's rights. (*see attached response*) The influence and pressure from Mr. Crane and the CCCA on our elected officials creates trust issues between the constituents and our county clerks. This along with the persecution of Clerk Peters has essentially silenced any clerk from daring to question the systems.

Why would we trust a voting system whose CEO perjured himself before congress<sup>1</sup> and whose Director of Product Strategy and Security drove a truck into a building and lied about it on repeatedly to the police?<sup>2</sup> The same man who stated in emails from 2020 that "we are so broken all over the place." And

<sup>1</sup> <https://www.thegatewaypundit.com/2024/02/it-was-lie-bombshell-recording-captures-mi-prosecutor/>

<sup>2</sup> <https://rumble.com/v52qx41-20-june-2024-joe-oltmann-live-6pm-est-presenting-custer-county-election-spe.html?start=9039>

“our shit is just riddled with bugs.” and “our products suck.”<sup>3</sup> These are the people that Matt Crane and Christopher Beall stood up and vouched for during the Custer County presentation. This makes me further question Mr. Crane and Mr. Beall’s motivation for attending the meeting in Dominion’s place.

I ask that you do not extend the Dominion Contract. Their arrogant assumption that they are untouchable and that you will sign the contract without their participation in the deal indicates that they do not deserve our tax dollars. Why is Dominion so sure that you will sign the contract without their participation in the process? It seems nefarious to me, like someone in high places has given them a guarantee. All of the voting systems use software based on GEMS - Global Election Management Systems. The same software that Intel Community whistleblower Terpsehore Maras has reported to have been used in flipping 45 elections overseas.<sup>4</sup>

On a technical side of things, please note that the Dominion patent clearly states that they can flip votes remotely through their adjudication feature.<sup>5</sup>

“Votes requiring adjudication may be identified, in some examples, by a central server computer system, or by an optical scan ballot system, with **adjudication of the votes performed with an adjudication system that is located either locally or remotely.**”

The problem with these electronic voting machines and companies “scanning” and tallying our votes is that we can’t prove they are manipulating results, but we can’t prove they aren’t either. This is further exaggerated after the Secretary of State has worked with the legislators to outlaw third party audits (HB22-153) and to eliminate the manual hand count of voter verified paper records during a recount (HB23-276). Though Mr. Beall likes to gaslight that we use paper ballots, the citizens have no access to verify the machine count by comparing a manual hand count of those paper ballots unless we have hundred of thousands of dollars to request photo copies of the paper ballots. Other statutory handicaps in ferreting out fraud in our elections is the inability to reverify signatures once they have gone through the initial signature verification process.

To be clear, I believe that we should have Constitutional One Day In Person with Voter ID to Verify Citizenship Hand Counted Paper Ballot Elections. Clerk Koppes’ faulty data on hand counting accuracy and costs would be laughable if they weren’t so insulting to our intelligence. We could simply ask San Juan County how much it cost them to hand count as I believe they are the last county in Colorado who is hand counting. Custer County has approximately 5,500 ballots returned in an election. I am confident that even with the mail in ballot system, these could be counted in a day as statute allows for counting to begin at 8am with two 6 hour shifts of 8 counting teams you would have results by 7 pm. The labor cost for hand counting would be under \$1.50 per ballot or under \$7,000. The 2017 Custer County contract with Dominion shows that you are currently paying over \$22,000 a year for a questionable, uncertified system that cannot prove itself and whose salesman will not even speak to you.

I believe that the BOCC should refuse any contract with a voting system that cannot prove with 100% certainty that they are accurate and are free from security vulnerabilities. I encourage the BOCC to stand

<sup>3</sup> <https://www.thegatewaypundit.com/2023/02/breaking-shit-just-riddled-bugs-fox-news-filing-shows-dominion-knew-voting-systems-major-security-issues/>

<sup>4</sup> <https://storage.courtlistener.com/recap/gov.uscourts.azd.1255923/gov.uscourts.azd.1255923.1.5.pdf>

<sup>5</sup> [https://patents.google.com/patent/US9202113B2/en?q=Patent+No.:+US+9%2c202%2c113+%CE%922++Date+of+Patent:+\\*Dec.+1%2c+2015](https://patents.google.com/patent/US9202113B2/en?q=Patent+No.:+US+9%2c202%2c113+%CE%922++Date+of+Patent:+*Dec.+1%2c+2015)

up for County's Constitutional authority and refuse to waste the tax payers' money on unverifiable machines. The state does not have the authority to force you to pay for these "mandated" electronic voting systems. I know there are more than one county whose BOCC are questioning the costs and efficacy of the electronic voting systems. Join together and stand up for what is right and we the people will stand behind you.

Thank you for your consideration.

Linda Good  
13683 Vermillion Trail  
Longmont, CO 80504  
720-219-3053  
[LindaLaughs@Protonmail.com](mailto:LindaLaughs@Protonmail.com)

Cc: Colorado County Commissioner

Attachments:

CCCA December 8, 2023 letter  
My response to the CCCA letter December 29, 2023

## A Citizen Response to the CCCA Dec 8, 2023 Call to Action

From Linda Opines <[REDACTED]>

To CCCAExecutiveDirector@gmail.com, Justin Grantham<justin.grantham@fremontco.com>, vote@bouldercounty.gov, hjohnson<hjohnson@jacksoncountyco.gov>, ckoppes@weldgov.com, Corinne M. Lengel<clengel@lincolncountyco.us>, elections@kitcarsoncounty.org, elections@douglas.co.us, Annie Kuntz<akuntz@co.washington.co.us>, CC Clerk<clerk@clearcreekcounty.us>, kpercell@co.montezuma.co.us

CC adams.elections@adco.gov.org, mfelix@alamosacounty.org, elections@arapahoegov.com, Clerk@Arapahoegov.com<clerk@arapahoegov.com>, Kristy Archuleta<karchuleta@archuletacounty.org>, Sharon Dubois<bacaclerk@bacacountyco.gov>, lynda.moss@bentcounty.net, electionsdivision@broomfield.org, elections@chaffeeconomy.org, LMitchell@chaffeeconomy.org, clerk.cheyenne@gmail.com, Nathan Ruybal<nruybal@co.conejos.co.us>, najondine.placek@costillacounty-co.gov, elections@crowleycounty.net, Melinda Carter<melinda.carter@crowleycounty.net>, custerclerk@custercountygov.com, elections@deltacounty.com, elections@denvergov.org, Dolores County Clerk<dcclerk@fone.net>, elections@eaglecounty.us, Rhonda Braun<Rhonda.Braun@elbertcounty-co.gov>, elections@gilpincounty.org, GRAND ELECTIONS<grandelections@co.grand.co.us>, elections@garfield-county.com, ksillion@gunnisoncounty.org, Joan Roberts<clerk@hinsdalecountycolorado.us>, evigil@huerfano.us, elections@votejeffco.com, Weeks - CCR, Delisa<delisa.weeks@state.co.us>, elections@co.laplata.co.us, tlauritzen@co.lake.co.us, elections@larimer.org, karrie.apple@lasanimascounty.org, BaconP<baconp@logancountyco.gov>, voter.info@mesacounty.us, Eryn Wintz<mineralcountyclerk@hotmail.com>, scolding@moffatcounty.net, elections@montrosecounty.net, votemorganc@co.morgan.co.us, Otero County Clerk - Lyn Scott<lscott@oterogov.org>, csulewski@ouraycountyco.gov, pcclerk@parkco.us, Beth Zilla<beth.zilla@phillipscounty.co>, elections@pitkincounty.com, Jana Coen<jcoen@prowerscounty.net>, elections@pueblocounty.us, clerk@rbc.us, Cindy Hill Rio Grande County Clerk<clerk@riograndecounty.org>, elections@co.routt.co.us, tgilbert@saguachecounty-co.gov, clerk@sanjuancountycolorado.us, Stephannie Van Damme<stephanniev@sanmiguelcountyco.gov>, Chris Beckman<cbeckman@sedgwickcountygov.net>, tayrn.power@summitcountyco.gov, elections@co.teller.co.us, Stephanie.Kees@summitcountyco.gov, elections@weldgov.com, yumacountyclerk@co.yuma.co.us, Beverly Wenger<bwenger@co.yuma.co.us>

Date Friday, December 29th, 2023 at 1:23 AM

Dear Colorado County Clerks Association Executive Board and County Clerks as Members,

I recently read the letter sent on December 8, 2023 from the CCCA Executive Board representing all Colorado County Clerks. I am disappointed that such vitriol is being spewed by the CCCA. The CCCA is a Non-Government Organization

(NGO) funded by my tax dollars through the clerk's membership fees. I did not, and do not, consent to my tax dollars funding this NGO which has no place in Colorado government or elections. NGO's hide billions of dollars of dark money behind their dark curtain in which to influence the direction of our country. This is fundamentally Un-American. On November 19, 1863 Abraham Lincoln spoke the following words during the Gettysburg Address. "...we here highly resolve that these dead shall not have died in vain—that this nation, under God, shall have a new birth of freedom—and that government of the people, by the people, for the people, shall not perish from the earth."

Item 10a.

Similarly, the Colorado Constitution, which all of you, with the exception of Matt Crane, as elected officials have sworn an oath to uphold Article II states:

In order to assert our rights, acknowledge our duties, and proclaim the principles upon which our government is founded, we declare:

Section 1. Vestment of political power. **All political power is vested in and derived from the people; all government, of right, originates from the people, is founded upon their will only,** and is instituted solely for the good of the whole.

Section 3. Inalienable rights. **All persons have certain natural, essential and inalienable rights, among which may be reckoned the right of enjoying and defending their lives and liberties;** of acquiring, possessing and protecting property; and of seeking and obtaining their safety and happiness.

Section 5. Freedom of elections. **All elections shall be free and open; and no power, civil or military, shall at any time interfere to prevent the free exercise of the right of suffrage.**

Section 10. Freedom of speech and press. **No law shall be passed impairing the freedom of speech; every person shall be free to speak, write or publish whatever he will on any subject,** being responsible for all abuse of that liberty; and in all suits and prosecutions for libel the truth thereof may be given in evidence, and the jury, under the direction of the court, shall determine the law and the fact.

Section 24. Right to assemble and petition. people have the right peaceably to assemble for the common good, and **to apply to those invested with the powers of government for redress of grievances, by petition or remonstrance.**

This letter from the CCCA has declared war on the citizens of Colorado's Constitutionally protected rights. Each of the above rights are threatened by the propaganda that was included in the CCCA's irresponsible letter of December 8<sup>th</sup>, 2023.

**Let's be clear: Undermining the rights of the citizens is not an American ideal.** I am particularly offended by being called a liar who deserves nothing but your disdain and contempt. Do you hear yourselves? This is the language of a dictator, not a statesman or civil servant.

And statements like this "Many of their current lies center around the fact that they do not like the outcome of a specific vote rather than any issues with the election itself.' prove that the writer of this letter, and those who affixed their signatures to it, have not actually listened to the people. I, nor anyone I know, has focused on the outcome of a specific vote. Since my discovery of the illegally certified election systems in early 2021, I have tried many avenues to redress my grievances by public comment in hearings, serving Affidavits of Fact, filing complaints, writing letters and personal conversations with county clerks and elected officials. I have not spread lies. I have not threatened violence in any form. I am not an extremist; I am a citizen trying to engage in my civic duty. I have seen the evidence of election fraud and I have shared it multiple times with no satisfactory response.

Another example of illegal election conduct in Colorado are the multiple recounts were conducted in 2022 in noncompliance with statute. We the people tried to bring this to the attention of our county clerks and the Secretary of State, but were once again ignored. The legislators changed the method of how a recount is to be conducted upon the urging of the SOS in their 2023 session to match how the recounts were conducted in 2022 according to the SOS "The



Item 10a.

Summary of Colorado’s Recount Procedures - November 2022”. The Secretary purposefully left out the language statute at the time which would have required a manual comparison to the Voter verified paper record. When called to their attention by letter and in civil lawsuits, which were dismissed without hearing the merits of the case, the Secretary gaslit you all by saying that “voting devices” were no longer used and therefore the statute was obsolete and you were to ignore the law and the people calling for you to do your sworn duty. The words “Voter Verified Paper Record” were added to CRS § 1-10.5-102 (3)(a) just a year earlier in 2021, hardly making the statute obsolete. I urge you to go back and read those Recount Procedures and you will see that the Secretary used the term “Voting Devices” in her guidance. **But here’s the catch: the Secretary cannot have it both ways.** If using the words “Voting Devices” made the statute obsolete, then why did she have you compare the test deck to the very same “Voting Devices” in her Recount Summary?

