



# BOARD OF COUNTY COMMISSIONERS REGULAR MEETING AGENDA

March 28, 2023 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 - COMMISSIONERS MEETING WITH STAFF**

**10:00 AM - PUBLIC MEETING**

**Join via Zoom:** <https://us02web.zoom.us/j/82550511219> | **Meeting ID:** 825-5051-1219

**1. PLEDGE OF ALLEGIANCE**

**2. AGENDA APPROVAL**

**3. CONSENT AGENDA**

- a.** Minutes from March 14, 2023 Meeting
- b.** Burnell Haywood Transfer
- c.** Lea Vigil Promotion
- d.** Derek Guess Resignation
- e.** Amber Blazer New Hire
- f.** Jacob Botello New Hire
- g.** Dreama Ortivez Promotion
- h.** Ashley Wilkins Promotion
- i.** Abatement 23-14 Blackbird Ranch LLC
- j.** Abatement 23-15 Michael Daurio

**4. PUBLIC COMMENT**

**5. APPOINTMENTS**

- a.** Honoring Elders and Youngers - Sandy Dolak
- b.** Mireya for Peakview Destination Imagination

**6. LAND USE**

- a.** 23-06 Gravel Pit Siete
- b.** Manzanares Subdivision Exemption Letter

- [c.](#) CUP 15-010 Walsenburg Cannabis
- [d.](#) Resolution to Incorporate Roadway Design Guide into Land Use Code

## **7. ACTION ITEMS**

- [a.](#) Resolution to appointment Jacque Sikes to the HC Building Authority
- [b.](#) Resolution to Adopt a Policy for Colorado Open Records Act Compliance
- [c.](#) LAHCDHD Opioid Harm Reduction Proposal
- [d.](#) Walsenburg Law Enforcement Services
- [e.](#) Employers Council Annual Renewal
- [f.](#) CSU Extension 2023 Allocation
- [g.](#) Extrication Services & Insurance Invoice
- [h.](#) Advertising Agency Agreement with AdPro 360
- [i.](#) Request for State Homeland Security Grant Spending
- [j.](#) Pavilion for Gardner Community Center
- [k.](#) Vault Toilet for Gardner Community Center
- [l.](#) Request to Apply for SIEA Donation for Huerfano Youth Conservation Corps
- [m.](#) NEOGOV Applicant Tracking System
- [n.](#) Oxy Bulk Water Permit
- [o.](#) Liquor License Renewal Timbers Restaurant

## **8. STAFF REPORTS**

- [a.](#) County Administrator
- [b.](#) County Attorney

## **9. CORRESPONDENCE**

- [a.](#) CTSI Flooding Be Prepared
- [b.](#) Treasurer's Monthly Reports
- [c.](#) USDA Drought Disaster Declaration
- [d.](#) USDA Disaster Assistance Programs
- [e.](#) DHSEM Site Visit Initial Results Letter

## **10. EXECUTIVE SESSION**

- [a.](#) For discussion of specialized details of security arrangements or investigations under C.R.S. §24-6-402(4)(d). **11:30AM - Huerfano County Judicial Center**

## **11. ADJOURNMENT**

## **12. UPCOMING MEETINGS**

- [a.](#) 1PM - 2023 Operating Plan Meeting with DHSEM

**COMMISSIONER'S MEETING**

***Regular Meeting***

**March 14, 2023**

Chairman Galusha called the meeting to order followed by the Pledge of Allegiance.

Commissioners John Galusha, Arica Andreatta and Karl Sporleder were present.

**Commissioner Andreatta made a motion to approve the March 14, 2023 Agenda as presented.**

**Motion: Andreatta**

**Second: Sporleder**

**Discussion: None**

**Resolved: Motion passed by unanimous vote.**

**Andreatta: Yes**

**Sporleder: Yes**

**Chairman Galusha: Yes**

**Commissioner Andreatta made a motion to approve the March 14, 2023 Consent Agenda as presented.**

**Motion: Andreatta**

**Second: Sporleder**

**Discussion:**

- a. Meeting Minutes for February 21, 2023.
- b. Meeting Minutes for February 28, 2023.
- c. Meeting Minutes for March 07, 2023.
- d. Giana Barela Transfer.
- e. Michelle Trujillo Resignation
- f. Fernando Vasquez Resignation
- g. William Cordova Resignation
- h. Jacob Jenkins Resignation
- i. Tyler Martin Resignation
- j. Abatement #23-11 Larry Bruner – 2022 - \$394.78 – 204591 – Approved.

k. Abatement #23-12 Micky & Malea Schmidt – 2022 - \$146.32 – 5112215 – Approved.

l. Abatement #23-13 David Vucetich – 2022 - \$62.16 – 4049 – Approved.

**Resolved: Motion passed by unanimous vote.**

**Andreatta: Yes**

**Sporleder: Yes**

**Chairman Galusha: Yes**

**10:04 A.M. Public Comment:**

1. Mr. Stuart Hutter spoke regarding Gardner Water Charge.
2. Shawn McDonald would like a list of non-profits in Huerfano County
3. Al Meisman spoke about Lascar Road.

**10:34 A.M. Appointments: None**

**10:35 A.M. Land Use:**

Continuation of Joint Public Hearing from February 28, 2023.

- a. Conditional Use Permit (CUP) #23-06 Gravel Pit Siete. Sky Tallman, County Land Use Director reviewed past Gravel Pit conditions to draft a potential list of conditions to consider. The list consisted of several things such as traffic control plan, road maintenance, weed control plan, signage, dust mitigation, mining plan map, a one year review. Chairman John Galusha asked to consider a haul road on south side of intersection ½ mile back from mailboxes and that a driveway access permit should be a condition. The Public hearing was closed. This will go back to Planning Commission.

Continuation of Joint Public Hearing from February 28, 2023.

- b. #22-61 Temporary Assembly Permit Application. The conversation was to decide whether the camping event and Sonic Bloom are the same event or two separate events. Lisa Powell-DeJong, County Attorney spoke. Jess Gries



spoke for Hummingbird Ranch, LLC and asked for a motion to approve the permit. Chairman Galusha closed the public hearing and asked for action from the commissioners. Commissioner Andreatta called for a motion to approve for the purpose of discussion but that motion died for lack of second.

Chairman Galusha made a call for an alternative motion.

**Motion was made to deny permit.**

**Motion: Sporleder**

**Second: Chairman Galusha**

**Discussion: Carl Young, Arica Andreatta and Chairman Galusha spoke.**

**Resolved: Motion passed by unanimous vote.**

**Andreatta: Yes**

**Sporleder: Yes**

**Chairman Galusha: Yes**

**11:25 A.M. Action Items:**

County Administrator Carl Young and the Board reviewed Action items.

a. Spanish Peaks Airfield Insurance Invoice.

**Motion to approve the Spanish Peaks Airfield Insurance quote for \$3,629.00.**

**Motion: Sporleder**

**Second: Andreatta**

**Discussion: None**

**Resolved: Motion passed by unanimous vote.**

**Andreatta: Yes**

**Sporleder: Yes**

**Chairman Galusha: Yes**

b. Payroll Audit Compliance Review Engagement Letter.

**Motion to approve and sign the letter of engagement with Employers Council, Inc. regarding the Wage Audit not to exceed \$3,000.00.**

**Motion: Andreatta**

**Second: Sporleder**

**Discussion: None**

**Resolved: Motion passed by unanimous vote.**

**Andreatta: Yes**

**Sporleder: Yes**

**Chairman Galusha: Yes**

c. Business Incubator Grant Memorandum of Understanding.

**Motion to approve the Memorandum of Understanding between Huerfano County and Huerfano County Economic Development Inc, (HCED) regarding the administration of grants for the Retail Business Incubator Program.**

Motion: Andreatta

Second: Sporleder

Discussion: None

Resolved: Motion passed by unanimous vote.

**Sporleder: Yes**

**Andreatta: Yes**

**Chairman Galusha: Yes**

d. Walsenburg Golf Course Supplies.

**Motion to approve the purchase of electric wire from Home Depot for Walsenburg Golf Course for \$19,780.25.**

Motion: Andreatta

Second: Sporleder

Discussion: None

Resolved: Motion passed by unanimous vote.

**Sporleder: Yes**

**Andreatta: Yes**

**Chairman Galusha: Yes**

e. Primary Crusher Radiator Replacement.

**Motion to approve the purchase of radiator parts for the crusher from Wagner Equipment for up to \$6,895.61.**

Motion: Sporleder

Second: Andreatta

Discussion: None

**Resolved: Motion passed by unanimous vote.**

**Andreatta: Yes**

**Sporleder: Yes**

**Chairman Galusha: Yes**

f. 129 Kansas Emergency Operations Center (EOC) Design.

**Motion to approve McKinstry’s Option A – ROM Menu: Phase 1 Planning, Architectural, and Engineering Design for the 129 Kansas Avenue Dispatch Center Remodel in the amount of \$46,760.00.**

**Motion: Sporleder**

**Second: Andreatta**

**Discussion: None**

**Resolved: Motion passed by unanimous vote.**

**Andreatta: Yes**

**Sporleder: Yes**

**Chairman Galusha: Yes**

g. Housing Needs Assessment Update.

**Motion to approve the SE Group Housing Needs Assessment Update in the amount of \$15,000.00.**

**Motion: Andreatta**

**Second: Sporleder**

**Discussion: None**

**Resolved: Motion passed by unanimous vote.**

**Andreatta: Yes**

**Sporleder: Yes**

**Chairman Galusha: Yes**

h. Agency of Record Award Recommendation.

**Motion to approve the award for the Agency of Record RFP to AdPro to provide Huerfano County marketing and public relations services.**

**Motion: Andreatta**

**Second: Sporleder**

**Discussion: None**

**Resolved: Motion passed by unanimous vote.**

**Sporleder: Yes**

**Andreatta: Yes**

**Chairman Galusha: Yes**

i. Zoom renewal quote.

**Motion to approve the Zoom renewal quote for three (3) Zoom One Pro Annual, for total amount of \$449.70.**

**Motion: Sporleder**

**Second: Andreatta**

**Discussion: None**

**Resolved: Motion passed by unanimous vote.**

**Andreatta: Yes**

**Sporleder: Yes**

**Chairman Galusha: Yes**

**11:55 A.M. Staff Reports:**

- a. **County Administrator:** - Carl Young spoke about the radio tower that snapped during high winds. There was no danger to the public. A claim was submitted to the insurance. On Friday 3/10/2023, there was a plane crash at the La Veta airport, and a fire south of La Veta caused by a burn pit. Kudos to the Emergency Response personnel.
- b. **County Attorney** – Lisa Powell-DeJong said there is a need for Executive Session.

**11:59 A.M. Correspondence:**

County Administrator Carl Young and the Board reviewed Correspondence.

**12:00 P.M. Executive Session**

**Commissioner Sporleder made a motion to go into Executive Session.**

**Motion: Sporleder**

**Second: Andreatta**

**Discussion:**

- a. For the purpose of receiving legal advice on specific legal questions under C.R.S. §24-6-402(4)(b). **Ramadhani v. Erica Vigil *et al.*, Huerfano County District Court Case No. 2023CV30009.**
- b. No decision will be made in Executive Session.

**Resolved: Motion passed by unanimous vote.**

**Sporleder: Yes**

**Andreatta: Yes**

**Chairman Galusha: Yes**

**12:02 P.M. Recess Regular Meeting.**

Chairman Galusha called to recess meeting at 12:02 P.M.

**12:11 P.M. Executive Session:**

Chairman Galusha called to go into Executive Session at 12:11 P.M.

**1:50 P.M. Adjourned Executive Session:**

Chairman Galusha called to come out of Executive Session at 1:50 P.M.

**1:51 P.M. Re-convene Regular Meeting:**

Chairman Galusha called to re-convene to Regular Meeting at 1:51 P.M.

**1:52 P.M. Adjourned Regular Meeting:**

Chairman Galusha called to adjourn meeting.

Meeting adjourned at 1:52 P.M.

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

**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>4/2/2023</b>
NAME: <b>Burnell Haywood</b>	PAYROLL :	<b>4/14/2023</b>

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

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	<b>Detention officer</b>	<b>Communications Officer/Dispatcher</b>
DEPARTMENT	<b>Jail</b>	<b>Emergecy Services</b>
HOURS		
ANNUAL SALARY	<b>\$34,500.00</b>	<b>\$38,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	<b>Non-Exempt</b>	<b>Non-Exempt</b>

**REASON FOR CHANGE**

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

COMMENTS, IF NECESSARY

**Motion to Approve the Transfer of Burnell Haywood from Detention Officer to Communications Officer/Dispatcher effective April 2, 2023 with an Annual Salary of \$38,000.00.**

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

Angela Wakeman      3/7/2023  
Human Resources Officer      Date

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

\_\_\_\_\_  
Budget Officer      Date

\_\_\_\_\_  
Date Inputed Into System

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>	EFFECTIVE DATE
	4/1/2023
NAME: <b>Lea Vigil</b>	PAYROLL : <b>4/14/2023</b>

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

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	<b>Detention Officer</b>	<b>Jail Administrator</b>
DEPARTMENT	<b>Jail</b>	<b>Jail</b>
HOURS		
ANNUAL SALARY	<b>\$37,500.06</b>	<b>\$45,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	<b>Non-Exempt</b>	<b>Non-Exempt</b>

**REASON FOR CHANGE**

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

COMMENTS, IF NECESSARY

**Motion to Promote Lea Vigil from Detention Officer to Jail Administrator with an Increase in Salary to \$45,000.00**

      03/10/23  
 Elected Official / Department Head      Date

Angela Wakeman      3/7/2023  
 Human Resources Officer      Date

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

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

\_\_\_\_\_  
 Date Inputed Into System



HUERFANO COUNTY		
<b>PAYROLL STATUS CHANGE</b>	<b>EFFECTIVE DATE</b>	
3/24/2023		
NAME: <b>Derek Guess</b>	PAYROLL : <b>4/14/2023</b>	
<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>Deputy / Interim Jail Administrator</b>	
DEPARTMENT	<b>Sheriff</b>	
HOURS		
ANNUAL SALARY	<b>\$47,500.00</b>	
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	<b>Non-Exempt</b>	
<b>REASON FOR CHANGE</b>		
NEW HIRE REHIRED PROMOTION DEMOTION TRANSFER	RESIGNATION 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 Derek Guess Effective March 24, 2023</b>		
Elected Official/Department Manager _____		Chairman _____
Date _____		Date _____
Date to Finance Office: _____		

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		<b>4/3/2023</b>
NAME: <b>Amber Blazer</b>	PAYROLL :	<b>4/14/2023</b>

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

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		<b>Assistant Office Manager</b>
DEPARTMENT		<b>Land Use</b>
HOURS		
ANNUAL SALARY		<b>\$32,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		<b>Non-Exempt</b>

**REASON FOR CHANGE**

**NEW HIRE**

REHIRED

PROMOTION

DEMOTION

TRANSFER

RESIGNATION

RETIREMENT

LAYOFF

ADMINISTRATIVE LEAVE PAID

ADMINISTRATIVE LEAVE UN-PAID

LENGTH OF SERVICE INCREASE

REEVALUATION OF CURRENT JOB

INTRODUCTORY PERIOD COMPLETED

OTHER

COMMENTS, IF NECESSARY

**Motion to Approve the Hiring of Amber Blazer as Assitant Office Manager for the Land Use Department with a Strating Salary of \$32,000.00**

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

Angela Wakeman      3/23/2023  
\_\_\_\_\_  
Human Resources Officer      Date

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

\_\_\_\_\_  
Budget Officer      Date

\_\_\_\_\_  
Date Inputed Into System

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		<b>5/1/2023</b>
NAME: <b>Jacob Botello</b>	PAYROLL :	<b>5/12/2023</b>

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

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		<b>Operator</b>
DEPARTMENT		<b>Road &amp; Bridge</b>
HOURS		
ANNUAL SALARY		<b>\$41,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		<b>Non-Exempt</b>

**REASON FOR CHANGE**

**NEW HIRE**

REHIRED

PROMOTION

DEMOTION

TRANSFER

RESIGNATION

RETIREMENT

LAYOFF

ADMINISTRATIVE LEAVE PAID

ADMINISTRATIVE LEAVE UN-PAID

LENGTH OF SERVICE INCREASE

REEVALUATION OF CURRENT JOB

INTRODUCTORY PERIOD COMPLETED

OTHER

COMMENTS, IF NECESSARY

**Motion to Approve the Hiring of Jacob Botello as an Operator for the Road & Bridge Department with a Starting Salary of \$41,000.00**

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

Angela Wakeman      3/23/2023  
\_\_\_\_\_  
Human Resources Officer      Date

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

\_\_\_\_\_  
Budget Officer      Date

\_\_\_\_\_  
Date Inputed Into System

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		<b>4/1/2023</b>
NAME: <b>Dreama Ortivez</b>	PAYROLL :	<b>4/14/2023</b>

<b>CHANGE OF ADDRESS/PHONE</b>	STREET	<b>P O Box 808</b>
	CITY, STATE, ZIP	<b>La Veta, CO 81055</b>
	TELEPHONE	

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	<b>SCW Child Protection</b>	<b>Interim Social Services Manager</b>
DEPARTMENT	<b>HCDHS CP Unit</b>	<b>HCDHS CP UNIT</b>
HOURS		
ANNUAL SALARY	<b>\$54,396.00</b>	<b>\$58,833.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		

**REASON FOR CHANGE**

NEWHIRE	RESIGNATION	LENGTH OF SERVICE INCREASE
REHIRED	RETIREMENT	REEVALUATION OF CURRENT JOB
PROMOTION	LAYOFF	INTRODUCTORY PERIOD COMPLETED
DEMOTION	ADMINISTRATIVE LEAVE PAID	OTHER
TRANSFER	ADMINISTRATIVE LEAVE UN-PAID	

COMMENTS, IF NECESSARY

**Motion to promote Dreama to the Interim Social Services Manager in the Child Protection Unit**

I, Sheila Hudson-Macchietto, Director certify that the above presented information has been requested by the Department Head and or Elected Official directly responsible for the employee named within. I certify that I have received all proper documentaion and that I have entered the information on the Green Sheet to reflect the change as requested.

Sheila Hudson-Macchietto      03/22/2023

Signature of preparer

Date Signed

John Galusha-Board Chairman

Arica Andreatta, Vice Chairman

Karl Sporleder, Commissioner

Date

Date to Finance Office:

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		4/1/2023
NAME: <b>Ashley Wilkins</b>	PAYROLL :	4/14/2023

<b>CHANGE OF ADDRESS/PHONE</b>	STREET	<b>323 E 7th Street</b>
	CITY, STATE, ZIP	<b>Walsenburg, CO 81089</b>
	TELEPHONE	

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	<b>SCW III Child Protection</b>	<b>Interim Lead Worker SCW IV</b>
DEPARTMENT	<b>HCDHS CP Unit</b>	<b>HCDHS CP UNIT</b>
HOURS		
ANNUAL SALARY	<b>\$50,999.52</b>	<b>\$54,633.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		

**REASON FOR CHANGE**

NEWHIRE	RESIGNATION	LENGTH OF SERVICE INCREASE
REHIRED	RETIREMENT	REEVALUATION OF CURRENT JOB
PROMOTION	LAYOFF	INTRODUCTORY PERIOD COMPLETED
DEMOTION	ADMINISTRATIVE LEAVE PAID	OTHER
TRANSFER	ADMINISTRATIVE LEAVE UN-PAID	

COMMENTS, IF NECESSARY

**Motion to promote Ashley to the Interim SCW IV Lead Worker in the Child Protection Unit**

I, Sheila Hudson-Macchietto, Director certify that the above presented information has been requested by the Department Head and or Elected Official directly responsible for the employee named within. I certify that I have received all proper documentaion and that I have entered the information on the Green Sheet to reflect the change as requested.

\_\_\_\_\_*Sheila Hudson-Macchietto* 03/22/2023

Signature of preparer

Date Signed

\_\_\_\_\_  
John Galusha-Board Chairman

\_\_\_\_\_  
Arica Andreatta, Vice Chairman

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

\_\_\_\_\_  
Date

Date to Finance Office:

(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 \_\_\_\_\_ 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 03 / 28 / 2023, at which meeting there were present the following members:  
Month Day Year  
John Galusha, Arica Andreatta, Karl Sporleder

with notice of such meeting and an opportunity to be present having been given to the taxpayer and the Assessor of said County and ~~XXXXX~~ Treasurer - Debra Reynolds (being present--not present) and  
Name  
petitioner Blackbird Ranch LLC (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>	<u>17,576</u>	<u>1,307.33</u>
Year	Assessed Value	Taxes Abate/Refund

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

I, Erica Vigil, 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 28th day of March, 2023  
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

PETITION FOR ABATEMENT OR REFUND OF TAXES

23-14

Item 3i.

County Name HUERFANO

Date Received \_\_\_\_\_  
Use Assessor's or Commissioners Date Stamp

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

Date: March 16 2023  
Month DAY Year

Petitioner's Name: Blackbird Ranch LLC  
Petitioner's mailing address: 1365 W Carrizo Springs Ave  
Pueblo CO 81007  
City or Town State Zip Code

SCHEDULE OR PARCEL NUMBER(S)	PROPERTY ADDRESS OR LEGAL DESCRIPTION OF PROPERTY
<u>429278</u>	<u>Lot 23 Yellowstone Creek Ranch</u>

Petitioner requests an abatement or refund of the appropriate taxes and states that the taxes assessed against the above 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.)

*Proper documentation was filed to classify as agricultural, was not changed for 2022*

Petitioner's estimate of value \$ \_\_\_\_\_ ( \_\_\_\_\_ )  
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 comp etc.

\_\_\_\_\_  
Petitioner's Signature

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

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 Board 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>	
	<u>Actual</u>	<u>Assessed Value</u>	<u>Tax</u>
Original	<u>60,918</u>	<u>17,666</u>	<u>\$ 1,314.02</u>
Corrected	<u>341</u>	<u>90</u>	<u>\$ 6.69</u>
Abate/Refund	<u>60,577</u>	<u>17,576</u>	<u>\$ 1,307.33</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: 2022 Protest?  No  Yes (if a protest was filed, please attach a copy of NOD.)

Assessor recommends denial for the following reason(s):

Elvira Meadows  
Assessor's or Deputy Assessor's Signature

(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 \_\_\_\_\_ 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 03 / 28 / 2023, at which meeting there were present the following members:  
Month Day Year  
John Galusha, Arica Andreatta, Karl Sporleder

with notice of such meeting and an opportunity to be present having been given to the taxpayer and the Assessor of said County and ~~XXXXX~~ Treasurer - Debra Reynolds (**being present--not present**) and  
Name  
petitioner Michael E Daurio (**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:

2022	15,244	1,133.83
Year	Assessed Value	Taxes Abate/Refund

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

I, Erica Vigil \_\_\_\_\_ 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 28th day of March, 2023  
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**



PETITION FOR ABATEMENT OR REFUND OF TAXES

23-15

Item 3j.

County Name HUERFANO

Date Received \_\_\_\_\_  
Use Assessor's or Commissioners Date Stamp

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

Date: March 16 2023  
Month DAY Year

Petitioner's Name: Michael E Daurio  
Petitioner's mailing address: 29451 Daniel Rd  
Pueblo CO 81006  
City or Town State Zip Code

SCHEDULE OR PARCEL NUMBER(S)	PROPERTY ADDRESS OR LEGAL DESCRIPTION OF PROPERTY
<u>429282</u>	<u>Lot 27 Yellowstone Creek Ranch</u>

Petitioner requests an abatement or refund of the appropriate taxes and states that the taxes assessed against the above 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.)

*Proper documentation was filed to classify as agricultural, was not changed for 2022*

Petitioner's estimate of value \$ \_\_\_\_\_ ( \_\_\_\_\_ )  
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.

\_\_\_\_\_  
Petitioner's Signature Daytime Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

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 Board 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>		
	<u>Actual</u>	<u>Assessed Value</u>	<u>Tax</u>	
Original	<u>53,133</u>	<u>15,409</u>	\$	<u>1,146.14</u>
Corrected	<u>627</u>	<u>165</u>	\$	<u>12.31</u>
<u>Abate/Refund</u>	<u>52,506</u>	<u>15,244</u>	\$	<u>1,133.83</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: 2022 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



# COLORADO

## Department of Transportation

Region 2 Permits

5615 Wills Blvd, Suite A  
Pueblo, CO 81008-2349

February 24, 2023

I-25 South (Exit 64)  
Huerfano County

**Sky Tallman**, Land Use Director  
Huerfano County Land Use  
401 Main Street, Suite 304  
Walsenburg, CO 81089

RE: Lascar Pit / Siete, Inc. - Conditional Use Permit 23-06

Dear Sky,

I am in receipt of a referral request for planning referral comments for Conditional Use Permit 23-06 for Lascar Pit / Siete, Inc. The proposed operation will extract sand and gravel with on-site processing. The site consists of ±640 acres; of the ±640 acres, approximately 30 acres will be mined during the first phase. The remaining ±610 acres will be utilized once all mining has been completed on the first 30-acre area. The mining operation is 13 miles north of Walsenburg on County Road 650, east of I-25 in Huerfano County. After review of all documentation, we have the following comments:

### Traffic

The submitted documents have been reviewed by a CDOT Traffic Engineer. Their comments follow:

- There are approximately 200 vehicles per day at the I-25 and County Road 650 on-ramps. The letter of intent indicates an estimate of 15 trucks per hour; without knowing the specifics of the actual haul trucks being used, this can either equate to 2 times or 3 times the number of trucks into Passenger Car Equivalent (PCE) = 30 to 45 pce/hr.
- A Traffic Memo is required to be submitted to CDOT for review that follows the State Highway Access Code (SHAC) guidelines. Ensure the following is included/addressed in the memo:
  - Type of trucks anticipated being used, converted to PCE as per ITE guidelines.
  - Any additional trip generators (i.e. mechanics, site workers, etc).
- **Please submit a Traffic Memo to CDOT for review and comment.**

### Access

The proposed development will impact CDOT infrastructure. Our comments follow:

- Section 1.4(1) of the State Highway Access Code, states in part that no person, shall construct any access providing direct vehicular movement to or from any state highway from or to property in close proximity or abutting a state highway without an access permit issued by the designated issuing authority with the written approval of the Department.
- Under Section 2.6 (Change in Land Use and Access Use) of the State Highway Access Code, states the requirements of a new access permit. It states in part that if any significant changes are made or will be made in the use of the property which will affect access operation, traffic volume increases by 20% and or vehicle type, the permittee or property owner will coordinate with the local authority and the Department to determine if a new



access permit and/or modifications to the access are required. Roadway improvements are anticipated for Powers Boulevard and Mesa Ridge Parkway.

- A CDOT Access Permit will be required for this development to document the traffic generated at County Road 650 and I-25.

Additionally,

- On-premise and off-premise signing shall comply with the current Colorado Outdoor Advertising Act, sections 43-1-401 to 421, C.R.S., and all rules and regulations pertaining to outdoor advertising. Please contact Mr. Todd Ausbun at (719) 696-1403 for any questions regarding advertising devices.
- Any utility work within the state highway right of way will require a utility permit from CDOT. Information for obtaining a utility permit can also be obtained by contacting Mr. Ausbun.

Please contact me in Pueblo at (719) 546-5440 or by email [teresa.guagliardo@state.co.us](mailto:teresa.guagliardo@state.co.us) with any questions.

Sincerely,

*Teresa Guagliardo*

Teresa Guagliardo  
CDOT R2 Access Management Trainee

Xc: Sparks  
Martinez, Patrol 4  
Jagow  
Gonzales/Regalado/file



Land Owner: REDING RICHARD L & NANCY C

Land Owner: WILLIAMS PAULA BEZONA



Permit Boundaries  
(30 Acres)

Land Owner: COLORADO STATE TRUST LAND

6140

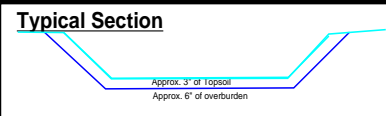
6130

6120

Land Owner: COLORADO STATE TRUST LAND

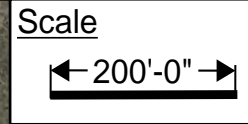
6110

Land Owner: COLORADO STATE TRUST LAND



**Legend**

- Permit Boundary (30.0 Acres)
- Existing Fence Line
- 2' Existing Contours
- Property Boundaries
- Erosion Berm/Stockpile of Topsoil & Overburden



- Notes:
- 1) Floor depth will be determined in the field.
  - 2) All slopes will be mined at a 3:1, except for the working face.
  - 3) Entrance Location: 37.821735° -104.847967°

Haul Road





# COLORADO

## Department of Transportation

Region 2 Permits

5615 Wills Blvd, Suite A  
Pueblo, CO 81008-2349

**FINAL REVISIONS 2/28/2023**

February 28, 2023

I-25 South (Exit 64)  
Huerfano County

**Sky Tallman**, Land Use Director  
Huerfano County Land Use  
401 Main Street, Suite 304  
Walsenburg, CO 81089

RE: Lascar Pit / Siete, Inc. - Conditional Use Permit 23-06

Dear Sky,

I am in receipt of a referral request for planning referral comments for Conditional Use Permit 23-06 for Lascar Pit / Siete, Inc. The proposed operation will extract sand and gravel with on-site processing. The site consists of ±640 acres; of the ±640 acres, approximately 30 acres will be mined during the first phase. The remaining ±610 acres will be utilized once all mining has been completed on the first 30-acre area. The mining operation is 13 miles north of Walsenburg on County Road 650, east of I-25 in Huerfano County. After review of all documentation, we have the following comments:

### Traffic

The Lascar Pit Traffic Memo dated February 26, 2023 has been reviewed by a CDOT Traffic Engineer. Their comments follow:

- Based on the revised haul deliveries (70 trucks over 10 hr of operation) + anticipated site trips from non-haul workers, the added trips are less than 20% now of the existing volume.
- CDOT reserves the right to review the condition of the gravel pit should trip volumes go beyond 22 PCE per hr as stated in the new traffic memo.

### Access

The proposed development will impact CDOT infrastructure. Our comments follow:

- Section 1.4(1) of the State Highway Access Code, states in part that no person, shall construct any access providing direct vehicular movement to or from any state highway from or to property in close proximity or abutting a state highway without an access permit issued by the designated issuing authority with the written approval of the Department.
- Under Section 2.6 (Change in Land Use and Access Use) of the State Highway Access Code, states the requirements of a new access permit. It states in part that if any significant changes are made or will be made in the use of the property which will affect access operation, traffic volume increases by 20% and or vehicle type, the permittee or property owner will coordinate with the local authority and the Department to determine if modifications to the access are required.
- A CDOT Access Permit will not be required for this development at this time.

Additionally,



- On-premise and off-premise signing shall comply with the current Colorado Outdoor Advertising Act, sections 43-1-401 to 421, C.R.S., and all rules and regulations pertaining to outdoor advertising. Please contact Mr. Todd Ausbun at (719) 696-1403 for any questions regarding advertising devices.
- Any utility work within the state highway right of way will require a utility permit from CDOT. Information for obtaining a utility permit can also be obtained by contacting Mr. Ausbun.

Please contact me in Pueblo at (719) 546-5440 or by email [teresa.guagliardo@state.co.us](mailto:teresa.guagliardo@state.co.us) with any questions.

Sincerely,

*Teresa Guagliardo by MRegalado*

Teresa Guagliardo  
CDOT R2 Access Management Trainee

Xc: Sparks  
Martinez/Patrol 4  
Jagow  
Gonzales/Regalado/file





March 7, 2023

Baxter Kirkland  
Siete, Inc.  
P.O. Box 202  
Rye, CO 81069

Jodi Schreiber  
PFM Consulting LLC  
1774 N Cougar Dr.  
Pueblo West, CO 81007

**Re: Preliminary Adequacy Review, 111 Construction Materials New Permit Application Lascar Pit, Permit No. M-2023-005**

Dear Mr. Kirkland and Ms. Schreiber,

The Division of Reclamation, Mining, and Safety (Division) has reviewed the content of your 111 Reclamation Permit Application for the Lascar Pit, File No. M-2023-005, and submits the following comments. **The Division is required to make an approval or denial decision no later than March 16, 2023; therefore, a response to the following adequacy review concerns should be submitted to the Division as soon as possible.** In order to allow the Division adequate time to review your responses to the following items, please submit your adequacy responses to the Division no later than three days prior to the decision date.

Please respond to this adequacy review with the requested information as revised pages and summarize each response to the numbered items below, in a cover letter titled "Adequacy Review Responses; M-2023-005".

The review consisted of comparing the application content with specific requirements of Rules 1, 3, 6.1, 6.2, 6.3, and 6.5 (if applicable) of the Minerals Rules and Regulations of the Colorado Mined Land Reclamation Board for the Extraction of Construction Materials. Any inadequacies are identified under the respective exhibit heading.

**EXHIBIT A**

1. The map titled "Lascar Pit – Siete INC Legal Exhibit A/B PG 3" has a north arrow that is actually facing east. Please rotate this map so that the north arrow is oriented north.

**EXHIBIT B**



2. Pursuant to Rule 6.3.2(b) the names of the structure owners for any permanent man-made structures within 200 feet of the affected area should be located on an Exhibit E – Map. In Exhibit L, the Applicant states that a stock tank, fence, water line, and County Road 650 are within 200 feet of the proposed site. Exhibit L states that Buzz Williams is the owner of the stock tank, water line, and fence. Exhibit L also states that Huerfano County is in the process of approving a Conditional Use Permit and will provide a Road Access Agreement upon approval.

On the map titled “Lasca Pit Existing Conditions Exhibit E”, the location of the stock tank and water line are not provided. Additionally, a wind mill/water trough is located on the map within 200 feet of the affected land boundary and a note is provided stating Buzz Williams owns all fences, the wind mill, and the water trough within “200”.

- Please update the notes to say within “200 feet”.
- Please clarify if the water trough/wind mill is being used interchangeably with ‘water line’ or ‘stock tank’.
- Also, on map “Lasca Pit Existing Conditions Exhibit E”, please include the location of the stock tank and water line. Also please list the owners of these structures and indicate Huerfano County as the owner of County Road 650.
- Upon approval, please provide the Division with a copy of the Road Access Agreement with Huerfano County. If this cannot be obtained, please provide a signed structure agreement or provide an engineering evaluation demonstrating that County Road 650 will not be damaged by activities at the mining operation.

### **EXHIBIT C**

3. In Exhibit C, under General Mining Plan, the Applicant states that “topsoil and overburden berms will be stored around the perimeter of the permit boundary for later use in reclamation”. On the map titled “Lasca Pit-Siete INC Mining Map Exhibit E”, topsoil and overburden are combined within one continuous berm. Pursuant to Rule 6.3.3(b), plant growth medium stockpiles (topsoil) must be located separate from other stockpiles, out of the way of mine traffic and out of stream channels or drainage ways.
  - a. Please revise the mining and reclamation plans to account for storing topsoil in a separate location from the overburden stockpiles.
  - b. Please update the applicable sections of Exhibit B, C, and D pertaining to topsoil and overburden stockpiles.
4. In Exhibits B, C, and D, the Applicant states that stockpiled topsoil will be stored in a site perimeter berm. Rule 6.3.3(b) requires topsoil that will be stockpiled to be stabilized with a vegetative cover or other means until used in reclamation. Please revise the mining plan narrative to include a plan for stabilizing the topsoil stockpile prior to use in reclamation and commit to seeding the topsoil pile if it is stockpiled longer than 180 days without being used for reclamation.
5. Upon restructuring the stockpile plans, pursuant to Rule 6.3.3(f), please specify the dimensions of



the stockpiles.

6. In Item #3: Mine Facilities and Operation, the mining method states that “except for the highwall, slopes will be maintained at a 3H:1V or shallower”. Please provide the Division with an estimate of the maximum length of the highwall.

#### **EXHIBIT D**

7. Item #8: Reclamation Bond, the Applicant provides a reclamation cost estimate. In the estimate, under seeding, broadcasting is the seeding method provided. In Item #5: Revegetation Plan, the Applicant states that the seed will be drilled, and the seeding rates provided are for drill seeding. Please update the cost estimate to reflect the cost of drill seeding as the seeding method.

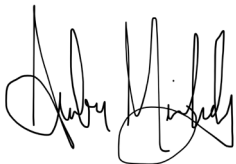
#### **Other:**

8. Pursuant to Rule 1.6.2(2), please demonstrate that the Applicant’s response to these adequacy issues have been placed with the application materials previously placed with the County Clerk or Records Office, and made available for public review.
9. The Division received state agency comments from the United States Army Corps of Engineers. The letter is attached for review. Please revise the permit exhibits accordingly in response to their letter.

The decision deadline on this application is March 16, 2023. If additional time is required to respond to these adequacy issues please submit a written request for extension of the review period. The Division reserves the right to further supplement this document with additional adequacy issues and details as necessary.

If you need additional information or have any questions, please contact by telephone at (303) 866-3567 x8137, (720) 836-0967, or by email at [amber.michels@state.co.us](mailto:amber.michels@state.co.us).

Sincerely,



Amber Michels  
Environmental Protection Specialist

cc: Jared Ebert, DRMS

*Enclosures: Comments from the United States Army Corps of Engineers*

STATE OF  
COLORADO

Michels - DNR, Amber &lt;amber.michels@state.co.us&gt;

## Notice of Application Consideration for Permit: M2023005

DRMS\_PermitAdmin - DNR, DNR\_ &lt;dnr\_drms\_permitadmin@state.co.us&gt;

Thu, Mar 2, 2023 at 9:38  
AM

To: Amber Michels - DNR &lt;amber.michels@state.co.us&gt;, Jared Ebert - DNR &lt;jared.ebert@state.co.us&gt;

*Susan L. Burgmaier*

Business Process Technical Specialist

**COLORADO**  
Division of Reclamation,  
Mining and Safety  
Department of Natural Resources

P 303.866.3567 x 8111 | F 303.832.8106

Physical: [1313 Sherman Street, Room 215, Denver, CO 80203](#)Mailing: DRMS Room 215, [1001 E 62nd Ave, Denver, CO 80216](#)[dnr\\_drms\\_permitadmin@state.co.us](mailto:dnr_drms_permitadmin@state.co.us) | <https://drms.colorado.gov>**ePermitting Login**

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

From: **SPA-RD-CO** <[SPA-RD-CO@usace.army.mil](mailto:SPA-RD-CO@usace.army.mil)>

Date: Thu, Mar 2, 2023 at 8:57 AM

Subject: Re: [Non-DoD Source] Notice of Application Consideration for Permit: M2023005

To: Division of Reclamation, Mining and Safety <[dnr\\_drms\\_permitadmin@state.co.us](mailto:dnr_drms_permitadmin@state.co.us)>

Thank you for requesting comments from our office regarding the proposed subject project(s) or activity (ies) that may have the potential to impact aquatic resources. We appreciate that you are considering our potential regulatory role in the project, but we do not currently have the ability to provide project specific comments. If the activity should have the potential to result in the discharge of dredged or fill material into waters of the United States, then the project proponent should work directly with our office to acquire necessary Corps permits, if applicable, as described in following general comment.

Section 404 of the Clean Water Act requires a permit from us for the discharge of dredged or fill material into waters of the United States. Waters of the United States may include, but are not limited to, rivers, streams, lakes, ponds, wetlands, wet meadows, and seeps. To ascertain the extent of waters on the project site, the applicant should prepare a delineation of aquatic resources, in accordance with the applicable standards, including the 1987 Wetland Delineation Manual and the South Pacific Division Minimum Standards for Acceptance of Preliminary Wetlands Delineations. These standards can be found on our website at: <https://www.spa.usace.army.mil/Missions/Regulatory-Program-and-Permits/Jurisdiction/>.

An aquatic resource delineation should be evaluated prior to developing a be part of a range of alternatives that meet the project purpose. The range of alternatives considered for this project should include alternatives that avoid and minimize impacts to wetlands, streams, or other waters of the United States. Every effort should be made to avoid project features which require the discharge of dredged or fill material into waters of the United States. In the event it can be clearly demonstrated there are no practicable alternatives to discharging dredged or fill material into waters of the United States, compensatory mitigation may be required.

For more information about our program or to locate a list of consultants that prepare aquatic resource delineations and permit application documents, please visit our website at <https://www.spa.usace.army.mil/Missions/Regulatory-Program-and-Permits>.

Respectfully,  
Lexi Hamous  
Regulatory Specialist  
Southern Colorado Branch

---

**From:** Division of Reclamation, Mining and Safety <[dnr\\_drms\\_permitadmin@state.co.us](mailto:dnr_drms_permitadmin@state.co.us)>  
**Sent:** Wednesday, March 1, 2023 3:37 PM  
**To:** SPA-RD-CO <[SPA-RD-CO@usace.army.mil](mailto:SPA-RD-CO@usace.army.mil)>  
**Cc:** [amber.michels@state.co.us](mailto:amber.michels@state.co.us) <[amber.michels@state.co.us](mailto:amber.michels@state.co.us)>  
**Subject:** [Non-DoD Source] Notice of Application Consideration for Permit: M2023005

[Quoted text hidden]



## PFM Consulting LLC

Huerfano County Land Use Department  
401 Main Street  
Suite 304  
Walsenburg, CO 81089

RE: Lascar Pit

February 9<sup>th</sup>, 2023

To Whom It May Concern,

Siete Inc. is requesting a Conditional Use Permit for Section 36, Township 25 South, Range 67 West (640 acres) in Huerfano County, Colorado to establish a gravel pit to serve as a material source for one Colorado Department of Transportation and one Federal Highway Administration project, as well as various other projects within and around Huerfano County. The site is 13 miles north of Walsenburg and sits north of County Road 650. The Colorado State Land Board is the land and mineral owner. Siete has a lease for mining operations for this site and is attached for review. The site is currently used for agricultural purposes and is zoned Agricultural.

The site will progress in two phases. The first phase is a 30-acre area that will supply aggregate for the two above-referenced projects. These two projects will be completed by the Fall of 2023. It is anticipated that the 30-acre phase will have remaining aggregate and will continue to be used for local projects for up to 5-10 years based upon demand and local economic conditions. As mining occurs, the floor of the site will be reclaimed back to 3H:1V or shallower and will occur concurrently with mining. All reclaimed areas will be sloped, topsoil will be replaced, and will then be reseeded with an approved seed mix.

The remaining 610 acres will be utilized once all mining has been completed on the first 30-acre area. Aggregate deposits will be located within the remaining acreage and mined in a similar fashion to the initial 30-acre phase. It is not anticipated that aggregate deposits will be found throughout the entire site. Understanding the unknown aggregate deposit locations, depths and local demand along with economic conditions, it is hard to anticipate the timeframe needed to extract all aggregate onsite. The site could be operational for up to 20-30 years based on the above information. However, the site will only be utilized as needed for projects and will only operate intermittently throughout this time.

All royalties that are paid to the State Land Board in connection with this lease are used to benefit K-12 schools in Colorado. According to their website (<https://slb.colorado.gov/education-resources/trust-land-access-for-k-12>), 95% of all lease payments support Colorado Schools through the BEST Program. This includes the schools in Huerfano County and is a great added benefit to this project. Not only will there be an aggregate source that

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## PFM Consulting LLC

has easy access to I-25 and can be transported easily throughout the county for projects, but it also helps fund local school districts.

Portable aggregate processing equipment will be used onsite. This equipment uses portable generators to operate and will not need any local power supply. Portable toilets will be used for employees. All structures will be portable and no setbacks will be necessary. Water for dust suppression will be purchased from Colorado City and hauled onsite for use. Haul trucks will use I-25 and County Road 650 to access the site. It is anticipated that less than 150 trucks per day would utilize this route when the site is operational. Over a 10-hour period, this would equate to roughly an extra 15 trucks per hour on County Road 650.

The site is currently used as rangeland, as are all surrounding properties. Typical vegetation on the site is composed of Western Wheatgrass, Blue Grama, Sand Dropseed, etc. Prior to processing operations beginning, topsoil will be reserved to reclaim the site back to its previous rangeland used. The following seed mix will be used to reestablish the typical vegetation.