**Let’s be clear: Targeting a lawyer’s BAR license for representing a particular case is not an American ideal.** I urge you to research who The 65 Project is. *“The 65 Project was “devised” by Democratic consultant and former Clinton administration official Melissa Moss. It is a project of Law Works, a group with no website or public financial disclosures. Law Works has previously received grants from public policy-oriented foundation Democracy Fund and is a fiscal project of the Franklin Education Forum, a nonprofit organization that provides training and support to, “advance and broaden the appeal of the progressive cause.”*<sup>[1]</sup> If you want to understand why Sydney Powell made her statements and took a plea deal or why Jenna Ellis caved to big money, look no further. This group is funded by far leftists whose goal is to get any lawyer who represented an election case disbarred. This not only costs the lawyers involved millions of dollars, but their BAR license and livelihood. Does that sound American? Or does that sound like Lawfare in a judicial system controlled by corrupt Department of Justice?

**Now is the time for courage, not cowardice. It’s time to put the mission of governing and upholding the Constitution over caving into the pressure exerted by this NGO.** To this end, I ask you to withdraw from the CCCA and turn back to listening to the people in your community who elected you and in which any power you hold is vested in and derived from. Thank you for your consideration.

Linda [REDACTED]  
Jefferson County Colorado

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[1] <https://www.influencewatch.org/organization/65-project/>



# COLORADO COUNTY CLERKS ASSOCIATION

Dec. 8, 2023

Dear Colorado Elected Officials:

As the 2024 presidential election cycle approaches, your voices are needed to secure our elections and reassure Colorado that our elections are among the best in the nation. Unfortunately, it is clear that those who spread lies and distrust of our institutions aren't going away and, in some cases, are better resourced and louder than ever.

These efforts to undermine our elections have taught us one ultimate lesson: It is far easier to manipulate people than to manipulate our election system. That is why these election deniers focus their efforts on convincing voters their vote doesn't count. Some election deniers continue to charge Coloradoans money for the privilege of lying to them. They lie for political and financial gain. These people are not heroes, they are dishonest actors, grifters, and bullies, who deserve only our disdain and contempt.

Many of their current lies center around the fact that they do not like the outcome of a specific vote rather than any issues with the election itself.

But here's the catch: they cannot have it both ways.

If elections in Colorado are "unfair," as some claim, how do they explain the colossal defeat the tax measure Proposition HH suffered on Nov. 7? Election results show 59 percent of Coloradans voted against it, and only 41 percent were "yes" votes. Was that unfair?

Some of the same folks who delighted at Prop HH's demise and believe that outcome was accurate still believe that President Trump won the 2020 presidential election, although all evidence and testimony from Trump's own legal team completely reject the claim that the election was stolen.

To review, former Trump attorneys Sydney Powell and Jenna Ellis both pled guilty to charges they sought to overturn the 2020 election in Georgia. Ellis, a native of Colorado, stated, "If I knew then what I know now, I would have declined to represent Donald Trump in these post-election challenges. I look back on this experience with deep remorse." Furthermore, President Trump's former chief of staff, Mark Meadows, told investigators that he agreed with a government assessment that the 2020 presidential election was the most secure election in U.S. history.

Let's be clear: Undermining a legal election is not an American ideal. If you are someone who continues to support the same lies that Powell, Ellis, and Meadows once peddled and have now rejected, you are undermining our Constitution. Elections are won or lost based on who votes, not on who can create and finance a legal strategy to undermine the majority of voters.

Colorado's election administrators want all eligible voters to vote in 2024 and have their votes counted as cast. Here is why you should trust our elections and what you should share with anyone who comes to you with questions and concerns:

1. Colorado's elections are run by professionals. Election officials are certified in Colorado election administration before conducting their first election, and continuing education requirements are mandatory. They prepare, plan, and practice their plans year-round to make sure they are ready for whatever comes their way and can maintain the security, accuracy, and accessibility of the election.

*Executive Director*

Matt Crane

720.261.1194

[CCCAExecutiveDirector@gmail.com](mailto:CCCAExecutiveDirector@gmail.com)

*President*

Justin Grantham

Fremont County Clerk

*President –Elect*

Molly Fitzpatrick

Boulder County Clerk

*Vice President*

Haley Johnson

Jackson County Clerk

*Past President*

Carly Koppes

Weld County Clerk

*Secretary*

Corinne Lengel

Lincoln County Clerk

*Treasurer*

Susan Corliss

Kit Carson County Clerk

*Central Region Chair*

Sheri Davis

Douglas County Clerk

*Eastern Region Chair*

Annie Kuntz

Washington County Clerk

*Southern Region Chair*

Kim Percell

Montezuma County Clerk

*Western Region Chair*

Brenda Corbett

Clear Creek County Clerk



## COLORADO COUNTY CLERKS ASSOCIATION

2. Colorado's elections are conducted by multi-partisan poll workers. It's these well-trained poll workers (democratic, republican, unaffiliated, minor parties) who verify voter eligibility, review every signature, and tabulate every ballot cast in Colorado.
3. Colorado's elections are transparent. There is meaningful citizen participation and observation across the entire election process. Political parties appoint election judges who conduct our elections. Political party-appointed watchers observe the process at each stage to ensure compliance with federal and state law. From signature review to ballot counting, to post-election auditing, every step of the process has meaningful transparency and oversight.

Now is the time for courage, not cowardice. It's time to put the mission of governing and upholding the Constitution over political ambition. If you're an elected official, it's because the majority of voters in your district checked your name on the ballot and entrusted you to uphold the Constitution and the laws of the State of Colorado. We need you now to come forward and help us correct the record and regain trust taken from our elections by bullies and bad actors through a concerted national and statewide effort to deceive, not through any problems with our actual voting systems.

Another consequence of lies about our elections is the very real threats against our election officials here in Colorado and across the country the lies have spawned. These threats are ongoing, as we have seen during the November 2023 Election.

None of this is to say that we can't work to improve our elections, both in terms of access and integrity. Colorado clerk and recorders work on making these improvements every day. However, the ongoing lies about our elections undermine our democracy, run the risk of suppressing voter turnout, and create an environment that normalizes the intimidation, doxing, and threatening of those who conduct our elections.

Here are a few things you can do to help:

1. Do not be bullied and intimidated by these bad actors. If you hear lies about our elections, speak up and defend them as the fair and accurate elections they are.
2. If you aren't sure about the information you are hearing, reach out to your county clerk for the facts before you share that information. Your clerk and recorder is the professional election administrator in your county. You are doing this wrong if you are paying someone to tell you about elections. Your clerk and recorder will tell you the truth about our elections and will do so for free.
3. Encourage members of your community to get involved in elections by serving as an election judge, participating in public tests of election equipment, or simply attending an open house with their county clerk. Our elections are open, transparent, and conducted by our fellow citizens. They are run locally so citizens can be involved.

We can't repair our democracy and regain the trust of our citizens without you. We need your courage and your voice to help us counter the lies and amplify the truth. Our elections depend on it.

Respectfully,

Colorado County Clerks Association Executive Board

# System Totals Report

Gardner Public Improvement Distric

**Water 0045.0100 Sold This Month**

**172,730 Gallons**

	Amount (\$)	# Of Accounts
Total Water 0045.0100	2,117.92	52
Total Sewer 0045.0200	2,212.00	72
Total Late Fee 0045.050	130.00	13
Total Adjustments		
Total Water Plant Inves	52.00	52
Total Other 3	12.00	4
Total Sewer Plant Inves	204.00	68
<b>Total Current Charges</b>	<b>4,727.92</b>	<b>75</b>
<hr/>		
Amount Past Due 1-30 Days	506.70	6
Amount Past Due 31-60 Days	346.35	4
Amount Past Due Over 60 Days	1,004.44	3
Amount Of Overpayments/Prepayments	(5,597.59)	67
<b>Total Receivables</b>	<b>987.82</b>	<b>26</b>

Total Receipts On Account	4,020.85	59
Net Change in Deposits	0.00	0
Amount of All Deposits	720.00	12
Amount of All Deposit 2	60.00	1
Turned Off Accounts (Amount Owed)	0.00	
Collection Accounts (Amount Owed)	-337.25	26
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	3,322	52
Average Water 0045.0100 Charge For Active	40.73	52

Meters Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		0	0	0.00	0.00
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		0	0	0.00	0.00
10,001-20,000		3	43,710	25.31	12.11
8,001-10,000		1	8,590	4.97	2.59
6,001-8,000		4	26,580	15.39	8.86
4,001-6,000		7	33,090	19.16	13.47
2,001-4,000		16	46,760	27.07	27.65
1-2,000		18	14,000	8.11	30.41
Zero Usage		3	0	0.00	4.91
<hr/>					
<b>Total Meters</b>		<b>52</b>	<b>172,730</b>	<b>100.00</b>	<b>100.00</b>

# System Totals Report

Gardner Public Improvement Distric

## Monthly Reconciliation

Ending Receivables (Last Month)		280.75
Sales this Month	+	4,727.92
Adjustments this Month		0.00
Less Payments this Month	-	4,020.85
		<hr/>
	=	987.82
 Total Receivables		 <b>987.82</b>
 Ending Deposits (Last Month)		 780.00
Changes this Month		0.00
		<hr/>
	=	780.00
 Total Deposits		 <b>780.00</b>



# 2024 HUERFANO COUNTY FAIR SCHEDULE OF EVENTS



## WEDNESDAY AUGUST 7, 2024

HORSE SHOW.....10:00AM

## THURSDAY AUGUST 8, 2024

OPEN CLASS DROP OFF.....8:00-9:00AM

4-H GENERAL EXHIBIT DROP OFF.....8:00-9:00AM

LARGE ANIMAL CHECK-INS.....8:00-10:00AM

4-H GENERAL INDOOR JUDGING & INTERVIEWS.....9:30AM

SMALL ANIMAL CHECK-INS.....2:00-3:00PM

LARGE ANIMAL CHECK-INS.....3:00-5:00PM

FASHION REVIEW 4-H BARN.....4:00PM

4-H & FFA FAMILY BBQ.....5:00-6:30PM

INTRODUCTION OF AMBASSADORS & FFA FAMILY FUN NIGHT.....6:30PM

## FRIDAY AUGUST 9, 2024

RABBIT SHOW.....8:00AM

PEEWEE RABBIT SHOW TO FOLLOW 4-H SHOW.....

POULTRY SHOW.....11:00AM

PEEWEE POULTRY SHOW TO FOLLOW 4-H SHOW.....

SHEEP SHOW.....1:00PM

PEEWEE SHEEP SHOW TO FOLLOW 4-H SHOW.....

GOAT SHOW.....2:00PM

PEEWEE GOAT SHOW TO FOLLOW 4-H SHOW.....

SWINE SHOW.....6:30PM

PEEWEE SWINE SHOW TO FOLLOW 4-H SHOW.....

## SATURDAY AUGUST 10, 2024

### BEEF

SHOW.....9:00AM

PEEWEE BEEF SHOW TO FOLLOW 4-H SHOW.....

ROUND ROBIN MANDATORY CONTESTANT MEETING.....12:30PM  
 LARGE ANIMAL ROUND ROBIN SHOWMANSHIP.....1:00PM  
 SMALL ANIMAL ROUND ROUBIN SHOWMANSHIP TO FOLLOW.....  
 OPEN CLASS & GENERAL 4-H EXHIBIT PICKUP.....2:00-4:00PM  
 HORSESHOE TOURNAMENT.....5:00-8:00PM  
 DANCE IN DANCE HALL: IN RANGE WILL BE PREFORMING.....7:00-10:00PM

**SUNDAY AUGUST 11, 2024**

COWBOY CHURCH RODEO ARENA (WEATHER PERMITTING).....10:00AM  
 BUYERS DINNER.....11:30-2:00PM  
 FFA DECORATE YOUR PEN CONTEST WINNER & 2025 THEME ANNOUNCEMENT.....  
 LIVESTOCK SALE.....2:00PM

**BOARD MEMBERS:**

**JADE BULLARD: PRESIDENT**

**CHAD ANDREATA: VICE PRESIDENT**

**HALEY JAMESON: SECRETARY**

**CINDY JAMESON: TREASURER**

**SHERRI FARIS: BOARD MEMBER**

**JOHN FREEBURG: BOARD MEMBER**

**STEVEN AMES: BOARD MEMBER**

**CHANCE PRICE: BOARD MEMBER**

**JOHN ALBRIGHT: BOARD MEMBER**

**TYLER HUFF: BOARD MEMBER**

**SUPERINTENDENTS:**

**HORSE: BRIANNA JENSEN**

**GOAT/SHEEP: JUSTIN JAMESON**

**SWINE: CHANCE PRICE**

**BEEF: EMILY MCCULLAR**

**SMALL ANIMAL: SHERRI FARIS**

**ROUND ROBIN: SHRRI FARIS &**

**HALEY JAMESON**

**OPEN CLASS: SHERRI FARIS**

**SALE MANAGER:**

**CHAD ANDREATA**

**EXTENSION AGENT:**

**MARVIN REYNOLDS**



# TECHNICAL UPDATE

Volume 28 Number 26 | June 25, 2024

## DISTRACTED DRIVING

According to the CDC, nine people in the United States are killed every day in crashes that are reported to involve a distracted driver. Defined as any activity that takes a person's attention away from the primary task of driving, distracted driving is an ever-increasing problem as more and more technology creeps into our vehicles, dividing our focus. Texting, cell phone use, eating, changing the radio station, or even conversing all count as distracted driving.

### TYPES OF DISTRACTIONS

- **Visual:** taking your eyes off of the road
- **Manual:** taking your hands off of the wheel
- **Cognitive:** taking your mind off of the task of driving

Many everyday activities people engage in while driving can be distracting. Cell phone use is one of the most significant risks, as it causes visual, manual, and cognitive distractions. According to insurance claim data, 11% of auto accidents in 2021 were caused by phone-based distractions. People tend to think they are good at multitasking, especially while driving; however, study after study has found that the brain cannot give full attention to more than one task at a time. Distracted driving can cause life-changing injuries and even fatalities.

### NAVIGATING COUNTY RISKS

A driving and vehicle-related accident could become a claim in the Colorado Counties Casualty and Property Pool (CAPP) and County Worker's Compensation Pool (CWCP). For instance, if a county employee driving a county vehicle causes an accident and is injured and injures another person, this would be a worker's compensation claim and an auto liability claim.

In CAPP, driving and vehicle-related claims are first in frequency by accident type and third in severity. For CWCP, driving and vehicle-related claims are fourth in frequency by accident type and third in severity.

### TIPS TO AVOID DISTRACTED DRIVING

The best way to avoid distracted driving is to limit distractions before putting the vehicle in drive. Plan your route before starting the trip, as even GPS navigation systems can be distracting. Set the radio, climate controls, etc., before driving. Do not eat while driving. Plan to stop for food and rest breaks if you are taking a long trip. Put cell phones out of sight and out of reach. Set your cell phone to send an automatic text informing anyone who texts that you are driving and will contact them later, or better yet, turn off your cell phone while in the car. According to one study, using a cell phone while driving reduces your focus on driving by 37%.

Counties can help prevent distracted driving by establishing clear procedures for what is and is not acceptable in county vehicles, such as banning employees from using cell phones while driving. Make safe driving a priority with training plans encouraging employees to pull over if they need to make a phone call, check a map, text, or engage in other potentially distracting activities.



### WHAT THIS MEANS FOR COUNTIES

Auto accidents pose an enormous risk to the county pools and endanger county employees. Implement clear policies that discourage distracted driving in county vehicles. In addition, county employees should be trained about the risks of distracted driving. CTSI offers online educational training on distracted driving, including "Hang up and Drive" and a "Defensive Driving Refresher." There are also in-person trainings on Defensive Driving that your county's Loss Control Representative can present. For more information about the dangers of distracted driving or for information on implementing a fleet safety program, contact CTSI at (303) 861-0507.





# TECHNICAL UPDATE

Volume 28 Number 27 | July 2, 2024

## CYBERSECURITY INSIGHTS: CALLBACK PHISHING AND EMPLOYEE TRAINING

In today's digital age, cybersecurity is a critical concern for counties of all sizes. As cyber threats become increasingly sophisticated, counties must stay vigilant and proactive in protecting their sensitive data. CTSI will stay informed of evolving threats and provide quarterly cybersecurity updates on the latest concerns, best practices, and security protocols. This knowledge can significantly reduce the risk of a successful cyber attack and promote a security-first culture.

### CALLBACK PHISHING

Have you ever received an email telling you to call a phone number? Calling a phone number may seem safer than clicking on a link, but that's what makes this tactic so effective. In callback phishing scams, cybercriminals send you an email about something urgent, such as a fraudulent charge or a vital software update. This tactic is unique because the email includes a phone number you are prompted to call. Cybercriminals use callback phishing scams for their malicious purposes. Cybercriminals will trick you into revealing sensitive information if you call the number in the email. They may use an automated voice message that prompts you to enter sensitive information, such as your credit card or social security number. Cybercriminals can also try to trick you into downloading malware. To do this, they'll answer the phone and walk you through downloading malicious files onto your device.

Follow the tips below to stay safe from callback phishing scams:

- Think before calling unknown phone numbers. Verify that a phone number is legitimate by navigating to that specific person or the business's official website.
- Before sharing sensitive information over the phone, ask the caller to tell you what information they have on file. If they can't prove they are legitimate, hang up.
- Watch out for a sense of urgency in emails. Phishing attacks rely on impulsive actions. So, always think before you call.

### EMPLOYEE TRAINING

Employees are widely considered counties' first line of defense against cyber incidents, especially since all it takes is one staff mistake to compromise and wreak havoc on an entire workplace system. In light of this, counties must offer cybersecurity training. This training should center around helping county employees correctly identify and respond to common cyber threats. Additional training topics may include specific cybersecurity policies and methods for reporting suspicious activities. Because digital risks are everchanging, this training shouldn't be a standalone occurrence. Instead, counties should provide cybersecurity training regularly and update this training when needed to reflect the latest threats, attack trends, and workplace changes. Human error is one of the leading causes of cybersecurity breaches. Regular training and updates can help reduce the likelihood of mistakes leading to a breach. Keeping cybersecurity top of mind and providing clear guidance makes them less likely to fall victim to scams or inadvertently compromise security.

Follow the tips below to keep county employees safe:

- Promote good cyber hygiene practices, such as using strong passwords, recognizing phishing emails, and securely handling sensitive information.
- Periodically run simulated phishing exercises to test county employee awareness and response to phishing attempts.
- Establish a feedback mechanism for employees to report suspicious activities and suggest improvements to security practices.



### WHAT THIS MEANS FOR COUNTIES

Regular cybersecurity updates are vital to an effective security strategy. They help keep counties informed, vigilant, and prepared to respond to threats. CTSI recommends counties implement these essential cybersecurity controls to help manage their cyber exposures. This will safeguard and reduce digital vulnerabilities at the county level and assist in obtaining coverage with higher limits and lower premiums for CAPP. For more information, contact CTSI at (303) 861-0507.

Arica Andreatta, Commissioner  
Karl Sporleder, Commissioner  
Mitchell Wardell, Commissioner



## HUERFANO COUNTY GOVERNMENT ADMINISTRATOR’S REPORT

**Date:** July 9, 2024  
**To:** Huerfano County Board of County Commissioners  
**From:** Carl Young, County Administrator  
**Re:** Report for the July 9<sup>th</sup> Regular BOCC Meeting

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Please accept the following report of accomplishments, updates, and upcoming activities.

### Open Positions

- Sheriff’s Office Secretary – Closes 7/12/2024
- Deputy Officer – Open Until Filled
- Detention Officer – Open Until Filled

All County Job Openings, including duties, qualifications, and wages are posted on the County Website at <https://www.governmentjobs.com/careers/huerfano>

### Notes to the Board

- My thanks to the team of County Staff and Volunteers, led by Ryan Gies, Lester Berry, and Ryan Sablich, who put on the 4<sup>th</sup> of July Fireworks show.
- I have a meeting with Parks and Recreation on July 8<sup>th</sup> at 4PM in the Huerfano County Community Center. This is a follow up meeting regarding further collaboration between the District and the County. We also have a meeting with GoCo and Huerfano Parks and Rec scheduled for Friday July 26<sup>th</sup>.
- Reminder that July is County Board of Equalization Month. I have reserved time on your calendars in the afternoons for these meetings. I do not expect that we will have many appeals to review as the number of reviews tends to fall in non-reassessment years.
- In their meeting on July 1<sup>st</sup>, the Walsenburg City Counsel voted to reopen negotiations on the Law Enforcement Agreement with the assistance of a mediator. To my understanding the City negotiation team will be Mayor Vezzani, Council Member Maes, and the City Administrator. I request guidance given the current lapse in an agreement and on an approach to these negotiations.
- Commissioner Galusha asked that I bring to the Boards attention a County Ethics Policy. That policy is attached. From what I can tell this was never adopted by resolution, but I do remember it was posted on the old County Website. Would you like this put into resolution form or do you want to otherwise adopt this policy or something similar?

- I like to provide new Commissioners with a copy of my contract, I have attached such a copy to this report for your review. It does expire July 31, 2025.

### Activities

- June 26, 2024 – Met with McKinstry on the Energy Performance Contracting Project. The project is nearing completion with the Testing and Balancing and last punch list items are still remaining to be completed.
- June 26, 2024 – Attended Raymond Aguirre Community Center Advisory Board Meeting. The ground around the vault toilet is settling and Public Works and Road and Bridge are going to backfill the area. We expect this settling to occur a couple of times before the process is complete.
- June 27, 2024 – Met with Conor Orr and Keri Powers from Huerfano Parks and Recreation District about the Riverwalk Planning Grant. The District is interested in working with us on this planning project. We expect to hear more from them after their next meetings. I have asked County Attorney Nathan Shultz to draft an IGA between the County and the District to begin working on this project. Under such an agreement, the District would lead consultant procurement, public engagement, and consultant management while the County would manage the Grant, supply the match, and provide guidance on desired amenities.
- June 28, 2024 – Met with staff from the US Bureau of Water Reclamation (“USBR”) regarding the County’s WaterSMART Small-Scale Water Efficiency Project grant application. USBR gave feedback on the County’s application, generally requesting more data to substantiate both the current situation and proposed project benefits. In discussion with GMS, the County will seek to reapply in 2025.
- July 1, 2024 – Met with Employers Council regarding a potential employee advisory committee and potential legal concerns as well as practical issues.
- July 1, 2024 – Met with Ken Clayton and Sal Pace representing the Panadero Ski Corporation and Chris Aaby and Tilah Larson from GoCo to discuss the potential of emergency GoCo funds to support the rehabilitation of Lift 4 before the upcoming season. GoCo reported that they see it unlikely that their process would lead to funding of Lift 4, but expressed desire to make an investment in Cuchara Mountain Park generally. We expect to meet with DOLA in the coming weeks about funding for Lift 4.
- July 3, 2024 – Met with Garver and FAA regarding the Airfield Lighting and Signage Improvements project to review 75% design. We expect the 90% design and to put the project out to bid in the coming weeks.
- July 3, 2024 – Met with Brittney Ciarlo and Anthony Luginbill to review the Business Continuity Plan. The initial draft was in decent shape and Brittney is taking the lead on revisions. A table top exercise is scheduled for August 13<sup>th</sup>.

- July 3, 2024 – Had a call with Katherine Correll of Downtown Colorado Inc. regarding the newly enacted County Revitalization Authority legislation and potential for Huerfano County to be an early adopter of this tool for use in Gardner and perhaps other areas of the County. She is going to develop a proposal for a team led by Downtown Colorado Inc. to assist with standing up a Huerfano County Revitalization Authority.

# HUERFANO COUNTY BOARD OF COUNTY COMMISSIONERS

## GOVERNING POLICIES MANUAL

These Governing Policies, as adopted by the Board of County Commissioners, clarifies the board's own job and rules, how they work together and how the Board relates to the citizens of Huerfano County. These Policies work together to efficiently and effectively implement the vision, direction, and policy of the Board of County Commissioners.