### Native Grass Seed Mix

SPECIES	APPLICATION RATE (drilled)
Western Wheatgrass	16 pounds of pure live seed per acre
Blue Grama	1.2 pounds of pure live seed per acre
Galleta	1.6 pounds of pure live seed per acre
Sand Dropseed	0.1 pounds of pure live seed per acre
Winter Fat	0.1 pounds of pure live seed per acre

Environmental conditions, such as food and cover availability, is limited due to the climate. Small animals (rabbits, coyotes, etc.) are found in the surrounding environment. The site may also see white tail deer, antelope, prairie dog, various snakes and lizards. Impacts to wildlife will be mitigated through a weed management plan and reseeding all mined areas with a native rangeland seed mix.

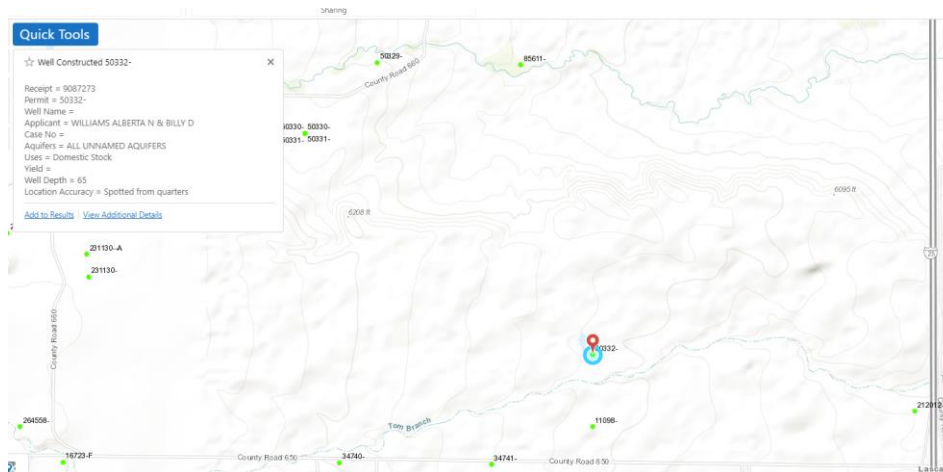
All runoff on the undisturbed site runs to the south. Stormwater will be kept from leaving any disturbed area by using topsoil and overburden stockpiles which will surround the active mining site following the perimeter. Stormwater that occurs on site will remain on site. The soils should allow for stormwater to infiltrate the site and pit floor within 72 hours. As mining progresses throughout the site, disturbed acreage will be reclaimed as stated above and the newly disturbed acreage will use the same method as above to contain stormwater runoff. Essentially, the site will continually migrate through aggregate deposits and reclaim as they work.

Based on data from the Division of Water Resources Well Permit Search map, groundwater is not anticipated to be encountered during any phase of mining. A structure depicted on the map below shows the well depth near the site at 65 feet. Mining is not anticipated to be deeper than 20 feet. If groundwater is encountered, excavation will be stopped. The area will then be backfilled with at least two feet of material and no mining will occur beyond that depth.

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Siete is working to get a Colorado Division of Reclamation, Mining and Safety 111 Permit for this site, as well as an APEN (fugitive air emissions permit) through the Colorado Department of Public Health and Environment.

The adjacent landowners are as follows:

Paula Bezona Williams – 2747 Co Road 660, Rye, CO 81069

Richard L and Nancy C Reding – PO Box 19708, Colorado City, CO 81019

Great Western Land & Cattle Inc. – 4415 Star Ranch Rd, Colorado Springs, CO 80906

Trustee of Yelena Choin – The Choin Family Survivor's Trust, 49953 Gamegam Way, Oakhurst, CA 93644

Tri Crown LLC – 102 E. Pikes Peak Ave., Colorado Springs, CO 80930

Marksheffel-Woodmen Investments – 102 e. Pikes Peak, Suite 200, Colorado Springs, CO 80903

Warm Regards,

Jodi Schreiber  
Owner, PFM Consulting LLC

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**Huerfano County Land Use Department**  
401 Main Street, Suite 304  
Walsenburg, Colorado 81089  
719-738-1220, Ext. 506



Item 6a.

## Huerfano County Planning Commission Staff Report – Permit #23-06 Gravel Pit Siete

Joint Public Hearing Date: February 28, 2023; Continued on March 14, 2023; Planning Commission Recommendation March 23; Board of County Commissioners decision March 28.

### **Request**

With this Application Siete Inc. (the Applicant) requests the following:

Conditional Use permit pursuant to LUR Section §1.06 to establish a gravel pit to serve as a material source for two large projects at first then various other projects over time. The parcel is the school section located at Section 36, Township 25S, Range 67. The SE corner of the section is at the intersection of County Road 650 and I-25.

This application is for a permit to mine for gravel anywhere in the 640-acre school section, though initial plans are limited to a 30-acre area in the northwest quadrant of the section. The 30-acre site is expected to produce gravel for 5-10 years, and the life-span of the project may be 20-30 years. Mining would be expected to take place intermittently as projects arise.

The subject property is zoned Agricultural Zoning standards for this district are set forth in LUR Section §1.03.

### **Site Description**

There is an arroyo cutting through the section, and some rolling hills near where the 30-acre quarry site is proposed.

### **Code References**

The following Code Sections are applicable to this application and may be referenced by the Huerfano County in their evaluation of the request:

§1.06 Conditional Use Permits

§1.05 Use Table Reference

This proposal falls under 1.05.57 in the Use Table, and is a conditional use in the Agricultural zone.

1.05.57: Rock quarries, sand and gravel excavating pits, pipelines, strip and underground coal mines and all appurtenances and accessory uses thereto.

### **Background**

On February 9, 2023, an Application for a Conditional Use Permit, Application Fees, a letter of interest, and site plan were received by the County. Missing from the application at the time of writing this staff report were proof of ownership and copies of other permits granted in association with this project. It is believed that the State Land Board owns the land, and a gravel mining operation does receive oversight from other state agencies.

Siete has submitted a Special 111 permit application to the Division of Reclamation Mining and Safety, as well as the Air Pollution Emissions Notice to the Department of Public Health and Environment.

## Application Materials 1.06.01

Required Submittals for a CUP:

1. Letter of intent
  - a. Current and proposed uses
  - b. Impacts of proposed use on roads, traffic, safety, services, environment.
  - c. Comprehensive Plan compliance statement
  - d. Proof of ownership
  - e. List of other state or federal permits granted or applied for.
  - f. List of names and mailing addresses of all listed owners of adjacent property
2. Site Plan
3. Vicinity map – area within 500 ft of property, description of any plats and improvements on property within 500 ft.

Completeness: Proof of ownership was not submitted with application materials.

## Criteria/Findings

In order for an Conditional Use Permit to be issued, the criteria set forth in LUR Section 1.06 must be met. An analysis of these criteria is provided below:

Planning commission shall determine if a public hearing is required per **1.06.02**:

1. That the proposed conditional use conforms to the requirements and provisions of this zoning regulation.
2. That the proposed conditional use is consistent with the goals, objectives and policies of Huerfano County, as contained in the County comprehensive plan.
3. That the proposed conditional use is consistent with and in harmony with neighboring land uses and future intended land uses in the area.
4. That the proposed conditional land use will not result in overly intensive use of the land relative to current use of the surrounding land.
5. That the proposed conditional use will not result in unmitigated traffic congestion or hazards to vehicular or pedestrian traffic and its roads will meet the requirements of Subdivision County Road Standards and Specifications.
6. That the proposed conditional use not unnecessarily scar the land on which such use would be located and that the proposed use provide all measures necessary to mitigate negative impacts upon agricultural lands, critical wildlife habitat, seasonal wildlife migration corridors, scenic views and existing cultural and historical resources.
7. That the proposed conditional use will not be likely to prove detrimental to the public health, safety or welfare of County residents nor cause hardship for neighboring persons.

## Analysis

1. This is a conditional use in this zone, thus this is the appropriate course to pursue.
2. No specific mention of the Comprehensive Plan was made in the applicant's letter. Gravel pits are a necessary infrastructure component to support road construction and maintenance.
3. *Harmony with neighboring land uses and future land uses.* Gravel mining has the potential to produce noise, vibrations, dust, and a long term impression upon the land. There no apparent structures or uses other than grazing within 500 feet of the proposed site.



4. Relative to nearby uses, gravel mining is a more intense use. The Planning Commission should consider how to interpret criterion #4.
5. *Traffic:* The proposed use will result in approximately 15 trucks per hour at peak hours, generating around 70 trips per day. This will have an impact on the roads, and the Planning Commission should consider a condition attached with this application related to road maintenance. Road and Bridge Department should consider whether proposed access is adequate and require applicant to obtain an access permit.
6. *Scarring the land:* A gravel mine will leave a permanent mark on the land. This mine will dig up to 20' deep over an area eventually to cover 30 acres. The attached map depicts the change to the topography after the mine scar has been capped and mitigated. Mitigation efforts for this project will include capping mined areas with topsoil and re-planting.  
  
An access road to the gravel pit will have to be built. No details were provided on this aspect of the project. State permits will require dust mitigation on the access road.
7. *Detriment to health, safety and welfare, and hardship for neighboring persons:* It is not apparent to staff that this project will have a direct impact on any individuals, as there are not homes or businesses in the immediate area.

### Referral Comments

Referral agencies contacted on February 14, 2023:

Huerfano County Emergency Management Department: [rwalsh@huerfano.us](mailto:rwalsh@huerfano.us)

Colorado Division of Parks and Wildlife: [cody.purcell@state.co.us](mailto:cody.purcell@state.co.us), [mike.brown@state.co.us](mailto:mike.brown@state.co.us) [joshua.bonar@state.co.us](mailto:joshua.bonar@state.co.us)

Huerfano County Health Department: [rsykes@la-h-health.org](mailto:rsykes@la-h-health.org), – No Comment

Huerfano County Road and Bridge Department: [dhribar@huerfano.us](mailto:dhribar@huerfano.us), [cbechaver@huerfano.us](mailto:cbechaver@huerfano.us)

Huerfano Fire protection District: [fixitsammo@gmail.com](mailto:fixitsammo@gmail.com)

Huerfano County Sheriff's office: [BRUCENEWMAN@BRESNAN.NET](mailto:BRUCENEWMAN@BRESNAN.NET)

Spanish Peaks Regional Health Center: [dmcgraw@sprhc.org](mailto:dmcgraw@sprhc.org)

CDOT – contacted 2/23 – Michele Regalado and others: [michelle.regalado@state.co.us](mailto:michelle.regalado@state.co.us).

### Staff Comment

At the time of updating this staff report, only the Health Department responded, stating that they had no comment.

CDOT was not contacted on Feb. 14. On February 24, CDOT responded with a letter stating that they would require a Traffic Memo to give additional information on the types of trucks being used and whether there will be additional trip generation, such as from employees commuting to the site. Additionally, CDOT will require an access permit to document traffic generated at CR 650 and I-25.

The Planning Commission will meet via Zoom at 2:00 on February 28, following the Joint Public Hearing for the purpose of making a recommendation to the Board of County Commissioners.

Bruce Roscoe was consulted on the treatment of Lascar Road, and recommended that we require the paving of the road from the end of CDOT pavement to the access point onto the school section.

**Previous CUP applications for gravel pits have included the following conditions:**

1. Road maintenance agreements for County roads and for on-site haul roads, including magnesium chloride application frequency, maintaining or providing material to maintain or improve County roads impacted, and improving or replacing cattle guards.
2. Widening corners on a County road.
3. Require all permits to be approved and in place prior to commencement of operations. Copies of permits shall be provided to the Land Use Office.
4. Secondary containment for fuels stored on site.
5. Weed control plan approved by Huerfano County. (In one case, this applied to along a County Road).
  - a. Reclamation Bond in the amount of \$10,000 shall be required, and site inspections will be performed by the Huerfano County Weed Manager.
  - b. County will perform baseline weed monitoring study.
  - c. Noxious weed inspection min. 4x per year.
6. Truck restrictions (which roads they will/will not use)
7. Mining to begin within one year of approval.
8. Permanent truck turning signs placed on both sides of the access location.
9. Applicant shall address dust mitigation and potential water runoff/soil erosion prior to starting the project.
10. 09-30 required renewal every six years.

#### Scope of operations of previous gravel mining CUPs

**02-043 Blasi and Son Trucking and Earthmoving:** maximum disturbance 9.5 acres at one time; 5 acres excavated and 4.5 acres for stockpile and processing.

**04-011 Franciscotti Pit:** 250-acre site mining in seven phases between 30 and 60-acres disturbed in each phase. Only 10-acres to be disturbed at a time in phases 2-7, 30-acres of Phase 1 (60 acres, including 5-acre operations/stockpile area) was previously mined and plan includes re-grading and mining; plan states that reclamation will be concurrent with mining in all phases.

**14-004 Peak View Gravel Pit:** Processed material not to exceed 69,999 tons/year; 40-acre parcel with mining plan to mine in three phases including between 10 and 14.8 acres each. Total of 200 acres to be disturbed.

**09-30 Leone Sand and Gravel:** Mining plan indicated phasing including mining on 175 acres in 8 phases ranging from 14.5 acres to 22.4 acres each with each phase covering a time span of five years.

**17-008 JW Cattle Ranch:** Disturbed area not to exceed 5.6 acres at any time. Three to four phases lasting 1.5 years from 4.1-5.6 acres to be mined at one time.

**17-015 Colorado Crushing – Perrino Pit:** On 96 acre site, a max of 90 acres to be disturbed by mining. 20 acres to be disturbed at any one time, with stockpile/processing area to cover 15 acres and up to five-acres to be actively mined.

**17-018 – HCWCD:** Pit area 7.7 acres, processing/stockpile area 4.8 acres.

**18-002 – Aught Six Ranch:** Total 10-acres.

**20-020 – Walsenburg Sand and Gravel:** 46.91 ac; 2013 CUP permitted mining on 20.18 acres, 20-020 added 26.73 acres.

#### Submittals included in previous CUPs for gravel pits:

- Letter from Colorado Parks and Wildlife (CPW). A CPW letter is required for a 112 permit, but not for a 111 permit.

- Soils report (ranging from one page to 33 pages in length) – used to determine that sufficient soil can be salvaged to reclaim disturbed lands.
- Soils and vegetation map
- Mining plan and map
- Reclamation plan and map
  - Timetable for reclamation
- Exemption letter from need for state reclamation permit from CDRMS

### **Planning Commission Recommendation**

At their meeting on 3/23, the Planning Commission recommended approval with the following conditions:

1. Traffic Control Plan – Road and Bridge Department to approve an Access Permit, signage plan, and lower truck speed limit, on Lascar between I-25 and the access/haul road.
2. Access from Lascar Rd onto Section to be as close as feasible to I-25.
3. Road Maintenance: Require paving of Lascar Rd. between the end of CDOT’s pavement and the access onto the Section.
4. Letter from Colorado City Metro District that they are authorized to haul up to 4,000 gal (or certain amount per day).
5. Noxious weed plan approved by County Weed Control Officer with security bond with an amount to be determined by the County Weed Control Officer. A one-year review to be conducted by Weed Control Officer.
6. Acreage/scope of operations: Limit scope of operations to the 30-acres described in this application. Subsequent operations subject to BOCC approval of a mining plan describing scope of future phases.
7. One-year Review: review performance vis-à-vis conditions of permit. (Upon complaint and/or as a letter from applicant attesting to compliance with each condition and describing any changes that have taken place).
8. Hours of operation: Crushing/Mining hours of operation: 7:00AM to 5:00PM; Truck Traffic hours: 7:00AM to 6:00PM; Maintenance and labor: no restriction on hours.
9. The Tom Branch Apache Creek, an intermittent stream, runs through the section. If more than the thirty acres initially proposed is to be permitted for mining, a 200 ft. setback to be required between mining operations and intermittent streambeds.
10. No explosives to be used.

### **Commission Action Options:**

1. **Approval** without any special conditions.
2. **Conditional** Approval with a description of the special conditions.
3. **Denial**, indicating for the record the reason(s) for such action.
4. **Continuation** until a future date to gather more information or obtain clarification or for any other

relevant cause.

**Enclosures**

- Application Materials
- Letter from CDOT
- Traffic Memo
- CDOT response to Traffic Memo
- Division of Reclamation Mining and Safety preliminary adequacy review, 111 Construction Materials New Permit Application Lascar Pit, Permit No. M-2023-005
- Updated Special Operations 111 Permit Application submitted to Division of Reclamation Mining and Safety.

# Lascar Pit

*February 2023*

111 Permit Application

Colorado Division of Reclamation, Mining, and  
Safety

Siete Inc.

## Introduction

The Lascar Pit is located approximately 13 miles north of Walsenburg, CO in Huerfano County at an elevation of 6503 feet. The Lascar Pit will be used as sand and gravel source for Colorado Project No. FBR 025A-045 and Federal Highway Administration Project 6982AF23C000001; therefore, this application is for a Special Operations 111 reclamation permit. The permit boundary is shown on the Existing Conditions Map. Prior to mining, the site was used for rangeland and cattle grazing and will be reclaimed as such. The depth of excavation will be approximately 20 feet. Topsoil is expected to range from 3-4 inches.

The site is bordered by rangeland to the north, south, west, and east. The General Location Map in Exhibit A details the location of the Lascar Pit. The surface and mineral rights are owned by the Colorado State Land Board. A lease to mine and sell the gravel is attached for review. The permit area will include 30.0 acres.

### 6.3.1 EXHIBIT A

#### LEGAL DESCRIPTION AND LOCATION MAP

The site is approximately 13 miles north of Walsenburg, CO. The property is surrounded by dry rangeland in each direction. County Road 650 borders the south end of the site and Interstate 25 is to the east of the property. The main site access is located at the southwest corner of the site with access from County Road 650 and is shown on the General Location.

The total permit area is 30.0 acres.

#### 1. Legal Description

A tract of land located within the west half of Section 36, Township 25 South, Range 67 West of the 6<sup>th</sup> Principal Meridian of Huerfano County in the State of Colorado.

The pit can also be described as located at with a mine entry location of:

Latitude 37.821735°

Longitude -104.847967°

## 6.3.2 EXHIBIT B SITE DESCRIPTION

### 1. Location and General Land Use Information

The site is located along Huerfano County Road 650 and Interstate 25 and is composed of dry rangeland. The parcel is currently leased for agricultural operations by the Colorado State Land Board.

### 2. Site Geology

Site geology consists of 3-4 inches of topsoil. Mining will occur to a depth of approximately 20 feet. There are no hazardous or acid forming materials expected to be encountered during excavation. See the enclosed Natural Resources Conservation Service (NRCS) soil report for more details on surface composition. A majority of the site is composed of Baca Silt Loam. This material is well drained with slow to medium runoff and moderately slow permeability. These soils are used for both rangeland and for irrigated cropland. Native vegetation is blue grama, buffalograss, western wheatgrass, broom snakeweed and cactus. Samsil-chicosa complex is also on the property and is found in rangeland. The main native vegetation and includes little bluestem, western wheatgrass, sideoats grama, blue grama, green needlegrass, sedges and forbs. It is well drained and has a medium to high surface runoff. Permeability is slow.

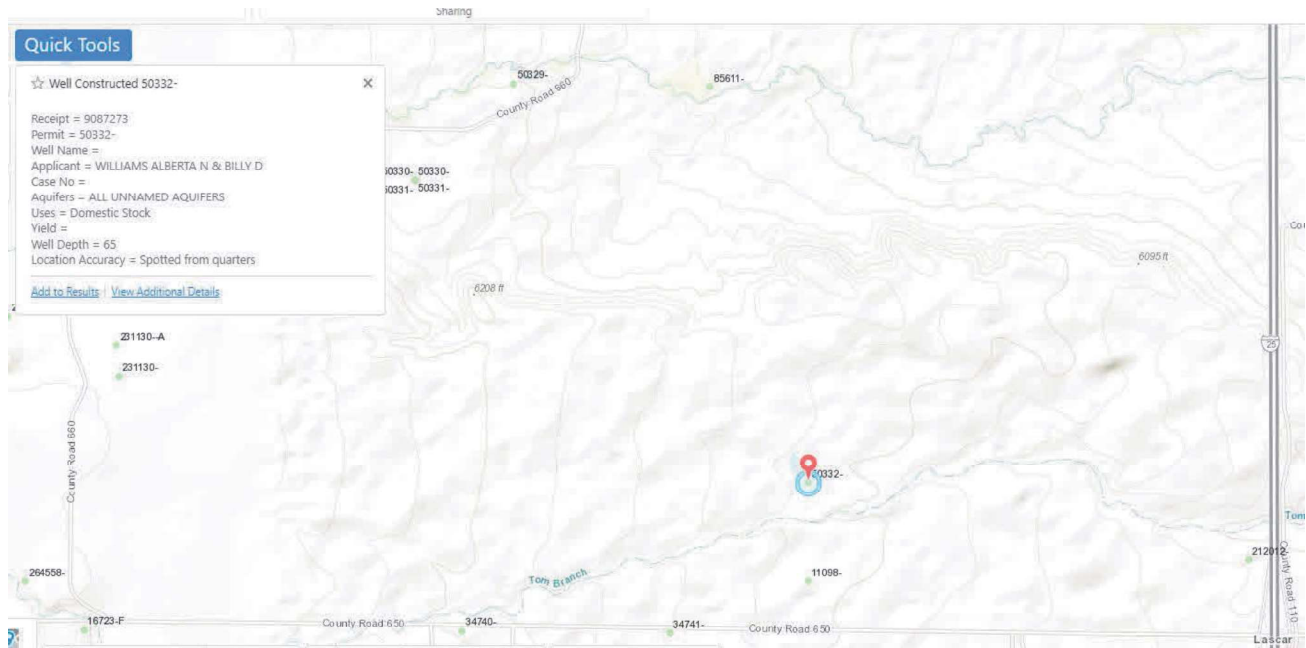
### 3. Surface Hydrology

Pre-mining topography is shown on the Existing Conditions Map. All runoff on the undisturbed site runs to the south. Stormwater will be kept from leaving the site by using topsoil and overburden stockpiles which will surround the site following the perimeter. The stockpiles will be first developed on the western edge of the site and will encircle the full area over the mine's life. This perimeter topsoil berm is shown on the Mining Map. Stormwater that occurs on site will remain on site; however, the soils should allow for stormwater to infiltrate the site and pit floor within 72 hours.

Based on data from the Division of Water Resources Well Permit Search map, groundwater is not anticipated to be encountered during any phase of mining. A structure depicted on the map



below shows the well depth at 65 feet. Mining is not anticipated deeper than 20 feet. If groundwater is encountered, excavation will be stopped. The area will then be backfilled with at least two feet of material and no mining will occur beyond that depth.



### 1. Vegetation

Vegetation at this site is typical rangeland grasses for this area and covers approximately 30-60% of the site.

### 2. Wildlife

Environmental conditions, such as food and cover availability, is limited due to the climate. Small animals (rabbits, coyotes, etc.) are found in the surrounding environment. The site may also see white tail deer, antelope, prairie dog, various snakes and lizards. Impacts to wildlife will be mitigated through a weed management plan and reseeding all mined areas with a native rangeland seed mix.

### 3. Structures

There is a fence, stock tank, water line and County Road 650 that all lie within 200' of the permit boundary.

#### 4. Soils

The NRCS soil map is included. The site contains two main soil types:

- Baca Silt Loam – 61.9%, Well-drained with slow to medium runoff
- Samsil-Chicosa Complex – 16.3%, Well-drained with medium to high runoff

### 6.3.3 EXHIBIT C MINING PLAN

#### 1. General Mining Plan

The Existing Conditions Map shows the current conditions of the Lascar Pit. The pit will provide aggregate for road construction work on Colorado Project No. FBR 025A-045 and Federal Highway Administration Project 6982AF23C000001. Mining will disturb up to 30 acres as shown on the Mining Map.

Mine access is via County Road 650 with access from Interstate 25. Mining of the gravel deposit will progress from the west side of the permit boundary and move to the east of the site. Stockpile and processing areas will be in the southwest corner of the site. The pit will be sloped to a 3H:1V or shallower to restore the site's previous drainage pattern.

A portable asphalt hot plant or concrete plant may be located at the site and will be located inside of the processing area as shown on the Mining Map. This area, as well as the stockpile and processing areas, will be prepped by removing and stockpiling topsoil for later reclamation. Mined and processed aggregate will be stored surrounding the portable processing plant(s). Topsoil and overburden berms will be stored around the perimeter of the permit boundary for later use in reclamation.

#### 2. Mining Timetable

The construction project is anticipated to February 2023, depending on weather. Mining is planned to finish by Fall 2023.

#### 3. Mine Facilities and Operation

Toxic or acid-producing materials will not be encountered during the mining operation. No blasting or explosives will occur/be used during mining nor on site. Bulk storage of fuel and small amounts of lubricants may be stored on site and will be either double walled or housed within an earthen berm that will have a capacity of at least 110% of the volume of the tanks to be kept onsite. No permanent structures will be built within the permit area as part of this operation. Water will be used to control dust on site. Water for this operation will be purchased from an offsite source in Colorado City and trucked to the site. It is estimated that the operation

will consume up to 10,000 gallons of water per day for dust suppression. Portable plants will be used onsite for rock crushing. Spray bars will be used in the crushing and screening plant to minimize dust.

Aggregate processing equipment is portable. The processing equipment may move and follow active mining throughout the site. Portable mining equipment such as loaders, dozers, trucks, and excavators will be serviced onsite as needed. Upon reclamation, all portable equipment will be removed from the site.

On-site roads are temporary and will change as mining progresses to the east. Support equipment will come to the site on an as-needed basis. Night mining activity may occur in the operation and portable lighting may be used within the pit from time to time. Portable toilets will be used for employees.

Stormwater drainage on the disturbed areas will be directed by berms that border all disturbed areas of the site. The operation will create a depressed area. No stormwater or process water will leave the site and will be directed toward the center of the disturbed area where it will infiltrate within 72 hours. Except for the highwall, slopes will be maintained at 3H:1V or shallower. As no stormwater will leave or is anticipated to leave the site, a CDPHE Storm Water Discharge permit is not required.

#### **4. Topsoil and Overburden Handling**

Topsoil will be salvaged from the disturbed areas and placed in temporary perimeter berms surrounding the disturbed area. Piles are shown at the perimeter of the permit boundary on the Mining Map. Topsoil is expected to be approximately 3-4 inches and overburden is expected to be approximately 18-30 inches. The topsoil and overburden berms will be used for reclamation to construct 3H:1V slopes or shallower. The deposit is approximately 20 feet in depth. There are no significant disturbances onsite pre-mining. The haul road will be approximately 30 feet wide and will be constructed as with any gravel road, by removing the topsoil to a width of 30 feet.

## **5. Schedule of Operations**

Mining, screening, and processing will be conducted with portable equipment between February and September 2023. Mining operations will be dictated by the project schedule. Mining may take place 6 days per week for the duration of the project.

## **6. Huerfano County Impacts and Environmental Impacts**

The impacts to Huerfano County will be limited. Minimal dust is expected from the operation as the pit and roads are watered as needed. Water used is purchased and brought on site and applied on an as-needed basis to control dust on haul roads and within the mine area.

## **6.3.4 EXHIBIT D RECLAMATION PLAN**

### **1. General Reclamation Plan**

The maximum disturbed area to be reclaimed under this permit is ~30.0 acres. Post-mining land use will return the site back to dry rangeland with native grasses. All areas of the site including will be reclaimed to 3H:1V or shallower. As described in the mining plan, reclamation will occur concurrently with mining. No interior haul roads will remain following reclamation. All reclaimed areas will be sloped, topsoil replaced and seeded with the approved seed mix.

### **2. Topsoil Replacement**

Topsoil onsite is anticipated to range from 3-4 inches thick. During mining, all topsoil will be stored in the site perimeter berm of the site and are shown on the Reclamation Map.

### **3. Haul Roads and Access**

One entrance road will connect the site to County Road 650. Onsite haul roads will move as mining moves throughout the site. No interior haul roads will remain following reclamation.

### **4. Reclamation Timetable**

Reclamation will occur concurrently with mining. Topsoiling and seeding will occur between the Fall 2023 and Spring 2024.

### **5. Revegetation Plan**

For reclamation, seed will be drilled. Heavy furrows may be left to help concentrate moisture and provide shade for vegetation establishment. An NRCS approved seed mix will be used. It is anticipated that the following mix would be adequate for reclamation purposes.

**Native Grass Seed Mix**

<b>SPECIES</b>	<b>APPLICATION RATE (drilled)</b>
Western Wheatgrass	16 pounds of pure live seed per acre
Blue Grama	1.2 pounds of pure live seed per acre
Galleta	1.6 pounds of pure live seed per acre
Sand Dropseed	0.1 pounds of pure live seed per acre
Winter Fat	0.1 pounds of pure live seed per acre

**6. Post-Reclamation Site Drainage**

Final reclamation surfaces will be graded so that waters flow in a similar path to the original pre-mining path. Any onsite water will infiltrate within 72 hours.

**7. Monitoring Reclamation Success**

The local NRCS office may assist in any reclamation issues or to help control erosion. Weed mitigation will occur through mechanical removal. If there are issues that arise regarding noxious weed control, Siete Inc. will contact the Huerfano County Noxious Weed Coordinator for guidance.

**8. Reclamation Bond**

The bond for the site will be based upon \$2,500 per acre. The site will have 30.0 acres of disturbance. Since a fraction of an acre is counted a whole acre by the Division, the bond will be  $30.0 \text{ acres} \times \$2,500.00 \text{ per acre} = \$75,000.00$ .

Reclamation cost estimates were calculated on a per acre basis and applied to maximum active mining area of 30 acres.

<b>Direct Tasks</b>	<b>Unit</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total Cost</b>
Placing Topsoil/Fines				
Bull Dozer	Hours	0.33	\$145.00	\$47.85
Loader	Hours	0.33	\$145.00	\$47.85
Seeding				
Broadcasting	Hours	0.33	\$300.00	\$99.00
Seed Mix	Acre	1	\$350.00	\$350.00
Mulch	Acre	1	\$187.50	\$187.50
Tracking seed/mulch				
Dozer	Hours	0.33	\$154.00	\$50.82
Area Reclaimed	Acre	30		\$23,490.60
Mobilization Fee	Hours	5	\$100	\$500.00
<b>Indirect Tasks</b>				
Liability Insurance			0.0155	\$364.00
Performance Bond			0.015	\$352.00
Profit			0.1	\$2,349.00
Job Superintendent	Hours	20	\$88.00	\$1,760.00
Miscellaneous Indirect			0.0925	\$2,172.00
<b>Total Bond</b>				\$30,987.60



### **6.3.5 EXHIBIT E MAPS**

Existing Conditions Map

Mining Map

Reclamation Map

### **6.3.6 EXHIBIT F**

#### **LIST OF OTHER PERMITS AND LICENSES REQUIRED**

The following permits are necessary for the full operation of the Lascar Pit:

1. APEN – A fugitive air emissions permit is needed from the Colorado Department of Public Health and Environment. Air emissions permits will be in place for all equipment and portable plants utilized on site which require a permit.
2. Huerfano County Special Use Permit.

### **6.3.7 EXHIBIT G**

#### **SOURCE OF RIGHT-TO-ENTER**

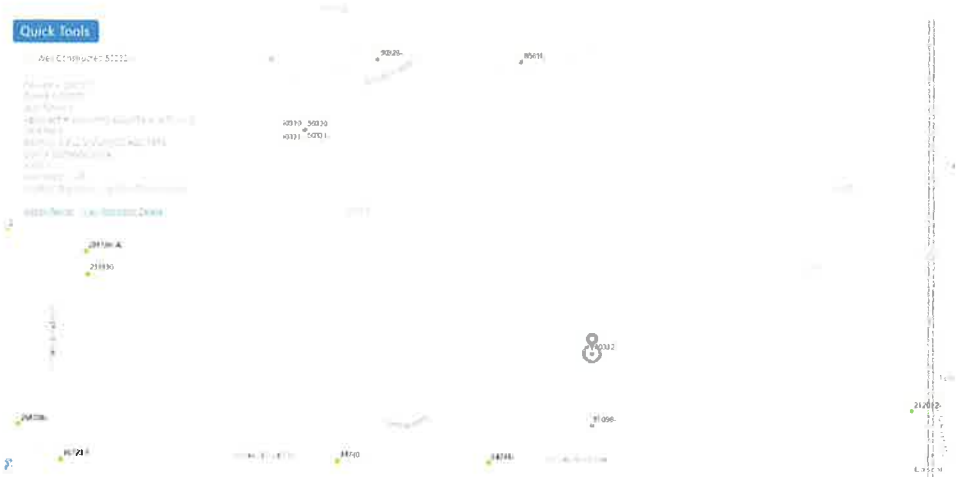
The surface and mineral owner of the property which will be mined is the Colorado State Land Board. The Operator is Siete Inc. Attached is the lease between the two entities.

**6.3.8 EXHIBIT H**  
**MUNICIPALITIES WITHIN TWO MILES**

There are no municipalities within two miles of the site.



**PFM Consulting LLC**



Site is working to get a Colorado Division of Reclamation, Mining and Safety 111 Permit for this site, as well as an APEN (fugitive air emissions permit) through the Colorado Department of Public Health and Environment.

- The adjacent landowners are as follows:
- Paula Bezona Williams
  - Richard L and Nancy C Reding
  - Great Western Land & Cattle Inc.
  - Trustee of Yelena Choin
  - Tri Crown LLC
  - Marksheffel-Woodmen Investments

Warm Regards,

  
Jodi Schreiber  
Owner, PFM Consulting LLC

1774 N. Cougar Drive  
Pueblo West, CO 81007  
(719) 529-0916  
pfmconsultingcompany@gmail.com  
www.pfmconsultingllc.com



## GENERAL LAND USE APPLICATION

Application File No.: \_\_\_\_\_

### 1. ACTION(S) REQUESTED:

- X Conditional Use Permit Application
  - Conditional Use Application / Marijuana
  - Conditional Use Application / Oil, Gas or Uranium Exploration and/or Development
  - Rezoning
  - Variance
  - Subdivision Exemption
  - Plat Amendment
  - Plat Correction
  - Road Right-of-Way or Easement Vacation
  - Lot Consolidation
  - Other Actions (specify): \_\_\_\_\_
- Sign Permit
  - Temporary Use or Assembly Permit
  - H.B. 1041 Text Amendment
  - H.B. 1041 Development Permit
  - H.B. 1041 Flood Plain Exemption
  - Comprehensive Plan Text of Map Amendment
- PUD or non-PUD Subdivision Approval:
- Sketch Plan
  - Preliminary Plan
  - Final Plat / Subdivision Improvement Agreement
  - Re-hearing of Denied Application

### 2. APPLICATION STATUS (for County use only):

Date Application Received: \_\_\_\_\_ Application Fees Required: \_\_\_\_\_  
Received By: \_\_\_\_\_ Date Application Fees Paid: \_\_\_\_\_

### 3. APPLICATION AND OWNER INFORMATION:

Name of Applicant: Siete, Inc.  
Applicant's Mailing Address: 8155 Park Road, PO Box 202, Rye, CO 81069  
Applicant's Telephone and/or FAX: 719-529-0916  
Applicant's E-Mail Address: pfmconsultingcompany@gmail.com  
Name of Land Owner: Colorado State Land Board  
Land Owner's Mailing Address: 1127 Sherman Street, Suite 300, Denver, CO 80203  
Land Owner's Telephone and/or FAX: 303-866-3454

### 4. SUMMARY OF APPLICATION:

Land Area included within the scope of this Application: 640  Square Feet or  X Acres  
Parcel (Schedule) Number (Available from Assessor): \_\_\_\_\_  
Legal description of land on which action is proposed (please attach the legal description to this Application)  
Existing Zoning District(s): \_\_\_\_\_  
Proposed New District(s): Not Applicable  
Number of Existing Lots: 1  
Number of Proposed Lots: 1  
Number of Proposed Dwelling Units: 0

Huerfano County Land Use Department  
401 Main Street, Suite 304  
Walsenburg, Colorado 81089  
(719) 738-3000 ext. 108



Item 6a.

### GENERAL LAND USE APPLICATION

Proposed Average Lot Size: Not Applicable

If a Variance Request, please state the reason for the Variance(s): \_\_\_\_\_

Is all or a portion of the subject land located in a potential flood plain area, or are there areas with slopes in excess of twenty percent (20%)?  YES  NO

If YES, which of these conditions exist? \_\_\_\_\_

Value of proposed new development: Not Applicable

Will the proposed project require any State or Federal permits? If  YES  NO

YES, please list all permits or approvals required: \_\_\_\_\_

Colo. Division of Reclamation Mining and Safety Permit, Colo. Dept. of Public Health APEN

If a H.B. 1041 permit is required, for what matters of local concern and state interest? \_\_\_\_\_

Not Applicable

Please list any additional pertinent information: \_\_\_\_\_

#### 5. CERTIFICATION BY THE APPLICANT:

I hereby certify that this Application is made with full knowledge of the design standards, all fees, procedures, public hearing and meeting requirements contained in the Huerfano County Land Use Regulations. Furthermore, I understand that all land use permits are non-transferable, unless specifically approved by the Huerfano County Board of County Commissioners. The Board of County Commissioners may impose permit transfer fees as it deems appropriate. I also understand that issuance of a permit does not relieve me of the requirement to comply with all federal, state, and local laws as well as all relevant subdivision regulations, declarations, and covenants. All documents submitted may be subject to internet publishing.

Signature of Applicant: [Signature] Date: 2-8-23

Printed Name: Baxter Kirkland

#### 6. ACTION (by the authorized permitting authority):

Final Approval  Conditional Approval  Denial

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_





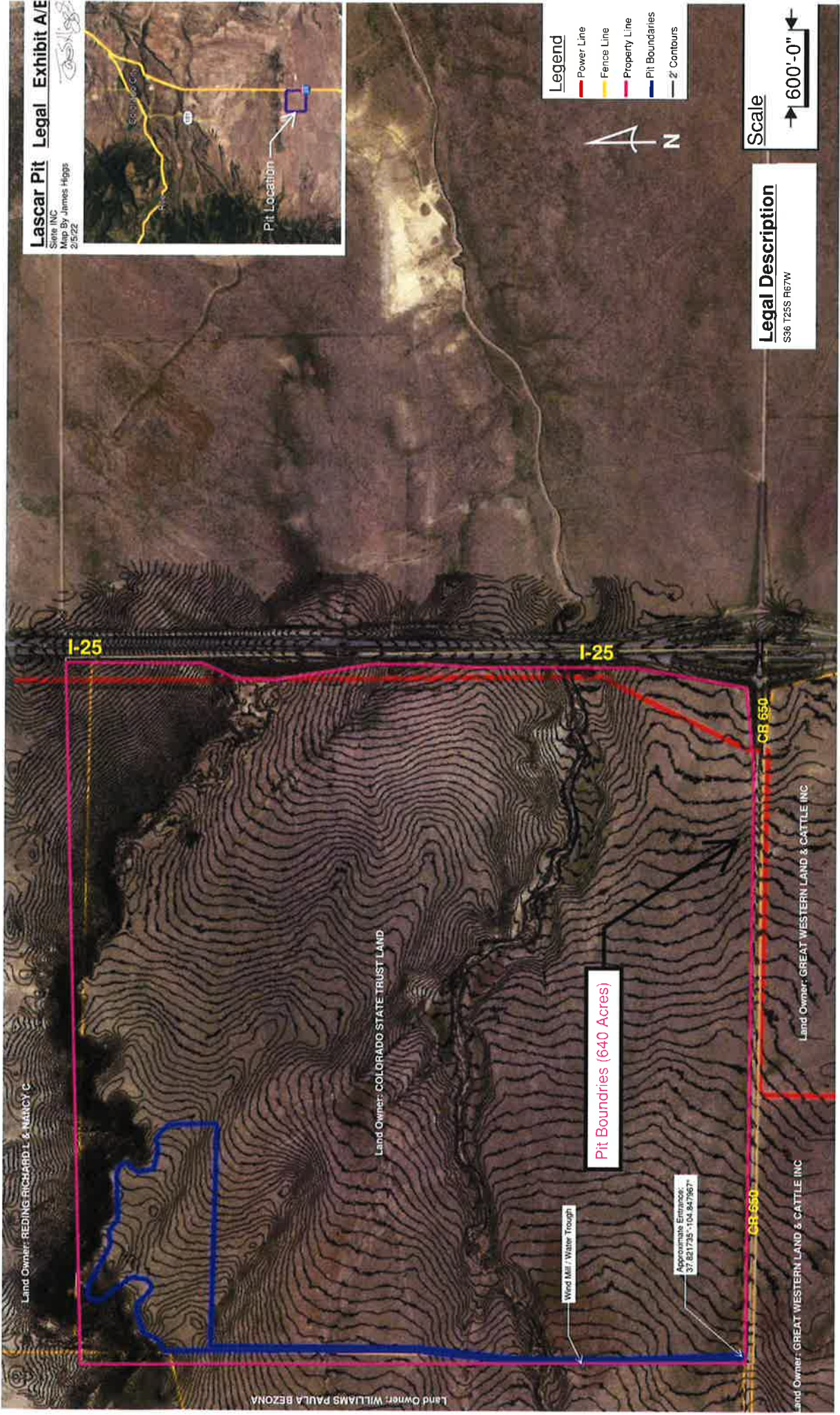
This work shall be determined in the field. Pit location shall be determined in the field. Erosion berm shall be determined in the field. Erosion berm shall be determined in the field.

Item 6a.



**Lascar Pit Legal Exhibit A/E**  
 Site INC  
 Map By James Higgs  
 2/3/22

Pit Location



Item 6a.



## PFM Consulting LLC

Colorado Department of Transportation  
R2-Permits-Access-Traffic and Safety  
5615 Willis Blvd. Suite A  
Pueblo, CO 81008

RE: Lascar Pit Traffic Memo – Huerfano County I-25 and County Road 650

February 26<sup>th</sup>, 2023

Ms. Guagliardo,

Please accept this and the included map as the Traffic Memo for I-25- Huerfano County MM64. This access is being requested as a part of a gravel pit project that is being developed in Huerfano County to produce aggregate for CDOT Project No. FBR 025A-045 and for Federal Highway Administration Project 6982AF23C000001. This site will encompass 30 acres for these two projects and will expand as demand warrants. The site is anticipated to be operation for 15-20 years.

This site will be regulated by several county and state agencies. Huerfano County Land Use is in the process of approving a Special Use Permit for the operation. Additionally, the Colorado Department of Natural Resources Division of Reclamation, Mining and Safety requires a Special Operations 111 Reclamation Permit Application. The Colorado Department of Public Health and Environment requires an Air Pollution Emission Notice (APEN). Based upon these permits and their production limits, we can reasonably estimate traffic volumes, due to restrictions that these permits put on the project itself.

Based upon production limits mentioned above, the project estimates no greater than 70 semi-truck (belly dump) loads being hauled from the site in any given day. This number is based upon being able to load each truck with 28 tons of aggregate material. This level of traffic will occur during the construction of the above-referenced projects and will be significantly less during normal business operations throughout the rest of the year. To produce aggregate for these projects, the site would see heavier activity from March of 2023 to the Fall of 2023. A more realistic number following the projects is 70,000-100,000 tons of aggregate being hauled from the site, which would lower the daily truck count to 15-17. The site anticipates running from 7 am to 5 pm Monday through Friday. The highest truck traffic per hour based on 70 trucks per day would be 7 trucks per hour. The lower average of hourly truck traffic would then be anywhere from 2-4 trucks per hour. Converting the highest level of traffic to a passenger car equivalent is 21 trucks per hour.