These policies apply to the Board of County Commissioners only. Nothing in these policies is intended or inferred to apply to the other constitutional elected officials of Huerfano County, or their staff.

# POLICY OF THE HUERFANO COUNTY BOARD OF COMMISSIONERS

## POLICY 1.0

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: GOVERNANCE COMMITMENT

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Within the authority granted to it by Colorado Revised Statutes and in recognition of the authority granted to other County elected officials by Colorado Revised Statutes, the purpose of the Huerfano County Board of County Commissioners (the “Board”), on behalf of the citizens of Huerfano County, is to see to it that the Huerfano County government 1) achieves appropriate results for appropriate persons at an appropriate cost and 2) avoids unacceptable actions and situations.

- 1.1 The Board of County Commissioners will approach its task with a style which emphasizes outward vision while monitoring internal processes; strategic leadership and administrative detail, clear distinction of Board roles, collective rather than individual decisions, looking to the future from a foundation of past and present, and proactivity rather than reactivity.
- 1.2 The operating principles and commitments of the Board of County Commissioners, as it relates to the working relationship between the commissioners, other elected officials, staff and citizens of Huerfano County, are to emphasize fairness; responsibilities as elected officials; respect; honesty and integrity; and communication.
- 1.3 The job of the Board of County Commissioners is to make contributions which lead the County Government toward the desired performance and to assure that it occurs. The Board’s specific contributions are unique to its trusteeship role and *necessary* for proper governance and management.
- 1.4 The responsibility of the Chair is, primarily, the procedural integrity of the Board’s work and, secondarily, representation of the Board of County Commissioners to outside parties as delegated by the Board.
- 1.5 The Board expects of its members ethical and businesslike conduct.
- 1.6 The Board of County Commissioners may establish boards and commissions to advise the Board in carrying out its responsibilities
- 1.7 Other than those statutorily required, all boards and commissions appointed by the Huerfano County Board of County Commissioners exist so that Board decisions (a) will be made from an informed position, and (b) will be made in a public forum consistent with Board policy.

# POLICY OF THE HUERFANO COUNTY BOARD OF COMMISSIONERS

## POLICY 1.1

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: GOVERNING STYLE

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The Board of County Commissioners will approach its task with a style which emphasizes outward vision while monitoring internal processes; strategic leadership and administrative detail, clear distinction of Board roles, collective rather than individual decisions, looking to the future from a foundation of past and present, and proactivity rather than reactivity.

In this spirit:

- 1.1.1. The Board of County Commissioners will operate fully aware of its trusteeship and stewardship obligation to its constituents.
- 1.1.2. The Board of County Commissioners will conduct itself individually and collectively whatever discipline is needed to govern with excellence through:
  - A. Application of discipline to matters such as policy making principles, role clarification, speaking with one voice and self-policing of any tendency to stray from governance adopted in Board policies.
  - B. Individual Board members' thorough preparation for meetings and regular attendance.
  - C. Continuation of Board development including orientation of new members in the Board's governance process, participation in relevant continuing education, and periodic Board discussion of process improvement.
- 1.1.3. The Board of County Commissioners will direct, control and motivate the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's emphasis will be on impacts on the County.
- 1.1.4. The Board of County Commissioners, as trustee for and working with the citizens of Huerfano County, will be the primary initiator of policy, and will also be receptive to other policy initiatives from citizens, other elected officials, staff, etc. The Board, not the staff, will be responsible for Board performance.
- 1.1.5. The Board of County Commissioners will be accountable to its Huerfano County constituents for competent, conscientious and effective accomplishment of its obligations as a body. It will allow no individual, committee or entity to usurp this role or hinder this commitment.
- 1.1.6. The Board of County Commissioners will regularly monitor and discuss the Board's own process and performance, and ensure the continuity of its governance capability through continuing education and training.
- 1.1.7. A member of the Board of County Commissioners who votes in the minority is free to express his/her dissent but must respect the legitimacy of the majority decision.

## POLICY 1.2

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: OPERATING PRINCIPLES

---

The operating principles and commitments of the Board of County Commissioners, as it relates to the working relationship between the commissioners, other elected officials, staff and citizens of Huerfano County, are to emphasize fairness; responsibilities as elected officials; respect; honesty and integrity; and communication.

- 1.2.1 FAIRNESS: We are committed to fairness in our day to day activities. To ensure an atmosphere of fairness, we agree to the following principles:
  - A. We will listen to all sides of an issue.
  - B. We will be fair with each other.
  - C. Citizens will have opportunity to access the Board of County Commissioners.
  - D. We have an obligation to listen to each other, citizens and staff with the understanding that an obligation to listen does not necessarily equate to an obligation to agree or to act as requested.
  - E. We will take others' concerns seriously.
- 1.2.2 RESPONSIBILITIES AS ELECTED OFFICIALS: We understand and agree that we have certain responsibilities to the public and community beyond those simply articulated in law.
  - A. We believe we are each responsible for our own actions as Commissioners. We will take responsibility for our own actions.
  - B. We agree to address issues and respond to each others requests in a timely and open manner.
  - C. We agree to respond to each other in a timely manner, by agreeing on a time for response, when possible.
  - D. We will give equal weight to rights and responsibilities when making decisions.
  - E. When giving staff responsibility we will grant the appropriate authority to carry out that responsibility.
- 1.2.3. RESPECT: Citizens' trust in government is critically important. The key to building and maintaining this trust is placing a high value on respecting each other and those we work with and serve as public officials.
  - A. We agree to take others' concerns seriously.
  - B. We agree to accept and respect each other's individuality, supporting each other by capitalizing on our individual strengths, working together, as a team, utilizing each others' expertise, to accomplish our goals and the goals of Huerfano County.
  - C. We believe that information flow within the organization is important and that all affected parties should have all of the information that is important to them, whenever possible.
  - D. We agree to respect each other's feelings and ideas and to treat everyone with respect.
  - E. We will make every effort to not just listen but to understand the point from others' perspective.
  - F. We understand that respect comes in many forms and we will make every effort to show respect for others both in our verbal and non-verbal actions.
- 1.2.4. HONESTY AND INTEGRITY: As public officials we will hold ourselves to a high standard of



honesty and integrity in the community.

Item 11a.

- A. We will deal with each other honestly.
- B. We are committed to high standards of ethics in our dealings with each other, employees, and citizens.
- C. If an interpersonal conflict or problem develops, we will work with the people involved only and strive to settle the conflict or problem in a constructive one on one basis.

1.2.5. COMMUNICATION: We believe that to be effective as elected officials, we must communicate clearly and completely at all times.

- A. We believe in full disclosure and “no surprises” in our internal operations and in working together as a Board. We will strive for open and candid communication among citizens, other elected officials, staff and each other.
- B. We are committed to providing our citizens with relevant, accurate and timely information about the County goals, services, fiscal programs, services provided, and the decisions that will affect the public.

# POLICY OF THE HUERFANO COUNTY BOARD OF COMMISSIONERS

## POLICY 1.3

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION

---

The job of the Board of County Commissioners is to make contributions which lead the County Government toward the desired performance and to assure that it occurs. The Board's specific contributions are unique to its trusteeship role and *necessary* for proper governance and management.

### 1.3.1 The products of the Board shall be:

1. Linkage: As the Huerfano County Board of County Commissioners places a high value on open, participatory government, the board will produce the linkage between Huerfano County government and the Citizens of Huerfano County.
  - A. Needs Assessment: The Board of County Commissioners will strive to identify the needs of the citizens as they relate to Huerfano County's activities and scope of influence, and shall translate such knowledge into the articulation of Board Objectives policies (see definition below).
  - B. Advocacy and Ambassadorship: The Board of County Commissioners will act as the representatives of the citizens to Huerfano County government, and shall take steps to inform and clarify:
    - i. the citizens relationship with government, and
    - ii. the organization's focus on future results, and as well as present accomplishments.
2. Written governing policies that, at the broadest levels, address each category of organizational decision:
  - A. OUTCOME: Organizational products, effects, benefits, to answer the questions for (what good, for which recipients, and at what cost?).
  - B. STAFF LIMITATIONS: Constraints on staff authority which establish the prudence and ethics boundaries within which all County staff activity and decisions must take place.
  - C. GOVERNANCE PROCESS: Specification of how the Board of County Commissioners conceives, carries out and monitors its own task.
  - D. BOARD/STAFF LINKAGE: How power is delegated and its proper use monitored; the role, authority and accountability of the County staff.
3. Regulations, resolutions, ordinances and legislative impact on other entities.

# POLICY OF THE HUERFANO COUNTY BOARD OF COMMISSIONERS

## POLICY 1.4

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: CHAIR'S RESPONSIBILITIES

---

The responsibility of the Chair is, primarily, procedural integrity of the Board's work and, secondarily, representation of the Board of County Commissioners to outside parties as delegated by the Board.

Accordingly:

- 1.4.1. The responsibility of the Chair is to consistently guide the behavior of the Board with its own rules and those legitimately imposed upon it from outside the organization.
  - 1.4.1.1. Meeting agendas and discussion content will be only those issues which, according to Board policy, clearly belong to the Board to decide.
  - 1.4.1.2. Deliberation will be fair, open, orderly and thorough, but also efficient, limited to time, and kept to the point.
- 1.4.2. The authority of the Chair is to preside over meetings and to sign documents as authorized by the Board of County Commissioners.
- 1.4.3. The chair represents the Board only when delegated those responsibilities by the Board.

# POLICY OF THE HUERFANO COUNTY BOARD OF COMMISSIONERS

## POLICY 1.5

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

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The Board expects of its members ethical and businesslike conduct.

Accordingly:

- 1.5.1. Members of the Board of County Commissioners must represent unconflicted loyalty to the interests of the citizens of the entire County. This accountability supersedes any conflicting loyalty such as that to any advocacy or interest groups, or membership on other Boards or staffs. This accountability also supersedes the personal interest of any Board member acting as an individual consumer of the County government's services.
- 1.5.2. Members of the Board of County Commissioners must avoid any fiduciary conflict of interest or nepotism conflicts.
- 1.5.3. Members of the Board of County Commissioners will act in accordance with the Colorado Revised Statutes as they relate to the Board's responsibilities and authorities.
- 1.5.4. Individual Board members can represent the Board on County matters when delegated those responsibilities by the Board.
- 1.5.5. Members of the Board of County Commissioners may not attempt to exercise individual authority over the County government except as explicitly set forth in Board policies.
  - 1.5.5.1. Board of County Commissioners' interaction with the County staff must recognize the lack of authority in any individual Board member or group of Board members except when explicitly authorized by the Board in a public meeting.
  - 1.5.5.2. Individual Board members' interaction with public, press or other entities must recognize the same limitation except when explicitly authorized by the Board of County Commissioners in a public meeting.
  - 1.5.5.3. Individual Board members will not make individual judgments of the performance of the County staff or the County Attorney except as that performance is assessed in accordance with explicit Board of County Commissioners' policies.
  - 1.5.5.4. Individual members of the Board of County Commissioners may not intentionally coerce or intimidate County employees, interfere with County employees' duties or authority.

# POLICY OF THE HUERFANO COUNTY BOARD OF COMMISSIONERS

## POLICY 1.6

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARDS & COMMISSIONS PRINCIPLES

---

The Board of County Commissioners may establish boards and commissions to advise the Board in carrying out its responsibilities.

Accordingly:

- 1.6.1. This policy applies only to boards and commissions which are created at the discretion of the Board of County Commissioners, whether or not it is called a board or commission.
- 1.6.2. Other than those statutorily directed, Boards and commissions may not speak or act for the Board of County Commissioners except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the staff.
- 1.6.3. Boards and commissions are to help the Board of County Commissioners do its job, not to help the staff do its job. Boards and commissions ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. Boards and commissions are not created by the Board to advise staff.
- 1.6.4. In keeping with the Board of County Commissioners' broader focus, boards and commissions normally will not have direct dealings with current staff operations. Boards and commissions cannot exercise authority over staff.
- 1.6.5. Because the staff works for the Board, they will not be expected to obtain approval of a board or commission before taking action unless otherwise authorized by state statute, Board policy, or federal regulation.
- 1.6.6. Because of the differing nature of Boards and Commissions, some of which are defined by state statute, the Board shall have and keep current an operating policy defining the role of different boards and setting forth rules and procedures for Huerfano County Boards

## POLICY 1.7

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARDs & COMMISSIONS

---

Other than those statutorily required, all boards and commissions appointed by the Huerfano County Board of Commissioners exist so that Board decisions (a) will be made from an informed position, and (b) will be made in a public forum consistent with Board policy.