1774 N. Cougar Drive  
Pueblo West, CO 81007  
(719) 529-0916  
pfmconsultingcompany@gmail.com  
www.pfmconsultingllc.com



## PFM Consulting LLC

The number of employees at the site would be approximately 6. The traffic from these employees would be at 6-7 a.m. and then again around 5-6 p.m. There may be local vendors (i.e., maintenance vendors) who would be onsite on an occasional basis. This traffic is difficult to estimate but would range from 1-2 vehicles per day at a maximum. Based upon these assumptions, the highest daily vehicle count would be 218. Again, this site would run approximately 10 hours per day, so this would equate to 22 passenger car equivalents per hour.

As this site will be an operational gravel pit, there is not one designated haul route. The haul route will be driven by the local economy and aggregate sales. The two projects listed above will move gravel both north and south on I-25 from this site. This will split the impact to the on/off ramps by moving aggregate in two different directions.

The current access road will be Huerfano County Road 650 south of the parcel. The pit will use the far westerly edge of the section to access the gravel site. Please see the attached map for a detail of the location of the interior haul road and how that intersects Huerfano County Road 650 and I-25.

Please let me know if you need any additional information to proceed with the Access Permit Application

Warm Regards,

*Jodi Schreiber*

Jodi Schreiber, Owner  
PFM Consulting LLC

1774 N. Cougar Drive  
Pueblo West, CO 81007  
(719) 529-0916  
pfmconsultingcompany@gmail.com  
www.pfmconsultingllc.com





March 23, 2023

Petition for Subdivision Exemption

In response to a petition for a subdivision exemption, the Huerfano County Board of County Commissioners recognizes that the creation of parcels 29410, 29445 and 29817, created in 1976, were exempt from the definition of "subdivision" or "subdivided land" when they were created due to the following considerations:

1. Abel Manzanares, who recently sold parcel 29410 petitioned the Board of County Commissioners of Huerfano County, Colorado, for a recognition that the creation of parcel 29410 was exempt from the definition of the terms "subdivision" and "subdivided land" under the Subdivision Regulations of Huerfano County, Colorado, adopted September 11, 1972; and
2. C.R.S. 30-28- 101 ( 10) ( a)-(d), as amended, establishes the definition of the terms "Subdivision" and "Subdivided Land", and gives county commissioners the authority to exempt from the terms "subdivision" and "subdivided land" any division of land if the board of county commissioners determines that such division is not within the purposes of part 1 of CRS 30-28-101; and
3. Section 2.04 of the Land Use Code of Huerfano County provides that the Board of County Commissioners may, pursuant to rules and regulations contained herein or by individual resolution, exempt from the definition of the terms "subdivision", "subdivided land" or any division of land if the Board of County Commissioners determines that such division is not within the purposes of these regulations or the purposes of the subdivision laws of the State of Colorado. See BOCC Resolution No. 12-15, Definitions, for a partial listing of divisions of land exempted from the terms "subdivision" and "subdivided land"; and
4. Section 2.04.01 of the Land Use Code of Huerfano County provides an exemption for family transactions such that the terms "subdivision" and "subdivided land" shall not apply to any division of land which is created by and for the purpose of a gift, transfer, or sale by a parent to his or her offspring, whether related by blood, marriage or legal adoption, or by such offspring to a parent or grandparent, or by a legally appointed guardian to a person under that guardian's care, so long as the parcel created fully conforms to the zoning and other provisions contained within these regulations and the original parcel is not within a platted subdivision that was created by a non-exempted subdivision process approved by the Board of County Commissioners. Such gift, sale or transfer shall be specifically prohibited from creating nonconforming lots. For minimum conforming lot areas allowed by zoning district, see the Huerfano County Zoning Regulation; and
5. Parcels 29410 and 29445 were created by Mucio Manzanares, who gifted his son, John Manzanares half of his 24.5-acre parcel (Book 345 Page 428 and Book 345 Page 427). John Manzanares then deeded on the same day, June 1, 1976, four of the 12.5-acres given to him to Arthur Eloy and Mary Elizabeth Martinez for \$10, creating Parcel No. 29817 (Book 345-340). John Manzanares passed parcel 29410 on to his son, Abel Manzanares in 1988; and
6. The parcels created conformed with the zoning regulations in place at the time; and

HUERFANO COUNTY LAND USE  
401 MAIN STREET, SUITE 304  
WALSENBURG, COLORADO 81089  
719-738-1220, EXT. 506



7. Section 2.04.03 of the Land Use Code of Huerfano County states that family transaction exemptions “do not require review by the Planning Commission or approval from the Board of County Commissioners.” Therefore, there would be no record of such exemption, as none was found; and
8. The petitioner requires recognition of the exemption of Parcel 29410 for an application to the Division of Water Resources to apply for a well permit to use an existing well on the property that was dug in the 1970s.

Based upon the above considerations, the Board of County Commissioners recognizes that the division of the above described parcels meets the criteria for an exemption from the definition of a “subdivision” or “subdivided” land when they were created in 1976, and the parcels are hereby deemed exempt.

Recognized this 28<sup>th</sup> day of March, 2023 by the Board of County Commissioners of Huerfano County, Colorado

BY \_\_\_\_\_  
John Galusha, Chairman

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

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

BY \_\_\_\_\_  
County Clerk and Recorder  
Erica Vigil

March 16, 2023

To: Sky Tallman  
Director, Huerfano County Land Use  
[stallman@huerfano.us](mailto:stallman@huerfano.us)

From: Abel Manzanares

Subject: 8431 County Road, Walsenburg, Co. 81089

Mr. Tallman,

My father, John Manzanares and his uncle, Mucio Manzanares were gifted 24.50 acres by their aunt, Florita Naranjo. The date of this transaction was July 28, 1962.

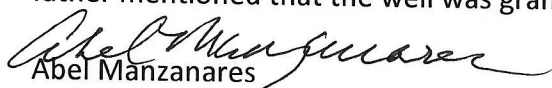
On November 03, 1976, the two parties equally divided the 24.50 acres. On the same date, Mucio Manzanares deeded his 12.25 acres to John Manzanares. My father, John, sold 4 acres to Arthur Eloy and his wife Mary Elizabeth Martinez in 1976. On January 1988, the property was deeded to me, Abel Manzanares.

Brief history of the remaining 8.25 acres land use. My father and mother lived in a trailer while the cabin was being built. The property was the gathering place for family and friends. The cabin was completed in the 1970's, date unknown. My parents were active in 4-H and their grandchildren raised their 4-H animals on the property. My father also had horses, sheep and cows. He leased some of the state land for his cattle. I remember all the farmers and ranchers as being neighborly and would help each other.

I started the process for the well permit in December of 2021. The well was reconstructed in November 2022 by Andreatta Well Service. In February of 2022, I was ill for some time which delayed the process for the well permit.

In closing, my sister and I sold the property in January 2022. It was a difficult decision to let go of the property, a lot of memories. Our family is so spread out and the cabin not being used by family and due to my 82 years of age, I found it difficult to keep the property in good order. I would make it known that my parents are buried on the property in question. The cemetery is registered in Huerfano County.

The well, I think, was started in the 1970's about the same time the cabin was completed. My father mentioned that the well was grandfathered as part of the property.

  
Abel Manzanares

[manzaem@outlook.com](mailto:manzaem@outlook.com)

719-251-4475

INDEXED  
STATE OF COLORADO  
COUNTY OF HUERFANO

Filed for record on 20th day of Nov. A. D. 1976 at 3:40 P. M.

Reception No. 263910

BOOK 345 PAGE 427

By *Robert P. Groves*  
*Quay A. ...*  
RECORDER.  
DEPUTY.

**This Deed,** Made this first day of June in the year of our Lord one thousand nine hundred and seventy-six between Mucio Manzanares

whose street address is \_\_\_\_\_, City or Town of \_\_\_\_\_, County of Huerfano and State of Colorado, of the first part, and John B. Manzanares whose street address is 210 Welton, City of ~~El Paso~~ Huerfano County of Huerfano and State of Colorado, of the second part,

Witnesseth, That the said part \_\_\_\_\_ of the first part, for and in consideration of the sum of TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATIONS DOLLARS, to the said part y \_\_\_\_\_ of the first part in hand paid by the said part y \_\_\_\_\_ of the second part, the receipt whereof is hereby confessed and acknowledged, ha \_\_\_\_\_ remised, released, sold, conveyed and **Quit-Claimed**, and by these presents do es \_\_\_\_\_ remise, release, sell, convey and **Quit-Claim** unto the said part y \_\_\_\_\_ of the second part, his heirs and assigns, forever, all the right, title, interest, claim and demand which the said part y \_\_\_\_\_ of the first part ha S \_\_\_\_\_ in and to the following described \_\_\_\_\_ situate, lying and being in the \_\_\_\_\_ County of Huerfano and State of Colorado, to-wit:

The East  $\frac{1}{2}$  of part of the NE $\frac{1}{4}$  NE $\frac{1}{4}$ , Section 20, Township 29 South of Range 66 West of the 6th P.M. more particularly described as follows:  
Beginning on the north boundary line of Section 20-29-66, at a point 2279.9 feet East of the N $\frac{1}{4}$  corner of said section and running thence South parallel with Section line 1342 feet, thence East of sub-division line 360 feet, thence North 1342 feet, thence West 360 feet to place of beginning.  
Containing 12.25 acres more or less.

STATE DOCUMENTARY FEE  
Date 11-2-76  
*St. Road*

To Have and to Hold the Same, Together with all and singular the appurtenances and privileges thereunto belonging or in anywise thereunto appertaining, and all the estate, right, title, interest and claim whatsoever of the said part y \_\_\_\_\_ of the first part, either in law or equity, to the only proper use, benefit and behoof of the said part y \_\_\_\_\_ of the second part, his heirs and assigns, forever.

In Witness Whereof, The said part y \_\_\_\_\_ of the first part ha S hereunto set his hand and seal the day and year first above written.

Signed, Sealed and Delivered in Presence of

*Mucio Manzanares* (SEAL)

..... (SEAL)

..... (SEAL)

..... (SEAL)



STATE OF COLORADO, Pueblo } ss.  
County of ~~Huerfano~~ \_\_\_\_\_

acknowledged before me this first day of June, 19 76 by Mucio Manzanares

The foregoing instrument was

Witness my hand and official seal.

My commission expires 11/21/78

*Emma R. Groves*  
NOTARY PUBLIC.

Mailing Address for Future Tax Notices \_\_\_\_\_ Name \_\_\_\_\_ Mailing Address \_\_\_\_\_



STATE OF COLORADO  
COUNTY OF HUERFANO

Filed for record the 29<sup>th</sup> day of Oct. A. D. 1976 at 11:10 A.M.  
No. 263809 BOOK 345 PAGE 340

Albert P. Vigil  
By Judy Williams RECORDER

INDEXED

**This Deed,** Made this first day of June in the year of our Lord one thousand nine hundred and seventy-six between John B. Manzanares

of the County of Huerfano and State of Colorado, of the first part, and  
Arthur Eloy Martinez and Mary Elizabeth Martinez  
P.O. Box 5232 Oakland California  
of the County of Contra Costa and State of California, of the second part;

Witnesseth, That the said part y of the first part, for and in consideration of the sum of TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATIONS Dollars, to the said part y of the first part in hand paid by the said parties of the second part, the receipt whereof is hereby confessed and acknowledged, ha S remised, released, sold and quit-claimed, and by these presents do ES remise, release, sell and quit-claim, unto the said parties of the second part, not in tenancy in common but in joint tenancy, the survivor of them, their assigns and the heirs and assigns of such survivors forever, all the following described lot or parcel of land, situate, lying and being in the County of Huerfano and State of Colorado, to-wit:

Beginning at the NE Quarter Corner of Section 20-29-66 thence South 816 feet to place of beginning. Thence 526 feet South, thence West 360 feet, thence North 50 feet, thence 600 feet more or less diagonally to the place of beginning and containing 4 acres more or less.

STATE DOCUMENTARY FEE  
Date 10/29/76  
\$ 10.00

To Have and to Hold the Same, Together with all and singular the appurtenances and privileges thereunto belonging or in anywise thereunto appertaining, and all the estate, right, title, interest and claim whatsoever of the said part y of the first part, either in law or equity, to the only proper use, benefit and behoof of the said parties of the second part, the survivors of them, their assigns and the heirs and assigns of said survivors forever.

In Witness Whereof, The said part y of the first part ha S hereunto set his hand and seal the day and year first above written.  
Signed, Sealed and Delivered in the Presence of  
John B. Manzanares Seal  
Seal  
Seal

STATE OF COLORADO, } ss.  
County of Huerfano  
I, Judy Williams, Deputy County Clerk a Notary Public in and for said Huerfano County, in the State aforesaid, do hereby certify that

John B. Manzanares who is personally known to me to be the person whose name subscribed to the foregoing Deed, appeared before me this day in person, and acknowledged that he signed, sealed and delivered the said instrument of writing as his free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and notarial seal, this day of June, A. D. 1976  
My commission expires term of office  
Albert P. Vigil County Clerk  
By Judy Williams Deputy Notary Public

STATE OF COLORADO  
 COUNTY OF HUERFANO  
 File for record the 20th day of Nov A. D. 1976 at 2:45 P.M. About P. Vigil  
 Recorder. DEPUTY. Judy Archuleta  
 Registration No. 263911  
 BOOK 345 PAGE 423

INDEXED

This Deed, Made this first day of June in the year of our Lord

one thousand nine hundred and seventy-six between John B. Manzanares  
 whose street address is 210 Welton Street, City or Town of Walsenburg, and  
 of the County of Huerfano and State of Colorado, of the first part, and  
 Mucio Manzanares  
 whose street address is 801 West 18th St., City or Town of Pueblo, and  
 of the County of Pueblo and State of Colorado, of the second part;

Witnesseth, That the said party of the first part, for and in consideration of the sum of  
 TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATIONS DOLLARS,  
 to the said party of the first part in hand paid by the said parties of the second part, the receipt whereof is hereby con-  
 fessed and acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell,  
 convey and confirm, unto the said parties of the second part, not in tenancy in common but in joint tenancy, the survivor of  
 them, their assigns and the heirs and assigns of such survivor forever, all the following described lot or parcel of land  
 situate, lying and being in the County of and State of Colorado, to-wit:

The West 1/2 of part of the NE 1/4 NE 1/4, Section 20, Township 29  
 South of Range 66 West of the 6th P.M. more particularly  
 described as follows:  
 Beginning on the North Boundary line of Section 20-29-66, at  
 a point 1919.9 feet East of the N 1/4 corner of said section and  
 running thence South parallel with Section line 1342 feet, thence  
 East on sub-division line 360 feet, thence North 1342 feet,  
 thence West 360 feet to place of beginning.  
 Containing 12.25 acres more or less.

STATE OF COLORADO  
 DEED  
 11-23-76  
 1st Deed

Together with all and singular the hereditaments and appurtenances thereunto belonging, or in anywise appertaining,  
 and the reversion and reversions, remainder and remainders, rents, issues and profits thereof; and all the estate, right, title,  
 interest, claim and demand whatsoever of the said party of the first part, either in law or equity, of, in and to the above  
 bargained premises, with the hereditaments and appurtenances.

To Have and to Hold the said premises above bargained and described, with the appurtenances, unto the said parties of  
 the second part, the survivor of them, their assigns and the heirs and assigns of such survivor forever. And the said part  
 of the first part, for sel heirs, executors, and administrators, do covenant, grant,  
 bargain and agree to and with the said parties of the second part, the survivor of them, their assigns and the heirs and assigns  
 of such survivor, that at the time of the ensembling and delivery of these presents, well seized of the premises  
 above conveyed, as of good, sure, perfect, absolute and indefeasible estate of inheritance, in law, in fee simple, and in a  
 good right, full power and lawful authority to grant, bargain, sell and convey the same in manner and form aforesaid, and that  
 the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments and incumbrances of  
 whatever kind or nature soever,

and the above bargained premises in the quiet and peaceable possession of the said parties of the second part, the survivor of  
 them, their assigns and the heirs and assigns of such survivor, against all and every person or persons lawfully claiming or  
 to claim the whole or any part thereof, the said party of the first part shall and will WARRANT AND FOREVER  
 DEFEND.

In Witness Whereof, The said party of the first part ha hereunto set hand and  
 seal the day and year first above written.

Signed, Sealed and Delivered in the Presence of

John B. Manzanares (SEAL)  
 \_\_\_\_\_ (SEAL)  
 \_\_\_\_\_ (SEAL)



STATE OF COLORADO, } ss.  
 County of Pueblo } The foregoing instrument was acknowledged  
 before me this 1st day of November, 1976  
 by John B. Manzanares

Witness my hand and official seal.  
 My commission expires November 21, 1978

Donna J. Groves  
 Notary Public.

**Huerfano County Land Use  
401 Main Street, Suite 304  
Walsenburg, Colorado 81089  
719-738-1220, Ext. 117**



Item 6c.

# **Staff Report**

## **Review of CUP 15-010 Walsenburg Cannabis**

### **Board of County Commissioners**

**Meeting Date: 03/228/2023**

**Introduction:** With this application The Huerfano Code Enforcement has found this CUP 15-010 to be in violation of Section 18.04.01 and 18.3.1 of the Land Use Code, and have attempted to contact the owner(s) without adequate response. The Facility has been vacant since before August 1, 2022 (See code reference 13.3.1 on page 2). On March 23, 2023, the Huerfano County Planning Commission reviewed this CUP and recommended that the Board of County Commissioners begin the revocation process outlined in Section 1.06.04, which requires Commissioners to schedule a public hearing. Following the conduct of the public hearing, as specified in Section 1.06.02, the Board shall act to revoke, not to revoke or to impose additional or amended conditions or sanctions on the conditional use approval holder.

#### **Background**

- The facility is located at 23054 US Hwy 160 near the Spanish Peaks Regional Medical Center and Lathrop State Park.
- The original CUP 15-010 was granted to DDS Ltd. The PW CO CanRE Walsenburg and Walsenburg Cannabis then transferred the CUP into their name.
- On August 26<sup>th</sup> 2021 the Board of County Commissioners approved the amendment to CUP #15-010, which transferred CUP 15-010 and gave specific facility operator approval to transfer Site 1. Case reference number: 21-15-010 Amendment.
- The applicants at time were Cedric Crockett, Jared Schrader, and David Lesser.
- Building permits for greenhouses #21-185, 21-205 and 21-206, were pulled on 11/9/21 and 12/6/21.
- When the Huerfano County Building Department went to do pier hole inspections they were notified that Cedric Crockett had no further affiliation with Walsenburg Cannabis.

#### **Code Enforcement**

- In July, 2022, Huerfano County Code Enforcement was informed that Walsenburg Cannabis was no longer in operation. Huerfano County Code Enforcement was also informed that the doors had closed and all of the plants that were being grown were destroyed through a wood chipper. A phone call was made to Jared Schrader who informed Huerfano County Code Enforcement that the operation had been shut down, but he declined to give an explanation.
- On September 28<sup>th</sup>, 2022 an email was sent out to David Lesser, the only other known owner, and no response was received. A second email was sent out to David Lesser on November 7, 2022, which he had not responded to by November 15<sup>th</sup>, 2022. Mr. Lesser was contacted again on November 17<sup>th</sup>, 2022. Since then, there has been no further communication with Mr. Lesser. The email was to inquire about Mr. Lesser's intention with the future of Walsenburg Cannabis. The emails also explained that CUP 15-010 would go to the Huerfano County Planning

Commission after February 1, 2023 to be considered for revocation. Two phone calls were placed to each of the numbers that were listed and messages left for Mr. Lesser with no return call.

- No building inspections have been conducted in over a year by the Huerfano County Building Department. Section 18.04.01.02 states that final inspections must be performed within one year of the building permit approval. There has been no communication on the building side of things.
- There were conditions put forth by the Huerfano County BOCC to the amendment to CUP 15-010 at their August 21, 2021 meeting. One of those conditions was that the Planning Commission would hold a compliance review after one year from the date of the CUP approval. No compliance review done as the facility was no longer in operation.

## Code References

### 18.3.1 Abandonment.

Any facility that ceases operations for a period of six (6) consecutive months shall be considered abandoned and the Conditional Use Permit issued therefor may be revoked on such grounds following the procedure set forth under Section 1.06.04 of the Huerfano County Zoning Regulations.

### 18.04.01 Time of application and operation.

- 18.04.01.01 Annual Compliance Reviews shall be performed by the Board of County Commissioners, or its designees, no later than 30 days following the anniversary date of the issuance of a Commercial Building Permit.
- 18.04.01.02 All required construction permits must be in place within forty-five (45) days of CUP approval, construction must begin within 180 days of building permit approval, and all final building inspections must be performed within one year of the building permit approval.
- 18.04.01.03 Failure to meet any of the foregoing thresholds may result in revocation of the CUP.

### 1.06.04 Review and Revocation of a Conditional Use Approval

At such intervals as it may have specified in its decision granting a conditional use approval or by its own initiative or upon request by the Planning Commission or the Zoning Enforcement Officer, the Board of County Commissioners shall request the Planning Commission to review the terms, conditions or other provisions of conditional use approvals issued by the Board. Upon review of the approval provisions, the Planning Commission may specify time periods in which any violations of the terms or conditions shall be corrected and request the Zoning Enforcement Officer to report upon the action(s) taken to remedy the specified deficiencies. If the Planning Commission recommends revocation of the conditional use approval, such recommendation and the reasons for it shall be forwarded to the Huerfano County Board of County Commissioners. Within ten (10) working days of receiving that recommendation the Board of County Commissioners shall schedule a public hearing by the Board, as specified in Section 1.06.02. Following the conduct of the public hearing, as specified in Section 1.06.02, the Board shall act to revoke, not to revoke or to impose additional or amended conditions or sanctions on the conditional use approval holder. Failure of the approval holder to comply within the stipulated time periods with any of the original conditions under which the permit was issued or to comply with any amended conditional use application provisions shall be adequate reason for revocation of a conditional use permit without additional hearings or administrative remedies.

## Staff Comments

Because no compliance review was conducted as per 18.04.01.01 and the permit holders have declined to communicate with Huerfano County Code Enforcement, Walsenburg Cannabis is not in compliance with Section 18 of the Land Use Code and the terms of CUP 15-010.

**Planning Commission Recommendations:**

On March 23, 2023 the Huerfano County Planning Commission unanimously voted to send CUP 15-010 Walsenburg Cannabis to the Huerfano County Board of County Commissioners with the recommendation to begin the revocation process of CUP-010 due to non-compliance of the following Huerfano County Marijuana Regulations:

18.04.01 Time of application and operation.

18.04.01.01 Annual Compliance Reviews shall be performed by the Board of County Commissioners, or its designees, no later than 30 days following the anniversary date of the issuance of a Commercial Building Permit.

18.04.01.02 All required construction permits must be in place within forty-five (45) days of CUP approval, construction must begin within 180 days of building permit approval, and all final building inspections must be performed within one year of the building permit approval.

18.04.01.03 Failure to meet any of the foregoing thresholds may result in revocation of the CUP.

**Action Options for the Board of County Commissioners**

Within ten (10) days of reviewing this CUP and recommendation from the Planning Commission, decide whether to schedule a public hearing to consider the revocation of CUP 15-010.

Should the Board of County Commissioners schedule a public hearing, upon closing the public hearing, the Board shall act to revoke, not to revoke or to impose additional or amended conditions or sanctions on the conditional use approval holder.



Huerfano County  
Land Use Office  
401 Main St. Suite 304  
Walsenburg, Colorado 81089  
719-738-1220, ext. 119



Item 6c.

August 26, 2021

PW CO CanRE Walsenburg LLC, Walsenburg Cannabis LLC  
Attn: Cedric Crockett & Jared Schrader  
6864 US Hwy 160  
La Veta, CO 81055

Ref: Amendment of Conditional Use Permit 15-010

Dear Cedric and Jared:

Thank you for your application requesting an amendment to CUP # 15-010.

This letter is to notify you that the Board of County Commissioners approved your application at their August 26, 2021 meeting. This approval is valid with the following conditions:

- Evidence of Twin Peaks Joint Venture's agreement to the transfer must be provided
- Background checks must be provided for the owners of both LLCs assuming the CUP
- Copies of approved licenses from the Department of Revenue Marijuana Enforcement Division must be provided to the county before growing operations may begin
- The applicants must submit an odor control plan to the county planner for approval. This plan shall include an air filtration system kept in good repair.
- Signs will conform to the Huerfano County Sign Regulations and content of the sign shall only include the name with an emergency phone number.
- The Planning Commission will hold a compliance review after one (1) year from the date of CUP approval or before starting construction on the second phase.
- The CUP may be transferred to another entity providing the BOCC reviews and approves the proposed transfer arrangement and new owner ahead of time, and the fee for the transfer will be \$5,000.00.
- Ten thousand (10,000) gallons of water must be present and maintained onsite and available for fire suppression.
- Operation of the facility must begin within one (1) year of the CUP approval.
- At a minimum, fifty-one percent (51%) of the facility's annual payroll shall be attributable to employees or independent contractors permanently residing within Huerfano County.
- County Building permits will not be issued until a liability insurance binder that includes the operation of the facility has been submitted to the Land Use Office.
- All exterior lighting will only be for security, directed toward the ground and equipped with motion detectors.
- \$10,000.00 fee is to remain in place until all five (5) phases of construction have been completed.
- Subject to all requirements in section 18 of marijuana regulations except for setback requirements
- Applicant's attention is drawn to annual review requirements 18.2.22

If you have any questions or need additional assistance, don't hesitate to give me a call at 719-738-1220, X 108.

Sincerely,

Samuel Jensen

Planning Director  
Huerfano County Land Use Department

**RESOLUTION NO. 23 - 13**

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

**A RESOLUTION ADOPTING HUERFANO COUNTY ROADWAY DESIGN AND  
CONSTRUCTION STANDARDS INTO THE LAND USE CODE AS SECTION 19.00  
AND MAKING CERTIN AMENDMENTS TO ARTICLE 10**

WHEREAS, the County of Huerfano has authority by statute to regulate the construction, installation and repair of right-of-way openings for subsurface utilities and placement of utility poles and/or aerial cable placement; and

WHEREAS, the County of Huerfano has authority by statute to regulate access to the Huerfano County Maintained Road System; and

WHEREAS, Huerfano County adopted roadway design and construction standards on March 14, 2012; and

WHEREAS, Resolution 15-07 amended standards and rescinded the following resolutions: 80-41, 89-22, 96-13, 01-02, 02-10, 05-03, Article 7 Section 7.3 of Resolution 06-24 (as Amended); and

WHEREAS, adopting these standards into the land use code will make standards easier for the public to locate and access and will facilitate collaboration between the Land Use Department and Road and Bridge Department in conducting inspections and permitting processes; and

WHEREAS, the amendment to Section 10.11(B) is to improve the County’s ability to regulate repairs to County Roads that have been disturbed; and

WHEREAS, the addition of a section 10.16 is for the purpose of giving the County recourse to address nuisances that block, partially block or otherwise impede traffic without a permit.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado, that the standards, rules, and regulations set forth within the “Huerfano County Roadway Design and Construction Standards” are adopted, as amended, as Section 19.00 of the Land Use Code.

BE IT FURTHER RESOLVED that section 10.11(B) of the Land Use Code be amended and section 10.16 be added to the “Huerfano County Roadway Design and Construction Standards”

BE IT FURTHER RESOLVED that resolution 15-07 is hereby repealed.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 28<sup>th</sup> day of March 2023.



ATTEST:

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

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_

John Galusha, Chairman

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

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





**HUERFANO COUNTY ROADWAY DESIGN  
AND  
CONSTRUCTION STANDARDS**

**March 14, 2012  
Updated March 28, 2023**

RESOLUTION

NO. 15-0007

A RESOLUTION AMENDING STANDARDS, REGULATIONS, AND A PERMIT SYSTEM FOR CONSTRUCTION, INSTALLATION, AND REPAIR OF RIGHT-OF-WAY OPENINGS, ADOPTING STANDARDS FOR ACCESS PERMITS, AND CATTLE GUARDS ON PUBLIC ROADS.

WHEREAS, the County of Huerfano has authority by statute to regulate the construction, installation and repair of right-of-way openings for subsurface utilities and placement of utility poles and/or aerial cable placement; and

WHEREAS, the County of Huerfano has authority by statute to regulate access to the Huerfano County Maintained Road System; and

WHEREAS, the fee schedule as outlined in the "Huerfano County Roadway Design and Construction Standards" is hereby adopted and,

WHEREAS, the fee schedule incorporated in the "Huerfano County Roadway Design and Construction Standards" is hereby adopted and may be subject to change as determined by the Board of County Commissioners, and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado, that, the standards, rules, and regulations hereinafter set forth within the "Huerfano County Roadway Design and Construction Standards" (hereinafter called STANDARDS) are amended, and the following Huerfano County Resolutions be, and hereby are rescinded:

80-41, 89-22, 96-13, 01-02, 02-10, 05-03, Article 7 Section 7.3 of Resolution 06-24 (as Amended) – Amendment Attached.

INTRODUCED, READ, AND ADOPTED on the 27<sup>th</sup> day of January, 2015.



BOARD OF COUNTY COMMISSIONERS OF HUERFANO COUNTY, COLORADO

BY Edward R. Garcia  
R. Edward Garcia, Chairman

Max Vezzani  
Max Vezzani, Commissioner

Gerald Cisneros  
Gerald Cisneros, Commissioner

BY Nancy C. Crum  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board

# HUERFANO COUNTY ROADWAY DESIGN AND CONSTRUCTION SPECIFICATIONS

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**1.1 Title**

These regulations together with all future amendments shall be known as the "Huerfano County Roadway Design and Construction Standards" (hereafter called STANDARDS).

**1.2 Purpose**

The purpose of these STANDARDS is to provide a uniform set of minimum standards for the design and construction of roadways and related improvements within Huerfano County. The intent of these STANDARDS is to provide for a minimum standard level of service. If it can be shown that an alternate design, material or procedure will provide a level of service equal to or better than the required design, material, or procedure, said alternate may be approved by the Board of County Commissioners.

**1.3 Applicability**

These STANDARDS apply to all new roadway facilities to be constructed within Huerfano County except where other jurisdictions have direct authority (e.g., Colorado Department of Transportation, County of Huerfano, etc.). It is recognized that improvements to existing roadway facilities and construction of new roadway facilities within old town sites or subdivisions may not be possible in complete conformance with these STANDARDS because of existing alignment or grades, poorly laid out lots, right-of-way restrictions or other conditions. In such conditions the Board of County Commissioners may approve variations from these STANDARDS where safety is not compromised, and where no increase in expected maintenance cost to the County would result.

**1.4 Authority**

These STANDARDS have been adopted pursuant to the authority conferred within: Article 28 of Title 30; Article 2 of Title 43 and other applicable sections of the Colorado Revised Statutes of 1973, as amended.

**1.5 Amendments and Revisions**

These STANDARDS may, when deemed necessary, be altered, amended, or revised upon recommendation of the Huerfano County Administrator and upon resolution of the Huerfano County Board of County Commissioners after the appropriate public review.

## 2.1 The County Road System

The Board of County Commissioners has adopted a Huerfano County Road Map showing all roads that have been officially made a part of the County Road System. This map is updated annually to reflect all additions, deletions and alterations to the County Road System. All open, used and maintained public roadways in the un-incorporated area of the County are shown.

## 2.2 Traffic Control Devices

All traffic control devices installed on County roads shall conform to the most recent edition of the Manual on Uniform Traffic Control Devices and any manual or supplement thereto approved and distributed by the Colorado State Highway Commission. The County shall be responsible for conducting any accident studies, traffic analysis, traffic control studies or other engineering studies required by state law or by the Manual on Uniform Traffic Control Devices which are prerequisite for the installation of traffic control devices on County roads, except as otherwise provided in a condition of a land use approval.

## 2.3 Road System Additions

The Board of County Commissioners is authorized by Section 43-2-112, C.R.S. 1973, to layout, widen, alter or change any County road and to acquire lands of private persons for County roads. The County has staff responsibility for the planning, design, right-of-way acquisition, construction and inspection of all improvements to the existing County Road System. Roads constructed by others will ordinarily pass through eight (8) steps: planning, design, right-of-way acquisition/dedication, construction, and inspection recommendation for acceptance. Maintenance responsibilities and acceptance of maintenance responsibilities will generally remain with the Developer or Home Owners Association.

### 2.3.1 Planning

The planning or layout of a new road shall be in accordance with the Huerfano Comprehensive Development Plan. If a road is created through the subdivision process, all provisions of the Huerfano County Subdivision Regulations must be met.

### 2.3.2 Design

The design of any new road shall be in accordance with Article 5 of these STANDARDS. Road plans and specifications shall be prepared by a professional engineer licensed to practice in the State of Colorado. Plans and specifications are subject to the approval of the Board of County Commissioners. Plan approval shall be good for one year, after which the Director of Planning may require that revised plans be submitted to reflect any changes in these STANDARDS or referenced specifications.



### **2.3.3 Right-of-Way Dedication/Acceptance**

A road created through the subdivision process shall have a specified right-of-way width shown on the plat along with a dedication statement. Acceptance of the plat by Huerfano County constitutes acceptance of the right-of-way, but does not constitute acceptance of the road for maintenance. The road does not become accepted for maintenance and part of the County Road System until it is constructed according to these STANDARDS and specifically accepted for maintenance by resolution of the Board of County Commissioners.

In certain circumstances a public road right-of-way may also be deeded to the County outside of the subdivision process. Any right-of-way conveyed by deed shall meet the same standards relative to width, alignment, etc. as roads created through the subdivision process. Prior to recommending acceptance of any deed for right-of-way, the County may require the submittal of a survey plat, prepared by a professional land surveyor licensed to practice in the State of Colorado. Acceptance of the deed by Huerfano County constitutes acceptance of the right-of-way, but does not constitute acceptance of the road for maintenance. The road does not become accepted for maintenance and part of the County Road System until it is constructed according to these STANDARDS and specifically accepted for maintenance by resolution of the Board of County Commissioners.

### **2.3.4 Construction**

Construction of new County roads shall comply with the provisions of Article 8.

### **2.3.5 Inspection**

Adequate inspections by the county ensure compliance with these STANDARDS and are the basis for the recommendation of the County Administrator for acceptance of the roads for maintenance and release of performance guarantees required by the Huerfano County Subdivision Regulations. Requirements for inspections are contained in Article 8.

### **2.3.6 Acceptance of Public Roads for Maintenance**

Roads within the jurisdiction of Huerfano County may be accepted for maintenance by the Board of County Commissioners by resolution only after the following requirements are met:

- a. The county has inspected the road in accordance with Article 8, and the County Administrator has recommended acceptance for maintenance.
- b. The road connects to another maintained County road, state highway or city road.
- c. If within a subdivision, the road terminates at an intersection or is constructed with an approved cul-de-sac.
- d. All required road signs and traffic control devices have been installed in accordance with these STANDARDS.

- e. A performance bond for 15% of the total cost of construction of the road has been submitted to the County to warrant the road construction for one year after the date of acceptance, OR the developer's option: Item 6d.

The final 15% of the collateral securing a subdivision improvements agreement covering construction of the road in question will not be released until the one year warranty period is over, OR

The road will not be accepted for maintenance for a one period after the time of completion of all improvements. At the conclusion of the one year period the Road and Bridge Department will inspect the improvements and notify the developer in writing of any necessary repairs. All such repairs shall be completed by the developer prior to acceptance of the road for maintenance by Huerfano County.

- f. All required subsurface utilities, including service stubs, under or within three feet (measured horizontally) of the physical road (including shoulder and curb and gutter) have been installed prior to finishing sub-grade. Utility installations that will be located within the right-of-way but which involve no roadway cuts may be installed later, subject to the approval of the Board of County Commissioners.
- g. As-built plans signed by a licensed professional engineer have been submitted to the Planning Department, which depict all approved design modifications or significant departures from the original approved plans and specifications.

#### **2.4 Traffic Estimates for Design**

All traffic estimates for design required within these STANDARDS shall be based upon estimates provided in Trip Generation, latest edition, by the Institute of Traffic Engineers. Traffic estimates for uses or facilities not covered within that publication will be as approved by or supplied by the County Administrator.

### 3.1 General Requirements

The construction drawing submittal shall be a complete package which includes all details and documentation necessary for the construction of the proposed improvements. All plans shall be prepared by or under the direction of a professional engineer licensed to practice in the State of Colorado.

### 3.2 Cover Sheet

A cover sheet shall be provided with each submittal involving multiple roads or sheets. Cover sheets shall contain:

- a. A vicinity map at a minimum scale of 1" = 2000' which shows the location and name of all arterial or collector roads within one mile of the development and all roads within the proposed development.
- b. Legend.
- c. Name or company name, address and phone number of the engineer preparing the plans.
- d. General notes.
- e. Description and location of permanent vertical bench mark based on U.S.G.S. datum. Where it is not practical due to lack of available existing benchmarks in the area of the development, the plans may reflect an assumed bench elevation upon approval of the Director of Planning. In the case of an assumed bench elevation a minimum of two benchmarks will be established and identified on the plan. All such bench marks shall be located within the proposed development or within public right-of-way adjoining the development.
- f. Name and phone number of all utility companies with mains, lines, or facilities potentially impacted by the construction.

### 3.3 Plan and Profile Sheets

Plan and profile sheets shall be submitted for all proposed roadway construction.

Plan view shall include, but not be limited to, the following:

- a. The scale shall be a minimum of 1" = 50'.
- b. Locations and dimensions of existing and proposed property lines, easements, and rights-of-way.
- c. Lot numbers and lot lines and dimensions if the road is within a platted subdivision.

- d. Road names.
  - e. Survey and project centerline stationing.
  - f. Centerline stations for all intersecting roads, public and private, and for commercial or industrial driveways.
  - g. Existing improvements shall be depicted by dashed lines and proposed improvements by solid lines. Existing and proposed road improvements include curb and gutter, sidewalk, pavement, culverts, guardrail, etc., and includes all structures and appurtenances whether public or private within the right-of-way.
  - h. Curve information including radius, interior angle, curve length, and tangent.
  - i. Elevation and stationing for all curb returns, points of curvature, points of tangency, angle points and high or low point of vertical curves.
  - j. Rate of superelevation if applicable.
  - k. Match lines and adjoining sheet numbers.
  - l. Existing and proposed utilities, both overhead and underground, including but not limited to water, sewer, electric, gas, telephone, storm sewer and cable television.
  - m. Stations and critical elevations of all utility and drainage appurtenances, existing and proposed.
  - n. Traffic control signing and striping.
  - o. Erosion control measures.
  - p. Landscaping.
- Profile view shall include, but not be limited to:
- a. Vertical scale of a minimum of 1" = 5'.
  - b. Existing grades shall be depicted with dashed lines, proposed grades shall be depicted with solid lines.
  - c. Continuous stationing for the entire portion of the roadway shown in the plan view, with the centerline stationing of all intersecting roadways, public and private, and commercial and industrial driveways clearly labeled.
  - d. All design elevations shall represent roadway centerline finish elevation. Additional profile views of curb and gutter, etc. shall be included as needed for clarity.

- e. Vertical curve data including length of curve and stationing and elevation of p.v.t., p.v.i., p.v.c., high/low point.

### **3.4 Cross sections**

Cross sections will not normally be required. The Director of Planning may require cross sections when needed to clearly show the proposed method of widening or matching into existing improvements or method of handling steep side slopes.

### **3.5 Striping and Signing Plan**

The signing plan shall show at a minimum:

- a. Location of all existing and proposed signs, clearly indicating if existing signs are to remain.
- b. Legend with reference to standard MUTCD designations.
- c. Typical detail of installation dimensions.
- d. Blank gauge and material of signs.
- e. Note reflectorization provided.

The striping plan shall show at a minimum as applicable:

- a. Striping material (paint, thermoplastic, etc.).
- b. Color designation and line width.
- c. Lane width.
- d. Line type (solid, skip, etc.).
- e. Typical details for any acceleration/deceleration lanes, turning lanes, cross walks, etc.

### **3.6 Details**

Huerfano County Standard Details or Colorado Department of Transportation Standard Details may be referenced without being reproduced on the plans where no modification to a standard is proposed or required. Any modifications to standards will require a specific detail to be included.

### **3.7 Standard Notes**

The following general notes shall appear on the cover sheet or first sheet of all construction plan sets:

- a. A traffic control plan must be submitted to the Huerfano County Road and Bridge Department prior to the issuance of an excavation permit. The traffic control plan must comply with the standards set forth in the Manual of Uniform Traffic Control Devices (MUTCD). The traffic control plan must be signed by an individual certified by the Colorado Department of Highways (CDOH) or the American Traffic Safety Services Association (ATSSA), as a Worksite Traffic Control Supervisor, whose signature shall constitute certification that the plan meets or exceeds MUTCD standards. Included with this plan shall be a detailed drawing of the project location showing all phases of the project, a list of the posted speed limits throughout the project, and a detailed drawing of the traffic control measures to be employed on the project site.
  
- b. The contractor shall notify the Huerfano County Planning Department at least seven days before starting construction of any public improvements or any construction within the County right-of-way.

**3.8 Record Set Drawings**

No set of construction plans will be considered to have final approval, nor will construction be allowed to begin until two complete record set copies of the plans have been submitted to the Planning Department. The record set will be clearly marked "Record Set", and shall bear the signature and seal of the professional engineer responsible for their preparation on every sheet of the plans.

**4.1 General**

The Colorado Department of Transportation (CDOT) has classified all roads within Huerfano County in conformance with Highway Functional Classification Concepts, Criteria and Procedure by the United States Department of Transportation, Federal Highway Administration. Huerfano County believes it to be in the best interest of the public at large for Huerfano County's functional classification system and classification of each road to be as consistent as possible with the CDOT classification system. To better define and establish certain design requirements (right-of-way width, roadway width, etc.) the local road system classification has been sub-classified as Local Access, Local Minor Residential, Local Industrial, and Local Commercial.

**4.2 Huerfano County Roadway Classification Study**

Huerfano County has adopted the Huerfano County Roadway Functional Classification Study and Huerfano County Roadway Functional Classification Map. The Study and Map are periodically revised and updated.

**4.3 Functional Classifications**

There are nine road classifications based upon the type and level of service for which the roads are intended. Table 1 in Appendix 2 lists the key design requirements for each of the classifications, and typical cross sections are found in Figures 1 through 9 in Appendix 1.

**4.4 Urban and Rural Designations**

For the purposes of these standards and specifically for determining the appropriate cross-section to be used for a specific road the term urban--and therefore the urban cross-section--shall apply for any road or subdivision where one or more of the following is true:

1. The site lies within an area covered by an approved master drainage plan adopted into the Huerfano Comprehensive Development Plan, and said master drainage plan recommends curb and gutter and/or storm sewer for the road or site in question.
2. The site or road in question carries any of the following zone designations per the Huerfano County Zoning Resolution: Agricultural (A), Rural Residential (RR), Urbanizing Residential (UR), Commercial-Service (C) and Industrial (I).
3. Predominate design grades for the road or roads in question are 1 percent or less.
4. A roadside drainage ditch adequate to accommodate the 25 year storm event (with maximum 3:1 side slopes and conforming to all other applicable County standards) would be too large to fit within the available road right-of-way without decreasing the width of the roadway itself from the minimum standard.

5. Prevailing character of the surrounding area is consistent with an urban setting--roads are constructed in general conformance with the urban cross-section.

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6. The combination of drainage control, access control, pedestrian protection and other factors specific to the site are such that the Board of County Commissioners deems curb and gutter and sidewalk to be in the best interest of the public health, safety, and welfare.



### 5.1 General

This section describes the geometric requirements for each road classification and the maximum and minimum standards applicable to the horizontal and vertical layout of the roads. The Section also covers subjects such as driveway entrances, pavement transitions and design, roadway structures, construction, etc. Almost all requirements are based on safety considerations; therefore, standards which provide a greater degree of safety may be used within reasonable economic limits, but standards which could provide conditions less safe than those described in this Section shall not be used.

### 5.2 Design Period

Geometric designs shall be based on estimated traffic volumes projected 20 years into the future. Variations in this design period may only be authorized by the Board of County Commissioners.

#### 5.2.1 Level of Service

All collector and arterial roads shall be designed to provide a level of service C or higher at the 20 year design point. Local roads may be designed to a level of service D.