Accordingly, the following principles shall guide the appointment and operation of all Board of County Commissioners appointed boards and commissions:

- 1.7.1. The authority and responsibility of any board or commission will not duplicate the authority or responsibility of:
  - A. The Board of County Commissioners
  - B. County Staff
  - C. Any other board or commission
  - D. County Auditor
  - E. County Attorney
- 1.7.2. All boards and commissions will undergo a regular sunset review, at least once every five years, and according to a staggered schedule to be adopted separately by the Board of County Commissioners.
- 1.7.3. Said sunset review shall include a review of the Board and Commission's Mission Statement, and of the Board of County Commissioners' charge to the Board or Commission of their role, responsibility and authority.
- 1.7.4. Appointments to all Boards and Commissions by the Board of County Commissioners shall be limited to maximum service of two consecutive terms on any particular board or commission, unless waived by the Board of County Commissioners for the following reasons:
  - 1.7.4.1. Lack of applicants to fill positions on the Board or Commission
  - 1.7.4.2. Lack of applicants with specific required knowledge or skill to fill the position.
  - 1.7.4.3. Lack of applicants who meet specific qualifications as required by policy or statute to fill the position.

**EMPLOYMENT CONTRACT  
HUERFANO COUNTY ADMINISTRATOR  
2023**

This contract is made and entered into as of this 24th day of July, 2023 between the Board of County Commissioners of Huerfano County, Colorado ("BOCC") and Carl Young ("Young").

**RECITALS**

WHEREAS, the Board of County Commissioners wishes to hire Young in the position of County Administrator; and,

WHEREAS, the Board of County Commissioners desire to establish working conditions of said Employee, and to provide certain benefits, terms and conditions of employment; and,

WHEREAS, Young will be employed in the capacity of Huerfano County Administrator as that position is defined in the Colorado Revised Statutes; and,

WHEREAS, Young wishes to accept this employment with all of the duties and obligations associated thereto, as those duties and obligations may be changed or amended by the BOCC, at the Boards discretion.

**EMPLOYMENT**

**NOW THEREFORE**, the Parties hereto agree to be bound by the mutual covenants contained herein establishing their obligations concerning employment, remuneration, duties and performance.

1. Scope of Duties. Young will be responsible for implementation of the policies of the BOCC, oversee and direct the administration of Huerfano County affairs and direct the action of the various departments of government within the County. These duties may be amended and supplemented by the BOCC at any time during the course of the initial term or any subsequent term of this contract.

2. Term. The term of this employment contract is for two years from August 1, 2023 and subject to budget appropriation. At the conclusion of each year, the Board of County Commissioners will deliver an evaluation to Young which will be the basis for continued employment or termination of this contract. At the expiration of the two-year term, this contract shall renew for successive one year periods unless cancelled by either party as provided herein, or replaced with a new contract.

3. Compensation

A. Salary. Young shall receive a salary of \$100,224.00 annually. This compensation shall be paid in the same manner as any other Huerfano County employee as provided for in the Employee Handbook as that handbook may be modified from time to time. Prior to the end of the initial year period, and every successive year period, it is the intention of the parties to review and evaluate Young's performance for a salary increase. Such increase shall be up to the percent increase offered to all county employees or as determined by the BOCC.

B. Benefits. Young will receive all benefits contained within the Huerfano County Employee Handbook with the additional ability to either take annual leave or cash out the accrued vacation time. Young will be authorized 2 weeks of vacation the first year of the contract and 3 weeks in the second and following years unless changed through a replacement or subsequent contract. Young shall not be limited to the annual leave cash out provision.

C. Instead of Mr. Young utilizing a County vehicle to travel to and from work, Young will be paid a monthly stipend of \$200.00. Young will still be authorized to utilize a County owned vehicle for all uses associated with County related work including travel to conferences and meetings within the entire state of Colorado.

D. Absence from Work. Young is entitled to use annual or administrative leave and shall not take any annual or administrative leave without prior consultation and approval of the Chair of the BOCC.

4. Cancellation of this agreement and termination of employment.

A. Young may cancel this contract and terminate his employment with 30 (thirty) days prior written notice to the Chair of the BOCC.

B. Young serves as Huerfano County Administrator and receives benefits under this contract at the pleasure of the BOCC. The BOCC may, at any time during any term of this contract, cancel this contract and terminate Young's employment with or without cause.



C. Severance Compensation. Should either party, at any time, cancel this contract and terminate Young's employment, Young shall be entitled to an amount of severance pay equivalent to three months' salary at the rate of payment existing at the time of cancellation of the contract and termination of employment. Both parties recognize and acknowledge that this contract cannot be cancelled nor Young terminated for acts that are constitutionally protected or for reasons that violate Young's civil rights.

5. Assignability. This contract is not assignable by either party under any condition.

6. Annual Appropriations. The financial obligations of the BOCC contained in this contact are subject to annual appropriation of funds by the BOCC acting in its governmental capacity.

7. Agreement made in Colorado. The parties agree that this contract was made in accordance with the laws of the State of Colorado and shall be so construed. Venue is agreed to be exclusively in the Huerfano County District Court for the State of Colorado.

**Huerfano County Board of County Commissioners**

DocuSigned by:  
*John Galusha*  
EBF42C83C340488...  
John Galusha, Chairman

DocuSigned by:  
*Carl Young*  
9180F140A78A49F...  
Carl Young  
County Administrator

DocuSigned by:  
*Arica Andreatta*  
3FD25A4B7F614C1...  
Arica Andreatta, Commissioner

DocuSigned by:  
*Karl Sporleder*  
CCCFFE6C1128447...  
Karl Sporleder, Commissioner

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## **Section 1. Accounting Policy**

### **1.01 Overview**

- (a) The County will maintain a system of financial management, control and reporting for all operations, departments, and funds to support overall County goals and objectives. This system will be used to instill confidence in the County's citizens that the County is well managed and fiscally sound.
- (b) General Accepted Accounting Principles (GAAP) – The County will maintain its account records and report on its financial condition and results of operations in accordance with State and Federal laws and regulations, and GAAP.
- (c) Independent Audit – An independent firm of certified public accountants will annually perform a financial and compliance audit of the County's financial statements. Their opinions will be contained in the County's Comprehensive Annual Financial Report (CAFR), and the Report on Compliance with the Single Audit Act of 1984, if required based on Federal funding levels.

### **1.02 Accounting Internal Control Structure**

The County will maintain an internal control structure consisting of three elements:

- (a) Control Environment – Consisting of an “overall attitude and awareness of actions” as the influence the County. The management and staff shall consider all the financial implications of decisions, both current and long-term.
- (b) Accounting System – An effective accounting system will result in the following:
  - (i) Identification and recording of all valid transactions.
  - (ii) Description on a timely basis of the type of transaction in sufficient detail to permit proper classification of the transaction for reporting purposes.
  - (iii) Recording the transaction in the correct time period.
  - (iv) Proper presentation of all transactions and related disclosures in the financial statements.
- (c) Control Procedures – Consists of the following:
  - (i) Proper authorization of transactions and activities.
  - (ii) Adequate segregation of duties.
  - (iii) Adequate documents and records.
  - (iv) Adequate safeguards regarding access and use of assets and records.
  - (v) Independent checks on performance.

### **1.03 Separation and Rotation of Duties**

- (a) Separation and Rotation of Duties are basic premises of sound internal controls. This requires that functions should be divided so that no one person has control over an entire process or fiscal activity and the functions or job assignments should be changed periodically.

- (b) Separation of Duties acts as a deterrent to fraud or concealment since collusion with another individual is required to complete a fraudulent act. Responsibilities should be assigned to individuals in such a way as to encourage checks and balances. For example, no one person should be able to prepare a transaction, approve it, process it and then reconcile the accounting system. Having adequate segregation of duties has a major impact on ensuring that transactions are valid and properly recorded.
- (c) Rotation of Duties is an additional deterrent to fraud. Job assignments should be changed periodically so that it is more difficult for users to collaborate to exercise complete control of a transaction and subvert it for fraudulent purposes. Rotation of duties among staff is also critical in that it facilitates cross-training and improves depth of personnel skill and succession.
- (d) Department heads shall manage their personnel to ensure assignment of duties to different personnel for processing, authorizing and reconciling transactions in the accounting records for at least two consecutive weeks during each calendar year. Where separation is difficult to achieve, a high level of management oversight of the financial related activities is required as a compensating control activity.
- (e) Department heads shall develop a plan to periodically have staff members rotate jobs to ensure that employees are cross-trained to perform each other's functions in case of illness, vacation, or termination.
- (f) Because of the size of the County, it is anticipated that departments may need to rely upon other departments to achieve proper separation and rotation of duties. Department Heads are expected to support each other for the betterment of the County.

#### **1.04 Reconciliations**

- (a) Reliable financial information is critical to making informed decisions. Reconciliation of the County's accounts on a periodic and timely basis are instrumental in verifying that all transactions are posted correctly. If accounts are not reconciled and subsequently adjusted, as necessary, decision makers may be relying on inaccurate financial information which could negatively impact the County.
- (b) The County Treasurer and Finance Office will develop and maintain a reconciliation procedure for all County Finances in keeping with County Policy and GAAP. Reconciliation of each Fund should take place no less than monthly.

#### **1.05 Required Security**

- (a) Encryption required – All financial information, including bank accounts, copies of checks, and ACH payment information, must be sent, received, and stored in an encrypted format.
- (b) Multifactor Authentication, with a minimum of two factors is required for online access to all County Bank Accounts.
- (c) Online Banking Access shall be restricted to computers dedicated for that purpose. County IT will ensure that these dedicated computes are kept up to date with security patches, antivirus protection, and any other security measures that County IT deems prudent.

## 1.06 Accounting Structure

- (a) All County funds and operations must work to achieve the County's mission and goals. Each fund is separate fiscal and budgetary entity. Funds are set up to demonstrate stewardship and fiscal accountability for the resources entrusted to the County. The number and type of funds is guided by sound financial judgement and the requirements of County policy and State statute.
- (b) The County utilizes the following types of funds in its budget:
  - (i) Governmental Funds
    - 1) General Fund - This fund is the general operating fund of the County. It is used to account for all financial resources received by the County, other than those which are accounted for in another fund.
    - 2) Special Revenue Funds - These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes (other than Capital Project or Special Assessment type revenues).
    - 3) Debt Service Funds - These funds are used to account for the accumulation of resources for the payment of principal, interest, and other costs related to the general long-term debt of the County.
    - 4) Capital Project Funds- These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities or improvements (other than those financed by Proprietary or Special Assessment funds).
  - (ii) Proprietary Funds
    - 1) Enterprise Funds - These funds are used to account for operations that are financed and operated in a manner similar to that of a private business enterprise. The intent is to finance or recover the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis through the use of user charges.
    - 2) Internal Service Funds - These funds are used to account for the goods and services that are provided by departments for the benefit of other County departments, on a cost reimbursement basis.
- (c) Measurement Basis
  - (i) Governmental funds use the modified accrual basis of accounting. Under this basis, revenues are recognized if they are measureable and available for use. Expenditures are recognized in the period the liabilities are incurred if measureable, except for accrued interest on general long-term debt which is recognized when payment is due to bondholders.
  - (ii) Proprietary funds use the full accrual basis of accounting. Under this basis, revenues are recognized in the period earned and expenses are recognized in the period that the liabilities are incurred.

- (d) Number of Funds – The County will minimize the number of funds, Departments, programs and account codes. The funds will be categorized by standard GAAP functional classifications. The development of new funds will be approved by resolution of the Board of County Commissioners and development of new departments, programs and line items will be approved by the Finance Office.
- (e) Statement of Purpose – Each fund in the County will have a Statement of Purpose, consisting of the following:
  - (i) Intent – Purpose(s) of the fund.
  - (ii) Revenue Restrictions – Source(s) of revenues to the fund and descriptions of restrictions.
  - (iii) Contingency – Amount and use of contingency, if any. Contingency levels shall be based on the uncertainties associated with the purposes of the fund or project.
  - (iv) Reserves – Amount and purpose of required reserves. Required reserves will be based on operating needs or debt needs, prudent management requirements, and adopted County policy.

## **Section 2. Operating Budget**

### **2.01 Overview**

- (a) The BOCC shall adopt an annual budget approving the use of public funds for the operation of the County.
- (b) The BOCC shall review the proposed budget, consider public comments received and may revise or alter the budget as deemed appropriate prior to adoption.
- (c) The BOCC will approve the total number of full-time equivalent (FTE) positions, which includes all positions other than those classified as temporary as defined in the Employee Handbook.
- (d) The Finance Department in conjunction with the Budget Officer appointed by the BOCC shall develop, prepare, amend and audit the County’s annual budget in compliance with Local Government Budget Law of Colorado as outlined in Colorado Revised Statutes (C.R.S) Title 29, Article 1 as well as with generally accepting accounting principles (GAAP)
- (e) Review of Efficiency and Effectiveness – The County will continually review the efficiency and effectiveness of its services to reduce costs and improve service quality. This will include a review of all existing administrative procedures and software to eliminate exception-based procedures, policies implemented to avoid compliance, special interest projects or programs that benefit less than the majority.
- (f) Recover Cost of Providing Services – County operations will be run on a basis devoted to increasing efficiency of service delivery or recover the cost of providing the service by a user fee or charge.

## 2.02 Funds

The proposed budget shall be balanced by fund, meaning that the recommended appropriations do not exceed the combined total of estimated revenues and unreserved fund balance for each of the County's individual funds that are subject to appropriations.

## 2.03 Budget Appropriation and Compliance

- (a) The level of budgetary control for the County is at the fund level. No spending agency shall expend, or contract to expend, amounts in excess of the funds appropriated by the BOCC at the time the budget is adopted.
- (b) Administratively, operating budgets shall be controlled at the department level with departments having the authority to transfer appropriations within a department without further formal legislative action.
- (c) Unencumbered and unexpended appropriations shall lapse at year end.

## 2.04 Guidelines

- (a) Present a Balanced Budget to BOCC – The County will pay for all current expenditures with current revenues. The County will avoid budgetary procedures that balance current expenditures at the expense of the meeting future years' expenses, such as postponing maintenance and other expenditures, accruing future years' revenues, or rolling over short term debt. The exceptions to this policy would be planned equipment purchases, operation maintenance and capital projects based on accumulated funding over the years.
- (b) Current Revenues to Pay for Current Expenditures – Current revenues will exceed current expenditures. Each County fund budget must identify ongoing resources that at least match expected ongoing annual requirements. One-time cash transfers and ending balances, in excess of reserves, may be applied to reserves or to fund one-time expenditures; they will not be used to fund on-going programs.
- (c) Increase Efficiency in All County Operations – The County Staff will identify programs to increase efficiency to provide long-term cost savings to the County. This may include the use of technology, revised organizational structures or other tools which may be identified. Eliminating outdated practices is encouraged.
- (d) Promote Investment in Our Future – The County Staff, whenever possible, will take a long-term view of investments (people and resources) and emphasize quality operations which encourage productivity for today and the future.
- (e) Share Resources & Services – The County Staff will explore ways to share staff, training, resources and equipment/supplies to utilize resources more effectively.
- (f) Identify Funding for New Service Levels – Proposals to add new services or increase existing services will be presented with revenue alternatives to fund or subsidize the new service levels. This includes initial costs and ongoing operations.
- (g) Asset Management Plan – The budget will provide adequate maintenance of capital plant and equipment and for their orderly replacement.

- (h) Employee Programs – The County recognizes employees are the most valuable asset of the organization and commits to fund this resource appropriately including adequate funding for all retirement systems, benefit packages and employee incentive programs including training.
- (i) Overhead Allocations – The budget will include transfers or overhead allocations for expenditures/services in the General Fund that benefit other County funds. The formula for calculating this transfer or overhead allocation may include revenues, staff and or supplies and services. The formula shall be reviewed annually.
- (j) Fund Reserves – The budget will include fund reserves as directed by County Policy.

## **2.05 Basis of Budgeting**

- (a) All funds are budgeted using the modified accrual basis of accounting, including proprietary funds. Fund budgets are prepared using the governmental model, which in essence, is as if all funds were special revenue funds. The only exception to this policy is the annual interest expense of proprietary funds which is budgeted on the accrual basis. Proprietary fund financial statements are presented using the accrual basis of accounting. When using the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred.

## **2.06 Budget Preparation**

- (a) Elected Officials and Director shall submit budget requests for the upcoming fiscal year in accordance with budget instructions prepared and distributed by the Finance Department by the specified date established in the budget calendar.
- (b) Upon review and input of these submissions, the County Budget Officer in conjunction with the Finance Department shall prepare a proposed budget for submission to the BOCC.
- (c) Upon receipt of the proposed budget, the BOCC shall publish a single notice containing all required information as outlined in Colorado Revised Statutes (C.R.S) Title 29; Article 1.
- (d) After receipt of the annual budget, the BOCC will meet with each Department to approve strategic policy, identify goals and define performance measures.
- (e) Budgets are adopted on a basis consistent with Colorado Revised Statutes (C.R.S) Title 29: Article 1.

## **2.07 Program Management and Business Planning**

- (a) Programs and projects will be managed in a way that helps achieve County goals and objectives and considers performance and resource constraints. The County must evaluate how new optional services impact our ability to maintain our existing services. The budget process is part of an overall program management process.
- (b) Current Services
  - (i) Current programs should strive to make efficient use of taxpayer/ratepayer dollars. Agencies will be asked to continuously create efficiencies that result in better products for customers, reduced costs for customers, more timely service, or other measures of efficiency.



- (ii) Programs will undergo reviews for achieving desired outcomes of the Board of County Commissioners. Resources for programs that are determined not to align with these priorities will be reallocated and repurposed.
  - (iii) Programs will be evaluated on a periodic basis. Programs that do not deliver a high quality service with an effective outcome will be recommended for modification or elimination.
  - (iv) Expenditures will be budgeted and accounted for in the following areas: line item, cost center or department, and fund.
- (c) New Service Criteria
- (i) For the purposes of this document, a new operating program is defined as a new service or significant change to an existing service for which additional funding is requested.
  - (ii) Proposals for programs must justify the program's necessity and how it increases the value for customers or mitigates a reduction in value for customers. New program proposals must also rule out alternative programs that may have a different operational or cost profile.
  - (iii) When possible, new programs should be considered within the regular budget process. New programs will require the approval of the Board of County Commissioners through the budget process.
  - (iv) New on-going operating program proposals will be considered using a multi-year time horizon for expenditures and revenues.
  - (v) New operating program proposals will include analysis for alignment with adopted County goals and objectives as well as compliance with legal mandates.
  - (vi) New operating program proposals will be evaluated based on available research, theory, or similar programs elsewhere.
  - (vii) New operating program proposals will identify anticipated benefits and will be measured against those on an annual basis.
  - (viii) When possible and appropriate, the County will pursue partnerships with other governments, nonprofit organizations, and private entities to help fund new programs.

## **2.08 Budget Management**

- (a) Commissioners' approval of the annual budget is based on established revenue and expenditure limits. Authority for Departments to work within the limits approved by the Commissioners is essential for efficient management of the County. Departments will not exceed the approved budget without the prior approval of the Commissioners.
- (b) Purchasing and Accounting System – The County will maintain a system for monitoring the budget during the fiscal year. Adequate tools must be available to assist staff in managing the budget. The budget system will provide for budget approval before any expenditure is committed by Staff. This system shall also provide reports and inquiry systems which will be used by the Staff to prepare Commissioners' reports.

- (c) Commissioners' Reports – Staff will prepare monthly reports for Commissioners' review. Additional reports will be presented in coordination with the annual budget process and financial audit. The Commissioners report will include information on revenues and expenditures, comparing actual to budget, and performance measures related to service levels.
- (d) Budget Amendments – There are three methods available to modify or amend the budget as adopted by the BOCC:
  - (i) Budget Transfer: A budget transfer moves appropriated budget dollars within a spending agency or between spending agencies within the same fund. Budget transfers may not be used to move appropriations between funds nor may it be used to increase the level of appropriation of any given fund. Budget transfer requests must be submitted to the Finance Office and approved by the Budget Officer, before being submitted to the BOCC for final review and approval.
  - (ii) Supplemental Appropriation: A supplemental appropriation increases the total amount of appropriated expenditures for any given fund. These additional expenditures may be offset by unanticipated revenues or may be offset by the appropriation of available unreserved fund balance. A supplemental appropriation must be approved by the BOCC at a public meeting for which a prior public notice has been published informing citizens that an increase in appropriations over and above the adopted budget is being considered.
  - (iii) Revised appropriation: A revised appropriation may occur when revenues are lower than anticipated. A revised (downward) appropriation reduces the total amount of expenditures as compared to the original budget. A revised appropriation must be approved by the BOCC in accordance with CRS 29-1-108.
- (e) Budget Savings – During the budget year, some expenditure savings can be realized by Departments. Commissioners encourage these efforts and as an incentive may approve policies relating to savings.

### **Section 3. Operations and Expenditure Administration**

#### **3.01 Overview**

- (a) Expenditures will be accounted for in accordance with GASB standards and monitored on a monthly basis to ensure timely and periodic reporting of costs.
- (b) Actual expenditures will be accounted for consistently with adopted operating and capital budgets.

#### **3.02 Vendors**

- (a) The Finance Office is authorized to develop and maintain such forms and procedures as they deem necessary for prudent and responsible vendor management. Vendor set up may be initiated by a department or by the Finance Office.
- (b) To be set-up as a vendor in the County's financial system all vendors must provide their legal name and completed Form W-9.

- (c) Vendors that have not provided a TIN that matches their legal name on file with the IRS shall not be set up in the County's financial system and will not receive payment.
- (d) Annually a paper Form 1099-INT or Form 1099-MISC will be sent to the vendor and an electronic file will be sent to the IRS.
- (e) If the vendor changes their name, address, or federal tax classification, the department shall obtain the vendor's new Form W-9, complete any updated paperwork as required by the Finance Office.
- (f) If the IRS informs the County of a legal name or TIN mismatch, or if the County discovers the vendor is ineligible due to other County or IRS requirements, the vendor shall be inactivated in the County's financial system. Payments to an inactive vendor shall not be processed and paid. To be reactivated, the vendor shall submit to the Finance Office a signed Form W-9 and any other paperwork the Office may require. The information shall be verified and if accurate the vendor will be reactivated in the County's financial system.

### **3.03 Purchase Orders**

- (a) A purchase requisition and purchase order is required for the purchase of all goods and services that cannot or should not be purchased with the use of a credit card or procurement card.
- (b) The Purchase Order is a legal and binding contract between the vendor and the County for the purchase and prompt payment for goods or services.
- (c) All expenditures made through a check or electronic payment require a purchase order.
- (d) The Purchase Requisition is a request to issue a purchase order. To obtain a Purchase Order, the Elected Official or Department Director must first prepare a Purchase Requisition to describe and authorize the purchase of items and/or services requiring the use of a Purchase Order. The Purchase Requisition also certifies that the requested funds are available. The Finance Office will develop and maintain a purchase requisition process.
- (e) Standing or Blanket Purchase Orders
  - (i) A Blanket Purchase Order is a Purchase Order initiated for multiple purchases from the same vendor over a period of time not to exceed one (1) year. Examples include but are not limited to sand, asphalt, office supplies, gasoline, or chemicals.
  - (ii) As long as the total dollar amount of purchases over a one (1) year period does not exceed the applicable procurement threshold, Blanket Purchase Orders may be created without bid at the discretion of the County Administrator. Otherwise, Blanket Purchase Orders must be re-bid every twelve months and follow County Procurement Policy.
  - (iii) Blanket Purchase Orders may be issued for a "not to exceed" amount.

### **3.04 Accounts Payable**

- (a) Invoice Controls:
  - (i) All invoices shall be mailed or emailed to the Department that holds the approved contract, professional services agreement, or spending authority.