### 5.3 Policy on Use of Standards

#### AASHTO Standards

The American Association of State Highway and Transportation Officials (AASHTO) has published policies on highway practice. These are approved references to be used in conjunction with this Section. AASHTO policies represent nationwide standards which do not always satisfy local conditions. When standards differ, the instruction in this Section shall govern.

#### MUTCD Standards

All traffic control devices and road striping must be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) prepared by the U. S. Department of Transportation.

#### ITE Standards

Unless otherwise approved by the Board of County Commissioners, all traffic generation estimates shall be in accordance with the publication Trip Generation by the Institute of Transportation Engineers.

#### CDOT Standards

Unless otherwise specified herein or specifically modified herein, the Colorado Department of Transportation's M & S Standards and Standard Specifications for Road and Bridge

Construction shall control the design and construction of roadway improvements or details not specifically covered by these Standards.

## **5.4 Road Right-of-Way**

The right-of-way requirements shown in Figures 1 through 9 of Appendix 1 and Table 1 of Appendix 2 are based on the minimum space needed for each classification of road when it is constructed to meet ultimate development requirements. The right-of-way must also be adequate to accommodate those utility lines which should be laid outside the road pavement areas. Adequate right-of-way must be provided for cut or fill slopes, bike paths, sidewalks, traffic control, drainage structures, fire hydrants and other public facilities when required.

## **5.5 Exception to Right-of-Way Standards**

Reduced road right-of-way widths may be approved by the Board of County Commissioners when it can be demonstrated that for a specific location the standard width would be in excess of all known road improvement requirements or when existing or proposed development in the immediate area would make the standard width inappropriate. Normally, when reduced right-of-way widths are allowed a public utility and drainage easement is required between the reduced width and the standard width.

Right-of-way widths in excess of the standard width may be required in special circumstances such as when:

- Cut or fill slopes cannot be confined within the standard width;
- Minimum sight distance lines on horizontal curves are not within the standards;
- Minimum sight distances at intersections are not within the standards;
- Auxiliary lanes are to be provided;
- Additional right-of-way is required to accommodate storm water drainage facilities.

## **5.6 Curb and Gutter**

### **5.6.1 Type of Curb and Gutter**

Vertical curbs are also called "barrier curbs". They deter vehicle operators from driving onto areas not intended for vehicular use, control parking and provide a channel for longitudinal road drainage. Vertical curbs are required on urban roads. Vertical curbs with gutters are to be constructed in accordance with CDOT Standard M-609-1, Type 2, Section IIB.

The "alternate ramp curb and gutter" depicted in Figure 27 of Appendix 1 may be approved by the Planning Department for certain urban roads subject to the following conditions:

- The road on which the curb is proposed is a low volume, low speed road classified as Local Access or Local Minor Residential.
- The proposed road improvements are fronting a predominately undeveloped area or new subdivision, making it difficult or impossible to ascertain eventual driveway locations.
- It can be demonstrated that all storm drainage entering onto the road will be handled in accordance with County standard criteria.

**5.6.2 Curb Returns at Road Intersections**

The minimum radii for curb returns measured to the back of the curbs shall be in accordance with the following:

Minimum 15 feet when both roads are classified local access.

Minimum 25 feet when one of the roads is classified minor collector or higher.

Minimum 25 feet when one or both are classified local commercial.

Minimum 30 feet when one or both are classified local industrial.

Minimum 30 feet when both are classified minor collector or above.

All curb returns shall be provided with sidewalk from PC to PT of the same width as that provided for the sidewalk behind the tangent curb section.

**5.7 Horizontal Curves**

Horizontal alignment should provide for safe and continuous operation of motor vehicles at uniform design speed for substantial lengths of road. A horizontal curve is required when the angle of change in horizontal alignment is equal to or greater than one degree. The minimum radius of curvature will be determined by the design speed or by the stopping sight distance.

**5.8 Minimum Radii Based on Design Speed**

The table shown below provides a minimum radius of curvature for each of several selected design speeds with and without superelevation of 0.02 ft/ft. Wherever possible, the radii used in design should be larger. If stopping sight distance conditions require a larger radius than one shown in the following table, then the larger radius shall be used. All listed radii are to centerline.

Design Speed (MPH)	Minimum Radii (ft)	
	Normal Crown	0.02 ft/ft Superelevation
20	125	105
25	250	180

30	400	310
35	600	450
40	850	650
45	1,100	850
50	1,400	1,050
55	1,800	1,350
60	2,200	1,650
65	2,700	2,000

**5.8.1 Consideration of Stopping Sight Distance**

When items such as walls, buildings, bridge piers, cut slopes, or vegetation growth are near the roadway on the inside of a curve, they can block a driver’s view of the road ahead. If they are too close, the driver will not have sufficient distance along the curved roadway to stop when a hazardous condition comes into view. It is assumed that the driver’s eye is 3.5 feet above the center of inside lane (the driving lane closest to the inside of curve) and that the hazardous condition is an object 0.5 feet high in the center of the inside lane. The line of sight is assumed to intercept the view obstruction at the mid-point of the line of site 2.0 feet above the center of the inside lane. The clear distance, M, is measured from the center of the inside lane to the view obstruction. The following is a table of minimum stopping sight distances for various design speeds:

Design Speed (MPH)	Minimum SSD (FT)
20	125
25	155
30	200
35	245
40	300
45	370
50	450
55	545
60	645
65	750

The following equations are to be used when the length of the curve on the center of the inside lane must be equal to or greater than the stopping sight distance for the roadway:

- Assuming that the roadway geometry and design speed are fixed, the stopping sight distance, S, and the radius to the center of the inside lane, R, will be known. The distance, M, found by the following equation will be the closest that an obstruction can be placed to the center of the inside lane:

$$M = R[1 - \cos(28.65 S/R)]$$

- If the radius R (for example the minimum radius based on design speed) and the distance, M, are tentatively selected, then the length, L, of the arc in the middle of the inside lane may be found by the following equation:

$$L = (R/28.65)\text{COS}^{-1}[(R-M)/R]$$

If the length, L, is less than the stopping sight distance for the desired design speed, either the radius, R, or the distance, M, must be increased.

**5.8.2 Reduced Design Speed on Curves**

The reduction of a road design speed on a curve should be avoided; however, where physical restrictions prohibit increasing the radius of the curve or the clear distance, M, the design speed for the curved section may be reduced with the approval of the Board of County Commissioners. In such circumstances, signing in accordance with the MUTCD is required. The difference between the design speed for the roadway approaching the curve and the design speed for the curve must not be greater than 10 MPH. The design speed for a curved roadway section must not be reduced if the reduction would occur at the end of a long tangent or at any location where high approach speeds may be expected.

**5.8.3 Central Angles Not Requiring Curves**

For central angles smaller than 1 degree no curve is required. In no event shall sight distance nor other safety considerations be sacrificed when a curve is not provided.

**5.8.4 Compound Curves**

A compound curve should be avoided; however, if site conditions make the use of a compound curve unavoidable, the shorter radius shall be at least 2/3 the longer radius when the shorter radius is 1,000 feet or less. Compound curves are not permitted when design speeds require the shorter radius to be greater than 1,000 feet.

**5.8.5 Tangent Sections Between Curves in the Same Direction**

On two-lane roads, tangent sections are needed between two curves in the same direction. If the pavement cross sections through the curves do not have superelevation, the minimum lengths for tangent sections are listed in the following table:

Design Speed (MPH)	Tangent Length (FT)
20	---
25	250
30	300
35	400
40	500
45	500
50	500
55	660
60	660

If superelevation is provided in the curved portions of the roadway, then the tangent lengths will be determined by the superelevation transition lengths, which shall be in accordance with the AASHTO publication, A Policy on Geometric Design of Highways and Roads.

### 5.8.6 Tangent Sections Between Reverse Curves & Approaching Intersections

A tangent section must be provided between two curves that curve in the opposite direction. A tangent section must also be provided between an intersection and a curve. If the pavement cross sections through the curves do not have superelevation, the minimum lengths for such tangent sections are listed in the following table:

Design Speed (MPH)	Tangent Length (FT)
20	---
25	100
30	150
35	200
40	250
45	250
50	300
55	300
60	400
65	500

If the curve radii are at least 50% greater than the radii required by the design speed, the tangent sections may not be required, depending on grades, topography and vegetation. If the curves are superelevated the superelevation transition lengths indicated in Table 1 will determine the minimum length of tangent sections between reverse curves.

### 5.8.7 Spiral Curves

Spiral curves are not permitted.

### 5.9 Vertical Alignment

The use of changes in the vertical alignment or grade of a road is necessary for many reasons including changes in topography, drainage requirements and aesthetic factors. A vertical curve is required when a grade change equal to or greater than 2.0% occurs. All sections of a road's vertical alignment must meet stopping and passing sight distance requirements for the design speed established for the road. When considering alternative grade profiles, economic and aesthetic comparisons should be made. For further details, see the AASHTO publication, A Policy on Geometric Design of Highways and Roads.

### 5.9.1 Longitudinal Road Grades

Maximum and minimum grades for each functional classification are listed in Table 1. Longitudinal road grades which do not comply with Table 1 must be approved by the Board of County Commissioners. Approval will not be granted if safety is compromised, or in the absence of compelling physical constraints.

### 5.9.2 Steep Grades in Mountainous Areas

In mountainous areas, often it is not physically or economically feasible to design a grade profile that will allow uniform operating speeds for all vehicles. Sometimes a long, sustained gradient is unavoidable. A grade profile with sections of maximum gradient, broken by lengths of flatter grade, is preferable to a long, sustained grade only slightly below the maximum allowable.

### 5.9.3 Vertical Curves

Properly designed vertical curves should provide adequate sight distance, safety, comfortable driving, good drainage, and pleasing appearance.

Flat vertical curves may develop poor drainage at the level section. This difficulty may be overcome by a slight adjustment in the grade of gutter or other roadside drainage facility or by shortening the vertical curve. On 2-lane roads where extremely long vertical curves are necessary (over 1,320 feet), it is sometimes more economical to use 4-lane construction than to obtain passing sight distance by the use of a long vertical curve. Broken-back vertical curves (two vertical curves in the same direction separated by a short grade tangent) should be avoided.

### Curve Criteria

#### 1. Type of Curve

A parabolic vertical curve is to be used. Figure 10 in Appendix 1 gives all the necessary mathematical relations for computing a vertical curve, either crest or sag.

#### 2. Sight Distance Requirements

Sight distance is the continuous length of road ahead which is visible to the driver. In design, two sight distances are considered: passing sight distance and stopping sight distance. Stopping sight distance is the minimum sight distance to be provided at all points on multi-lane roads and on two-lane local roads where passing sight distance is not required. Stopping sight distance shall also be provided for all elements of intersections at grade, including private road connections.

##### a. Stopping Sight Distance

The minimum stopping sight distance is the distance required by the driver of a vehicle, traveling at a given speed, to bring the vehicle to a stop after an object on the road becomes visible.

Stopping sight distance is measured from the driver's eyes, which are assumed to be 3.5 feet above the road surface, to an object 0.5 feet high on the road.

b. Passing Sight Distance

Passing sight distance is the minimum sight distance that must be available to enable the driver of one vehicle to pass another vehicle safely and comfortably, without interfering with the speed of an oncoming vehicle traveling at the design speed should it come into view after the passing maneuver is started. The sight distance available for passing at any location is the longest distance at which a driver whose eyes are 3.5 feet above the road surface can see the top of an object 4.25 feet high on the road.

c. Sight Distance Standards

The following table shows the minimum sight distances to be used for specific design speeds:

Design Speed (MPH)	Minimum Sight Distance	
	Stopping (ft)	Passing (ft)
20	125	800
25	155	950
30	200	1100
35	245	1300
40	300	1500
45	370	1650
50	450	1800
55	545	1950
60	645	2100
65	750	2300

Basic considerations regarding these sight distances are covered in the AASHTO publication A Policy on Geometric Design of Highways and Roads.

3. Minimum Vertical Curve Length

Minimum vertical curve lengths are determined by sight distance requirements for a given design speed and the algebraic difference in grade for which the curve is being designed.

a. Crest Vertical Curve Lengths

Minimum crest vertical curve lengths are determined by either the stopping sight distances or the passing sight distances. A minimum curve length based upon passing sight distance for a given road design speed and algebraic grade difference will be several times greater than the curve length based upon stopping sight distance using the same parameters.

1. Roads with Four or More Traffic Lanes



Because these roads have traffic lanes in which vehicles may pass without meeting traffic moving in the opposite direction, the minimum crest vertical curve lengths must only meet stopping sight distance requirement; however, it is desirable that they also meet passing sight distance requirements.

## 2. Roads with Two Traffic Lanes

The minimum crest vertical curve lengths for two-lane roads shall meet passing sight distance requirements. When crest curve construction in accordance with passing sight distance requirements would result in the creation of drainage problems or excessive cuts or fills, the curve length may be reduced with the approval of the Board of County Commissioners and the installation of no-passing signs and pavement markings.

## 3. Minimum Curve Length Determined by Stopping Sight Distance

The following equations are to be used to determine the minimum crest vertical curve lengths based upon stopping sight distance requirements:

$$\text{When } S_s < L, L = AS_s^2/1329$$

$$\text{When } S_s > L, L = 2S_s - 1329/A$$

Where:

$S_s$  = Stopping sight distance in feet for a given design speed

$L$  = Length of curve in feet

$A$  = Algebraic grade difference in percent

## 4. Minimum Curve Length Determined by Passing Sight Distance

$$\text{When } S_p < L, L = AS_p^2/3093$$

$$\text{When } S_p > L, L = 2S_p - 3093/A$$

Where:

$S_p$  = Passing sight distance in feet for a given design speed

$L$  = Length of curve in feet

$A$  = Algebraic grade difference in percent

## b. Sag Vertical Curve Lengths

Minimum sag vertical curve lengths are determined by either the stopping sight distance or comfort factors. The longer of the two possible minimum curve lengths will be used.

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### 1. Minimum Curve Length Determined by Stopping Sight Distance

The following equations are to be used to determine the minimum sag vertical curve lengths based upon stopping sight distance requirements:

$$\text{When } S_S < L, L = AS_S^2 / (400 + 3.5S_S)$$

$$\text{When } S_S > L, L = 2S_S - (400 + 3.5S_S) / A$$

Where:

$S_S$  = Stopping sight distance in feet for a given design speed

$L$  = Length of curve in feet

$A$  = Algebraic grade difference in percent

### 2. Minimum Curve Length Determined by Comfort Factors

The following equation is to be used to determine the minimum sag vertical curve length based upon comfort factors:

$$L = AV^2 / 46.5$$

Where:

$L$  = Curve length in feet

$A$  = Algebraic grade difference in percent

$V$  = Design speed in miles per hour

## 5.10 Intersections

### 5.10.1 Angle of Intersections

A right-angle intersection provides the shortest crossing distance for intersecting traffic streams. It also provides the most favorable condition for drivers to judge the relative position and speed of intersecting vehicles. Intersection angles which vary from a right-angle by more than 4 degrees are not permitted except on local roads where a divergence up to 15 degrees is permitted when approved by the Board of County Commissioners.

## 5.10.2 Alignment and Profile

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Intersections occurring on horizontal or crest vertical curves are undesirable from the standpoint of operation and sight distance. When there is latitude in the selection of intersection locations, vertical or horizontal curvature should be avoided. A line or grade change is frequently warranted when major intersections are involved. If a curve is unavoidable, it should be as flat as site conditions permit. Where the grade of the through roadway is steep, flattening through the intersection area is desirable as a safety measure.

## 5.10.3 Intersection Sight Distance

In order to provide the opportunity for vehicles on a stop-controlled intersection leg to safely cross or make left or right turns onto a non-controlled intersection leg, adequate sight distance must be provided. Two sight distance triangles may be drawn to represent the areas which must be free of all objects, vegetation and topography in excess of two feet above the road surface below the driver's eye on the stop-controlled intersection leg. The AASHTO publication, A Policy on Geometric Design of Highways and Roads identifies the acceptable means for determining the size of the sight distance triangles based upon many variables, including speed, width of the non-controlled leg, etc. It is not practical to attempt to tabulate all possible combinations of the many variables. Each new road intersection or proposed modification of an existing road intersection shall be evaluated in accordance with the AASHTO procedure.

## 5.10.4 Median Openings at Road Intersections

### 1. Spacing and Location

If a road has a raised median, it may not be possible to have an opening in the median for every road intersection. Generally, median openings in arterial roads should be provided only for major cross roads. Median openings should be spaced at intervals no closer than 660 feet. If a median opening falls within 50 feet of an access driveway, it should be placed to include the access driveway.

### 2. Configuration of Openings

The configuration of median openings is to be determined by the AASHTO publication A Policy on Geometric Design of Highways and Roads.

### 3. Cross Slope

The cross-slope in the median opening shall be limited to a maximum of 0.02 foot per foot. Median openings on curves with superelevation rates exceeding 0.02 foot per foot will not be permitted.

## 5.10.5 Use of Cross Pans at Road Intersections

### 1. Locations Where Cross Pans are Prohibited

Cross pans may not be used across roads in the following types of intersections:

- Arterial - Arterial
- Arterial - Collector
- Collector - Collector

Exceptions to this restriction may be approved by the Board of County Commissioners. The purpose of this restriction is to prevent the flow of nuisance water across arterial and collector roads on a frequent basis, and to maintain the traffic flow for which these classifications are required. The gutter profiles for arterial roads and collector roads should be designed with sag curves or sump conditions located as far away from the intersection as practical. This will allow the interception or removal of light storm water and nuisance water, with only the larger flows still reaching and passing through the intersection.

## 2. Cross Pan Widths

Where cross pans are normally allowed, they shall be designed and constructed in accordance with Colorado Department of Transportation M Standards. If the Board of County Commissioners approves the use of a cross pan across arterial or collector roads the width must be designed to meet road design speed requirements. In no case will cross pans be less than 8 feet in width at road intersections on the stop controlled road, nor less than 12 feet in width for all other locations.

### 5.11 Cul-de-Sac Road Lengths

A cul-de-sac is a road that serves more than one property owner and has only one intersection with the public road system. The following requirements apply the creation by plat or deed of new cul-de-sac roads, both public and private. The length of a cul-de-sac is measured between the centerline of the intersecting road and the radius point of the cul-de-sac. The minimum length of a cul-de-sac road is two times the radius. A cul-de-sac road shall not be longer than 1320 feet and it shall not serve more than 20 single family dwelling units (and shall not serve uses projected to generate more than 200 vehicle trips per day in areas where the land use is other than single family residential).

### 5.12 Dead End Roads

Dead end roads will be allowed only where a future extension of the road would be necessary to serve adjacent properties when developed at a future date. When a dead end road is allowed, a temporary turn-around shall be provided. The maximum length of a dead end road shall be the same as the maximum length of a cul-de-sac road. Temporary turn-arounds shall match the physical requirements for cul-de-sac roads, and shall be provided with a temporary easement allowing for maintenance. Traffic control devices will be required that are designed to advise the motoring public of the existence of the dead end and to mark the end of the road.

### 5.13 Pavement Cross Section Slopes

The typical road cross sections are found between road intersections where there are no dip sections for drainage flow across the road. Undivided roads should have a normal crown which is a two-way cross slope with the cross section high point on the road centerline. Divided roads should have a cross slope on each pavement section with the high point of each section on the edge of the pavement nearest to the median. Unusual conditions may cause cross slope requirements to vary, but normally the cross slope should be in accordance with the following: Standards for Pavement Cross Slopes

Surface Type	Road Type	Slope (%)
Portland Cement Concrete	All	2.0
Bituminous Mix Pavements	All	2.0-2.5
Gravel	Local	2.0-3.0

### 5.14 Cross Section in Road Dip Sections

Where storm drainage runoff flows must cross the road, dip sections are required. The pavement through the dip section to carry the flow shall have a one-way slope (no crown) and curbing and medians must not be raised. Transitions back to normal road cross slopes will be required at both ends of the dip section.

### 5.15 Medians

#### 5.15.1 Measuring Median Widths

The width of a median is measured from back of median curb to back of median curb. If the median has no curb, the width is measured between the centers of the continuous, painted median stripes.

#### 5.15.2 Median Widths

Median widths are shown in Figures 1 and 2 in Appendix 1 for principal arterials and minor arterials. The widths shown shall be considered the minimum allowable widths. In special circumstances, the Board of County Commissioners may approve widths other than those listed, but in no case shall a median be constructed with a width less than 5 feet. If a median is to be landscaped, it shall not be less than 8 feet wide.

#### 5.15.3 Paved Medians

A median less than 8 feet wide shall be paved. The paved surface should be crowned and have the same cross slope as the road pavement.

#### **5.15.4 Unpaved Medians**

Medians that are 8 feet or more wide are normally not paved. The grading of the unpaved areas shall be subject to the approval of the Board of County Commissioners and shall assure positive drainage away from the traveled roadways via storm sewer, culverts or other means that do not result in runoff flowing on or across the roadway surface. Additionally, unpaved medians shall be vegetated pursuant to a vegetation plan approved by the Planning Department.

#### **5.16 Design Speed**

The design of geometric features such as horizontal and vertical curves will depend upon the design speed selected for the road. The choice of the design speed is primarily determined by the road classification. The design speed is the maximum speed for safe operation of a vehicle that can be maintained over a specific section of a road when conditions are so favorable that the design features of the road govern. Design speeds for the various classifications of roads may be found in Table 1. The use of design speeds other than those shown in Table 1 in Appendix 2 may be approved by the Board of County Commissioners.

#### **5.17 Superelevation in Curves**

##### **5.17.1 Superelevation Rates**

Superelevation rates of 0.02 ft/ft may be used on all classes of roads. Superelevation rates greater than 0.02 ft/ft may not be used except when specifically approved by the Board of County Commissioners. In no case may it exceed 0.06 ft/ft.

##### **5.17.2 Transition for Superelevation**

The length of superelevation transition shall be based upon the superelevation rate and the width of rotation. The axis of rotation shall generally be about the pavement centerline. The transition lengths for a superelevation of 0.02 ft/ft are provided in Table 1 in Appendix 2.

With respect to the beginning or ending of a horizontal curve, one-third (1/3) of the transition will be on the curve and two-third (2/3) of the transition will be on the tangent section.

##### **5.17.3 Drainage on Superelevated Curves**

Whenever superelevation is allowed on a divided road, a storm drainage system to collect the runoff along the median curb shall be provided. In no case shall nuisance water from the higher traveled way be allowed to cross over the lower traveled way.

#### **5.18 Bridges**

For the purposes of this section the term bridge shall mean any structure for the purpose of allowing a public road or trail to cross over any stream, gulch, ditch, drainage way, etc. and

having a span of 4 or more feet. This shall include box culverts and pipe culverts 48 inches or larger in diameter.

Item 6d.

All bridge structures to be constructed within the public right-of-way shall be designed by a professional engineer licensed in the State of Colorado and qualified to perform such work. All bridge designs will be in accordance with the Standard Specifications for Highway Bridges adopted by AASHTO, latest edition, and the Colorado Department of Transportation's design and detail memos. Design loading for all bridge structures within a public right-of-way shall be HS 20-44.

**5.18.1 Bridge Hydraulic Capacity**

The required minimum hydraulic capacity for bridges shall be determined using a design storm frequency based on the following criteria ( $Q_{50}$  = peak flow from a 50 year storm event):

Road type	$Q_{50}$	storm frequency (yr)
Expressway	---	100
Principal Arterial	---	100
Minor Arterial	---	100
Major Collector (urban)	---	100
Major Collector (rural)	> 4000 cfs	50
	< 4000 cfs	25
Minor Collector (urban)	---	100
Minor Collector (rural)	> 4000 cfs	50
	< 4000 cfs	25
Local	> 4000 cfs	50
	< 4000 cfs	25

**5.18.2 Bridges Within FEMA Designated Flood Hazard Areas**

For any structure to be located within a FEMA designated flood hazard area, documentation will be submitted by the design engineer demonstrating that no increase in the 100 year flood elevation will occur due to the structure. Documentation will include Hec 2 analysis and an approved flood hazard area development permit.

**5.18.3 Acceptance for Maintenance**

No bridge structure will be accepted for maintenance by Huerfano County until the Road and Bridge Administrator has been provided with inspection reports prepared by a state approved bridge inspector demonstrating a minimum sufficiency rating of 95 pursuant to the CDOT Structure Inventory Coding Guide and the structure is accepted by resolution of the Board of County Commissioners. At the discretion of the Board of County Commissioners the County may have the bridge inspected along with other County structures during a regular inspection year and bill the bridge owner for the cost of the inspection and resulting report.



**5.19 Guardrail**

Installation of guardrail may be required by the Board of County Commissioners. The AASHTO publication Roadside Design Guide and CDOT M standards will be used as guidelines by the Board of County Commissioners in evaluating the need for guardrail. When required, the installation of guardrail shall comply with CDOT specifications and M standards.

**5.20 Private Roads within Previously Dedicated Public Right-of-Way**

There are numerous road rights-of-way within Huerfano County which were created and dedicated to the public by subdivision plats that pre-date the present regulations (i.e. prior to August 1972). In many instances the roads were never actually constructed or were constructed too poorly to be accepted by the County for maintenance. Instances arise where a private property owner has no legal access to his/her property except over and across a platted, deeded or dedicated right-of-way in which no road exists. Huerfano County will not issue building permits nor certificates of occupancy for any property whose sole access is a public right-of-way not maintained by Huerfano County unless the person or persons desiring to use the right-of-way do one of the following:

- A. Construct the road from its intersection with a maintained public road to a point along the frontage of the property to be accessed which would provide a road frontage equal to or greater than the minimum lot width required by the zone district the property is located in, or the entire frontage of the property, whichever is less. Construction shall be in compliance with all County standards applicable to the road's functional classification. Upon completion of the construction in accordance with all applicable sections of these STANDARDS, application may be made for a building permit.
- B. Apply to the Board of County Commissioners for a vacation of the public road right-of-way. Prior to issuance of the building permit, the person or persons wishing to use the resulting private road for the sole access to their property will be required to record at the Huerfano Clerk and Recorder's office a waiver of maintenance, acknowledging that Huerfano County does not and will not maintain the road.

**5.21 Mailboxes**

Mailboxes may be located within the public road right-of-way provided they do not create a roadside hazard, do not obstruct vehicular or pedestrian traffic, and do not unreasonably interfere with road maintenance activities such as snow plowing and weed mowing. On roads with traffic volumes in excess of 2000 vehicle trips per day, mailboxes shall be located at least 8 feet away from the edge of the traveled way and shoulder areas shall be provided which are adequate to support all weather vehicular traffic without damage to the public roadway, shoulder, or edge of roadway. Any variance to this requirement will be at the sole discretion of the Board of County Commissioners, and will be due to physical restraints beyond the control of the mailbox owner. In high density areas group or clustered mailboxes may be required. Mailboxes and their supporting structures shall not be allowed within sidewalks. Installation of mailboxes shall comply with Figures 12 through 14 in Appendix 1.

## 6.1 General Policy

The procedure for the design of pavement structure sections shall be based upon the most recent edition of the Colorado Department of Transportation's Roadway Design Manual and the AASHTO Guide for Design of Pavement Structures. Minor modifications to the CDOT manual procedure and specific minimum values of constants or factors are specified herein.

### 6.1.1 Road Surfaces

It is the policy of Huerfano County that the surface of all new roads constructed within a public right-of-way shall be hot bituminous pavement (asphalt) or Portland cement concrete pavement. The sole exception to this policy is any road, which may be constructed with a final gravel surface--subject to the approval of the Board of County Commissioners --provided:

- a. The projected traffic volume 20 years in the future does not exceed 100 vehicles per day.
- b. The proposed road profile and other design details combined with the surrounding topography and other characteristics will not create the potential for erosion and loss of gravel due to storm run-off.
- c. No special maintenance problems or difficulties due to the gravel surface are anticipated by the Board of County Commissioners considering the location and proposed use of the road.

### 6.1.2 Pavement Thickness

The required thickness of pavement shall be based upon the provisions of this Article 6. In no case, however, shall the thickness of hot bituminous pavement for a road to be maintained by the County be less than three inches.

## 6.2 Pavement Structure Design Report

A pavement design report shall be submitted prior to the approval of any roadway construction plans involving new pavement, overlay of existing pavement or widening of existing pavement. The report shall be prepared by a professional engineer licensed to practice in the State of Colorado.

The pavement design report shall include the following minimum information:

- a. Soil logs along the proposed roadway alignment at a maximum of 500 foot intervals. Logs shall include a soil profile for a minimum depth of four feet below the proposed sub-grade elevation.
- b. Each representative sample shall be classified according to the AASHTO Unified Soil Classification Table, and shall have an Atterberg Limits Test and sieve analysis performed.

- c. The pavement design procedure is based upon the resilient modulus,  $M_R$ , of the sub-grade soils. The value of  $M_R$  may be obtained from a HVEEM Stabilometer test 'R' value by the following formulae:

to convert HVEEM "R" to soil support,  $S_1$

$$S_1 = [("R" - 5)/11.29] + 3$$

to convert  $S_1$  to  $M_R$

$$M_R = 10^{(S_1 + 18.72)/6.24}$$

- d. Proposed average daily traffic volumes (ADT) for each road based on 100% of full development plus a 10% adjustment for construction traffic. Traffic analysis for the purpose of pavement design shall be as specified in Article 2.
- e. Recommended structural sections, based on the design considerations, proposed typical sections, and sections of roadway which may require additional stabilization or treatment.

### 6.3 Design Considerations

The following elements are to be used in the design procedure:

- a. The design procedure is based on the number of 18,000 pound single axle Equivalent Design Load Applications (18K EDLA) per traveled lane. In no case shall the design 18K EDLA be less than the following values:

Local Minor Residential	5
Local Access	10
Local Commercial	30
Local Industrial	60
Minor Collector	50
Major Collector	100
Minor Arterial	200
Principal Arterial/expressway	300

- b. The serviceability loss,  $\Delta PSI$ , for local roads and minor collectors shall be 2.5; for major collectors and arterials it shall be 2.0.
- c. The reliability factors used shall be the following:

Local Minor Residential	75
Local Access	75
Local Commercial	75
Local Industrial	75

Minor Collector	80
Major Collector	85
Minor Arterial	90
Principal Arterial/expressway	95

- d. Overall standard deviation,  $S_o$ , shall be 0.44 for all designs.
- e. An adjustment to the structural layer coefficients for drainage conditions will not normally be needed for new construction. (Less than the fair drainage assumed under the CDOT method would not be allowed under new construction). In no case will structural layer coefficients be modified by a factor greater than 1.0. In those instances where, due to existing constraints or physical conditions, occasional moisture levels within the base or sub-base may approach saturation, the following factors will apply:

quality of drainage	percent of time pavement is exposed to moisture levels approaching saturation		
	< 1%	1 - 5%	5 - 25%
fair	1.0	1.0	0.80
poor	1.0	0.80	0.60
very poor	0.95	0.75	0.40

- f. Strength coefficients per one inch layer of a given material for layered pavement design purposes shall be as follows:

hot bituminous pavement	0.44
class 6 base course	0.12
class 2 sub-base course	0.10

Strength coefficients for specially treated base materials for design purposes must be approved by the Board of County Commissioners.

### 6.4 Full Depth Asphalt

Full depth asphalt designs will only be allowed with the approval of the Board of County Commissioners, and will not be allowed on clay sub-grade soils.

### 6.5 Layered Design Analysis

Layered structures (asphalt on aggregate base course) shall be designed in accordance with the principles shown in Figure 16 in Appendix 1. First, the structural number required over the sub-grade soil is computed. In the same way, the structural number required over the sub-base layer should also be computed, using the applicable strength values for each. By working with differences between the computed structural numbers required over each layer, the maximum allowable thickness of any layer can be computed. For example, the maximum allowable

structural number for the sub-base material would be equal to the structural number required over the sub-base subtracted from the structural number required over the sub-grade soil. In a like manner, the structural numbers of the other layers may be computed. The thickness for the respective layers may then be determined as indicated in Appendix 1, Figure 15.

Required nomographs and tables are contained in Appendix 1, Figures 16 and 17. An example pavement structure design can be found in Appendix 3.

### 6.6 Gravel Road Design

The procedure accepted by Huerfano County for selection of base and sub-base thickness for gravel roads is based upon the AASHTO Guide for Design of Pavement Structures. Portions of this section including the tables and nomographs in Appendix 1, Figures 18, 19 and 20 are taken from that publication.

#### 6.6.1 Factors

The allowable values for factors used in gravel road design are as follows:

- a. Allowable rutting, RD = 2 inches
- b. Gravel loss, GL = 2 inches
- c. Serviceability loss, ?PSI = 3.0
- d. Quality of roadbed soils for use in the table in 6.6.1 f shall be based upon HVEEM Stabilometer "R" value as follows:

R < 15	Very Poor
R = 15 - 25	Poor
R = 25 - 35	Fair
R = 35 - 55	Good
R > 55	Very Good

- e. Season lengths, in number of months, shall be based upon U. S. climatic region VI, and are as follows:

Winter (roadbed frozen)	3.0 months
Spring thaw (roadbed saturated)	1.5 months
Summer (roadbed dry)	4.5 months
Spring/fall (roadbed wet)	3.0 months

- f. Seasonal roadbed soil resilient moduli,  $M_R$  (psi), as a function of the relative quality of the road bed material shall be as follows:

Quality of	Season (roadbed soil moisture condition)
------------	--

roadbed soil	Summer	Winter	Spring-thaw	Spring/fall
very good	20,000	2,500	8,000	20,000
good	20,000	2,000	6,000	10,000
fair	20,000	2,000	4,500	6,500
poor	20,000	1,500	3,300	4,900
very poor	20,000	1,500	2,500	4,000

### 6.6.2 Gravel Design Example

An example of a gravel roadway design is contained within Appendix 3, including text descriptions of the design steps in the AASHTO method.

RESOLUTION

NO. 15-0007

A RESOLUTION AMENDING STANDARDS, REGULATIONS, AND A PERMIT SYSTEM FOR CONSTRUCTION, INSTALLATION, AND REPAIR OF RIGHT-OF-WAY OPENINGS, ADOPTING STANDARDS FOR ACCESS PERMITS, AND CATTLE GUARDS ON PUBLIC ROADS.

WHEREAS, the County of Huerfano has authority by statute to regulate the construction, installation and repair of right-of-way openings for subsurface utilities and placement of utility poles and/or aerial cable placement; and

WHEREAS, the County of Huerfano has authority by statute to regulate access to the Huerfano County Maintained Road System; and

WHEREAS, the fee schedule as outlined in the "Huerfano County Roadway Design and Construction Standards" is hereby adopted and,

WHEREAS, the fee schedule incorporated in the "Huerfano County Roadway Design and Construction Standards" is hereby adopted and may be subject to change as determined by the Board of County Commissioners, and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado, that, the standards, rules, and regulations hereinafter set forth within the "Huerfano County Roadway Design and Construction Standards" (hereinafter called STANDARDS) are amended, and the following Huerfano County Resolutions be, and hereby are rescinded:

80-41, 89-22, 96-13, 01-02, 02-10, 05-03, Article 7 Section 7.3 of Resolution 06-24 (as Amended) – Amendment Attached.

INTRODUCED, READ, AND ADOPTED on the 27<sup>th</sup> day of January, 2015.



BOARD OF COUNTY COMMISSIONERS OF HUERFANO COUNTY, COLORADO

BY Edward R. Garcia  
R. Edward Garcia, Chairman

Max Vezzani  
Max Vezzani, Commissioner

Gerald Cisneros  
Gerald Cisneros, Commissioner

BY Nancy C. Crum  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board



**ARTICLE 9 – CATTLE GUARDS ON PUBLIC ROADWAYS****9.01 Definition.**

Colorado Revised Statute 43-2-211 Cattle guards – specifications. The board of county commissioners of a county has authority to establish cattle guards on highways at the expense of the county or to permit the owners of land adjoining a county highway to establish cattle guards on highways at the expense of the landowners. All such cattle guards shall be established according to fixed specifications and design and under the supervision of the board of county commissioners.

Note: Alternate specifications and design, as well as, cost may be reviewed or modified by the Board of County Commissioners from time to time.

**9.02 Request for installation.**

The request for a cattle guard shall be reviewed on a case by case basis. No person shall be entitled to installation of a cattle guard in a county road. In determining whether to install a cattle guard, the Huerfano County Road & Bridge Department shall consider the circumstances at the requested cattle guard site, including but not limited to number and location of other existing cattle guards, convenience of location for future county maintenance, weather and wind conditions at the site, condition of relevant fencing and other appropriate factors.

If the request for installation of a new cattle guard is approved, the requesting party shall pay \$3,500.00 to Huerfano County for the cattle guard and installation. Once installed the cattle guard shall become the property of Huerfano County who shall be responsible for perpetual maintenance.

If all attending facts and circumstances justify the waiver of all or a portion of the cost of the cattle guard, base, and installation, the requesting party may apply to the Board of County Commissioners and request a waiver of all or a portion of the costs and fees. The decision of the Board of County Commissioners shall be a final decision. No waiver granted to any landowner shall constitute precedent or expectation of future waivers to other landowners. Each waiver request shall be considered based on the facts and circumstances in existence regarding the particular site for which the waiver was requested.

**9.03 Replacement, abandonment or discontinuance by county.**

In the event any cattle guard located upon any County road is deemed by the County to be beyond repair, the cattle guard shall be replaced. The County shall pay for the entire cost of said replacement. Nothing contained in this article shall limit or restrict the right of Huerfano County to discontinue or limit maintenance of a particular cattle guard or the highway upon which it is situated, or to abandon or vacate any such roadway according to law, where such action is deemed to be in the public interest by the Board of County Commissioners of Huerfano County, Colorado.

Article 9 -Amended by Resolution # 14-18 on August 6, 2014 .

## ARTICLE 7 – ROADWAY ACCESS

### 7.3 Implementation

No person shall construct any access providing direct movement to or from any Huerfano County maintained roadway without an approved County access permit or a State Highway access permit when applicable. Huerfano County Road Access Permits shall be issued only in compliance with Article 7 of the Huerfano County Roadway Design and Construction Standards.

State Highway permit application, permit instructions and the State Highway Access Code can be obtained from the [CDOT Website Access Permit Page](#).

Excerpt from the [State Highway Access Code](#)

#### **Section 2.6 Changes in Land Use and Access Use**

- (1) It is the responsibility of the property owner and permittee to ensure that the use of the access to the property is not in violation of the Code, permit terms and conditions or the Act. The terms and conditions of any permit are binding upon all assigns, successor-in-interest, heirs and occupants. If any significant changes are made or will be made in the use of the property which will affect access operation, traffic volume and or vehicle type, the permittee or property owner shall contact the local issuing authority or the Department to determine if a new access permit and modifications to the access are required.

The State Highways within Huerfano County are comprised of SH12, SH160, SH10, SH69 and I25.

Article 7 Section 7.3 -Amended by Resolution #15-071 on January 27, 2015.

**7.1 Authority**

Pursuant to Section 43-2-147(1), C.R.S., local governments are authorized to regulate vehicular access to and from any public roadway under their respective jurisdiction from or to property adjoining the roadway.

**7.2 Purpose**

It is the purpose of this section to provide the procedures and standards necessary to protect the public health, safety and welfare, to maintain smooth traffic flow, to maintain proper roadway drainage and to protect the functional level of the County road system while meeting state, regional, local and private transportation needs and interests.

**7.3 Implementation**

No person shall construct any access providing direct movement to or from any Huerfano County maintained roadway to or from property adjoining the roadway without an approved access permit issued by the Huerfano County Road and Bridge Department.

Access permits shall be issued only in compliance with this Article. In no event shall an access be allowed or permitted if it is detrimental to the public health, safety or welfare.

**7.4 Application for a Permit and Issuance of Permits**

**7.4.1** Persons wishing to apply for direct access to a County maintained roadway shall apply to the Road and Bridge Department on a standard form provided by the Department. In addition to the form, the Road and Bridge Department may require any or all of the following items:

- a. Site plan showing location of proposed access and proposed improvements. Plan shall show any existing access.
- b. Roadway and driveway plan and profile.
- c. Drainage plan of the site demonstrating mitigation of impact to the County roadway and drainage system.
- d. Any proposed improvements, modifications or structures within the County right-of-way.

**7.4.2** Upon receiving a complete application for an access permit, the Construction Inspector shall inspect the site and inform the applicant of the site specific requirements for construction of the access. Such requirements may include surface treatment of driveway, culvert or other drainage structures, width of access, etc.

**7.4.3** The actual access permit will not be finalized until construction of the access has been completed in accordance with the specifications of this Article and in compliance with the site specific requirements as determined by the Road and Bridge Department after field inspection.

**7.4.4** Construction of an access shall be complete and accepted by the County inspector before the access is used for its intended purpose. The permit will expire if construction is not completed within 6 months of application date. Re-application will be required.

## **7.5 Access Control Standards**

It is the policy of Huerfano County that private direct access to the public road system will be provided by way of the lowest classified road possible. For example, no private direct access shall be granted to a property from an arterial road when the property can be accessed from a collector or lower classified road. Similarly, no private direct access shall be granted to a property from a collector road when the property can be accessed from a local access road. Exceptions to this policy will be made only when it is demonstrated that a severe hardship would be caused the property owner by strict enforcement of the policy, a hardship arising from the unique circumstances or characteristics of the particular site.

### **7.5.1 Principal and Minor Arterials**

When private direct access is allowed to an arterial road, the following restrictions shall apply:

- a) No more than one access approach shall be provided to an individual parcel or to contiguous parcels under the same ownership, unless it can be demonstrated that additional accesses would be beneficial to the safety and operation of the road system.
- b) On two lane arterials access approaches may be limited to only right-in and right-out turning movements if the access is within 500 feet of the nearest intersection.
- c) No access shall be permitted within 300 feet of a median opening unless the access is directly aligned with the median opening.
- d) No access configuration will be allowed that requires a vehicle to back out onto the roadway.

Intersections shall be spaced no less than one half mile apart on principal arterials and one quarter mile apart on minor arterials, unless such spacing is impractical or impossible due to topographic or other physical limitations.

### **7.5.2 Major Collectors**

When private direct access is allowed to a major collector road, the following restrictions shall apply:

- a) No more than one access approach shall be provided to an individual parcel or to contiguous parcels under the same ownership, unless it can be demonstrated that additional accesses would be beneficial to the safety and operation of the road system.
- b) On two lane major collectors access approaches may be limited to only right-in and right-out turning movements if the access is within 500 feet of the nearest intersection.
- c) No access shall be permitted within 300 feet of a median opening unless the access is directly aligned with the median opening.
- d) No access configuration will be allowed that requires a vehicle to back out onto the roadway.

Major intersections--those with another collector or higher classified road--shall be spaced no less than one quarter mile apart on major collectors, unless such spacing is impractical or impossible due to topographic or other physical limitations. Spacing of public and private local access roads shall be no less than 300 feet.

**7.5.3 Minor Collectors and Local Access Roads**

Intersections shall be spaced no less than 150 feet apart unless such spacing is impractical or impossible due to topographic or other physical limitations.

**7.6 Construction of Access**

- 7.6.1 The expected dates of construction and use of the access shall be included on the application for the permit. The applicant shall notify the Road and Bridge Department at least 72 hours prior to any construction within the County right-of-way.
- 7.6.2 The Construction Inspector shall inspect the access during construction as needed and upon completion of construction to ensure that all terms and conditions of the permit application are met.
- 7.6.3 The construction of the access and its appurtenances as required by the terms and conditions of the permit application shall be completed at the sole expense of the applicant. Huerfano County will not supply either materials or labor for the construction of the access and appurtenances.
- 7.6.4 It is the responsibility of the applicant to complete the construction of the access according to the terms and conditions of the permit. The Road and Bridge Department may order a halt to any unauthorized construction or use of an access.
- 7.6.5 All construction within the County right-of-way shall be performed only by a licensed, bonded, and insured contractor, pursuant to Huerfano County Resolution No. 06-024 As Amended.

- 7.6.6 Adequate traffic control and construction signing in conformance with the most recent edition of the Manual on Uniform Traffic Control Devices is required at all times during construction of the access. All such traffic control and signing shall be at the applicant's expense and shall not be provided by Huerfano County.
- 7.6.7 The allowable hours of work within the County right-of-way may be restricted due to peak hour traffic demands, storm water flow, or other pertinent operating restrictions.
- 7.6.8 All roadway access improvements including pavement, curbs, gutters, sidewalks, drainage structures, ditches and auxiliary lanes shall be within the County right-of-way. Any additional right-of-way required for such improvements must be dedicated or deeded to Huerfano County prior to construction beginning.

**7.7 Use of Access**

- 7.7.1 It is the responsibility of the property owner to ensure that the use of the access is in compliance with this Article and all conditions and terms of the permit.
- 7.7.2 Access permits are issued for a specific use or type of service. No change in the type of use or service (for instance from single family residential to commercial) may be made without the property owner applying for an amended access permit and securing approval from the Road and Bridge Department. Any change in the land use of the property served by the access which, in the opinion of the Road and Bridge Department, can be reasonably expected to result in a significant change in the volume or type of traffic using the access may necessitate issuance of a new or amended access permit.
- 7.7.3 Any access, whether constructed before, on, or after the date of adoption of these STANDARDS, may be required by the County to be reconstructed or relocated to conform to this Article, either at the property owner's expense if the reconstruction or relocation is necessitated by a change in the use of the property which results in a change in the type of access operation; or at the expense of the County if the reconstruction or relocation is necessitated by changes in road or traffic conditions.

**7.8 Illegal Accesses**

For the purposes of these STANDARDS any access for which any of the following statements is true shall be considered an illegal access:

- a. The access was installed after the enactment of these STANDARDS without an access permit being applied for and issued.
- b. The access was installed or is being used contrary to the terms and conditions of an access permit application or an approved access permit.

- c. The land use of the property or the type of the service for which the access is being used has changed significantly since these STANDARDS were enacted without an access permit or amended permit being granted.

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### **7.8.1 Policy for Correcting Illegal Accesses**

Upon discovery of an access considered illegal under the terms of this section, the Road and Bridge Department will send written notice to the property owner. The notice will be sent via certified mail, return receipt requested, to the last known address of the owner as shown in the records of the County Assessor's Office. Such notice will include a description of all steps necessary to bring the access into compliance. If the property owner fails to bring the access into compliance within 30 days of the written notice the Road and Bridge Department may, at its option, install barriers across the access or remove the access.

### **7.9 Drainage**

The roadway drainage system is for the protection of the Huerfano County roadway and right-of-way. It is not designed or intended to serve the drainage requirements of abutting properties beyond the levels which have historically flowed to the County right-of-way. Drainage to the County right-of-way shall not exceed the undeveloped historical flow.

**7.9.1** Drainage structures constructed as part of an access shall not restrict or obstruct the existing drainage system, and shall be in accordance with approved drainage plans or studies where applicable. Culverts shall be a minimum of 18 inches in diameter and Annular CMP. Length, diameter, cover, type, and inlet and outlet elevation of all culverts is subject to approval of the Road and Bridge Department.

**7.9.2** Accesses shall be constructed in such a manner that does not cause erosion and will not result in deposition of silt and debris upon the County roadway. Accesses which slope down toward the public road will be constructed to include suitable means of assuring water does not run onto or across the traveled public way. This may include crown, borrow ditches, pans, etc. along the access sufficient to direct water to the existing drainage facilities along the public road.

### **7.10 Driveways**

#### **7.10.1 Geometric Standards**

Driveways shall conform to the geometric standards illustrated in Appendix 1, Figures 21 through 23. Any variation from the requirements shown due to physical site restrictions or unusual circumstances must be approved by the Board of County Commissioners.

#### **7.10.2 Location**

Location of driveways shall be in accordance with Figure 24 in Appendix 1

### 7.10.3 Miscellaneous Requirements

- a. Only one residential access per lot or parcel will be allowed unless lot frontage is of sufficient width to allow a minimum spacing of 50 feet between driveways on one parcel or lot.
- b. If the road which will be accessed is paved, the Applicant shall pave the full width of the driveway access from the edge of the roadway asphalt a distance toward the property line which is the largest of any of the following which apply:
  1. Top of the borrow ditch bank on the property line side of the ditch.
  2. Back of sidewalk.
  3. High point of driveway swale on the property line side of the driveway swale.

In no case will the driveway paving extend less than 5 feet from the edge of the roadway asphalt. The minimum depth of asphalt paving shall be two lifts of two inches each of grade C or CX hot bituminous paving. The paving shall be placed on top of a minimum 6 inches of class 6 aggregate base course material which has been compacted to 95% standard Proctor density.

- c. If the road which will be accessed is not paved, the driveway shall be constructed with class 6 aggregate base course material a minimum of 9 inches in depth from the edge of the road to the property line.
- d. If an unlined drainage ditch exists along the road to be accessed, the Applicant must supply and install a culvert pipe in the driveway. The length and diameter of the pipe shall be as determined by the Road and Bridge Department, but in no case shall the pipe be smaller than 18 inches in diameter nor less than 20 feet in length. The pipe will be bedded with a minimum of 6 inches of class 6 aggregate base course material with a minimum of 1 foot of cover over the pipe, compacted to 95% standard Proctor density. A swaled access is a permissible alternative assuming all other conditions are met, at the discretion of the Road and Bridge Department.
- e. Culvert pipes shall be given one of the following end treatments at both the inlet and outlet ends at the discretion of the Inspector:
  - \* Concrete slope paving--see Figure 25 in Appendix 1.
  - \* Concrete headwall--see Figure 26 in Appendix 1.

### 7.11 Driveway Location Limitations

A NEW driveway access will not be allowed:



1. Within 10 feet of any commercial property line except when it is a joint-use driveway serving two abutting commercial properties and access agreements have been exchanged between, and recorded by, the two abutting property owners;
2. When the total width of all driveways, existing and proposed, serving a given property would exceed 50% of the curb line frontage where such frontage is 100 feet or less;
3. Within 50 feet of the right-of-way line of an intersecting non-arterial road;
4. Within 100 feet of the right-of-way line of an intersecting arterial road;
5. Within 100 feet of an approved median opening location on an arterial road;
6. Within 25 feet of a guardrail ending;
7. Within 100 feet of a bridge structure;
8. Within the minimum spacing as established by Figure 24 in Appendix 1; or,
9. When adequate sight distance cannot be provided to vehicles on the driveway attempting to access the road.

Exceptions may be made by the Board of County Commissioners where the application of these standards would create undue hardship to the abutting property owners.

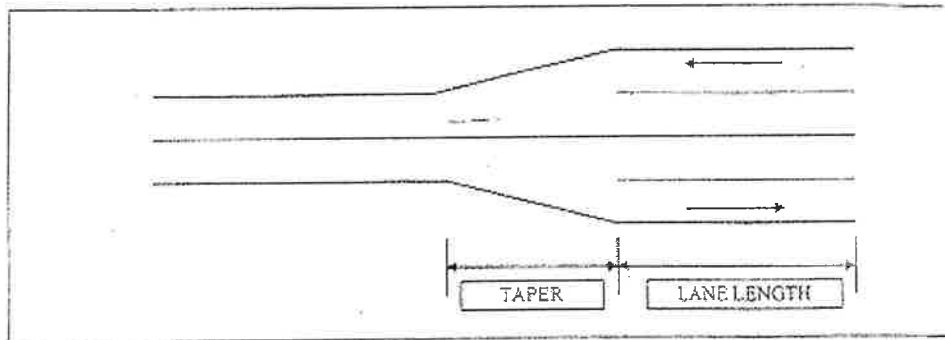
**7.12 Speed Change Lanes**

Speed change lanes for right turning movements are required for any access (including public and private roads, driveways, etc.) based upon posted speed limits and traffic volumes according to the warrants listed in the following table.

RIGHT TURN LANE WARRANTS					
Posted Speed of Main Road in MPH					
	25	30 to 40	45 to 50	55	For a
If the DHV of the main road is	500	400	200	150	2 lane road
	1400	1200	800	600	4 or more lanes
DHV/ADT (DESIGN HOUR VOLUME/AVERAGE DAILY TRAFFIC)					

and the DHV or ADT of the access or minor road is	50/140	40/350	20/175	15/150	2 lane road
	70/625	60/550	40/350	25/225	4 or more lanes
a) For roads with four travel lanes, DHV values of the main road will be only in the direction of the access approach.					
b) A right turn acceleration lane is not required if the posted speed is 40 mph or less, nor at a signalized intersection.					

When required, speed change lanes for right turning movements shall be constructed in accordance with the following figure and table:

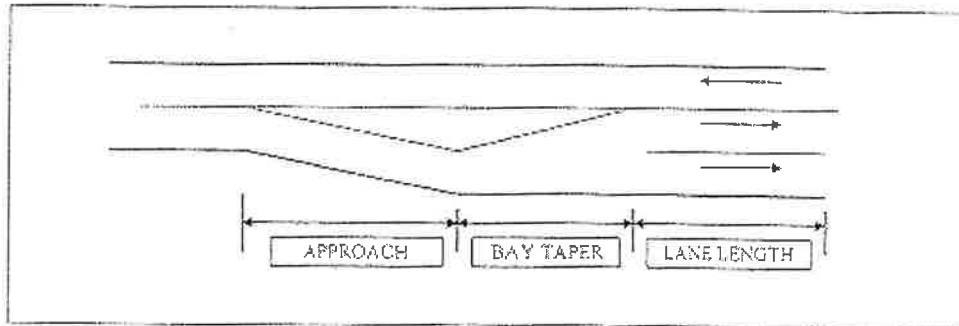


RIGHT TURN LANE				
Posted Speed	Acceleration Lane		Deceleration Lane	
	Lane Length	Taper	Lane Length	Taper
30	90	100	105	80
35	165	125	130	105
40	200	180	150	140
45	270	210	190	160
50	440	240	225	180
55	500	300	250	240

Speed change lanes for left turning movements are required for any access (including public and private roads, driveways, etc.) based upon posted speed limits and traffic volumes according to the warrants listed in the following table.

LEFT TURN LANE WARRANTS					
Posted Speed of Main Road in MPH					
	25	30 to 40	45 to 50	55	For a
If the DHV of the main road is	500	400	200	150	2 lane road
	1000	900	600	400	4 or more lanes
DHV/ADT					
and the DHV or ADT of the access or minor road is	30/250	20/175	15/125	12/100	2 lane road
	45/375	30/250	20/175	12/100	4 or more lanes
a) For roads with four travel lanes, DHV values of the main road will be only in the direction of the access approach.					
b) A right turn acceleration lane is not required if the posted speed is 40 mph or less, nor at a signalized intersection.					

When required, speed change lanes for left turning movements shall be constructed in accordance with the following figure and table:



LEFT TURN LANE			
Posted Speed	Approach Taper	Bay Taper	Lane Length
30	280	100	135
35	350	125	150
40	420	150	165
50	630	200	235
55	700	250	250

For use of the above figures and tables and the design of speed change lanes, the following notes apply:

- Minimum width of speed change lanes shall be 12 feet, exclusive of shoulder.
- The design hour volume, DHV, shall be considered the average peak hour volume.
- Applicants for residential accesses serving more than 10 dwelling units, commercial accesses, and industrial accesses shall submit a traffic study which includes estimates of the volume and type of traffic to be using the access at build-out, turning movements into and out of the access, the effect of the proposed access on the existing traffic on the public road to be accessed, and any other information deemed by the Road and Bridge Department to be necessary to evaluate the specific site requirements.
- The lengths shown for speed change lanes are minimum lengths which may need to be increased due to grade, sight distance, topography, etc. For grades of 3 percent or more the lane length shall be increased in accordance with the factors contained in the Colorado Department of Transportation's Roadway Design Manual.
- For deceleration lanes where vehicle turning movements are 30 DHV or more, additional storage length is required according to the following:

DHV of Deceleration Lane	Additional Storage Length
30	25
60	50
100	100
200	175
300	250

**7.13 Application Fees**

Minimum administrative and inspection fees shall be charged to the applicant for any access permit. The fee is intended to cover the actual cost incurred by the County in administration of the permit and inspection of the proposed location of the access and construction of the access for compliance with the standards outlined in this policy.

7.13.1 The minimum permit fee for an access permit shall be as adopted by resolution of the Board of County Commissioners:

Type of Access (based on use)	Fee
Residential	\$100.00
Agricultural	\$100.00
Commercial	\$150.00
Industrial	\$150.00

7.13.2 The minimum application fees are due and payable at the time of application and prior to the issuance of any permit.

7.13.3 In addition to the minimum fees, the applicant will be billed for additional costs incurred by the County as a result of the applicant’s failure to comply with the conditions and terms of an access permit application or the requirements for notification prior to construction as stated herein. The additional costs will be based upon the actual time spent by the Construction Inspector or other designated representative in inspecting the construction of the access when more than the initial field inspection of the construction is required due to the failure of the applicant or their hired contractor to comply with the requirements and specifications of this policy. The actual cost will be determined based upon the actual time spent in such additional inspections, including travel time, multiplied times the loaded wage rate for the inspector involved.

**7.14 Damage to County Roadway and Improvements**

Any damage to the pre-existing County roadway, drainage ways, structures, traffic control devices, etc. within the County right-of-way arising from or occurring during the construction of the roadway access, or performed on the property served in connection with the use for which the permit is applied, shall be promptly repaired by the applicant prior to the final issuance of the permit. All debris, rubble, excess material, etc. will be removed from the County right-of-way.

**8.1 General Policies**

For the purposes of this Article "work" shall be defined as the providing of labor, materials and equipment necessary for the completion of the construction, re-construction, repair, modification or relocation of road, drainage, traffic control, utility and other structures, appurtenances, or improvements within the right-of-way or related easements as required by a land use approval or allowed by an access or excavation permit.

Huerfano County and Colorado Department of Transportation Construction Specifications.

During the execution of the work, all materials, performance, and quality of work shall conform to the requirements of these STANDARDS and the most recent edition of the Colorado Department of Transportation's Standard Specifications for Road and Bridge Construction. Specific modifications to the CDOT Specifications are made within this Article.

If these STANDARDS or the CDOT Specifications do not cover a specific situation during the course of work, applicable specifications must be approved by or obtained from the Board of County Commissioners. The Board of County Commissioners shall be the final authority on the meaning or interpretation of all specifications. In the event of a conflict between these STANDARDS and CDOT Specifications, these STANDARDS shall control.

**8.2 Control of Work**

All work done within County road right-of-way and applicable work done on private property shall be inspected and documented by Huerfano County to ensure compliance with these STANDARDS, the approved plans, and any subdivision improvements agreement. The Huerfano County Road and Bridge Department shall have the authority to control work as determined by these STANDARDS, decide all questions which may arise as to the quality and acceptability of materials furnished or the work performed, or as to the rate of progress of the work, and to decide all questions as to the interpretation of the approved plans.

The Road and Bridge Department shall, in writing, suspend the work in whole or in part due to the failure of the contractor to correct conditions unsafe for the general public; for failure to carry out provisions of these STANDARDS and approved plans; for failure to carry out written or verbal orders as a result of unsatisfactory work found during inspections; for periods of time due to unsuitable weather conditions; for conditions considered unsuitable for the proper execution of the work; or for any other condition or reason deemed to be in the public interest or to protect the public health, safety and welfare.

**8.3 Authority of the Inspector**

The Road and Bridge Department shall be represented by the Construction Inspector, or other official as designated by the Board of County Commissioners, who is authorized to inspect all work done and materials furnished. The inspector shall not be authorized to waive any provisions

of these STANDARDS or the approved plans, nor to issue instructions contrary to these STANDARDS or the approved plans. The inspector shall not act as a foreman for the contractor nor supervise or direct the work.

#### **8.4 The Project Engineer**

The Project Engineer shall be the duly authorized agent of the developer and/or the contractor and has immediate charge of the engineering details of the work. It shall be the responsibility of the Project Engineer:

- a. To provide to the Construction Inspector any engineering details, documentation, or any other information regarding the prosecution of the work.
- b. To provide to the Road and Bridge Department, for written approval, any proposed alterations to the approved plans and specifications before any such modifications are incorporated into the work.
- c. To provide "as-built" plans to the Road and Bridge Department upon completion of all work to be performed on the project as a condition of final approval of the work.
- d. To furnish and set construction stakes and marks establishing all lines, grades and measurements necessary to the proper execution of the work in its final location as shown on the approved plans.

#### **8.5 Inspection and Testing**

To ensure compliance with these STANDARDS and the approved plans, adequate in-progress inspection and testing is required.

All materials and each part or detail of the work shall be subject to the inspection of the Construction Inspector. The Construction Inspector shall be allowed access to all parts of the work and shall be furnished with such information and assistance by the Project Engineer and Contractor as required to make a complete and detailed inspection.

When the construction specifications of other jurisdictions (such as water or sewer districts) are used to govern a portion of the work or are included within the approved plans, written approval shall be provided by the other jurisdictions and made available to the Construction Inspector prior to final acceptance of the work. Regular in-progress materials testing shall be provided to the Construction Inspector in a timely manner during the course of the work, and shall be a requirement of final acceptance. The interval of in-progress materials testing shall conform to the most current testing schedule established by the Colorado Department of Transportation, Materials Testing Section. The number of tests and their location are subject to approval of the Construction Inspector. All materials testing shall be performed by an independent laboratory under the supervision of a Colorado licensed professional engineer at the expense of the developer, Project Engineer or Contractor. Huerfano County may at its option perform such

additional quality control testing as it deems appropriate and necessary or desirable at its own expense. Item 6d.

Any work done or materials used without inspection or testing may be ordered removed or replaced. The Construction Inspector may, at any time before acceptance of the work, direct the contractor to remove or uncover any portion of the finished work. After examination, and after approval of the work by the Construction Inspector, the Contractor shall restore the portions of the work disturbed to the standard required by the plans and specifications.

### **8.6 Removal of Unacceptable or Unauthorized Work**

All work which does not conform to these STANDARDS and the approved plans shall be considered unacceptable work, whether the result of poor workmanship, use of defective materials, damage through carelessness or any other cause found to exist prior to final acceptance of the work. Unacceptable work shall be removed and replaced according to these STANDARDS prior to acceptance of the work.

Work shall not be done without lines and grades per Section 8.4 of this Article. Any work done contrary to the instructions of the Project Engineer or Construction Inspector shall be considered unauthorized and may be ordered removed.

### **8.7 Use of Approved Plans and Specifications**

Any work performed without approved (record set) plans and specifications shall be considered unauthorized and may be ordered removed and the prior existing conditions restored.

The approved plans, specifications, supplementary specifications, standards, supplementary standards and any special provision required or approved by the County shall be considered complimentary to describe and provide for complete work.

The Contractor shall not take advantage of any error or omission in the approved plans, standards and specifications. In the event an apparent error or omission is discovered, the Project Engineer and the Construction Inspector shall be notified. The Project Engineer shall make corrections required, subject to approval by the Board of County Commissioners.

### **8.8 Final Acceptance**

Upon written notice from the developer of the completion of all work, the Construction Inspector shall make a final inspection. If all construction provided for in the approved plans, performance guarantee and/or subdivision improvement agreement is found by the Board of County Commissioners to be satisfactory, the procedure for acceptance by the Board of County Commissioners for maintenance or release of the performance guarantee may be initiated. If, however, the inspection discloses any work in whole or in part as being unsatisfactory or incomplete, the County shall notify the developer in writing of the deficient items. In the event the work is not complete, the developer is responsible for maintenance of the work until such time as all such items are completed or corrected and a re-inspection has been made.



## 8.9 Modifications to CDOT Specifications

The following modifications or additions are made to the Colorado Department of Transportation's Standard Specifications for Road and Bridge Construction. These modifications and additions shall apply to all work covered under these STANDARDS.

- a. Class 6 aggregate base course material shall be crushed material, with at least 50 per cent of the material remaining upon the #4 sieve having at least two fractured faces. No slag based Class 6 aggregate base course material will be allowed as a final surface treatment. Slag based Class 6 aggregate base course will be acceptable for base material under a final asphalt or concrete paving course.

- b. Aggregate for Hot Bituminous Paving shall conform to the following:

Grading C--50 percent of the material passing through the 3/4 inch sieve and retained upon the # 4 sieve shall have a minimum of two fractured faces.

Grading CX--50 per cent of the material passing through the 1/2 inch sieve and retained upon the # 4 sieve shall have a minimum of two fractured faces.

- c. Borrow material--All borrow material used within the right-of-way shall meet the following requirements and be subject to approval of the Board of County Commissioners:

All borrow material shall be non-organic, and contain no trash or perishables nor particles exceeding 4 inches in size, and shall have a minimum dry density of 90 lbs./cu. ft.

All borrow material shall consist of material which is essentially a granular soil with a minimum "R" value of 40, a maximum liquid limit of 30, a maximum plasticity index of 6, and the following grain size distribution:

Sieve Designation	% Passing
4 inch	100
# 200	3-20

- d. Culvert pipe--All culvert pipe installed within the public right-of-way shall conform to one of the following:

Corrugated steel pipe--16 gauge or heavier, annular, in compliance with AASHTO designation M 36.

- e. Aggregate base course material for final surface of gravel roads shall have a maximum liquid limit of 25, a plasticity index of 6 or less, and shall consist of a crushed naturally occurring rock material (no slag) with at least 50 per cent of the material remaining on the # 4 sieve having at least two fractured faces. In addition the material will meet the following gradation:

Sieve Designation	% Passing
1"	100
1/2"	75 -- 85
no. 4	30 -- 65
no. 8	25 -- 55
no. 200	12 -- 18

All other CDOT specifications for aggregate base course not modified above shall apply.

**RESOLUTION**

NO. 14-18

**A RESOLUTION AMENDING STANDARDS, REGULATIONS, AND A PERMIT SYSTEM FOR CONSTRUCTION, INSTALLATION, AND REPAIR OF RIGHT-OF-WAY OPENINGS, ADOPTING STANDARDS FOR ACCESS PERMITS, AND CATTLE GUARDS ON PUBLIC ROADS.**

**WHEREAS**, the County of Huerfano has authority by statute to regulate the construction, installation and repair of right-of-way openings for subsurface utilities and placement of utility poles and/or aerial cable placement; and

**WHEREAS**, the County of Huerfano has authority by statute to regulate access to the Huerfano County Maintained Road System; and

**WHEREAS**, the fee schedule as outlined in the "Huerfano County Roadway Design and Construction Standards" is hereby adopted and,

**WHEREAS**, the fee schedule incorporated in the "Huerfano County Roadway Design and Construction Standards" is hereby adopted and may be subject to change as determined by the Board of County Commissioners, and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Huerfano County, Colorado, that, the standards, rules, and regulations hereinafter set forth within the "Huerfano County Roadway Design and Construction Standards" (hereinafter called STANDARDS) are amended, and the following Huerfano County Resolutions be, and hereby are rescinded:

80-41, 89-22, 96-13, 01-02, 02-10, 05-03, Article 9 of Resolution 06-24 (as Amended) –  
Amendment Attached.

INTRODUCED, READ, AND ADOPTED on the 6<sup>th</sup> day of August, 2014.



BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY [Signature]  
Art S. Bobian, Chairman

[Signature]  
Max Vezzani, Commissioner

[Signature]  
Ray Garcia, Commissioner

BY [Signature]  
Judy Benine  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board

## ARTICLE 9 – CATTLE GUARDS ON PUBLIC ROADWAYS

## 9.01 Definition.

Colorado Revised Statute 43-2-211 Cattle guards – specifications. The board of county commissioners of a county has authority to establish cattle guards on highways at the expense of the county or to permit the owners of land adjoining a county highway to establish cattle guards on highways at the expense of the landowners. All such cattle guards shall be established according to fixed specifications and design and under the supervision of the board of county commissioners.

Note: Alternate specifications and design, as well as, cost may be reviewed or modified by the Board of County Commissioners from time to time.

## 9.02 Request for installation.

The request for a cattle guard shall be reviewed on a case by case basis. No person shall be entitled to installation of a cattle guard in a county road. In determining whether to install a cattle guard, the Huerfano County Road & Bridge Department shall consider the circumstances at the requested cattle guard site, including but not limited to number and location of other existing cattle guards, convenience of location for future county maintenance, weather and wind conditions at the site, condition of relevant fencing and other appropriate factors.

If the request for installation of a new cattle guard is approved, the requesting party shall pay \$3,500.00 to Huerfano County for the cattle guard and installation. Once installed the cattle guard shall become the property of Huerfano County who shall be responsible for perpetual maintenance.

If all attending facts and circumstances justify the waiver of all or a portion of the cost of the cattle guard, base, and installation, the requesting party may apply to the Board of County Commissioners and request a waiver of all or a portion of the costs and fees. The decision of the Board of County Commissioners shall be a final decision. No waiver granted to any landowner shall constitute precedent or expectation of future waivers to other landowners. Each waiver request shall be considered based on the facts and circumstances in existence regarding the particular site for which the waiver was requested.

## 9.03 Replacement, abandonment or discontinuance by county.

In the event any cattle guard located upon any County road is deemed by the County to be beyond repair, the cattle guard shall be replaced. The County shall pay for the entire cost of said replacement. Nothing contained in this article shall limit or restrict the right of Huerfano County to discontinue or limit maintenance of a particular cattle guard or the highway upon which it is situated, or to abandon or vacate any such roadway according to law, where such action is deemed to be in the public interest by the Board of County Commissioners of Huerfano County, Colorado.

Article 9 -Amended by Resolution # A-18 on August 6, 2014 .

**9.01 Maintenance and removal.**

Huerfano County, acting by and through Huerfano County Road and Bridge Department, shall own and maintain all existing cattle guards located on and across county roadways until such time as any such cattle guard is no longer required. The determination as to whether or not a particular cattle guard is no longer required shall be left to the discretion of the adjacent property owners. Where it is determined that a particular cattle guard is no longer required, it shall then be removed by Huerfano County and either junked, stored for further use, or used to replace other cattle guards located on or across county roadways is deemed appropriate by Huerfano County. (Res. 06-24 As Amended)

**9.02 Cattle Guard construction--County specifications to be met.**

A party requesting that a cattle guard be established at a location not presently served by a cattle guard must fund the entire cost of the construction and installation of an approved cattle guard. Each approved cattle guard must be constructed and installed by a licensed, bonded and insured excavator in accordance with the county's existing excavation permit regulations. Huerfano County shall provide a standard for cattle guard construction to the person desiring to establish an approved cattle guard (*reference Colorado Department of Transportation M-611, pages 1&2: 2-7/8" drill stem may be substituted for the S4x7.7 and C4x7.25 beams as shown*). During the construction and installation process, Huerfano County shall inspect the construction and installation of the cattle guard to insure it is being constructed and installed in accordance with county specifications before it shall be considered an approved cattle guard. Following the construction and installation of a cattle guard, Huerfano County must accept the cattle guard as being constructed and installed in accordance with county specifications before it shall be considered an approved cattle guard. (Res. 06-24 As Amended)

**9.03 County responsible after approval.**

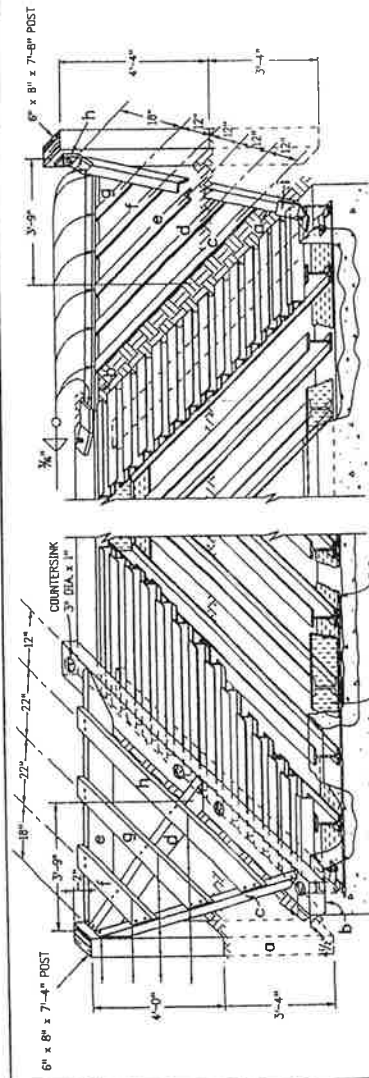
Following approval of a cattle guard by Huerfano County, Huerfano County shall be responsible for perpetually maintaining the cattle guard. In no event, shall Huerfano County be responsible for the maintenance of a cattle guard until such time as the cattle guard has been approved by Huerfano County as being constructed and installed in accordance with county specifications. (Res. 06-24 As Amended)

**9.04 Abandonment or discontinuance by county.**

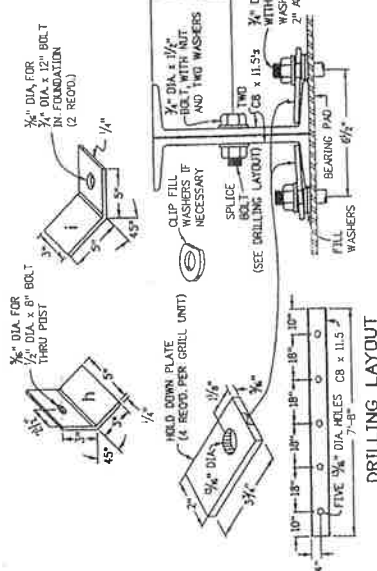
Nothing contained in this chapter shall limit or restrict the right of Huerfano County to discontinue or limit maintenance of a particular cattle guard or the highway upon which it is situated, or to abandon or vacate any such roadway according to law, where such action is deemed to be in the public interest by the Board of County Commissioners of Huerfano County, Colorado. (Res. 06-24 As Amended)

**GENERAL NOTES**

1. CONCRETE SHALL BE CLASS B. FOUNDATION MAY BE CAST-IN-PLACE OR PRECAST.
2. REINFORCING BARS SHALL BE #4, GRADE 60.
3. ALL TIMBER SHALL BE TREATED IN CONFORMANCE WITH ASHTO M 133 AND AMFA C14.
4. WING POSTS MAY BE MADE FROM 8 IN. ROUND NATIVE TIMBER.
5. ALL STRUCTURAL STEEL SHALL BE FABRICATED AND PAINTED WITH ALUMINUM PAINT IN ACCORDANCE WITH SECTION 509. ALL HARDWARE SHALL BE GALVANIZED IN CONFORMANCE WITH ASHTO M 111 OR PAINTED WITH DUC-RICK PAINT MEETING MILITARY SPECIFICATION 00D-P-20035
6. ALL STRUCTURAL STEEL SHALL CONFORM TO ASHTO M 270 (ASTM A 709) GRADE 36.
7. WELDING SHALL CONFORM TO THE AWS STRUCTURAL WELDING CODE AND ASHTO STANDARD SPECIFICATIONS FOR WELDING OF STRUCTURAL STEEL HIGHWAY BRIDGES.
8. WHEN A CATTLE GUARD IS TO BE INSTALLED IN IMPROPER MATERIAL, ADEQUATE DRAINAGE SHALL BE PROVIDED TO PREVENT WATER FROM ACCUMULATING UNDER THE GUARD. DETAILS SHALL BE AS SHOWN ON THE PLANS. AN OUTLET PIPE MAY BE CONSIDERED.
9. TYPE OF WING (TIMBER OR STEEL) SHALL BE STEEL UNLESS OTHERWISE SHOWN ON THE PLANS.
10. STRUCTURE EXCAVATION AND STRUCTURE BACKFILL WILL NOT BE MEASURED AND PAID FOR SEPARATELY, BUT SHALL BE INCLUDED IN THE WORK.

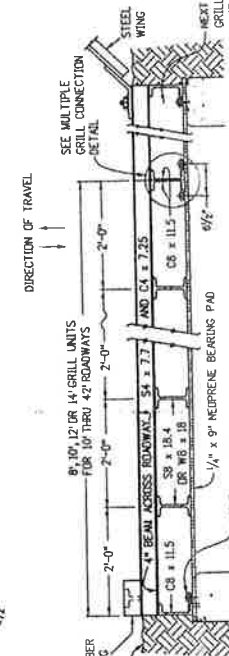


**TYPICAL CATTLE GUARD INSTALLATIONS**

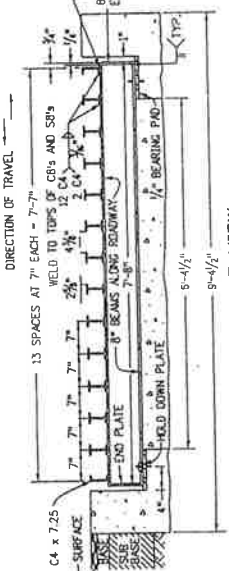


**DRILLING LAYOUT**

**MULTIPLE GRILL UNIT CONNECTION**



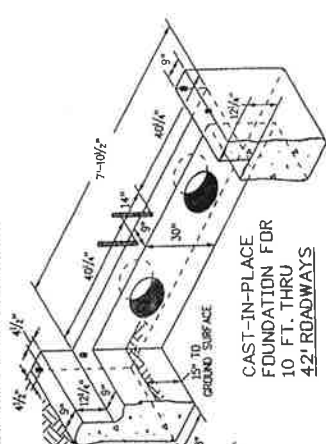
**ELEVATION VIEW**



**SIDE VIEW**

**WELDED GRILL CROSS SECTIONS**

**PRECAST PORTABLE FOUNDATION FOR 10 FT., 12 FT., 14 FT., AND 16 FT. ROADWAYS**



**CAST-IN-PLACE FOUNDATION FOR 10 FT. THRU 42 ROADWAYS**

<b>Computer File Information</b>		<b>Sheet Revisions</b>		<b>Colorado Department of Transportation</b>		<b>CATTLE GUARD</b>		<b>STANDARD PLAN NO.</b>	
Creation Date: 07/04/12	Initiator: DD	Date:	Comments	4201 East Arapahoe Avenue		M-611-1		Sheet No. 1 of 2	
Last Modification Date: 07/04/12	Initiator: LTA			Project Number: (303) 757-9822					
Full Path: www.coloradodot.info/business/designsupport				Project Development Branch		DD/LTA		Issued By: Project Development Branch, July 4, 2012	
Drawing File Name: 611010102.dgn				Project Development Branch		DD/LTA			
Drawn By: MrozStacia.W.	Scale: Not To Scale	Units: English							

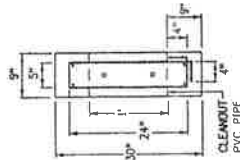
Item 6d.

ROADWAY WIDTH (FT.)	USE GRILL UNITS (FT.)	PRECAST		CAST-IN-PLACE		TOTAL GRILL WEIGHT (LBS.)
		CONCRETE (CU. YD.)	REINFC. STEEL (LBS.)	CONCRETE (CU. YD.)	REINFC. STEEL (LBS.)	
10	10	5.6	295	5.6	316	24
12	12	8.5	342	8.5	364	18
14	14	7.4	378	7.4	399	21
16	16	8.1	414	8.1	435	24
18	18			9.0	482	18
20	20			9.8	518	21
22	22			10.6	553	24
24	24			11.5	608	18
26	26			12.3	636	21
28	28			13.1	672	24
30	30			13.9	719	18
32	32			14.8	755	21
34	34			15.5	790	24
36	36			16.4	838	18
38	38			17.3	873	21
40	40			18.0	909	24
42	42			18.9	956	18

FOUNDATION QUANTITIES

SIZE	WEIGHT (LBS.)
B	1564
10'	1946
12'	2328
14'	2710

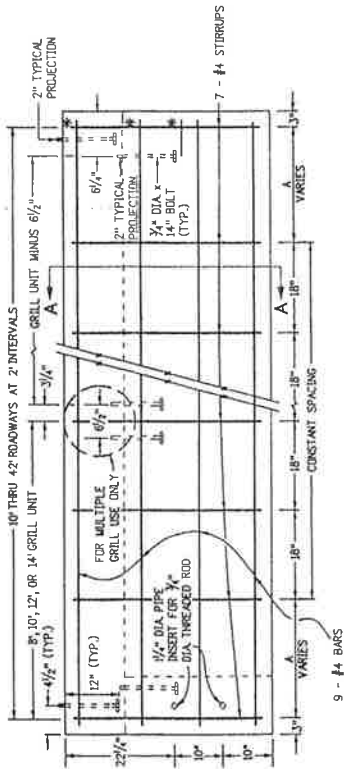
WELDED GRILL UNITS



LATERAL SUPPORT SECTION B-B

- ONE TIMBER WING**
- G - 6" x 8" x 7'-4"
  - b - 4" x 8" x 9'-4 1/2"
  - C - 2" x 6" x 6'-7"
  - d - 2" x 6" x 6'-7"
  - f - 2" x 6" x 6'-7"
  - g - 2" x 6" x 2'-5"
  - h - 2" x 6" x 4'-4"
- 16d NAILS (OALV) - 2 LB.

- ONE STEEL WING**
- d - 2" x 2" x 1/4" x 79" } 63.26 LBS.
  - e - 1 1/2" x 1/2" x 1/4" x 55" } 36.86 LBS.
  - f - 1 1/2" x 1/2" x 1/4" x 40" } 26.86 LBS.
  - g - 1 1/2" x 1/2" x 1/4" x 28" } 18.57 LBS.
  - h - 5" x 6" x 1/4" x BAR - 2.13 LBS.
  - i - TWO 3" x 10" x 1/4" x BARS - 4.25 LBS.
- 6" x 8" x 7'-8" TIMBER POST  
TOTAL LBS. STEEL = ~106.5

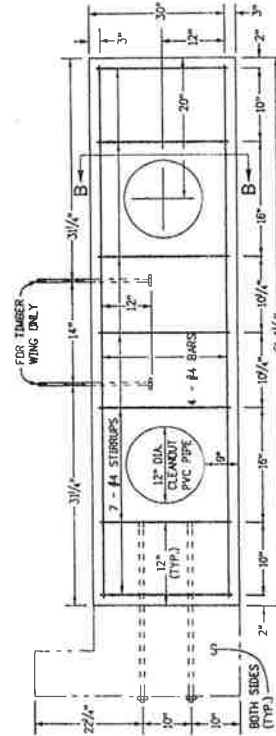


CAST-IN-PLACE FOUNDATION

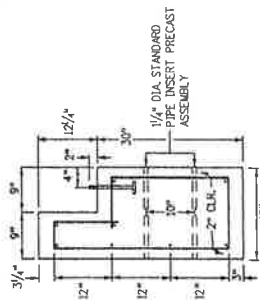
PRECAST PORTABLE FOUNDATION

\* WHEN CAST IN PLACE, LONGITUDINAL BARS EXTENDING FROM AND INTO THE LATERAL SUPPORT SHALL BE SPACED WITH A 2" IN RADIUS AND CONTINUE PERPENDICULAR TO 10 IN. FROM THE BEAD

ELEVATION OF FOUNDATION



ELEVATION OF LATERAL SUPPORT



END SECTION OF FOUNDATION SECTION A-A

<b>Computer File Information</b>		<b>Sheet Revisions</b>	
Creation Date: 07/04/12	Initials: DD	Date:	Comments:
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CAD Ver: MicroStation V8	Scale: Not to Scale	Unit: English	CRSD

**Colorado Department of Transportation**  
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**Project Development Branch** DD/LTA

**CATTLE GUARD**

STANDARD PLAN NO.

M-611-1

Sheet No. 2 of 2

Issued By: Project Development Branch July 4, 2012

ARTICLE 10  
EXCAVATIONS AND R.O.W. OPENINGS FOR SUBSURFACE UTILITIES

Item 6d.

Section 10.15 Permit Fee Schedule  
Item B Number 4 – Utility Poles and/or Aerial Cable Placement

Amended to read:

A one hundred dollar (\$100.00) permit fee will be required for each overhead crossing. All subsurface utility, utility pole and/or aerial cable placement shall be, additionally, reviewed by the Public Works Director.

Article 10 Section 10.15 Item B Number 4 – Amended by Resolution #16-41 on May 10, 2016



**10.01 Applicability.**

The following specifications shall apply to excavators, which term includes any person, contractor, partnership, corporation, municipality, special district, or other governmental entity, who for any reason cuts, disturbs or otherwise defaces any county property being a public right-of-way for purposes of installing or repairing or for any reason pertaining to the presence of an underground utility or structure. Once an excavator obtains an excavation permit he or she shall be considered a permittee.

**10.02 Plans to be submitted before work begins.**

Plans and profiles for any work affecting grade and alignment shall be required to be submitted to the Huerfano County Road and Bridge Department for approval before starting any such work.

**10.03 Hold harmless agreement.**

The excavator acquiring a permit for the purpose of performing work on any county property, being a thoroughfare or right-of-way, is assumed to be familiar with and at all times shall observe and comply with all federal and state laws, local by-laws, ordinances and regulations in any manner affecting the conduct of his or her work. He or she shall indemnify and hold harmless the County of Huerfano, Colorado, and its representatives against any claims arising from any violation of such law, by-law, ordinance or regulation; whether by the excavator himself or herself or by the excavator's employees. The County of Huerfano reserves the right to refuse issuance of permits to any excavator not complying with the above-outlined procedures or with the following specifications.

**10.04 Bonding, insurance and warranty requirements.**

- A. Before the county shall issue a permit to any excavator, that excavator shall have on file with the Huerfano County Regional Building Authority a valid contractor's license and permit bond in the amount of two thousand five hundred dollars (\$2,500.00). Such bond shall be for the benefit of the Huerfano County Road and Bridge Department, and shall assure recovery by the Department of any expense incurred by the Department in completing work begun, but not finished, by the excavator in accordance with these regulations and specifications. Such bond shall be in force for at least sixty (60) days beyond the anticipated completion date of any work for which a permit is being applied for.
- B. Before the county shall issue a permit to any excavator, that excavator shall show evidence of a valid and in-force bodily injury and property damage liability insurance policy, with minimum limits of five hundred thousand dollars (\$500,000.00) combined single limit coverage. Such policy shall be for the protection of the county from all suits, actions or claims of any type for injuries or damages allegedly sustained by any person or property on the premises or as a result of the operations or completed operations of the work. Such policy

shall specifically cover the acts and operations of any subcontractors or independent contractors of the excavator, in addition to the excavator's employees or agents.

Item 6d.

- C. In addition to the bonding and insurance requirements of subsections A and B of this section, the permittee personally, by applying for and obtaining a permit, agrees to be liable to Huerfano County for any expenses incurred by Huerfano County because of the permittee's acts or omissions relating to the work, and the permittee shall hold Huerfano County harmless from any claims of anyone else arising from or relating to the work. This shall include, but not be limited to, a warranty by the permittee of the work and all materials and labor used in the work, and such warranty shall run for one year from the completion of the work and shall guarantee that no further repairs or maintenance will be required at the work site due to any defect or omission in the work or that the permittee will adequately and properly provide and complete any such repairs or maintenance. For any work on a job with roadway repair costs in excess of two thousand five hundred dollars (\$2,500.00) as estimated by Huerfano County, the warranty requirement shall be satisfied by the posting of a surety bond in the estimated amount at the discretion of Huerfano County.
- D. The Huerfano County Board of County Commissioners may, at its discretion, exempt an excavator from the bonding requirements of subsection A of this section and from the insurance requirements set out in subsection B of this section. Such exemption may be granted upon a showing by the excavator of alternative arrangements satisfactory to the Huerfano County Board of County Commissioners. In determining whether to so exempt a particular excavator, the Huerfano County Board of County Commissioners shall consider the reliability of any alternative bonding or insurance devices proposed by the excavator, the financial condition and solvency of the excavator, the presence in Huerfano County of fixed assets sufficient in value to cover any expenses or problems caused by the excavation, the length of time the excavator has done business in Huerfano County, the previous track record of the excavator in regard to expenses or problems of prior excavations, the existence of a long-term or comprehensive policy of self-insurance by the excavator, and any other factors tending to increase or decrease the likelihood of expense and harm to Huerfano County from the excavation. (Res. 06-24 As Amended)

#### **10.05 Permits.**

- A. Prior to commencing any work on any county right-of-way, the excavator who will actually perform the work or their duly authorized representative shall obtain written permission to undertake such work in accordance with the following provisions.
- B. Permits issued by the Huerfano County Road and Bridge Department shall pertain only to allowing work within the county rights-of-way and is in no way a permit to enter onto private property adjacent to such rights-of-way nor to alter or disturb any facilities or installations existing within the right-of-way which may have been installed and are owned by others.
- C. Minimum fees shall be assessed for permits at the time of issuance of the permit. Inspection fees will be assessed to the permittee on the basis of actual inspection time required on a job site, at the current hourly rate for inspection time. The amount of the fees shall be established

to cover the actual cost to Huerfano County incurred in the administration and enforcement of these regulations as approved by the Huerfano County Board of County Commissioners. The fees shall in no way be construed to constitute the prior assessment of damages by the Huerfano County Road and Bridge Department. The Board of County Commissioners may, at their discretion, wave the required fees in the interest of public safety, welfare and health.