- (ii) The vendor shall date, number and reference an approved contract, professional services agreement, or purchase order number on the invoice. Departments will process and approve the invoice and include correct coding before submitting it to the Finance Office.
- (iii) Payments are made on original invoices received from vendors. Payments are not to be made based on statements from vendors.
- (iv) All invoices received by mail or hand delivery must be stamped with the date received before being scanned into the county financial system to be processed.
- (b) Advance Payments – Generally, goods and services provided to the County are paid after the receipt of such goods and services. On occasion it may be necessary to provide a known and reputable vendor with an advance payment. Such payments should be avoided whenever possible. Exceptions to the policy are at the direction of the County Administrator and may include:
  - (i) Books, periodicals and newspapers, including trade and professional publications
  - (ii) Maintenance service contracts
  - (iii) Vendors who offer and demonstrate substantial payment discounts
  - (iv) Membership dues
  - (v) Seminar/Conference registrations
- (c) Payment Preparation – No check or other payment will be prepared for approval without an authorized purchase order, compliance with the procurement policy and adequate budget unless specifically identified in these policies.
- (d) Payment Requirements – Payment Processing involves the following elements:
  - (i) Proper supporting documentation – proper invoice, proper obligating document (purchase order or contract/lease) or any other relevant supporting documentation.
  - (ii) Accuracy of payment – authorized expenditure, goods or services received, delivery of goods or service in accordance with terms of agreement, authorized approval for payment, payment in accordance with terms of agreement, payment not a duplicate, vendor name and address is accurate, quantities, unit prices and amounts are correct, payment amount is the same as requested on obligation.
  - (iii) Legality of payment – appropriate account cited and authorized for payment, payment in accordance with County Purchasing Policy, obligation/encumbrance incurred during time of appropriation.
- (e) Positive Pay Required – Positive Pay is a cash management and fraud prevention technique that matches checks issues against those presented for payments. Any account that may be used to issue a check must have Positive Pay enabled.
- (f) Reconciliation – All payments must be reconciled in the system from which they were issued. Reconciliation should occur as often as prudent and possible.

### **3.05 Electronic Payment (ACH) Controls**

- (a) Required Segregation of Duties

- (i) All ACH Payments require one person to submit the payment file and a second person to authorize the release of funds. The person authorizing the release of funds must not be subordinate to the person submitting the file.
- (ii) Personnel with the authority to add or edit ACH blocks or filters to bank accounts, or to monitor bank account activity, should not approve ACH payments.
- (b) The County Treasurer shall designate an account or certain accounts to be used for ACH payments and block ACH transactions on any other account. Any account that is not blocked must have ACH positive pay enabled.
- (c) A dollar limit on electronic payments, either per day or per transaction, will be set on ACH transactions based on the County's insurance coverage.
- (d) The County Treasurer may set a dollar limit on electronic payments above which the approval of the County Treasurer, or a designee thereof, is required to release funds.
- (e) The County Treasurer and the Finance Office will establish a payee verification process, up to and including account validation.
- (f) ACH Remittance receipts must immediately be verified with original documentation. Reconciliation should occur as often as prudent and possible, but not less than once per month.

### **3.06 Expenditure Authority Delegation**

- (a) The County Finance Office keeps the general ledger of the County and is responsible for recording all transactions of the County, except for certain payments to other entities from the County Treasurer and recorded on the Treasurer's Books. Expending Authority may only be delegated by the Board of County Commissioners and subject to any limitations or conditions set the Board. When such delegation is made the Expending Authority is responsible for the management of funds within their department and for assuring that all transactions are reasonable, necessary, and consistent with County policies and procedures.
- (b) All transactions of Expending Authorities must be recorded in the County's General Ledger.
- (c) Expenditure Authority is delegated as follows by the Board of County Commissioners:
  - (i) The Office of the County Treasurer is authorized as an Expending Authority for the purpose of refunds and transactions made by and through the Treasurer's Clearing Account.
  - (ii) The Department of Human Services is authorized as an Expending Authority for the Social Services Fund.
- (d) Expending Authorities may utilize an alternative account system to issue check and track transactions. However, the County Treasurer will insure that each Expending Authority issuing checks from a system not adopted by the County Finance Office, must use a separate checking account from those utilized by County Finance or another expending authority.
- (e) Nothing in this policy prevents or impedes the County Treasurer's statutory authority and responsibility to manage the cash assets of the County.

- (f) Subject to the process developed by the County Treasurer and the Finance Office, the accounts of each Expending Authority will be reconciled with the County General Ledger not less than monthly.

### **3.07 Internal Services and Reimbursements**

- (a) Internal Services are sales and purchases of goods and services between funds for a price approximating market rates.
  - (i) In accordance with GASB 34 112.a (2) these are treated as interfund services.
  - (ii) The service agency shall bill the user agency.
  - (iii) The income shall be reported as revenue in the seller department's fund and as an expenditure in the user department's fund.
  - (iv) The general fund interagency services may only be charged to non-general fund departments.
  - (v) The trust fund internal services may be charged to all funds.
- (b) Interdepartmental Reimbursements are transactions that are managed by one department and reimbursed by the user department.
  - (i) In accordance with GASB 34 112.b (2) these are treated as repayments from the funds responsible for the particular expenditure.
  - (ii) These transactions will be reimbursed through a form created by the Finance Office that allows the department managing the transaction to bill the user department for the transaction.
  - (iii) After all department entries have been completed a year-end adjustment shall be recorded to transfer these transactions to special accounts in order to eliminate the charges for services revenue and the duplicate expenditure.
- (c) If an internal service fund is created to account for cost allocation and purchasing, then in that fund cost allocations and payments for pooled purchases are treated as internal services.

## **Section 4. Accounts Receivable**

### **4.01 Overview**

- (a) Cash represents one of the County's most sensitive assets. Controls for the collection, custodianship, and deposit of cash are necessary to prevent mishandling of funds. These controls are designed to safeguard employees against inappropriate charges of mishandling funds by defining their responsibilities and providing clear accountability in the cash handling process. The term cash includes coins, currency, checks, money orders, electronic funds transfers (EFTs), negotiable instruments (such as letters of credit) and charge card transactions.
- (b) The stewardship of financial assets for the County is shared by authorized employees across departments. Various departments within the County receive cash for fees or services and are responsible for the transmittal of funds to the County Treasurer for bank deposit.

- (c) Departments are expected to provide secure surroundings for employees who handle cash and to keep them informed of all County policies and procedures. The department may create more stringent guidelines specific to the department's operation, but not change or substitute the policies and procedures within this document.
- (d) These policies and procedures shall be implemented to the maximum degree practicable to manage risks such as theft and manipulation of collection systems. Staff is encouraged to report errors and voice concerns about inconsistencies or inefficiencies.
- (e) All employees involved in the processing of transactions involving cash are expected to be accurate and efficient when processing the transaction. Only those employees who have been specifically authorized shall perform cash handling duties. County employees receive a background check upon hire as warranted by the County Human Resources department. Also, employees involved in the cash collection process are required to sign that they have read and understand the policies and procedures of the department in which they are working as well as this document.
- (f) All monies must be deposited in the form in which they were received. It is against County policy for an official or employee of the County to cash checks from public funds.

#### **4.02 General Cash Controls**

- (a) Cash receipt records shall be maintained and prepared immediately for all cash received.
- (b) Cash collection duties should be assigned to a specific individual or individuals within a department to establish accountability.
- (c) Physical protection of funds through the use of vaults, locked cash boxes, or cash drawers shall be practiced at all times. The County Treasurer may designate standards or dictate what equipment or systems may be used for cash security.

#### **4.03 Internal Controls**

- (a) Segregation of duties serves as a deterrent to fraud or concealment of errors. It is designed to protect one person from the sole responsibility for all cash handling. Ideally, the cash handling process should be separated into the following three functions:
  - (i) Cash Collection
    - 1) Handling payments and receipting transactions either manually or electronically.
    - 2) Preparing a daily balance of the collections received.
    - 3) Performing a reconciliation of credit card receipts.
    - 4) Preparing a Deposit Transmittal Form containing the detail of funds deposited with the County Treasurer.
  - (ii) Recording and Depositing
    - 1) Preparing bank deposit and deposit slip.
    - 2) Reviewing the applicable revenue codes in the Finance accounting system to ensure monies collected are properly recorded
  - (iii) Control Activity
    - 1) Reviewing the daily cash balance.

- 2) Performing a reconciliation of department collections and deposits to the general ledger.
- (iv) The County Treasurer performs both the depositing and recording and control activity functions of the cash handling process. The cash collection procedure must have a separate review and oversight function within the department receiving the funds.
- (v) Department heads are responsible for providing employees with assigned cash handling responsibilities clear written procedures with regard to the handling and control of cash collections. Such employees must read the finance policies and sign an acknowledgement stating they have read and understand them.

#### **4.04 Cash Collections**

- (a) Employees with cash handling responsibilities are expected to use the following best practices regarding cash collections:
  - (i) Always double count cash received.
  - (ii) Give written receipts for all payments.
  - (iii) Enter transactions properly as “cash,” “check,” or “credit card” in order to properly reconcile the daily transaction totals.
  - (iv) Inspect large bills (\$20s and above) to reduce the risk of accepting counterfeit money.

#### **4.05 Check Payments**

- (a) Checks must be reviewed to ensure they are written to the appropriate party and are properly dated. Checks must not be post-dated (dated in the future) or stale dated (bank deposit date more than three months from the check date).
- (b) All checks are to be restrictively endorsed immediately upon receipt by the County Treasurer.
- (c) Third party checks made out to one party and signed over on the back of the check to another party are not to be accepted.
- (d) Checks made payable for an amount greater than the transaction cost shall not be accepted, nor change disbursed for payments made by check.

#### **4.06 Credit Card Payments**

- (a) No surcharges may be placed on credit card transactions by the County to cover processing costs. The only convenience fee to be charged is that of the merchant services provider, none of which is retained by the County. Refunds for purchases made by credit card must be made by crediting the card unless the length of time between the payment and refund prohibits a refund being made to the card.



- (b) For over-the-counter transactions, personal identification is required to be presented at the time of the transaction and compared to the credit card for fraud prevention. For credit card payments made by telephone, the customer's name as it appears on the credit card or debit card, telephone number, card number, expiration date, zip code, and CVV security code on the card (three-digit for Visa, MasterCard and Discover, four-digit for American Express) must be obtained. The credit card transaction must be processed at the time the customer is on the phone. Any credit card/confidential information documented in writing for reference during the phone conversation must be shredded upon completion of the credit card processing.
- (c) Credit cards may be accepted in person or over the telephone, subject to authorization from the credit card company. Clearly state in the comments section of the processing screen or note on the physical copy of the receipt sent to the Clerk whether the payment was made by mail or phone.
- (d) Refunds and voided transactions must be processed by the Department head or the Department head's designee.

#### **4.07 Deposits and Reconciliations**

- (a) The following represent "best practices" for cash receipting and deposit processes. These guidelines are intended to represent a typical level of controls. Departmental policies may differ, but should still contain these minimum levels of control.
- (b) Funds should be remitted to the County Treasurer daily for amounts over \$500 with a minimum of once a week for all deposits. Remittance of credit card receipts should also follow these guidelines. Even if an employee is not sure how to record the transaction, the funds should be deposited and any errors corrected via a journal entry, either by the Treasurer or Finance Department.
- (c) Customers should be given a receipt for every transaction.
- (d) Receipts should be pre-numbered and the numbers should be logged and accounted for.
- (e) Cash should be stored in a secure location.
- (f) Deposits should reconcile to independent documentation, including copies of County issued receipts and accounting reports.
- (g) A Deposit Transmittal Form should accompany each remittance to the County Treasurer. This form should be signed by the person preparing the deposit and the Treasurer's Office employee receiving the funds as verification of the amount deposited. A receipt should then be provided to the originating County employee.
- (h) Management should review receipting, reconciling and transmittal of funds for deposit on a regular basis. Any discrepancy between the deposit and reconciliation must be thoroughly explained in writing by the employee who received the funds and signed by that employee's immediate supervisor or department head.
- (i) Under-assessed fees should be brought to the attention of the Department Head as soon as an underpayment is discovered. All practicable efforts should be made to collect outstanding balances in coordination with the Department Head, County Administrator, and County Attorney as needed.

#### **4.08 Refunds**

- (a) Fees paid in error or amounts paid incorrectly due to miscalculations must be refunded in an expedient manner.
- (b) Refunds for amounts over \$10.00 will be initiated by staff within five (5) business days of discovering the incorrect payment.
- (c) Procedures for processing refunds may be developed as needed by individual departments.