- D. Permits issued shall be available for inspection at the project site at all times. The permit shall be shown to any representative of Huerfano County upon request.
- E. Permits shall be required for emergency repairs; however, a delay of seventy-two (72) hours is granted in securing the permit. Failure to acquire a permit within this specified time shall result in a penalty permit being issued.
- F. The work of adjusting manhole rings and service boxes at the request of Huerfano County shall be exempt from requiring a permit.
- G. Any excavator commencing work prior to obtaining a right-of-way cutting permit, except as provided herein, shall be required to obtain a penalty permit in lieu of the normal permit; and shall pay the additional fee pertaining thereto.
- H. A traffic control plan must be submitted to the Huerfano County Road and Bridge Department prior to the issuance of an excavation permit. The traffic control plan must comply with the standards set forth in the Manual of Uniform Traffic Control Devices (MUTCD). The traffic control plan must be signed by an individual whose signature shall constitute certification that the plan meets or exceeds MUTCD standards. Included with this plan shall be a detailed drawing of the project location showing all phases of the project, a list of the posted speed limits throughout the project, and a detailed drawing of the traffic control measures to be employed on the project site.

In an emergency situation, signing according to the MUTCD shall be required on the project site even though a permit will not be issued until after the excavation has taken place. (Res. 06-24 As Amended)

**10.06 Public Convenience and Safety.**

- A. If an opening shall cross a roadway, only one-half of the roadway shall be closed at one time. However, should the work being done necessitate closing the entire roadway a written request must be submitted to the Huerfano County Road and Bridge Department at the time of obtaining the permit. The request may be granted at the discretion of the Huerfano County Road and Bridge Department, in writing, after the applicant has provided the county with the written request. The county will notify the Huerfano County Sheriff's Department, the Colorado State Highway Patrol Division, the ambulance services and the fire protection districts of the closing specifying the exact location, date and time the roadway will be closed.

- B. Should an emergency arise which will necessitate closing a roadway, written permission shall be waived. However, the permittee must notify all of the agencies listed in subsection A of this section and the Huerfano County Road and Bridge Department immediately.
- C. The permittee shall, at his or her expense, take all necessary precautions for the protection of his or her work and the safety of the public. Where normal traffic flow is to be interrupted, the excavator shall provide, erect and maintain all necessary barricades, standard caution signs, warning signs, directional signs, flares and lights. The control devices and their placement shall comply with the current edition of the Manual on Uniform Traffic Control Devices, (MUTCD), and any supplements thereto, including but not limited to the Colorado Supplement. (Res. 06-24 As Amended)

**10.07 Right-of-way openings.**

- A. Any work done under this permit shall result in repairs being made to the road or other county property involved, such repairs causing the road or property to be returned to a condition equal to the original, within the limits of careful, diligent workmanship, good planning and quality materials. These repairs must be accomplished in the least possible time and with the least disturbance to the normal function of the road or other property. All shallow cuts shall be made with straight boundaries and all cuts shall be within five degrees of vertical. In cases where caving or slump of a cut face occurs from under any roadway surfacing, slab or bound type base, the dimensions of the cut shall be extended to the point of occurrence of caving or slump.
- B. All work in connection with blasting operations, including necessary and proper safety precautions, shall be performed under the inspection of the Huerfano County Road and Bridge Department. The excavator shall comply with all laws, ordinances, regulations and requirements of applicable safety codes relative to the handling, storage and use of explosives and the protection of life and property, and he or she shall be responsible for all damages thereto caused by his or her blasting operations. Suitable weighted plank coverings or mattresses shall be provided to confine all materials lifted by blasting within the limits of the excavation or trench.
- C. Except where trench banks are cut back on a stable slope to prevent caving or sliding, trenches shall be properly and substantially braced, and sheeted where necessary, to prevent caving or sliding. Sheeting shall be supported by means approved by the Occupational Safety and Health Administration (OSHA). Cross braces installed for the purpose of supporting sheeting in the bottom of the trench shall be removed after the specified tamped embedment has been completed beyond the point of cross brace removal.
- D. No openings shall be permitted on any asphalt roads in Huerfano County rights-of-way that are under three years old. This shall also include roads which have been resurfaced or plant mixed sealed which are under three years old. This provision may be waived at the discretion of the Huerfano County Board of County Commissioners if the contractor shall meet with representatives of Huerfano County and thoroughly review his or her plans for the proposed job. A list of roads to which this provision applies is available at the Huerfano County Road

and Bridge Department. This provision, however, shall not prohibit any emergency utility work which must be performed. Huerfano County will make every effort to inform utility companies of scheduled construction or overlays at least six months in advance of such work. (Res. 06-24 As Amended)

**10.08 Backfill.**

- A. All backfill materials, compaction and resurfacing of any excavation made in the county property will be done in accordance with the provisions as follows: backfilling and compacting shall begin after first having properly bedded and compacted to a depth of not more than one foot over the top of the structure or utility line being installed or repaired in accordance with the specifications of the person or corporation responsible for the maintenance of the structure or utility line.
- B. Materials acceptable for backfill purposes are divided into two categories as follows:
  - 1. Native backfill: that material which was originally removed from excavation, after having had all organic material, frozen material, material larger than that which will pass through a three-inch square opening, or other elements other than natural soils removed and discarded. This type will be acceptable to the Huerfano County Road and Bridge Department.
  - 2. Select backfill: that granular material meeting the requirements as stated under the Bed Course Material Item Class 1 backfill or Class 2 backfill, of the Standard Specifications for Road and Bridge Construction, Department of Highways, State of Colorado (Current Issue) or materials falling within the AASHTO Classifications A-1-a or A-1-b under Specification M-145 except that materials of predominately one grain size, such as chips, pea gravel or single-sized waste from screening plants that are within these classifications may not be used, and materials in these classifications which do not pass through a three-inch square opening shall be omitted. The excavator may, at his or her option, remove any native backfill and substitute therefore select backfill materials. (Res. 06-24 As Amended)

**10.09 Compaction.**

Compacting of backfill must progress by placing of backfill in eight-inch lifts thoroughly compacted and wetted if necessary to achieve densities according to the following:

- A. Materials of AASHTO Classifications A-1-a or A-3 shall be consolidated by jetting, puddling, rolling or vibrating at the discretion of Huerfano County.
- B. Materials of AASHTO Classification A-1-b shall be compacted to ninety-five (95) percent of modified Proctor Density.
- C. Materials of AASHTO Classification A-2 and A-4 through A-7 shall be compacted to ninety-five (95) percent of Standard Proctor Density. (Res. 06-24 As Amended)

**10.10 Compaction tests.**

- A. Compaction tests shall be taken on longitudinal or crosscuts at the request of the Huerfano County Road and Bridge Department. These tests shall be taken at the depth and location specified by the county and shall meet the requirements specified in Section 10.09.
- B. The excavator shall have the compaction tests conducted by an approved testing laboratory. A copy of the results shall be furnished to the Huerfano County Road and Bridge Department no later than five days after the test is conducted. (Res. 06-24 As Amended)
- C. Compaction tests do not relieve the contractor of his or her obligation to maintain said repairs as guaranteed under Section 10.04(C). (Res. 06-24 As Amended)

**10.11 Resurfacing.**

- A. After proper backfill procedures are completed in accordance with the preceding requirements, the vacant depth shall be surfaced to a condition equal to or better than the existing surface. Temporary and/or permanent repairs shall begin within twenty-four (24) hours after backfilling is completed on roads or highways designated by the Road and Bridge Department and continue until all repairs are made. (See subsection F of this section.) On all other roads or highways permanent repairs shall be completed within a period of fifteen (15) calendar days. At the discretion of the Huerfano County Road and Bridge Department, a delay of up to seven days in the time designated for initiation or completion of repairs may be granted. The twenty-four (24) hour designation will be noted on the permit at the time of issuance. The following minimum standards shall apply to all resurfacing done in the county.
- B. Gravel Surfaced Roads. Backfill shall be placed to within twelve (12) inches of the surface, and the twelve (12) inch vacant depth shall be filled with thoroughly tamped granular material meeting the requirements specified under the aggregate for Bases Item, Class 6 of the Standard Specifications for Road and Bridge Construction, Department of Highways, State of Colorado (current issue), or materials extracted at the same precise location, or other suitable granular materials approved by the County Administrator with the approval of the Board of County Commissioners. After a disturbance in the surface of the road, the road must be restored to have 4"-6" inches of gravel across the whole width of the road and to be inspected by Road and Bridge Department.  
Repair to roads in poor condition or roads lacking road base at the time of disturbance is to be negotiated with Road and Bridge prior to any disturbance. See 10.11.1.
- C. Soil Cement Surfaced Roads. Backfill shall be placed within eighteen (18) inches of the surface, and granular material meeting the requirements specified under the Aggregate for Bases Item, Class 6 of the Standard Specifications for Road and Bridge Construction, Department of Highways, State of Colorado (current issue) shall be placed and thoroughly compacted to within eight inches of the surface. The eight-inch vacant depth shall be filled with five and one-half sacks per cubic yard portland cement concrete, which shall be struck and floated to match adjacent undisturbed surface. Ninety-five (95) percent of patched surface shall match the plane of the adjacent surface, when measured by means of a six-foot straight edge or beam, within one-eighth inch.
- D. Portland Cement Surfaced Roads. Backfill shall be placed within eighteen (18) inches of the surface or ten (10) inches below the bottom of the existing slab, whichever is the deepest, and

the next ten (10) inches shall be filled with thoroughly compacted granular material as described in subsection C of this section. The eight-inch minimum vacant depth shall be filled with six and one-half sacks per cubic yard portland cement concrete which shall be struck and floated to match the adjacent undisturbed surface. Ninety-five (95) percent of this patched surface shall match the plane of the adjacent undisturbed surface, when measured by means of a six-foot straight edge or beam, within one-eighth inch.

- E. Asphaltic Concrete Surfaced Roads. Backfill material shall be placed within twelve (12) inches of the surface. Granular material described in subsection C of this section shall be placed and thoroughly wetted and compacted to within four inches of the surface. Prior to placing of Asphaltic concrete, the edges of the cut shall be coated with a tack oil of CSS-1 at not less than 0.10 gallons per square yard. The four-inch vacant depth shall be filled with asphaltic concrete in two-inch lifts and thoroughly compacted. Asphaltic Concrete for this purpose shall be mixed with asphaltic cement of the AC-10 type or equal. Ninety-five (95) percent of this patched surface shall match the plane of the adjacent undisturbed surface, when measured by means of a six-foot straight edge or beam, within one-eighth inch.

A prime coat of MC-70 oil applied at a rate of 0.30 gallons per square yard may be required on the surface area of granular material at the time of the issuance of a permit or as directed by the Huerfano County Administrator and/or Planner.

- 1. Required Overlay: Overlay of the entire road width and ten (10) feet beyond each end of damaged area may be required, at the discretion of the Road and Bridge Department, when utility installation is made longitudinally within five feet of, or on the centerline of the paved road for a length of seventy-five (75) linear feet or more. For lengths less than the above-stated, the repairs and/or overlays must be made as agreed to by the excavator and the County Inspector, prior to obtaining a permit. If the excavation within five feet of the centerline does not extend into the adjacent traffic lane, overlay of only one-half of the entire road width may be required.

Overlay of one-half of the entire road width and ten (10) feet beyond each end of damaged area shall be required when utility installation is made longitudinally within the area five feet from centerline and edge of paved road for a length of seventy-five (75) linear feet or more. Again for lengths less than the above-stated, the repairs and/or overlays must be made as shall be agreed to by the excavator and the County Inspector, prior to obtaining a permit.

Overlay of the entire road width and ten (10) feet beyond each end of incorporated damaged area shall be required when two or more lateral utility installations are made by the same utility excavator within seventy-five (75) linear feet of road length. Three or more lateral utility installations within one hundred fifty (150) linear feet of road length and or more lateral utility installations within three hundred (300) linear feet of road length will also require full road width of overlay.

The minimum compacted depth of the Asphaltic Concrete overlay shall be five-eighths inch with edges feathered as much as possible eliminating the fracturing of the mix aggregate. The areas of overlay shall require a tack coat of CSS-1 at the rate of 0.10 gallons per square yard.

- 2. The overlay described in subsection (E)(1) of this section must be placed by a mechanized self-propelled paver and finished in a good workmanlike manner and using good commercial practices.
  
- F. During certain times of the year when hot plant-mixed asphalt is unavailable, cold plant-mixed asphaltic concrete may be placed using above-stated procedures, however, this shall not be considered a permanent patch, and the excavator shall maintain this temporary patch as required to insure proper and safe movement of traffic until such time as a permanent patch is installed. The responsible excavator shall install a permanent patch with hot Asphaltic Concrete within fifteen (15) days following the availability of the proper material.
  
- G. At the conclusion of work on any road, cut or opening within the Huerfano County right-of-way, the entire area shall be left in its original condition. All waste construction or excavated materials shall be removed from the site and disposed of within seventy-two (72) hours. Any ditches, gutters, culverts or drain pipes shall be left unblocked and in a condition as good as or better than the original condition. (Res. 06-24 As Amended)

**10.12 Inspections.**

- A. The Huerfano County Road and Bridge Department Inspector shall be notified twenty-four (24) hours in advance of making any type of cut or doing any excavation in County right-of-way except as stated in Section 10.13(B). Failure by the excavator to notify the Inspector as stated above may result in revocation of the original permit and issuance of a penalty permit as per Section 10.15(G).
  
- B. Inspections will be made as deemed necessary during the construction period by the County to insure that work is processing in compliance with the regulations stated herein. Deviation from these regulations and requirements will be sufficient reason for shut down orders to be issued by the County until proper corrections or adjustments have been made by the excavator.
  
- C. Before a pavement section is replaced (patched), the excavator shall notify the County Inspector as to the date such work is proposed. Failure of notification may result in a demand to have such work redone in order to pass a final inspection.
  
- D. Upon satisfactory completion of work, including the replacement of paved sections and gravel road repairs, a final inspection shall be made. Upon the County's final inspection, the completed permit is then retained by the County, and the permittee is held liable for his or her work as stated in Section 10.04(C). (Res. 06-24 As Amended)



**10.13 Emergency work.**

- A. Nothing in this chapter shall be interpreted to prevent the excavator from performing emergency work prior to obtaining a permit.
- B. Huerfano County Road and Bridge Department shall be notified immediately after an emergency utility cut is made. In all other cases, a twenty-four (24) hour advance notification shall be required. (Res. 06-24 As Amended)

**10.14 Notice to excavators.**

- A. Failure on the part of the permittee to properly complete the work of resurfacing, which will necessitate the performance of work by the Huerfano County Road and Bridge Department forces, shall be charged to the permittee.

First Square yard , two hundred forty dollars (\$240.00) minimum charge.

All additional square yards at eight-six dollars (\$86.00) per square yard.

- B. Costs of placing barricades, providing signing according to MUTCD standards pursuant to Section 10.05(H), and/or interim repairs required due to the failure of the excavator to maintain safe conditions will be billed to the permittee. (Res. 06-24 As Amended)

**10.15 Permit fee schedule.**

- A. The minimum permit fee for each roadway opening will be one hundred fifty dollars (\$150.00). This fee will cover all administrative costs associated with the issuance of the permit, the initial inspection of the site including traffic control inspection, and the warranty inspection. In addition to this minimum permit fee, the permittee will be billed for costs incurred by Huerfano County for additional inspection time involving the Huerfano County Inspector. If the initial inspection fails, the fee for additional inspection will be fifty dollars (\$50.00). Because this rate is based on actual costs to the county, it will be adjusted by resolution as necessary by the Board of County Commissioners.
- B. The following is a schedule of estimated inspection time and cost which a permittee may expect to be assessed in reference to the type of work being permitted. This cost is in addition to the minimum fee discussed in subsection A of this section.

**1. Cross Roads Cuts/Bores:**

The minimum fee for any cross road cut and/or bore will be one hundred and twenty dollars (\$120.00) per cut/bore plus a thirty dollar (\$30.00) permit fee. More than one cross road cut/bore within the same county road may be included within a single permit with an additional charge of twenty dollars (\$20.00) for each additional cut/bore. This in effect is a one hundred dollar (\$150.00) minimum charge.

## 2. Road Cuts:

The minimum fee for any road cut not exceeding the width of the road will be seventy dollars (\$70.00) per cut plus a thirty dollar (\$30.00) permit fee. More than one road cut within the same county road may be included within a single permit with an additional charge of twenty dollars (\$20.00) for each additional cut. This in effect is a one hundred dollar (\$100.00) minimum charge.

## 3. Longitudinal Cuts

Longitudinal cuts will be charged according to the following fee schedule:

0 to 300 feet-seventy dollars (\$70.00) in addition to a thirty dollar (\$30.00) permit fee. This in effect is a one hundred dollar (\$100.00) minimum charge.

301 feet and over - seventy dollars (\$70.00) plus thirty cents (.30) per linear foot for every foot over 300 feet.

## 4. Utility Poles and/or Aerial Cable Placement

A one hundred dollar (\$100.00) permit fee will be required for each road crossing. Each subsurface utility, utility pole and /or aerial cable placement shall be, additionally, approved by the Huerfano County Board of County Commissioners.

## 5. Penalty Permit

A penalty permit shall be issued to any contractor commencing work prior to obtaining a right-of- way cutting permit. The fee for this permit shall cover the foregoing plus a penalty of five hundred dollars (\$500.00).

E. Right-of-Way Excavation. An excavation which in no way interferes with traffic and is not made in any portion of the road including the shoulder.

1. The total fee for an excavation made in the county right-of-way in conjunction with a meter set, bore or push will be one hundred dollars (\$100.00), providing that the cut does not interfere with drainage improvements. Inspections which must be performed due to noncompliance with permit regulations will be charged to the permittee.
2. There will be no minimum fee required for a permit obtained for the purpose of repairing a meter, provided that the work will not interfere with any right-of-way improvements. The permittee will however, be charged for inspections made due to noncompliance with permit regulations. A permit and traffic control plan will be required to keep Huerfano County informed of work planned in its jurisdiction and to insure the protection and safety of the motoring public.

F. In addition to fees listed in the fee schedule, the permittee will be charged for any inspection made necessary due to noncompliance with regulations or the failure of any work.

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G. Penalty Permit. This permit shall be issued to any excavator commencing work prior to obtaining a basic right-of-way cutting permit. Failure by the excavator to notify the County Inspector as stated in section 10.12(A) may result in revocation of the original permit and issuance of a penalty permit. The fee for this permit shall cover the foregoing plus a penalty of five hundred dollars (\$500.00). (Res. 06-24 As Amended).

**10.16 Nuisances**

A. Intentionally or unintentionally causing a County Road to become damaged, blocked, partially blocked, or otherwise impassable shall be considered a nuisance and the responsible party will be charged an impact fee and other fees allowed by law. and will be assessed for the cost of damage.

- i. Creating obstructions or hazards in the right-of-way may be subject to prosecution under CRS 43-5-301

**11.1 Wherever the following words, phrases or abbreviations appear in these STANDARDS they shall have the following meanings.**

AASHTO - The American Association of State Highway and Transportation Officials.

ASTM - The American Society for Testing Materials.

CDOT - The Colorado Department of Transportation.

Construction Plans - Detailed working plans including plan and profile, details, notes and any other information necessary for complete construction of the required improvements.

Contractor - Shall mean a person, partnership or corporation performing work within the public right-of-way.

County - Huerfano County, Colorado.

Design Speed - A speed determined for design and correlation of physical features of a road that influence vehicle operation; the maximum safe speed maintainable on a specified section of road when conditions permit design features to govern. Design speed is generally higher than the posted speed limit in order to provide a factor of safety and consider other conditions or uses of the road which may affect vehicle operation.

Developer - Person, partnership or corporation legally responsible for the construction of roads within a subdivision or development.

Construction Inspector - Authorized representative of the County assigned to make inspections for assurance of compliance of construction with the approved plans and these STANDARDS.

May - A permissive condition. No requirement for design or application is intended.

New road and new road construction -- terms which may apply to any and all of the following:

- a) Road created by new subdivision process where no road previously existed.
- b) Road which previously existed physically on the ground but was not accepted for maintenance by Huerfano County, and where request is being made that the County accept the road for maintenance.
- c) Road where a platted or deeded right-of-way has previously existed but the road was never physically constructed.

Road Impact Construction season- permissible time of year for construction in County roadways as established by the Huerfano County Board of County Commissioners.

Shall - A mandatory condition. Where certain requirements in the design or application are described with the "shall" stipulation, it is mandatory that these requirements be met.

Should - An advisory condition. Where the word "should" is used, it is considered to be advisable with deviations allowed when evidence or reasons are provided that the intent of the design standards is met.

Sub-base - The layer or layers of specified or selected material of designed thickness placed on the sub-grade to support a base course.

Sub-grade - The top surface of a roadbed upon which the pavement structure and shoulders including curb and gutter are constructed.

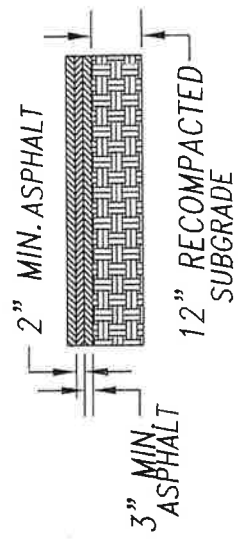
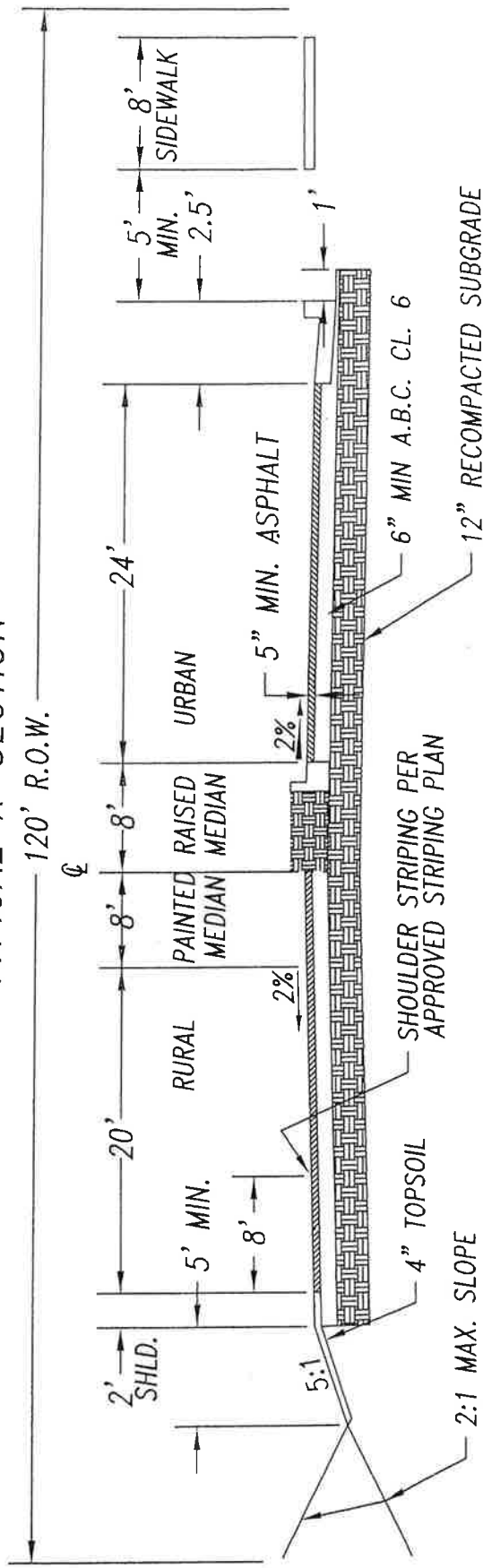
Superelevation -- The raised portion of a roadway above the normal cross slope to prevent a vehicle from sliding outward from centrifugal force.

**APPENDIX 1**  
Standard Details

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# TYPICAL X-SECTION



FULL DEPTH ASPHALT OPTION  
MIN. TOTAL ASPHALT DEPTH - 7 INCHES

- NOTES: 1. Pavement design by a professional engineer is required - see Article No. 6.  
 2. Full depth asphalt design allowed only with approval of Board of County Commissioners.  
 3. Depth of A.B.C. class 6 to be supported by pavement design. Depth over 6" may be class 2 A.B.C. - minimum 4" depth.  
 4. Additional right-of-way may be required where acceleration/deceleration lanes or turn lanes are required.

## PRINCIPAL ARTERIAL

HUERFANO COUNTY

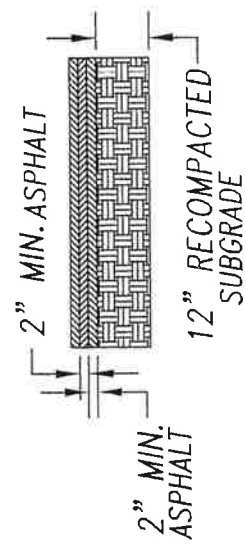
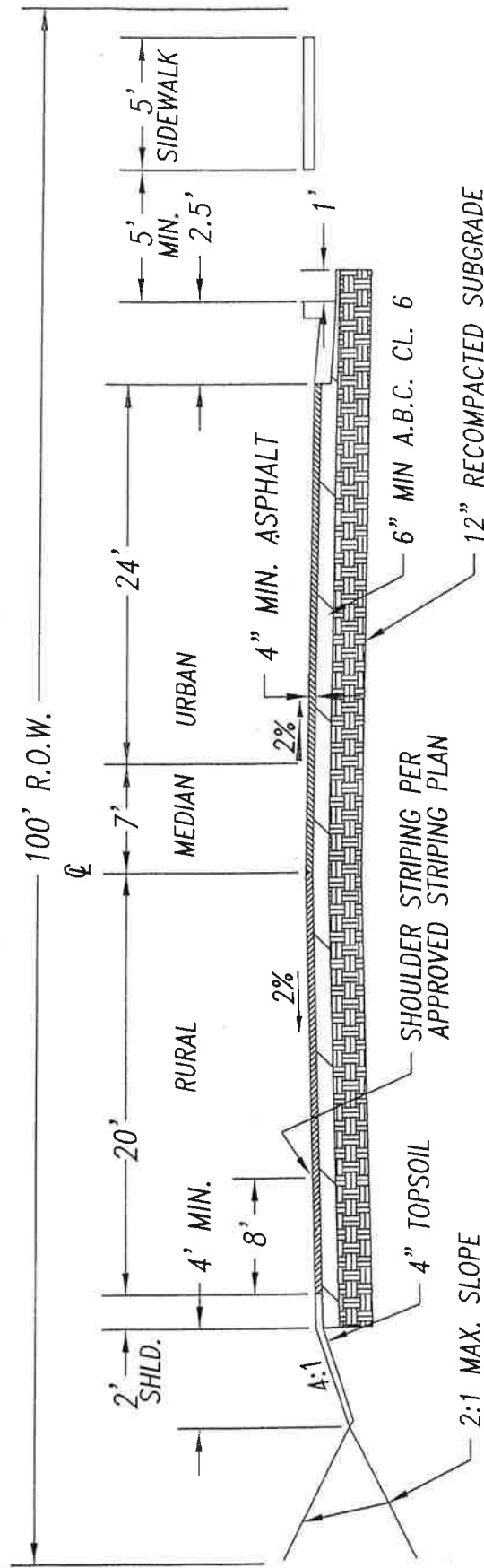
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 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

FIGURE N



# TYPICAL X-SECTION



FULL DEPTH ASPHALT OPTION  
MIN. TOTAL ASPHALT DEPTH - 6 INCHES

- NOTES: 1. Pavement design by a professional engineer is required - see Article No. 6.  
 2. Full depth asphalt design allowed only with approval of Board of County Commissioners.  
 3. Depth of A.B.C. class 6 to be supported by pavement design. Depth over 6" may be class 2 A.B.C. - minimum 4" depth.  
 4. Additional right-of-way may be required where acceleration/deceleration lanes or turn lanes are required.

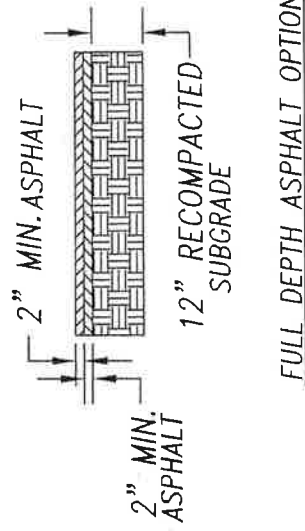
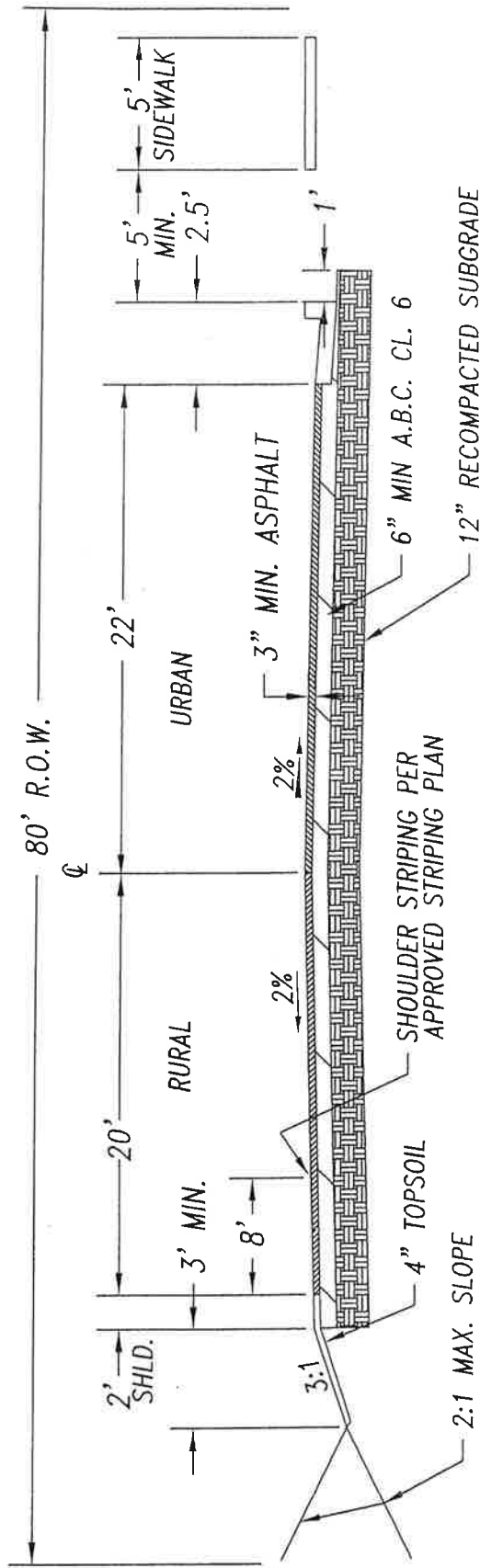
## MINOR ARTERIAL

HUERFANO COUNTY

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 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

Item 6d. 2  
 FIGURE 2

# TYPICAL X-SECTION



- NOTES:
1. Pavement design by a professional engineer is required - see Article No. 6.
  2. Full depth asphalt design allowed only with approval of Board of County Commissioners.
  3. Depth of A.B.C. class 6 to be supported by pavement design. Depth over 6" may be class 2 A.B.C. - minimum 4" depth.

FULL DEPTH ASPHALT OPTION

MAJOR COLLECTOR

HUERFANO COUNTY

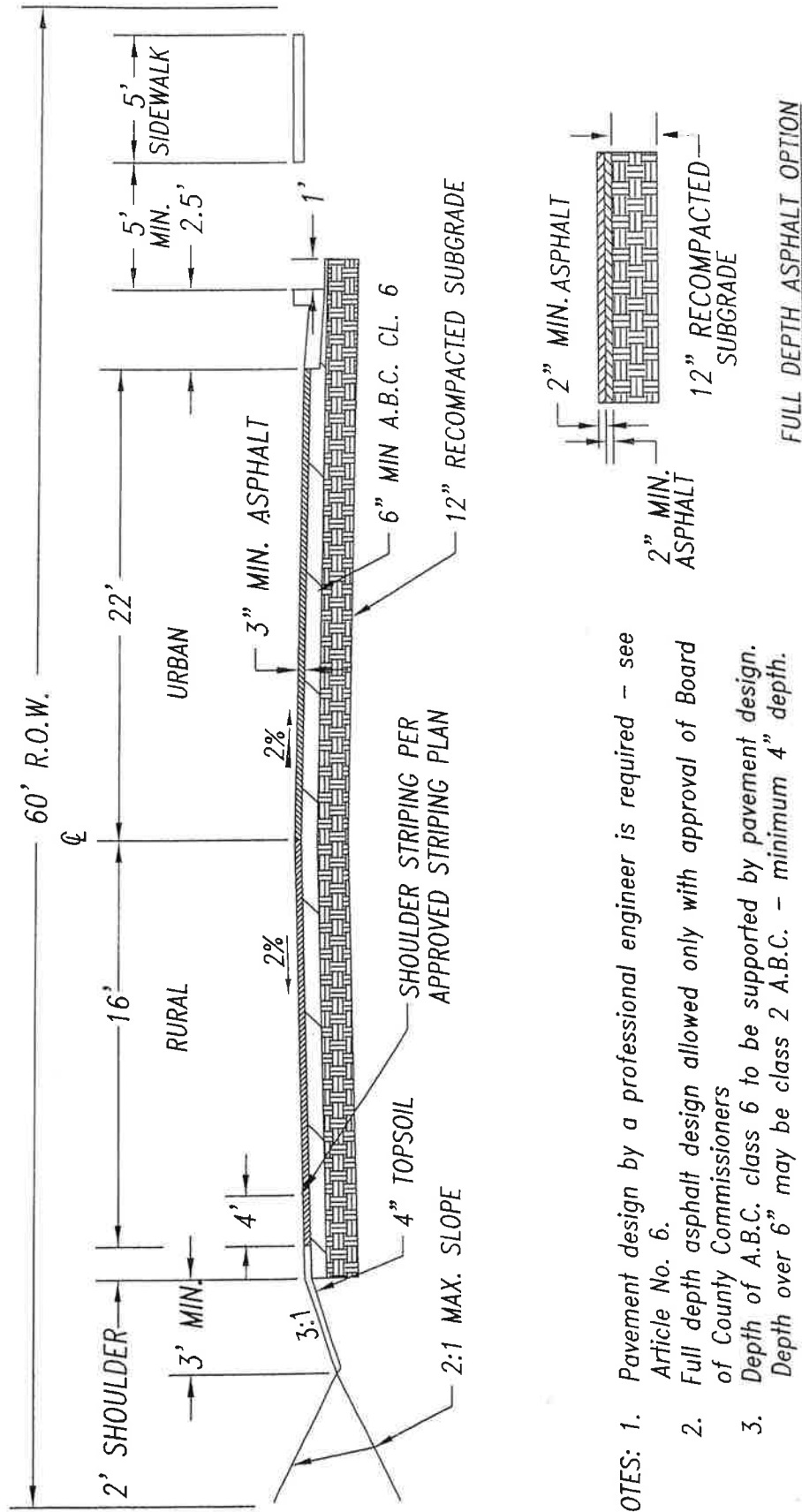
APPROVED:  
REVISED:  
REVISED:

FIGURE

NO. 3

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# TYPICAL X-SECTION



- NOTES:
1. Pavement design by a professional engineer is required - see Article No. 6.
  2. Full depth asphalt design allowed only with approval of Board of County Commissioners
  3. Depth of A.B.C. class 6 to be supported by pavement design. Depth over 6" may be class 2 A.B.C. - minimum 4" depth.

MINOR COLLECTOR

HUERFANO COUNTY

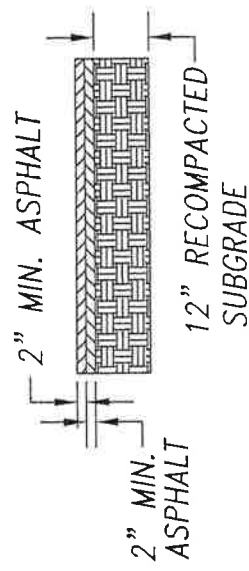
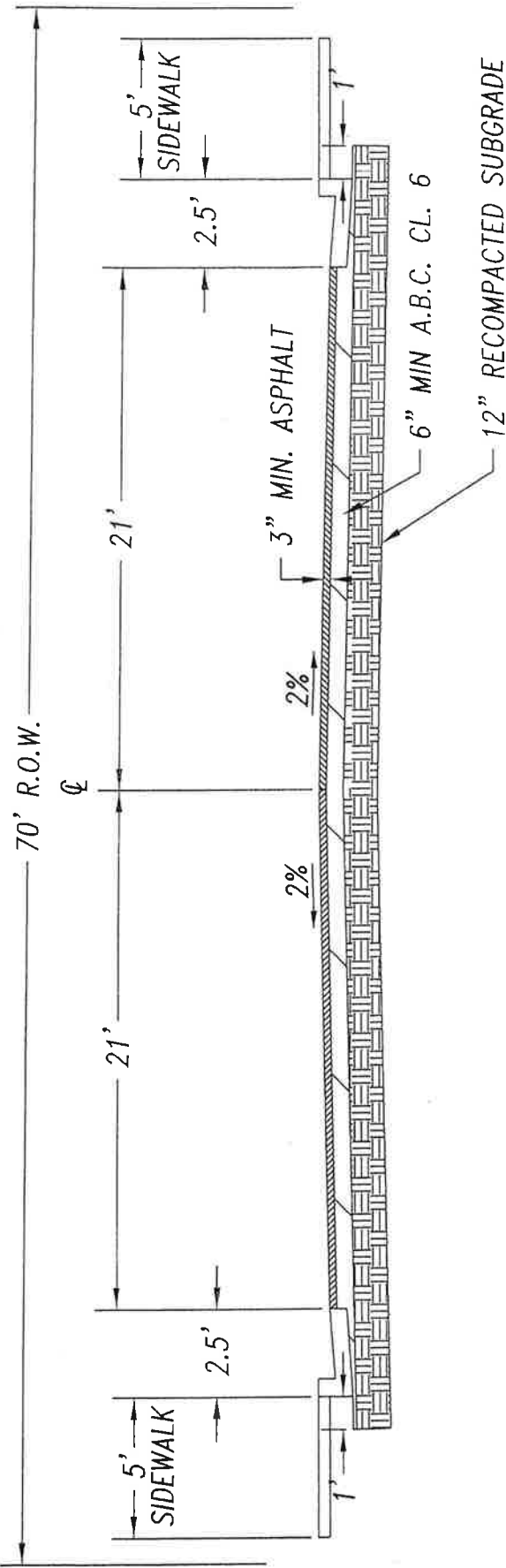
APPROVED:  
REVISED:

FIGURE

NC 4

Item 6d.

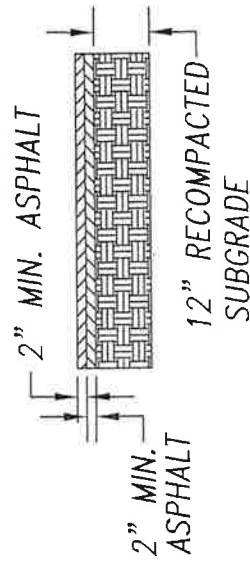
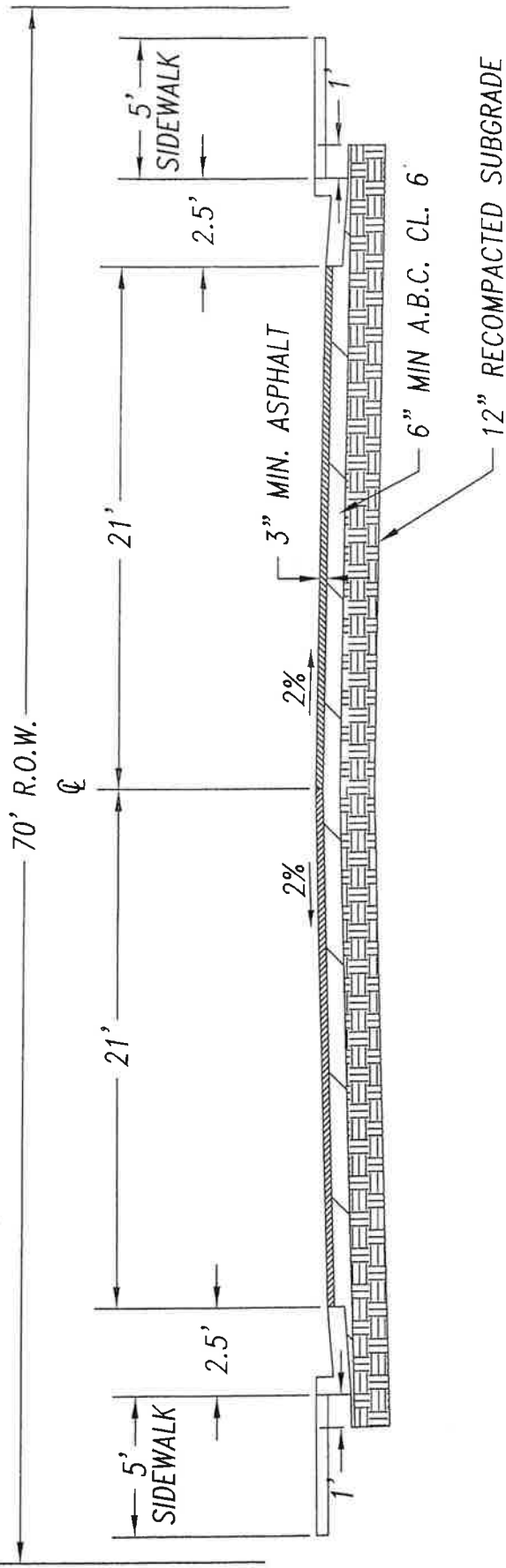
TYPICAL X-SECTION



FULL DEPTH ASPHALT OPTION

- NOTES: 1. Pavement design by a professional engineer is required - see Article No. 6.
2. Full depth asphalt design allowed only with approval of Board of County Commissioners.
3. Depth of A.B.C. class 6 to be supported by pavement design. Depth over 6" may be class 2 A.B.C. - minimum 4" depth.

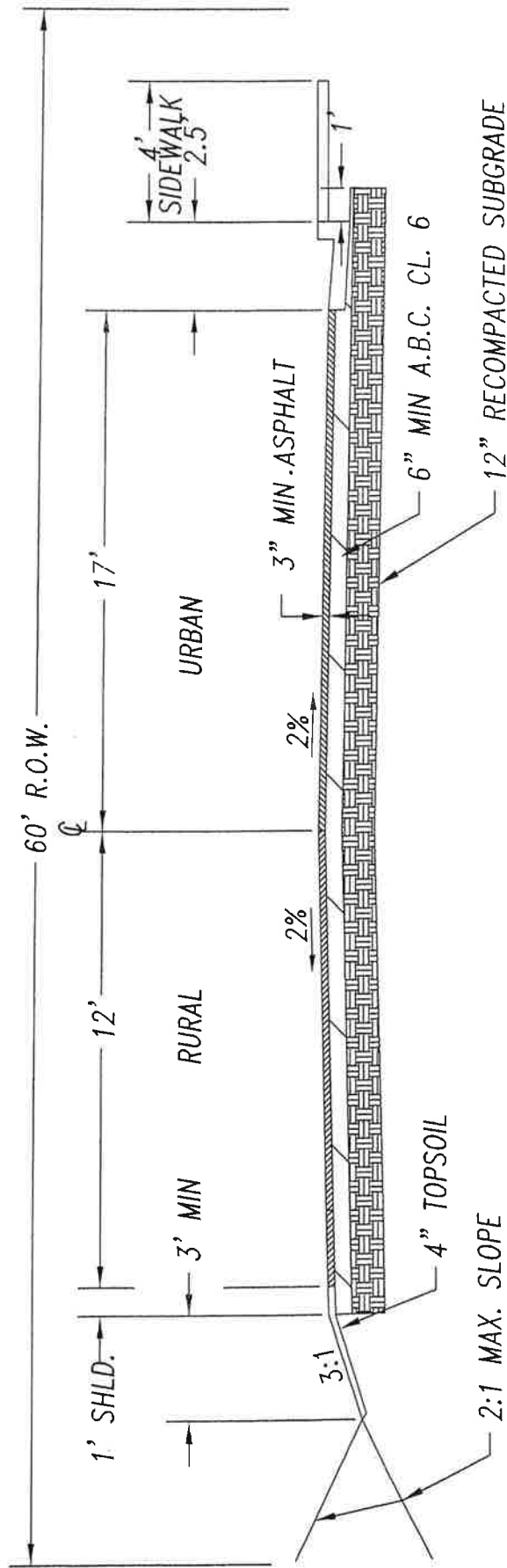
# TYPICAL X-SECTION



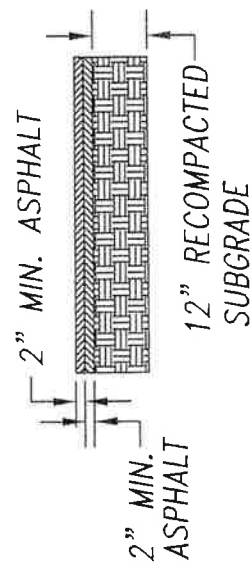
FULL DEPTH ASPHALT OPTION

- NOTES: 1. Pavement design by a professional engineer is required - see Article No. 6.  
 2. Full depth asphalt design allowed only with approval of Board of County Commissioners.  
 3. Depth of A.B.C. class 6 to be supported by pavement design. Depth over 6" may be class 2 A.B.C. - minimum 4" depth.

# TYPICAL X-SECTION



- NOTES:
1. Pavement design by a professional engineer is required - see Article No. 6.
  2. Full depth asphalt design allowed only with approval of Board of County Commissioners.
  3. Narrower widths may be approved for urban section where adequate off street parking is provided and on street parking is prohibited.
  4. Depth of A.B.C. class 6 to be supported by pavement design. Depth over 6" may be class 2 A.B.C. - minimum 4" depth.
  5. Rural pavement width shown assumes no on street parking add minimum 4' total width where on street parking allowed.



FULL DEPTH ASPHALT OPTION

## LOCAL ACCESS

HUERFANO COUNTY

APPROVED:  
REVISED:  
REVISED:

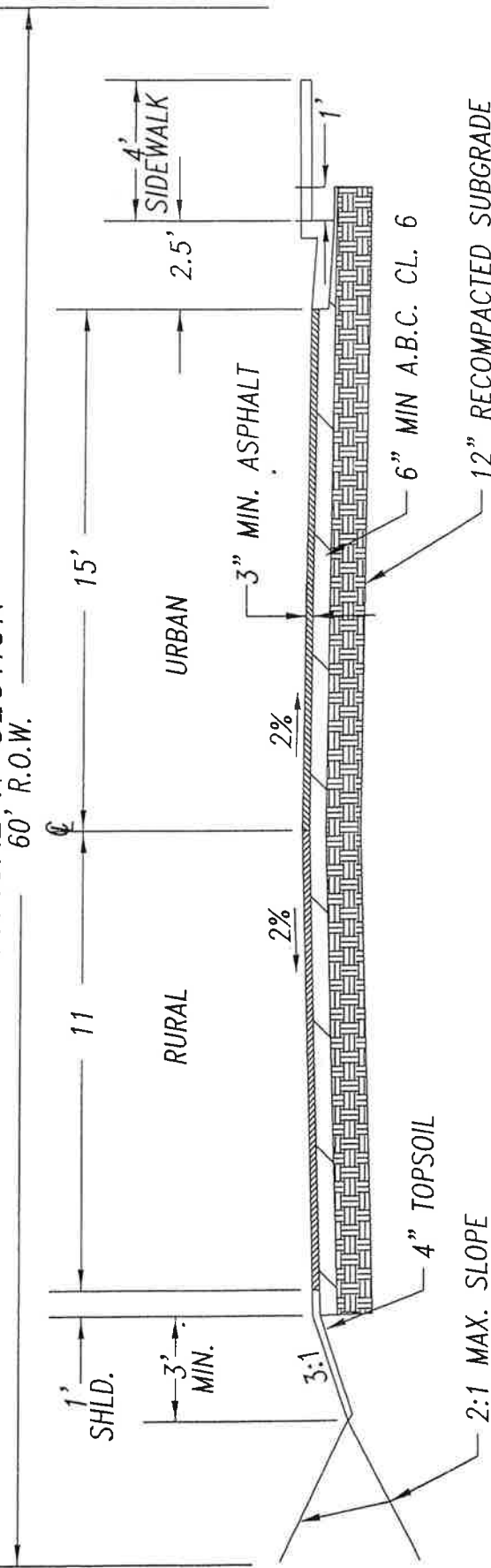
FIGURE

7

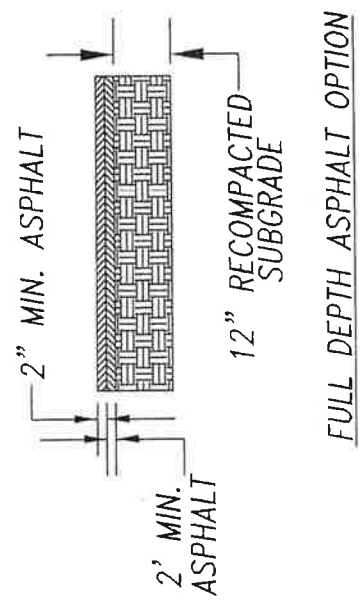
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# TYPICAL X-SECTION

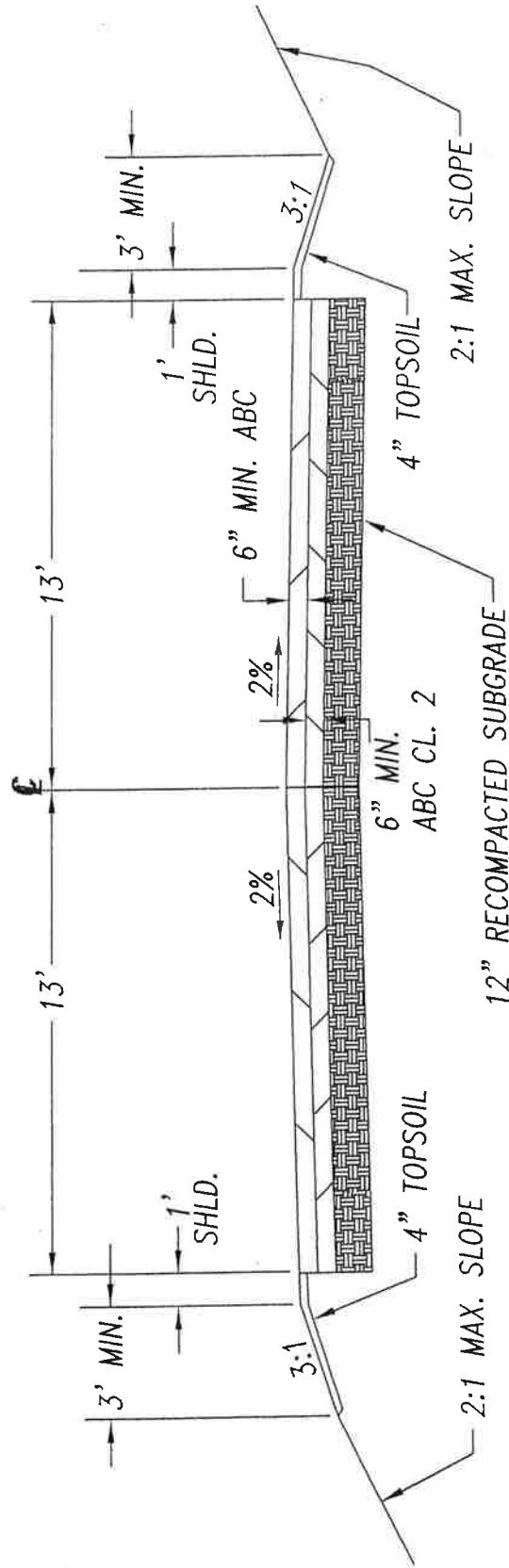


- NOTES:
1. Pavement design by a professional engineer is required - see Article No. 6.
  2. Full depth asphalt design allowed only with approval of Board of County Commissioners.
  3. Narrower widths may be approved for urban section where adequate off street parking is provided and on street parking is prohibited.
  4. Depth of A.B.C. class 6 to be supported by pavement design. Depth over 6" may be class 2 A.B.C. - minimum 4" depth.
  5. Rural pavement width shown assumes no on street parking add minimum 4' total width where on street parking allowed.



LOCAL MINOR RESIDENTIAL		Item 6d.
HUERFANO COUNTY	APPROVED: _____ REVISED: _____ REVISED: _____	FIGURE 8

TYPICAL X-SECTION



- NOTES: 1. Cross section design by professional engineer is required - see Article No. 6.  
 2. Depth of class 6 A.B.C., class 2 A.B.C., to be supported by cross section design.  
 3. Surface aggregate base course (A.B.C.) to be per Huerfano County specifications - see Article No. 8.9

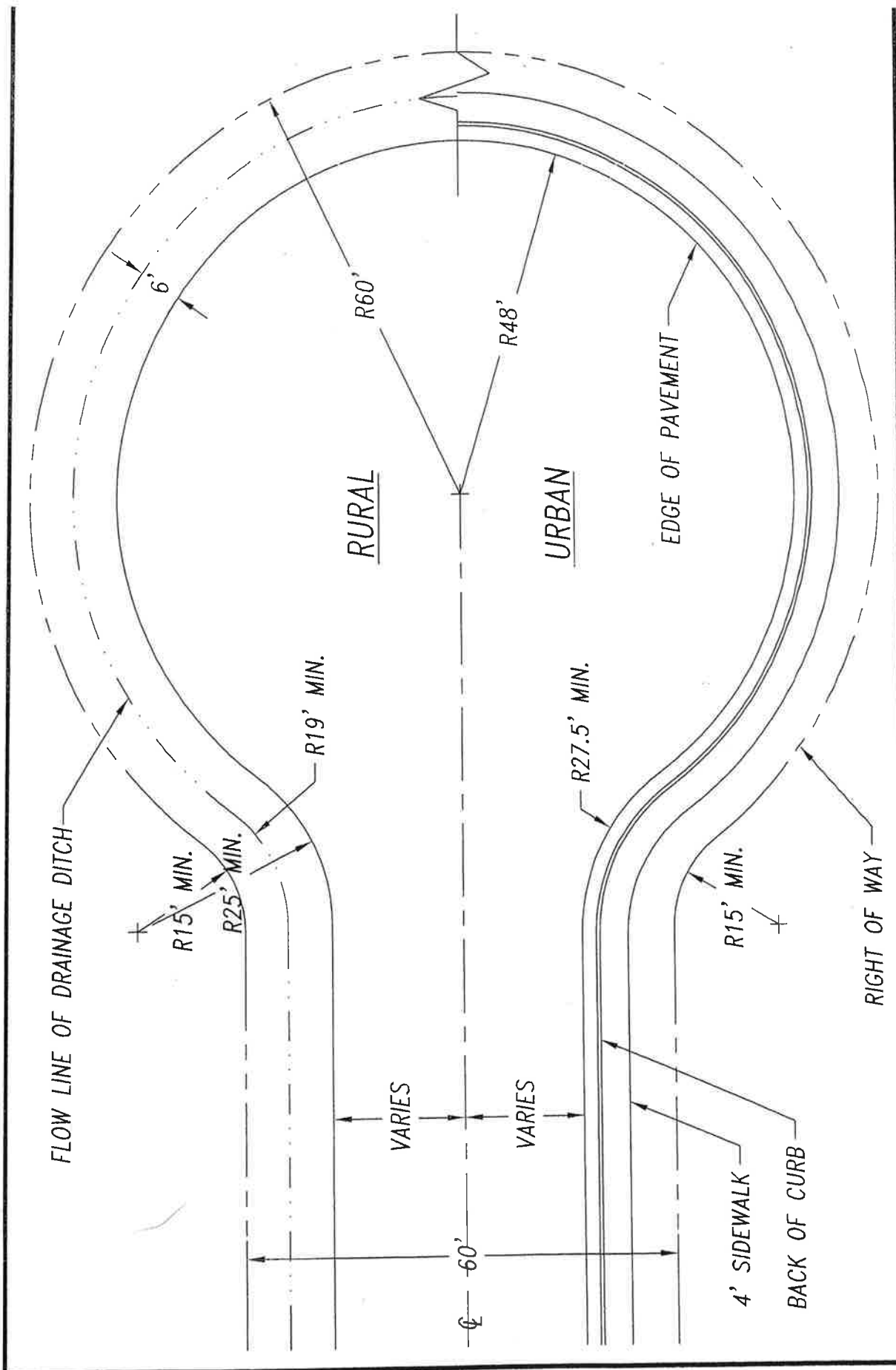
Item 6d.

FIGURE 9

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 REVISIONS: \_\_\_\_\_  
 REVISIONS: \_\_\_\_\_

LOCAL MINOR RESIDENTIAL - GRAYE  
 HUERFANO COUNTY





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# CUL-DE-SAC DETAIL

HUERFANO COUNTY

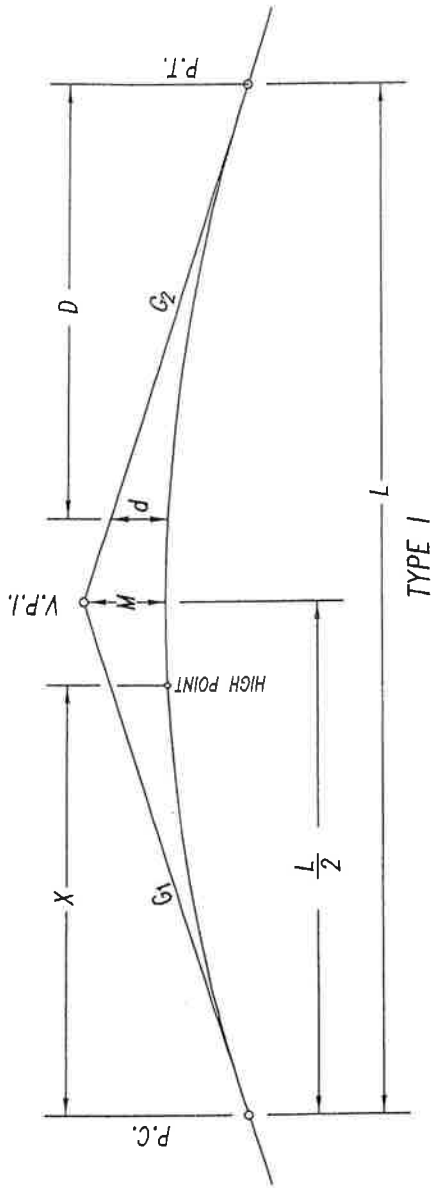
APPROVED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

FIGURE

10

NO

# TYPES OF VERTICAL CURVES



G1 & G2 = GRADES IN FT. PER 100 FT.

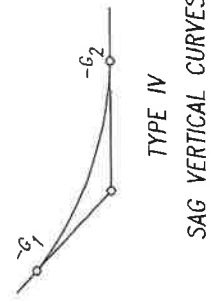
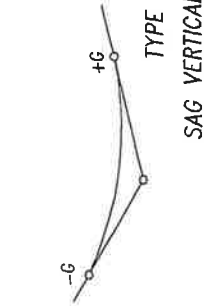
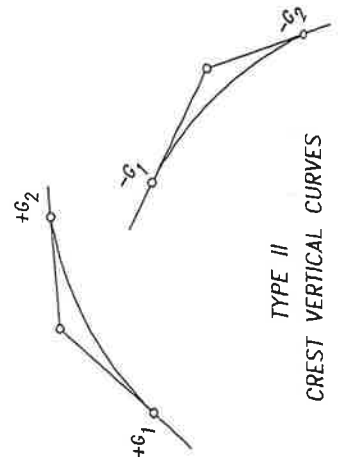
$$d = 4M \left( \frac{D}{L} \right)^2 \text{ OR } d = \frac{\text{ALGEBRAIC DIFF. } \times D^2}{2L}$$

L = LENGTH OF CURVE IN STATIONS

$$M = \frac{L \text{ (ALGEBRAIC DIFFERENCE IN GRADES)}}{8}$$

TO DETERMINE HIGH POINT (OR LOW POINT ON SAG VERTICAL)  
USE THE FOLLOWING:  $X = \frac{G \times L}{\text{ALG. DIFF. IN GRADES}}$

WHERE X IS THE DISTANCE FROM THE P.C. OF THE CURVE IN STATIONS.



TYPE II  
CREST VERTICAL CURVES

TYPE III  
SAG VERTICAL CURVES

TYPE IV  
SAG VERTICAL CURVES

## VERTICAL CURVES

HUERFANO COUNTY

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REVISED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

FIGURE

11

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**GENERAL NOTES**

POSTS, BRACKETS, AND ALL MOUNTING HARDWARE SHALL BE GALVANIZED IN ACCORDANCE WITH AASHTO M 232 AND M 111, EXCEPT THE WELDED MECHANICAL TUBING COATING SHALL BE G-90 OR EQUIVALENT PER ASTM A 525. TWO INCH OUTSIDE DIAMETER 14 GAGE WELDED MECHANICAL TUBING SHALL CONFORM TO THE REQUIREMENTS OF ASTM A 513.

EXACT DIMENSIONS OF ANGLES, PLATFORM AND SHELF BRACKETS, BOLT HOLES, SLOTS AND MULTIPLE MAILBOX SUPPORT COMPONENTS MAY VARY FROM THOSE SHOWN OR IMPLIED HEREIN SO THAT ALL COMPONENTS WILL FIT TOGETHER PROPERLY.

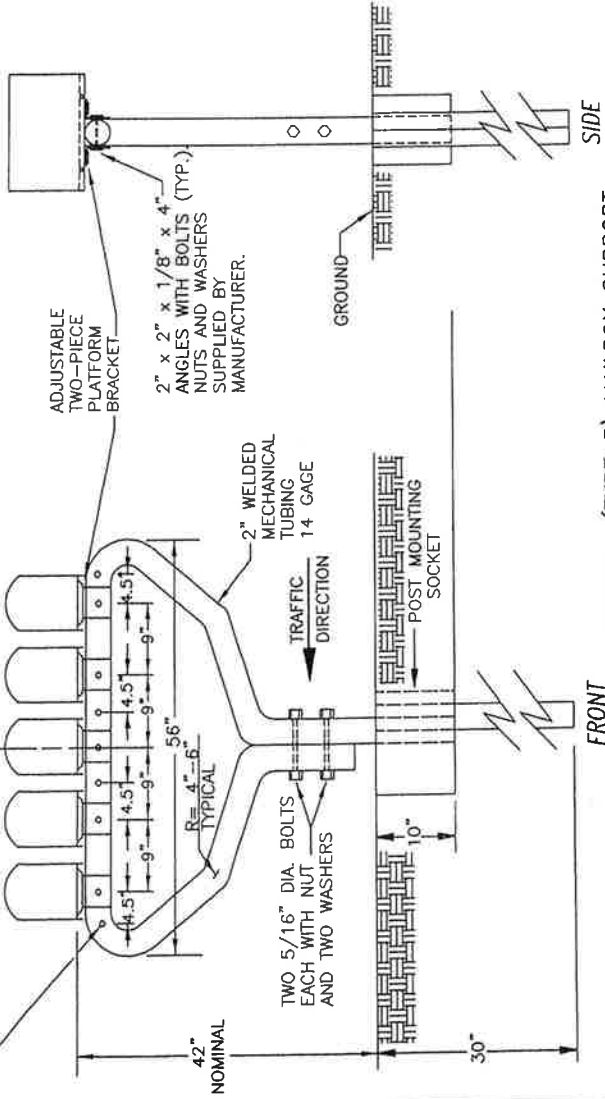
PLASTIC NEWSPAPER RECEPTACLES MAY BE REMOUNTED BELOW THE MAILBOX ON THE SUPPORT.

ON ROADS WITH CURB AND GUTTER, THE MAILBOX SUPPORT SHALL BE LOCATED IN THE GROUND SO THE FRONT OF THE MAILBOX SHALL BE 8" TO 12" BACK FROM THE CURB FACE. THE HEIGHT SHALL BE 42" TO 48" MEASURED FROM THE GUTTER FLOW LINE TO THE BOTTOM OF THE MAILBOX.

ON ROADS WITH SIDEWALK ATTACHED TO CURB AND GUTTER, THE MAILBOX SUPPORT SHALL BE LOCATED IN THE GROUND BEHIND THE SIDEWALK. THE FRONT OF THE MAILBOX SHALL BE IN LINE WITH OR SLIGHTLY BEHIND THE EDGE OF THE SIDEWALK. THE MOUNTING HEIGHT SHALL BE 42" TO 48" ABOVE THE SIDEWALK.

THE GROUND SURROUNDING THE MAILBOX SUPPORTS SHALL BE FIRM, UNDISTURBED GROUND, OR WELL COMPACTED REGRADED SOIL. THE SUPPORTS ARE NORMALLY DRIVEN, BUT THEY MAY BE PLACED IN A DUG HOLE WITH WELL COMPACTED BACKFILL.

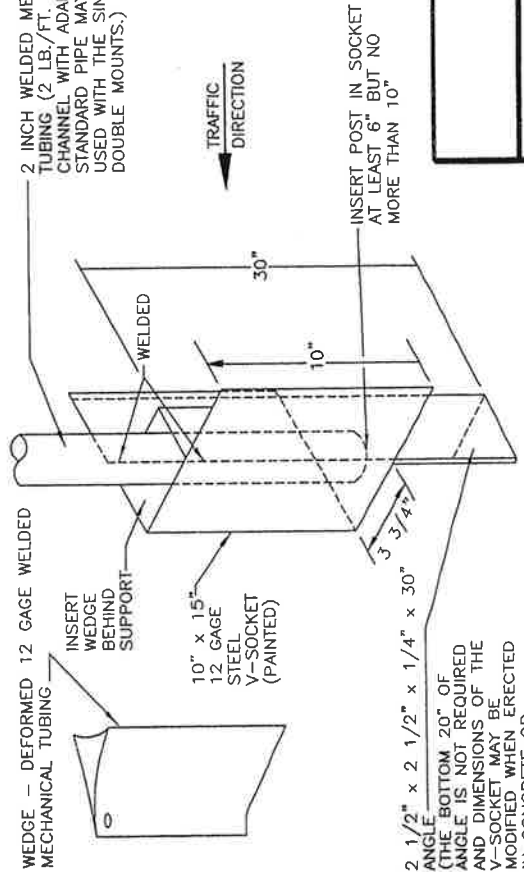
9 BOLT HOLES. SIZE 2 MAILBOX REQUIRES FOUR ANGLE CONNECTORS TO ATTACH THE MAILBOX TO TYPE 3 SUPPORT. MAX. OF 4 SIZE 2 MAILBOXES.



**MULTIPLE (TYPE 3) MAILBOX SUPPORT**

(FORESIGHT PRODUCTS MODEL NO. 20-M OR APPROVED EQUAL)

2 INCH WELDED MECHANICAL TUBING (2 LB./FT. FLANGED CHANNEL WITH ADAPTOR OR 2" STANDARD PIPE MAY ALSO BE USED WITH THE SINGLE OR DOUBLE MOUNTS.)



WEDGE - DEFORMED 12 GAGE WELDED MECHANICAL TUBING

INSERT WEDGE BEHIND SUPPORT

10" x 15" 12 GAGE STEEL V-SOCKET (PAINTED)

INSERT POST IN SOCKET AT LEAST 6" BUT NO MORE THAN 10"

2 1/2" x 2 1/2" x 1/4" x 30° ANGLE (THE BOTTOM 20° OF ANGLE IS NOT REQUIRED AND DIMENSIONS OF THE V-SOCKET MAY BE MODIFIED WHEN ERRECTED IN CONCRETE OR ASPHALT PAVED AREAS.)

**MAILBOX SUPPORTS**

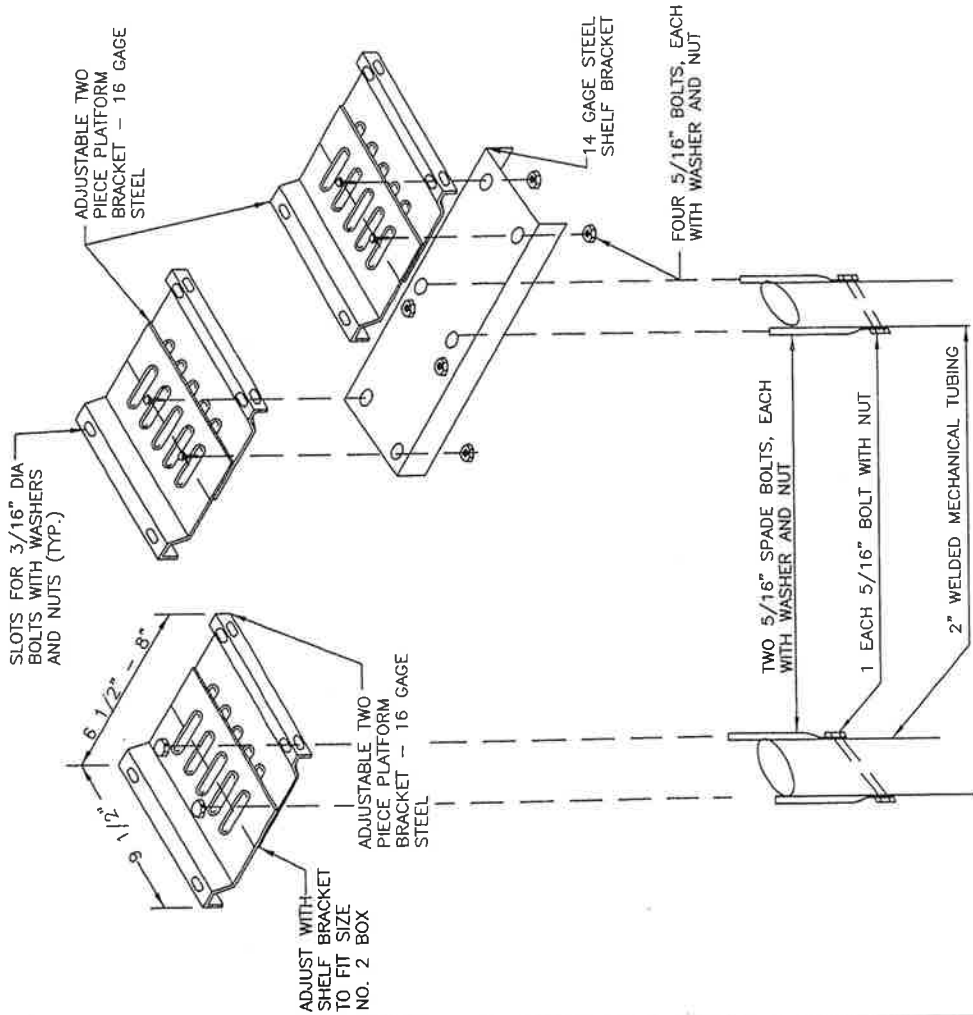
HUERFANO COUNTY

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REVISID: \_\_\_\_\_  
REVISID: \_\_\_\_\_

FIGURE

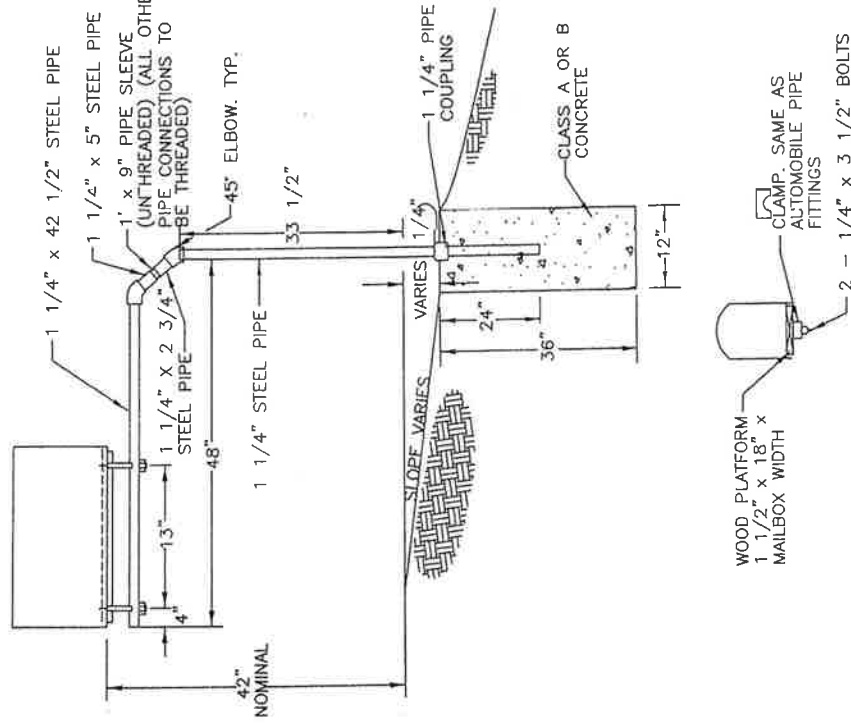
12A

NC



**SINGLE AND DOUBLE MAILBOX SUPPORTS ALTERNATIVE**

(FORESIGHT PRODUCTS MODEL NOS. 20-S OR 20-D)



**CANTILEVER (TYPE 4) MAILBOX SUPPORT**

**MAILBOX SUPPORTS**

HUERFANO COUNTY

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 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

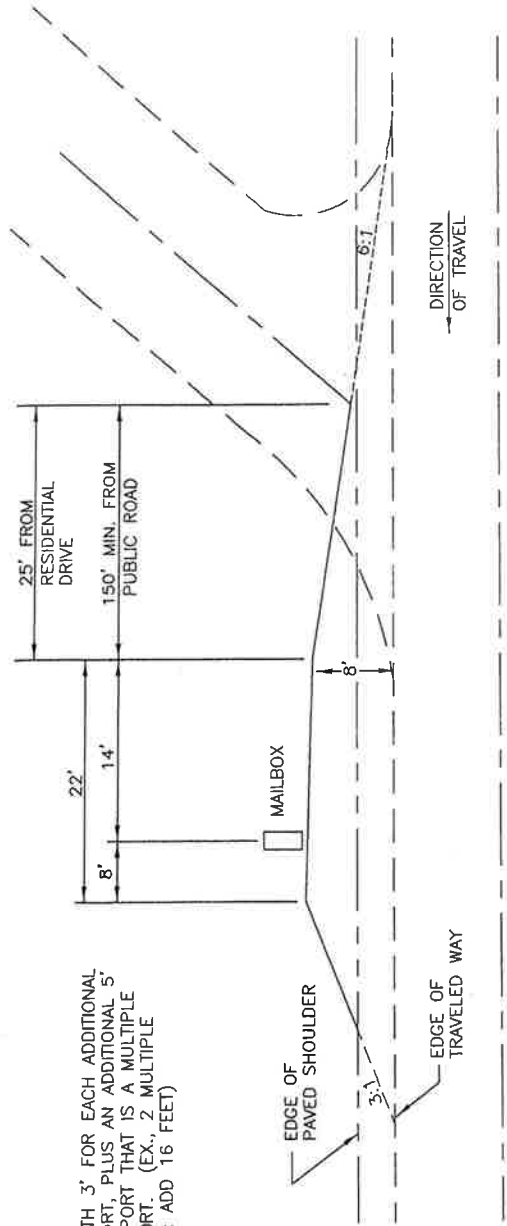
FIGURE

12B

NC

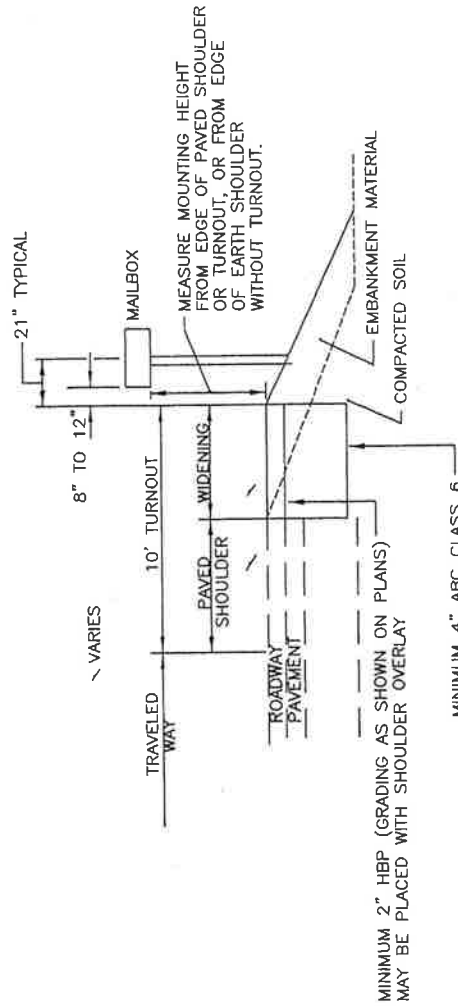
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INCREASE LENGTH 3' FOR EACH ADDITIONAL MAILBOX SUPPORT, PLUS AN ADDITIONAL 5' FOR EACH SUPPORT THAT IS A MULTIPLE MAILBOX SUPPORT. (EX., 2 MULTIPLE AND 1 DOUBLE: ADD 16 FEET)

MAILBOX TURNOUT



TURNOUT TYPICAL SECTION

MINIMUM 4" ABC CLASS 6

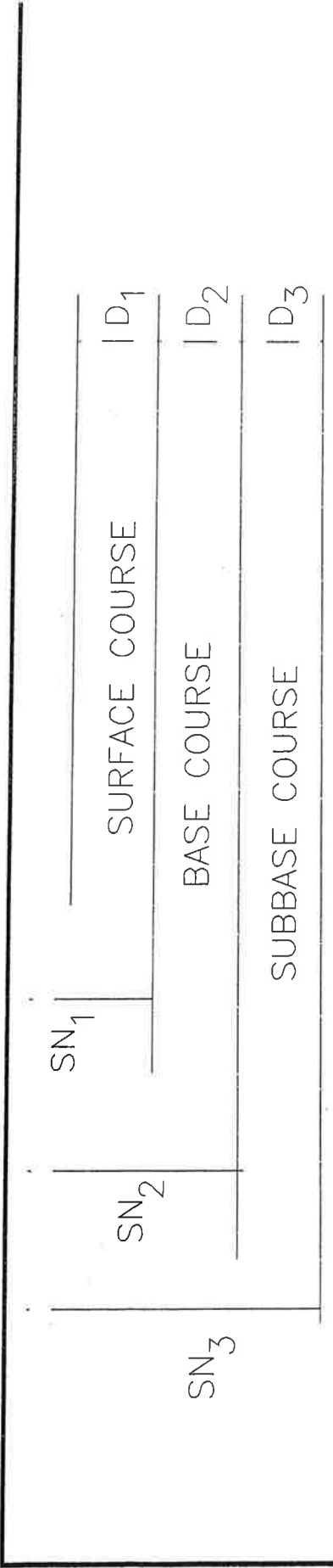
MAILBOX TURNOUTS - ROAD ADT > 100

HUERFANO COUNTY

APPROVED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

FIGURE

14



$$D^*_1 > \frac{SN_1}{a_1} \quad SN^*_1 + SN^*_2 > SN_2$$

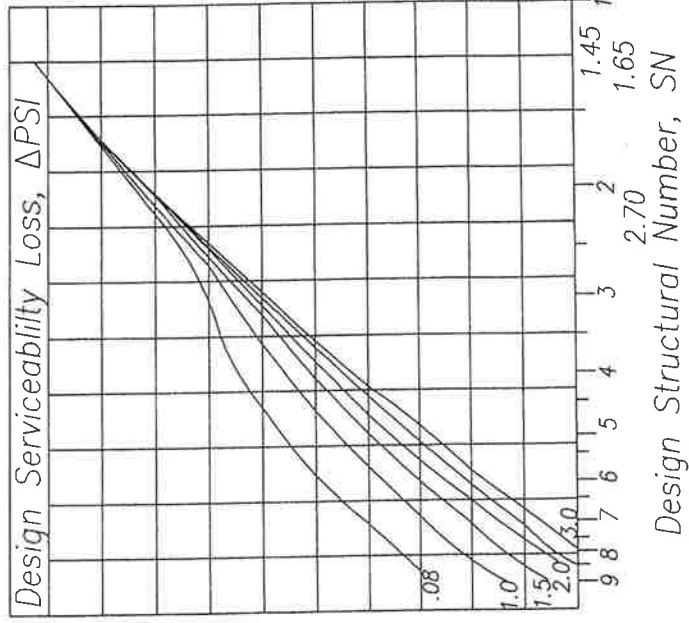
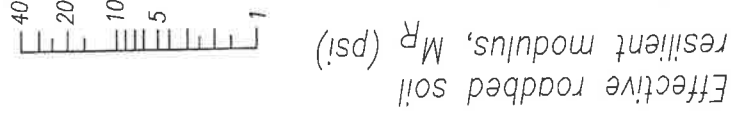
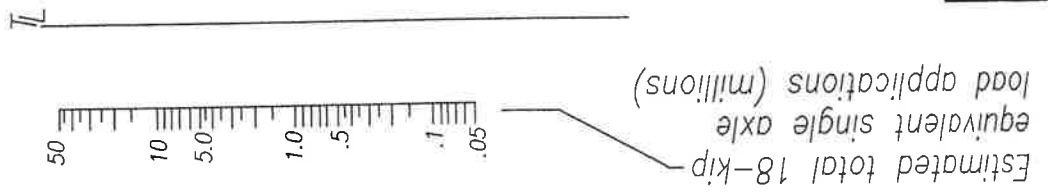
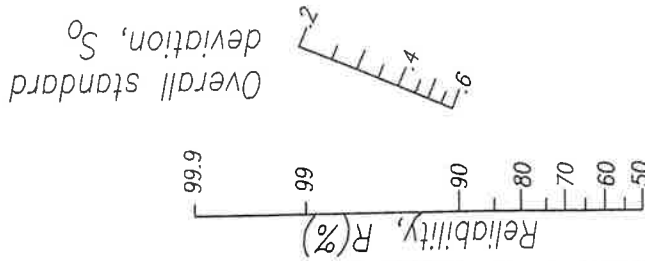
$$SN^*_1 = a_1 D^*_1 > SN_1 \quad SN_3 - (SN^*_1 + SN^*_2) > a_3 m_3$$

$$D^*_3 > \quad D^*_2 > \frac{SN_2 - SN^*_1}{a_2 m_2}$$

- 1) Where  $a_i$  is the structural layer coefficient for each material,  $m_i$  is drainage related adjustment per sec. 6.3e
- 2) An asterisk with D or SN indicates that it represents the value actually used, which must be equal to or greater than the required value.

NOMOGRAPH SOLVES:

$$\log_{10} 10^{18} K_{ESAL} = Z_R^* S_0 + 9.36^* \log_{10} (SN+1) - 0.20 + \frac{\log_{10} \left[ \frac{\Delta PSI}{4.2 - 1.5} \right] + 2.32^* \log_{10} M_R - 8.07}{0.40 + \frac{1094}{(SN+1)^{5.19}}}$$



DESIGN NOMOGRAPH-FLEXIBLE PAVEMENT

Item 6d.

HUERFANO COUNTY

APPROVED: \_\_\_\_\_

REVISD: \_\_\_\_\_

REVISD: \_\_\_\_\_

FIGURE 16

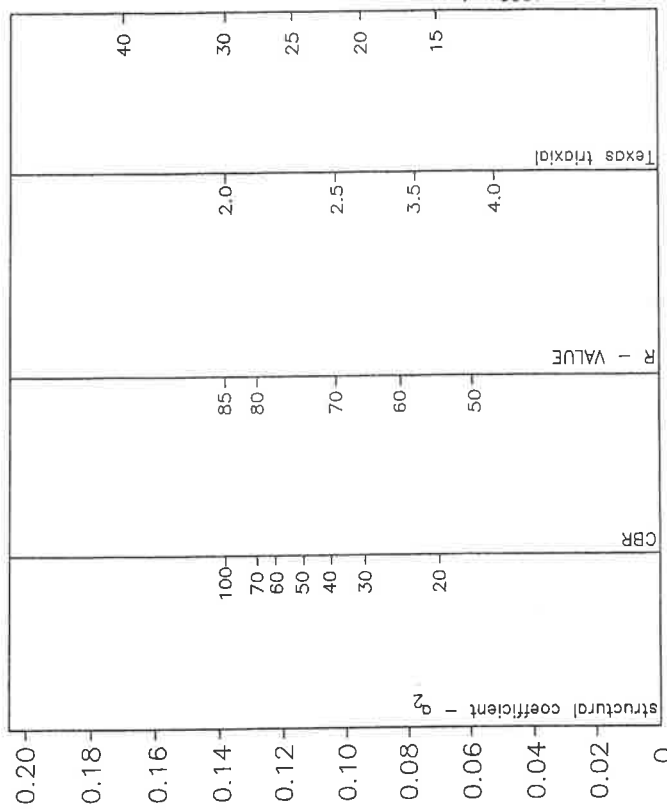


Evaluation of soils and pavement structure materials  
 Tests, material components and terms involved in the  
 evaluation of flexible pavement design are as follows.

<u>COMPONENT</u>	<u>TEST</u>	<u>TERM</u>
Roadbed Soil	Resilient Modulus $M_R$	P.S.I.
Subbase	Hveem stability	R
Base Course	Hveem stability	R
Plant Mix Bituminous Base (PMBB)	Elastic modulus EAC	P.S.I.
Hot Bituminous Pavement (HBP)	Elastic modulus EAC	P.S.I.
Plant Mixed Seal (PMS)	Elastic modulus EAC	P.S.I.

Correlation of resistance values to soil support values is shown to the right.