### **Section 5. Financial Planning Policies**

#### **5.01 Introduction**

- (a) A long-range plan (LRP) that estimates revenue and expenditure activity in the County, as impacted by regional and national economies, is necessary to support the Commissioners and Community in the decisions they make regarding County services. This planning must recognize the effects of economic cycles on the demand for services and the County's Revenues. Financial planning should be designed to ensure the delivery of needed services as defined by policy and the Comprehensive Plan.

#### **5.02 Policies**

- (a) Three-Year Plans – The County will prepare annually a three (3) year financial LRP for each fund. Each plan will include revenues, expenditures and other sources and uses with sufficient detail to identify trends and items with major impact.
- (b) Conservative Revenue Estimates – Revenue estimates should be prepared on a conservative basis to minimize the possibility that economic fluctuations could imperil ongoing service programs during the budget year.
- (c) Include Contingencies – Expenditure estimates should anticipate contingencies that are foreseeable.
- (d) Include Asset Management Plan on LRP – The five-year Asset Management Plan (AMP) will include equipment, major maintenance, and associated expenses of less than \$100,000. Major renovation or maintenance projects will be identified in the LRP.
- (e) Use Proven Methods – The County will constantly test both its planning methodology and use of planning tools to provide information that is timely, accurate and widely disseminated to Citizens and Staff.
- (f) Complex Regional Economic System – The County recognizes it is in a complex, regional economic system. The County should have the capacity to evaluate and anticipate changes in both regional and national economic systems, to engage in strategic financial and management planning. The purpose of these plans will be to allow the Commissioners and Citizens to evaluate the impact of the financial needs of these programs on the regional economy and to coordinate funding needs with all funds.
- (g) Department Responsibilities – Department Directors and the Finance Department will share responsibility for the preparation of financial plans for operations and asset management needs. The County Administrator will review and approve detailed work sheets used to generate the LRP. The Finance Department will assist in developing appropriate systems to monitor and update the LRP.

- (h) Regular Status Reports – The Staff will continually update the LRP when significant changes are anticipated. The Staff may distribute the LRP to the Commissioners at any time to inform the Commissioners. The LRP will be submitted to the Commissioners for approval at least twice a year. The first update will follow the closing of the year and will include a final comparison of actual to budget for the completed year. The second report will be presented before the presentation of the annual budget and will include an update of the current budget and estimates.
- (i) Rate Structures - The plans must disclose revenue assumptions including rate structures and consumption. The LRP will include annual rate increases based on inflation unless the Commissioners overrides this direction.
- (j) Staffing – The plans will identify staffing levels including justification for any changes.
- (k) Expenditures – The plans will include expenditures based on the service levels/policies and workload indicators (population, strategy, etc.) approved by the Commissioners.
- (l) Include Reserves – The plan will include reserves for operations, capital and debt service coverage as established in Financial Policies and/or as required to issue bonds.

## PRELIMINARY FY 2025 Budget Preparation Calendar

When	Who	What
August 5 <sup>th</sup>	Finance and County Administrator	Budget Packets Handed Out
<i>September 13<sup>th</sup></i>	<i>Elected Officials and Departments Heads</i>	<i>Submit Budget Requests</i>
September 16 <sup>th</sup> through 30 <sup>th</sup>	Finance and County Administrator	Review budget submittals. Prepare materials for Commissioner meetings, review and revise revenue estimates as needed, balance budget
October 1 <sup>st</sup> through 11 <sup>th</sup>	County Administrator	County Administrator conducts administrative review of budget
October 15 <sup>th</sup>	County Administrator	County Administrator presents Preliminary Proposed Budget to Commissioners
October 15 <sup>th</sup>	Board of County Commissioners	Make Preliminary Proposed Budget available to the public
<i>October 29<sup>th</sup> and November 5<sup>th</sup></i>	<i>Board of County Commissioners</i>	<i>Commissioner meetings with individual departments and agencies</i>
November 12 <sup>th</sup>	Board of County Commissioners	Conduct public hearing regarding 2025 budget in Huerfano County
November 26 <sup>th</sup>	Board of County Commissioners	Budget workshop with County Administrator and Finance to make final budget decisions
December 10 <sup>th</sup>	Board of County Commissioners	Adopt the 2025 budget and certify mill levy for Huerfano County.

Gerald Cisneros, Chairman  
 John Galusha, Commissioner  
 Arica Andreatta, Commissioner



**HUERFANO COUNTY GOVERNMENT  
 BUDGET PREPARATION MEMO**

**Date:** August 7, 2023  
**To:** Huerfano County Elected Officials, Department Heads, and Spending Agencies  
**From:** Huerfano County Board of County Commissioners  
**Cc:** Carl Young, Budget Officer and County Administrator  
**Re:** 2024 Budget Preparation Guidelines  
**Attachments:** 2024 Budget Package

The enclosed materials provide you with specific instructions to assist you with development of your budget requests for 2024. Each year we make some changes, next year's budget not being an exception, so please read all the instructions in the packet before proceeding with the preparation of your budget request. If you need help with the development of your budget, please contact the Budget Officer.

**Budget Calendar:**

By Statute Huerfano County operates on a fiscal year that begins January 1<sup>st</sup> and ends on December 31<sup>st</sup>. The County's Budget Officer is required to submit a balanced preliminary budget to the Board of County Commissioners by October 15<sup>th</sup> of each year and the Commissioners are required to adopt the budget by December 15<sup>th</sup>. The calendar below outlines the key dates and deadlines for this year's budget process.

<b>Date</b>	<b>Event/Activity</b>
<b>August 7</b>	Budget Packets Distributed
<b>September 11</b>	<i>Budget Requests Due to Budget Officer</i>
<b>September 12 – 29</b>	Initial Review of Budget Submittals
<b>September 25 – 29</b>	Availability for Optional Request Review Meetings
<b>October 1 – 8</b>	Administrative Review of Budget
<b>October 10</b>	Presentation of Preliminary Budget and Opening of Public Comment Period
<b>October 31 &amp; November 7</b>	Commissioner's Workshops with Individual Departments and Agencies
<b>November 14</b>	Budget Public Hearing
<b>November 21</b>	Final Budget Decisions Workshop
<b>December 12</b>	Budget Adoption and Certification of Mill Levy

The joint workshop with Las Animas County for the budgets of the Las Animas Huerfano Counties District Health Department and the 3<sup>rd</sup> Judicial District Attorney's Office will be held at a date and time to be determined in coordination with the Las Animas County Board of County Commissioners.

Should Proposition HH receive voter approval in November these dates may shift.

### **Economic Outlook:**

In their June 2024 Economic and Revenue Forecast the Colorado Legislative Council Staff (“LCS”) outlined that both the Colorado and U.S. economies are slowing after a period of strong labor market growth and consumer spending along with record corporate profits. The LCS forecasts further slow growth in 2024 and a return to a more modest pace of expansion in 2024 and 2025. LCS anticipates that this expansion is expected to be supported by slowly dissipating inflation, a resilient labor market, and continued improvement in real wages, bolstering real spending.

The Pueblo Economic Region, which includes Huerfano County as well as Pueblo, Fremont, Las Animas, and Custer Counties, continues to experience higher unemployment than the rest of the State with a housing market that has slowed since peaking in July 2022. Nonresidential construction has also slowed since reaching new highs in 2021, however public sector construction is expected to rise with an influx of funding from the 2021 Infrastructure Investment and Jobs Act.

Despite this economic outlook, we expect revenues to increase in FY2024, mainly because of a spike in Assessed Valuation. However, we do expect that this is a one-time spike and not a long term increase. We note that the County continues to face pressures to increase wages to remain competitive in this constrained and highly competitive labor market. We also have to continue to find ways to take advantage of opportunities arising from the Bipartisan Infrastructure Law and Inflation Reduction Act to address longstanding issues. This budget will be an exercise in balancing these realities and pressure and the guidelines below are an initial attempt to assist with that balancing.

### **Guidelines:**

1. As a County we must continue to look for and implement the most cost-effective and reliable methods for delivering services. Creative ideas and strategies are encouraged. Your budget submissions, particularly budget justification packages, should incorporate the following strategic priorities:
  - a. **Public Engagement:** Develop a robust public engagement program that informs County residents and invites the public to participate in governance
  - b. **Infrastructure and Facilities:** Maintain, preserve, and improve the quality of County-owned infrastructure and facilities, particularly the County Road System
  - c. **Health and Wellness:** Support the development and improvement of community programs and amenities that enhance public health and wellness through recreation, arts, and culture with a particular focus on youth development
  - d. **Economic Development:** Maintain an active, organized, and cooperative economic development program that encourages sustainable growth, prioritizes retention and expansion of existing businesses and reducing poverty rates along with efforts to grow and attract new businesses
  - e. **Resiliency:** Integrate disaster preparedness, risk reduction, and resilience into County operations, through training, planning, community involvement and land stewardship
2. Budget Requests are due to the County Budget Officer no later than the close of business on the date listed in the budget calendar above. The Budget Officer will set your budget level if your budget request is not received on time.

3. Operating budgets submitted for 2024 should equal no more than the 2023 operating budget. Your operational budget should include supplies and purchased services and charges line-items budgeted at the same level in total as the original 2023 budget. We believe in responsible budgeting and desire to keep expenses in check, continuing ongoing belt tightening measures in order to build credibility with the public and be responsible stewards of taxpayer's money. If this causes service levels to drop to an unacceptable level, use the decision package process to request additional funding to be considered. Operating target amounts do not include operating capital or capital improvements.
4. Your packet includes Actual 2022 information, which is not final as we will be receiving audit adjustments sometime in the next month. It is important to note that operational budgets will be scrutinized. We are in the preliminary planning stage of the budget. Depending on available revenue and expenditure priorities, funding may be decreased, increased, or shifted from one department or program to another.
5. Please identify any new programs included in the operational budget on the 2024 budget notes form included in your packet.
6. We will develop a supplemental budget for 2023 using the information submitted for the Expected 2023 Expenditures. As you review and submit that information, consider if you need to submit a request for your operational budget to be adjusted to reflect on-going expenditure increases approved for this year.
7. Authorized staffing levels have been determined from the 2023 personnel budget and include some changes we have since approved. We are continuing to manage the salary budget using authorized positions. Human Resources will not recruit for positions that are not authorized. New positions will need BOCC approval. If you need to change one type of position for another as vacancies occur, please work with Human Resources and Finance to assess the impact on your department. HR and Finance will update your personnel budgets once we have determined the amount of any increases, if any, and benefit pool adjustments. Any requests for positions not already authorized need to be submitted on the Position Authorization Form.
8. Any grants being requested must follow the Grant Policy Handbook Procedures approved on July 17, 2018 and be approved by the BOCC prior to the application in order to closely monitor the impact grants have on local funding. In order to manage the use of local resources, reductions in grant programs will not automatically be made up with local dollars. Requests for local dollars to match grant funding must be approved in advance by the Board of County Commissioners. Please be sure to include grants that you have applied for or received in your capital requests or Budget Notes.
9. Requests that cannot be accommodated within the base budget guidelines and requests for any new positions, new programs or proposed expansions of existing programs, operating capital and capital projects must be submitted as Decision Package requests. Decision Package requests must also be prioritized by each department with number one as the highest priority.

10. Each department should also prepare revenue estimates in addition to the operational budget. The Finance Department will input an estimate of your department's revenues in addition to putting in your expenditures. Please review the history for each revenue source and prepare a conservative estimate of the amount of revenue you expect to receive for 2024. The County will continue to account for general revenues by fund outside of departments. General revenues include taxes and fees. However, special revenues, such as grants and other contractual revenues will be reallocated to the relevant department for easier tracking.
11. We are also requesting that each department prepare requests for any capital improvement needs for the next five years. This will assist us in planning and saving for future expenses. The first year of that plan will become part of next year's budget once it is approved. Forms for capital requests will be provided to you.
12. Clothing allowances for eligible employees should be budgeted for in the department's budget as an expense with the department monitoring how much was spent for each employee. Departments may be asked to provide a report showing how much was spent for each employee.

Thank you for your service to Huerfano County and continued partnership in making this County an even better place to live.