STRUCTURAL COEFFICIENT



NOTE: The minimum strength coefficient of the base course on highways having a current ADT volume of 750 or greater shall be 0.12

SOIL SUPPORT VALUES

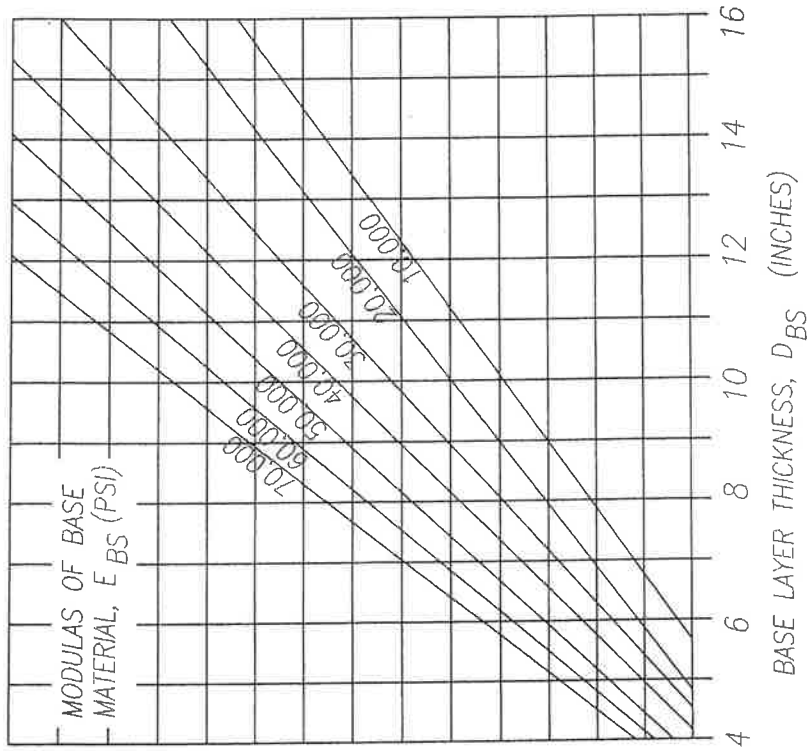
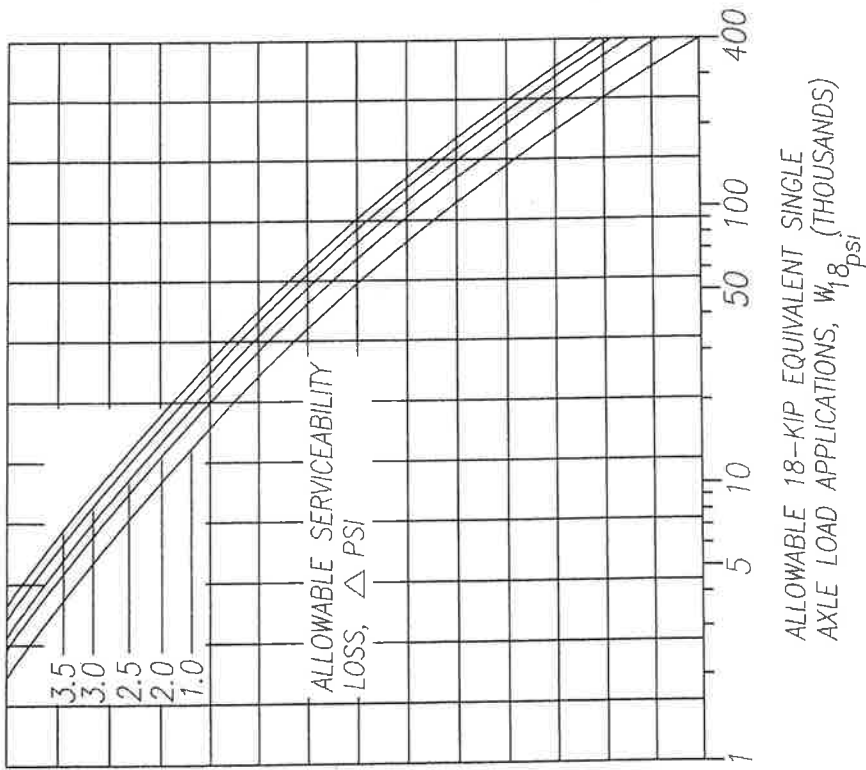
HUERFANO COUNTY

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 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

FIGURE

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Item 6d.



DESIGN NOMOGRAPH FOR GRAVEL ROADS - SERVICEABILITY CRITERIA

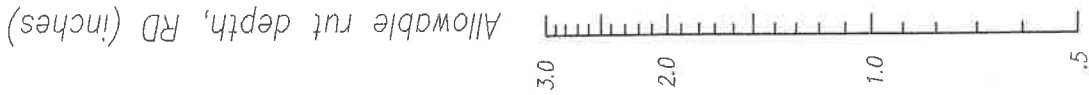
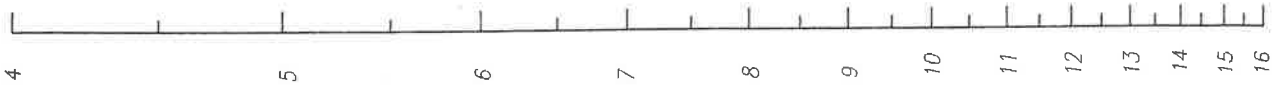
HUERFANO COUNTY

APPROVED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_  
 DESIGNED: \_\_\_\_\_

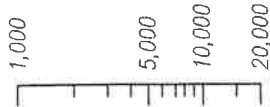
FIGURE N  
 1R

Item 6d.

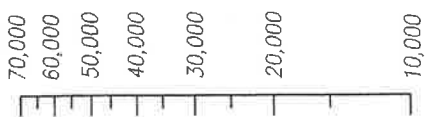
Thickness of aggregate base layer considered for rutting criteria,  $D_{BS}$  (inches)



Resilient modulus of roadbed material,  $M_R$  (psi)



Modulus of aggregate base layer,  $E_{BS}$  (psi)



Allowable 18 kip equivalent single axle load applications,  $W_{18RUT}$  (thousands)



DESIGN NOMOGRAPH FOR GRAVEL ROADS - RUTTING CRITERIA

APPROVED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

FIGURE NO. 19

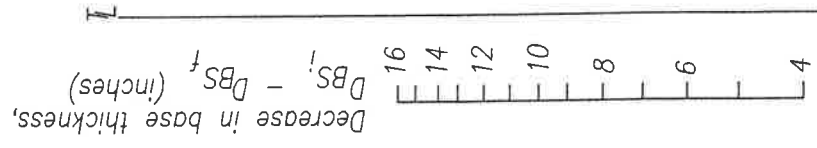
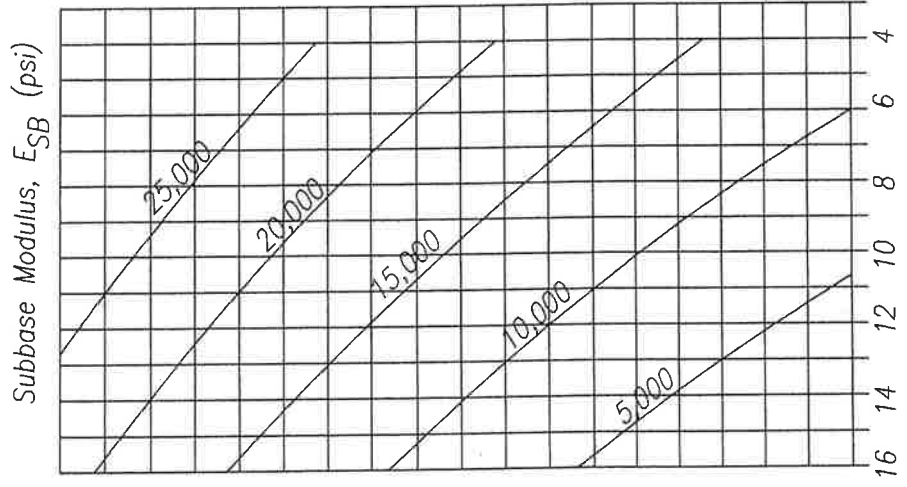
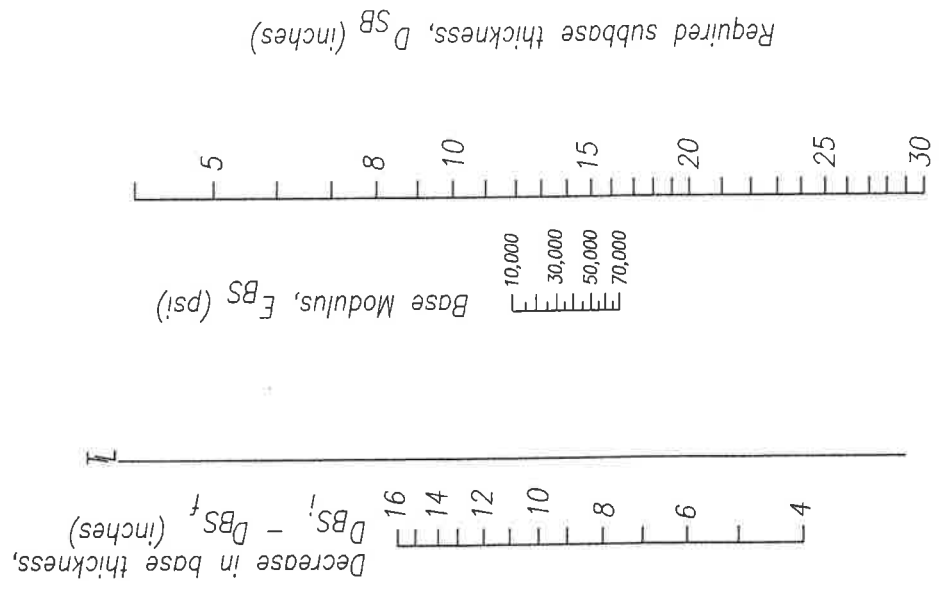
HUERFANO COUNTY

# EQUIVALENT THICKNESS - SUBBASE VS BASE

APPROVED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

FIGURE NO. 20

HUERFANO COUNTY

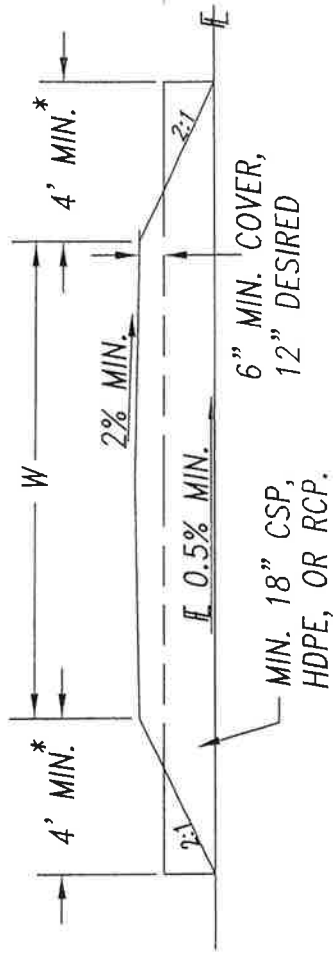


Final Base Thickness,  $D_{BS}$  (inches)



RURAL DRIVEWAY WIDTHS

USE	W, MIN.	W, MAX.
RESIDENTIAL	12'	18'
MULTI-FAMILY RESIDENCE	16'	24'
COMMERCIAL	16'	24'
INDUSTRIAL	24'	30'
AGRICULTURAL	16'	30'

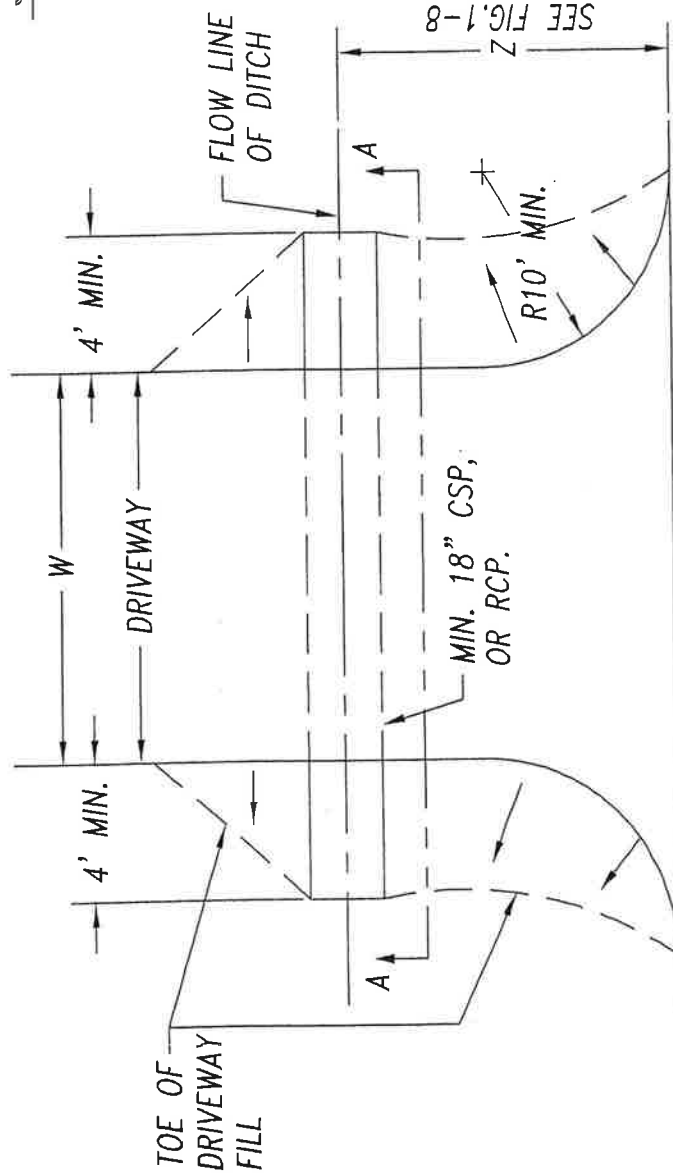


**SECTION A-A**

\*SEE FIGURES 25 & 26 FOR END TREATMENT DETAILS

**NOTES:**

1. For driveways along paved roads, the driveway shall be paved from the roadway edge to the property line with grade C H.B.P., min. 4" depth.
2. For driveways along gravel roads, the driveway shall be capped from the roadway edge to the property line with class 6 A.B.C., min. 9" depth.



EDGE OF PAVEMENT OR SHOULDER OF ROADWAY

**RURAL DRIVEWAYS**

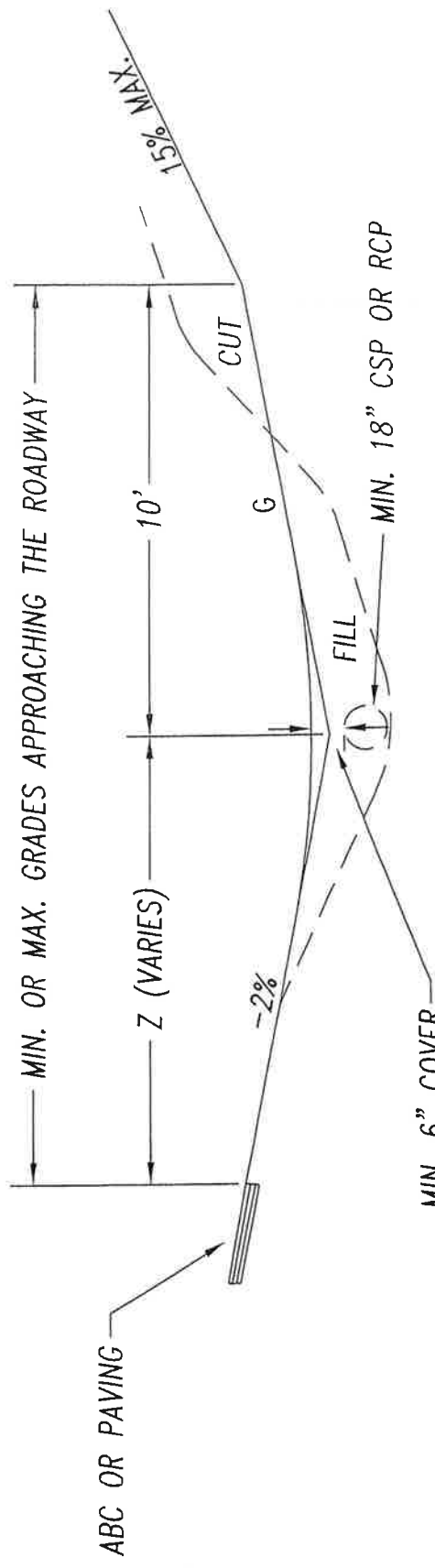
HUERFANO COUNTY

APPROVED:  
REVISED:

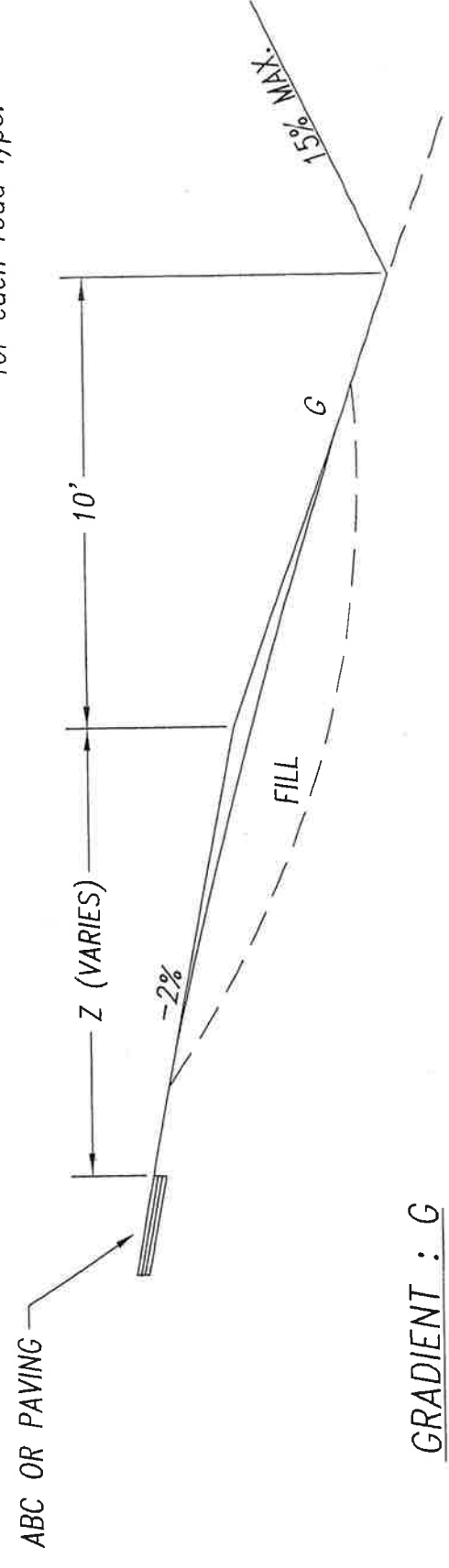
FIGURE

NO. 22

Item 6d.



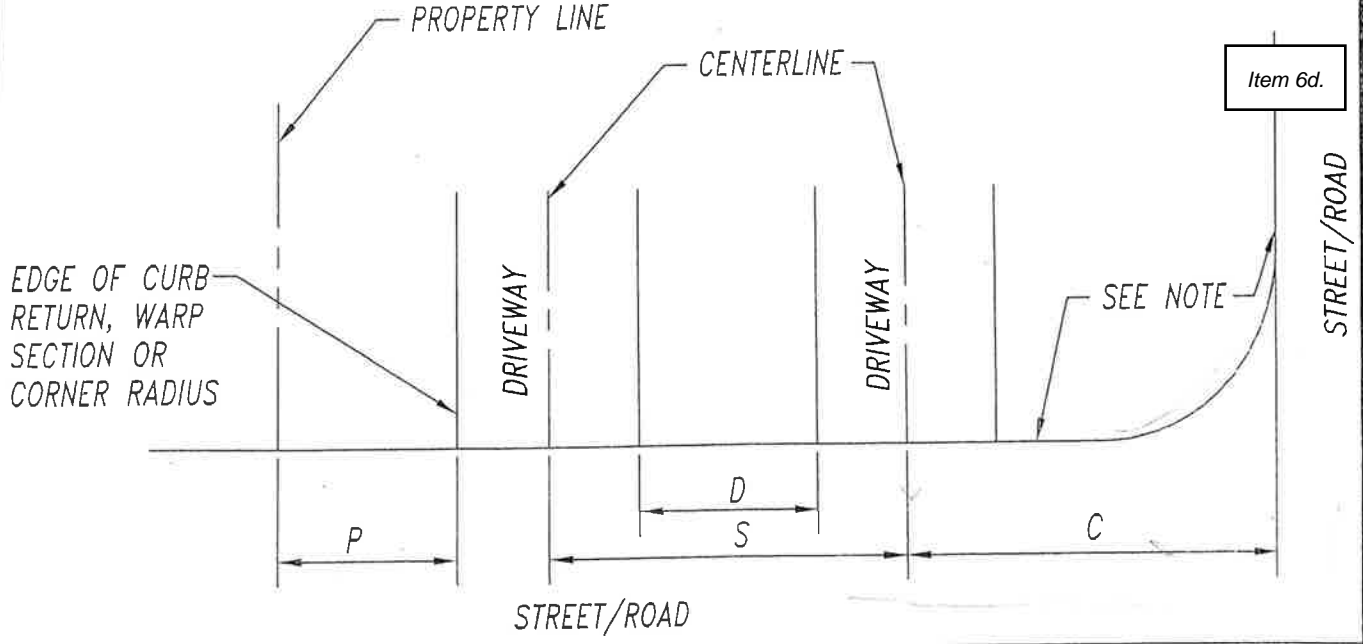
See figure 1-8 for "Z" distance for each road type.



**GRADIENT : G**

- Commercial 2% min. to 8% max.
- Industrial 2% min. to 5% max.
- Residential 2% min. to 15% max.
- Agricultural 2% min. to 15% max.

Item 6d.	FIGURE 23
<b>RURAL DRIVEWAY PROFILES</b>	APPROVED: _____
HUERFANO COUNTY	REVISED: _____
	REVISED: _____



NOTE: Flowline of curb/gutter or edge of asphalt if curb/gutter does not exist or edge of shoulder if asphalt does not exist.

	Figure Reference	Dimension
<b>Residential Driveways</b>		
From property lines	P	5' *
From street/road intersection	C	60' **
Between driveways		
on locals	D	10'
on collectors	S	200'
on arterials	S	325'
<b>Non-residential Driveways on Locals</b>		
From property lines	P	5' *
From arterial street intersections	C	200' ***
From collector street intersections	C	100' ***
From local street intersections	C	60' ***
Between driveways	S	100' ***
<b>Non-residential Driveways on Collectors</b>		
From property lines	P	5' *
From arterial street intersections	C	300' ***
From collector street intersections	C	200' ***
From local street intersections	C	125' ***
Between driveways	S	150' ***
<b>Non-residential Driveways on Arterials</b>		
From property lines	P	5' *
From street intersections	C	500' ****
Between driveways	S	325' ***

\* Except at shared access locations  
 \*\* The C dimension may be reduced to 30 feet if stop sign control is provided at the street intersection.  
 \*\*\* The C and S dimensions may be reduced if approved by the Board of County Commissioner due to the existence of limiting factors. Selected turning movements may be prohibited.  
 \*\*\*\* If the proposed driveway is restricted to right turn movements or if it is not aligned with an existing or planned left-turn lane, the C dimension may be reduced if approved by the Director of Public Works due to the existence of limiting factors. If signalization is proposed, the minimum C distance shall be increased to 660 feet unless otherwise approved by the Board of County Commissioners.

## DRIVEWAY SPACING

HUERFANO COUNTY	APPROVED: _____ REVISED: _____ REVISED: _____	FIGURE NO. 24
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APPENDIX 1  
STANDARD DETAILS

Item 6d.

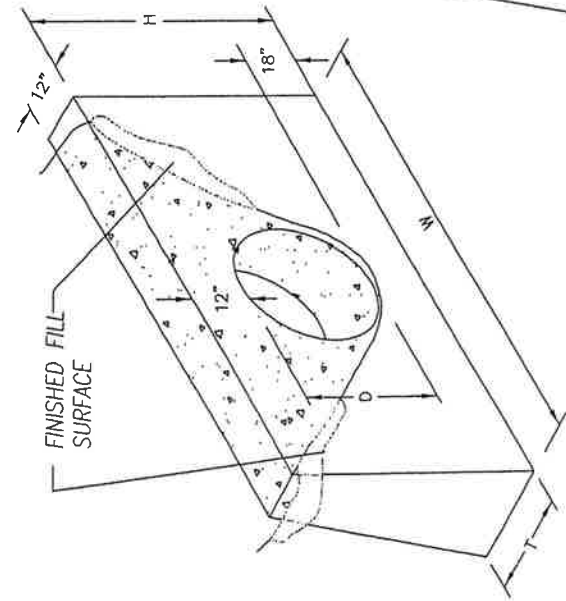
Figure 25  
Culvert Headwalls – Pipes smaller than 48 inches in diameter

Amendment:

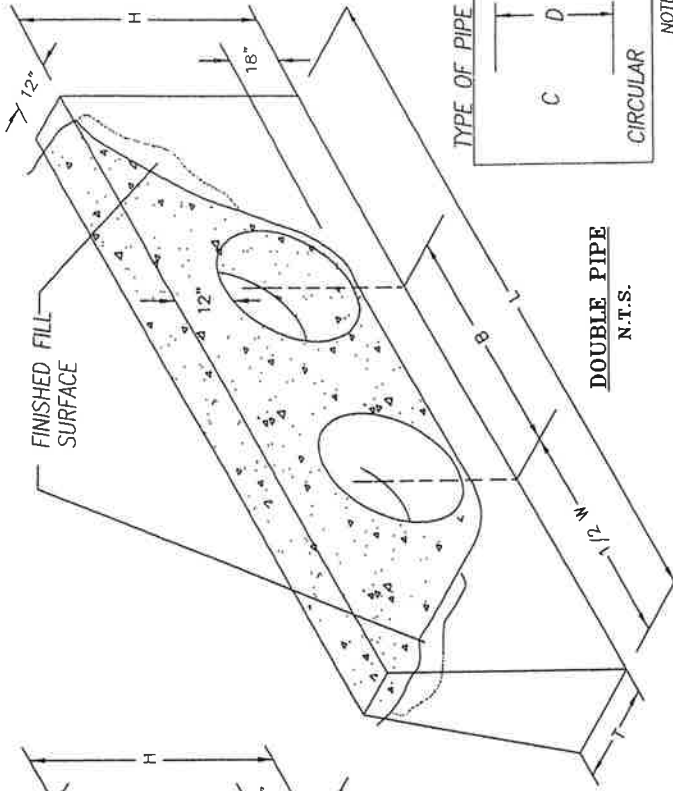
If spiral pipe is used flared end sections shall be placed on both the inlet and outlet of the culvert pipe. Delineator posts shall be installed at each end of the flared end sections.

If the County inspector feels deviation from the current application depicted in Figure 25 would not be acceptable, they may deny the applicant's request. The applicant may dispute the inspectors' decision before the Board of County Commissioners.

Appendix 1 Standard Details Figure 25 – Amended by Resolution #16-47 on May 10, 2016



**SINGLE PIPE**  
N.T.S.

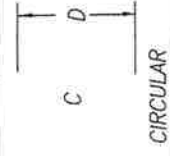


**DOUBLE PIPE**  
N.T.S.

**HEADWALL DIMENSIONS**

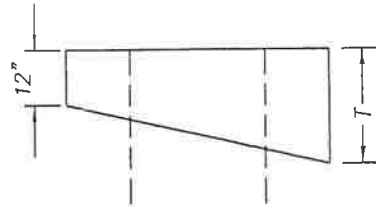
- D = PIPE DIAMETER (INSIDE)
- H = D + 30"
- W = 3D + 18"
- T = 0.4H (NEAREST INCH)
- B = 1.5D (30" MINIMUM)
- L = W + B

**TYPE OF PIPE**

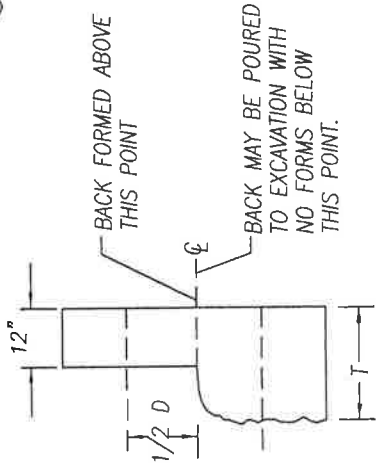


CIRCULAR

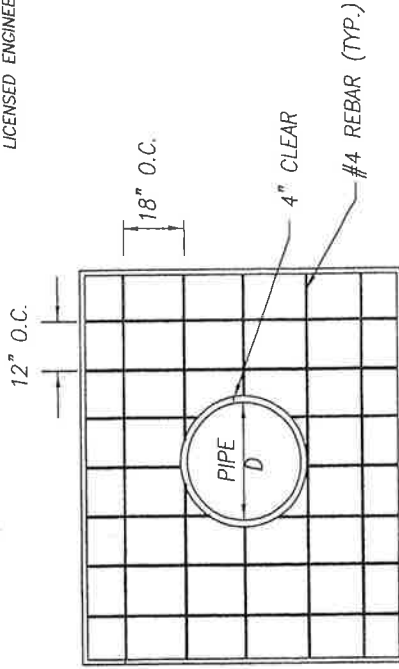
NOTE: HEADWALLS FOR PIPE 48 INCHES OR LARGER IN DIAMETER MUST BE DESIGNED BY LICENSED ENGINEER SEE ART. 5.18.



**SIDE VIEW**  
N.T.S.



**ALTERNATE CONSTRUCTION SIDE VIEW**  
N.T.S.



**GENERAL NOTES**

FOR SIZE AND LOCATION OF CULVERTS, SEE PLANS.  
ALL CONCRETE SHALL BE CLASS A OR B.  
FOOTINGS IN ROCK SHALL BE POURED OUT TO ROCK AND NOT FORMED.  
EXPOSED CONCRETE CORNERS SHALL BE CHAMFERED 3/4"

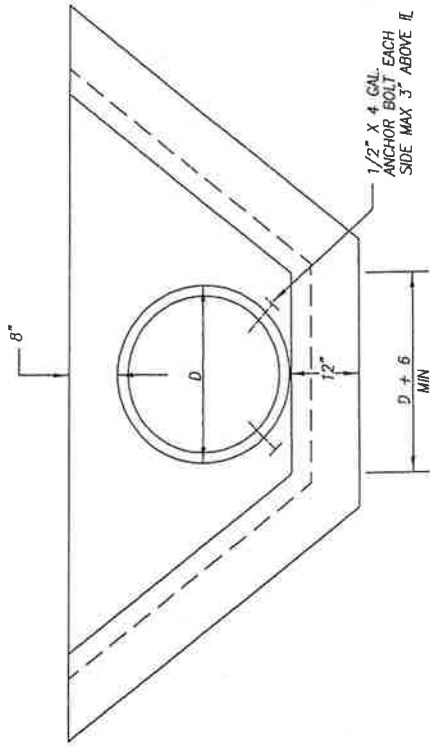
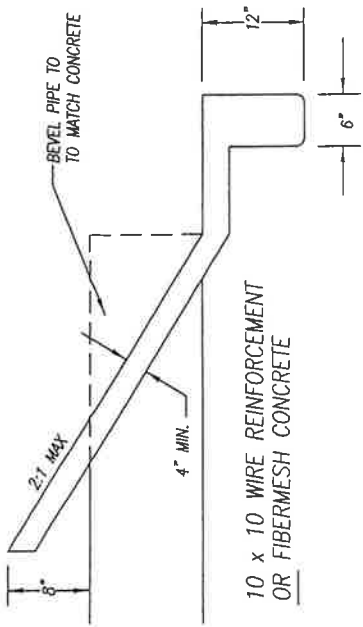
**CULVERT HEADWALLS - PIPES SMALLER THAN 48 INCH DIAMETER**

HUERFANO COUNTY

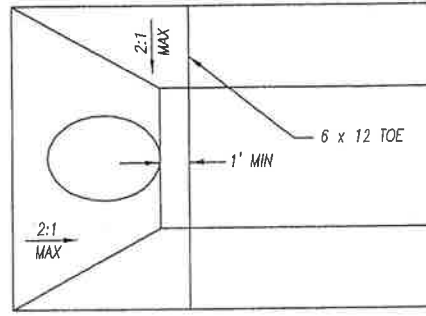
APPROVED:  
REVISOR:  
REVISOR:

FIGURE 25

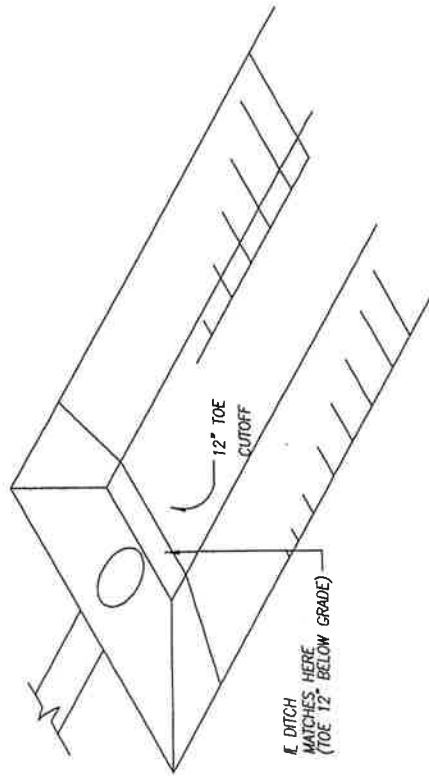
Item 6d.



FRONT VIEW



TOP VIEW



ISOMETRIC VIEW

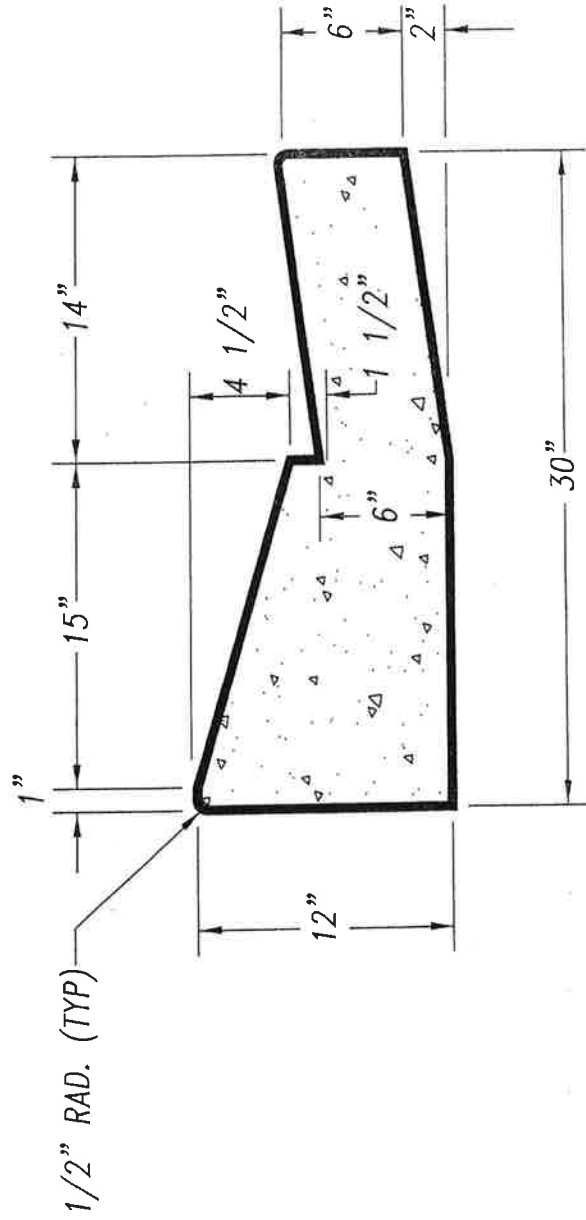
CULVERT INLET/OUTLET PAVING

APPROVED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

HUERFANO COUNTY

FIGURE 26

Item 6d.



TYPICAL X-SECTION  
NOT TO SCALE

**APPENDIX 2**

**Tables**

**APPENDIX 2**  
**TABLE 1**

Class	min. r.o.w.	design capacity A.D.T.	design speed	grade		allowed surface
				min.	max.	
Expressway	150	20--50,000	60	0.5	6	pave.
Principal Arterial	120	12--28,000	60	0.5	6	pave.
Minor Arterial	100	5--10,000 two lane 10--18,000 four lane	50	0.5	6	pave.
Major Collector	80	2--5,000	45	0.5	8	pave.
Minor Collector	60	1250--2500	40	0.5	8	pave.
Local Access	60	500--1250	30	0.5	10	pave.
Local Minor Residential	60	0--500	30	0.5	10	pave. gravel*
Local Industrial	70	0--1250	30	0.5	8	pave.
Local Commercial	70	0--1250	30	0.5	6	pave.

\* subject to the restrictions and conditions listed in Article 6

TABLE 2

TRIAL BASE THICKNESS, $D_{BS}$ (INCHES) _____				SERVICEABILITY CRITERIA		RUTTING CRITERIA	
				PSI=		RD(INCHES)=	
(1) SEASON (ROADBED MOISTURE CONDITION)	(2) ROADBED RESILIENT MODULUS $M_R$ (psi)	(3) BASE ELASTIC MODULUS $E_{BS}$ (psi)	(4) PROJECTED 18 -- KIP ESAL TRAFFIC $W_{18}$	(5) ALLOWABLE 18 -- KIP ESAL TRAFFIC $(W_{18})_{PSI}$	(6) SEASONAL DAMAGE $W_{18}/(W_{18})_{PSI}$	(7) ALLOWABLE 18 -- KIP ESAL TRAFFIC $(W_{18})_{RUT}$	(8) SEASONAL DAMAGE $W_{18}/(W_{18})_{RUT}$
WINTER (FROZEN)							
SPRING/THAW (SATURATED)							
SPRING/FALL (WET)							
SUMMER (DRY)							
		TOTAL TRAFFIC =	TOTAL DAMAGE =		TOTAL DAMAGE=		

**APPENDIX 3**  
**ASPHALT PAVEMENT AND**  
**GRAVEL ROAD DESIGN EXAMPLES**



**ASPHALT PAVEMENT**

As an example to illustrate the procedure and requirements of Article 6, assume the following:

- o Minor collector functional classification
- o HVEEM test R value of 20
- o Projected traffic volume equivalent to the minimum 18K EDLA value of 30 for a minor collector

From the equations in 6.2 c:

$$S_1 = [(20-5)/11.29] + 3 = 4.33$$

$$M_R = 10^{(S_1 + 18.72)/6.24} = 4898 \text{ (use 5000)}$$

Convert EDLA to ESAL (20 year design period)

$$30 \times 20 \times 365 = 219,000$$

From 6.3 c, the reliability factor for a minor collector is 80

From Figure 17 in Appendix 1:

Modulus for base course with structural coefficient of 0.12 is approximately 26,000.

Modulus for subbase course with structural coefficient of 0.10 is approximately 21,000.

From the nomograph in Figure 16 of Appendix 1 (reproduced to illustrate example as Figure A3 - 1, this Appendix) read the following structural numbers for layered design per Figure 15:

$$SN_1 = 1.45$$

$$SN_2 = 1.65$$

$$SN_3 = 2.7$$

Per the procedure described in 6.5 and illustrated in Figure 15:

$$D^*_1 = SN_1/a_1 = 1.45/0.44 = 3.3; \text{ use } 3.5$$

$$SN^*_1 = a_1 D^*_1 = SN_1 = (3.5)(0.44) = 1.54$$

$$D^*_2 = SN_2 - SN^*_1/a_2 m_2 = (1.65 - 1.54)/0.12 = 1; \text{ use } 6 \text{ inch min.}$$

$$SN^*_1 + SN^*_2 = SN_2 = (0.12)(6) + (3.5)(0.44) = 2.26; > 1.65 \text{ ok}$$

$$D^*_3 = SN_3 - (SN^*_1 + SN^*_2)/a_3m_3 = (2.7 - 2.26)/0.10 = 4.4; \text{ use } 5$$

$$\text{total} = SN^*_1 + SN^*_2 + SN^*_3 = 1.54 + 0.72 + 0.50 = 2.76 > 2.7 \text{ ok}$$

Therefore use the following layer thickness:

Depth of HBP ( $D^*_1$ ) - 3.5 inches

Depth of Class 6 base course ( $D^*_2$ ) - 6 inches

Depth of Class 2 subbase course ( $D^*_3$ ) - 5 inches

The above would be the minimum allowed values.

If a full depth asphalt design were proposed for this example (and APPROVED by the Public Works Director) the required depth would be:

$$D_{\text{fda}} = SN_3/a_1 = 2.7/0.44 = 6.14; \text{ use } 6.5 \text{ inches}$$

### GRAVEL ROAD DESIGN

The primary design requirements for aggregate surfaced roads include:

- o Predicted future traffic for the design period (see Article 2)
- o The lengths of the seasons (see Article 6.6.1e)
- o Seasonal resilient moduli of the roadbed soil (see Article 6.6.1f)
- o Elastic modulus,  $E_{BS}$ (psi), of aggregate base layer (from HVEEM or other testing,  $M_R$  value)
- o Elastic modulus,  $E_{BS}$ (psi), of aggregate subbase layer (from HVEEM or other testing,  $M_R$  value)
- o Design serviceability loss,  $\Delta PSI$  (Article 6.6.1c)
- o Allowable rutting,  $RD$ (inches), in surface layer (Article 6.6.1a), and
- o Aggregate loss,  $GL$ (inches), of surface layer (Article 6.6.1b)

These design requirements are used in conjunction with the computational chart in Table 2 in Appendix 2 and the design nomographs for serviceability (Figure 18, Appendix 1) and rutting (Figure 19, Appendix 1) The following steps outline the procedure:

Step 1: Select four levels of aggregate base thickness,  $D_{BS}$ , which should bound the probable solution. Prepare four separate tables, one for each trial thickness, identical to Table 2. On each of the four tables enter the trial base thickness,  $D_{BS}$ ; design serviceability loss, ? PSI; and the allowable rutting,  $RD$  in the appropriate boxes.

Step 2: Enter the appropriate seasonal resilient (elastic) moduli of the roadbed ( $M_R$ ) and the aggregate base material,  $E_{BS}$ , in columns 2 and 3, respectively, of Table 2. The base modulus values may be proportional to the resilient modulus of the roadbed soil during a given season. However, a constant value of 30,000 psi was used in the example which follows since a portion of the aggregate base material will

be converted into an equivalent thickness of subbase material (which will provide some shield against the environmental moisture effects).

Step 3: Enter the seasonal 18-kip ESAL traffic in column 4 of Table 2. Assuming that truck traffic is distributed evenly throughout the year, the lengths of the seasons should be used to proportion the total projected 18-kip ESAL traffic to each season. If the road is load-zoned (restricted) during certain critical periods, the total traffic may be distributed only among those seasons when truck traffic is allowed. Total traffic of 36,500 18-kip ESAL applications (the minimum 5 EDLA and a 20 year design period) and a seasonal pattern corresponding to U.S. Climatic Region VI was used in the example.

Step 4: Within each of the four tables estimate the allowable 18-kip ESAL traffic for each of the four seasons using the serviceability-based nomograph (Figure 18) and enter the result in column 5. If the resilient modulus of the roadbed soil (during the frozen season) is such that the allowable traffic exceeds the upper limit of the nomograph, assume a practical value of 500,000 18-kip ESAL.

Step 5: Within each of the four tables estimate the allowable 18-kip ESAL traffic for each of the four seasons using the rutting-based nomograph (Figure 19) and enter the result in column 7. Again, if the resilient modulus of the roadbed soil is such that the allowable traffic exceeds the upper limit of the nomograph, assume a practical value of 500,000 18-kip ESAL.

Step 6: Compute the seasonal damage values in each of the four tables for the serviceability criteria by dividing the projected seasonal traffic (column 4) by the allowable traffic in that season (column 5). Enter these seasonal damage values in column 6 of Table 2 corresponding to serviceability criteria. Next, follow these same instructions for rutting criteria, i.e., divide column 4 by column 7 and enter in column 8.

Step 7: Compute the total damage for both the serviceability and rutting criteria by adding the seasonal damages. When this is accomplished for all four tables, a graph of total damage versus base layer thickness should be prepared. The average base layer thickness,  $D_{BS}$ , required is determined by interpolating in this graph for a total damage equal to 1.0. Figure A3-5 provides an example in which the design is controlled by the serviceability criteria.

Step 8: The base layer thickness determined in the last step should be used for design if the effects of aggregate loss are negligible. If, however, aggregate loss is significant, the design thickness is determined using the following equation:

$$D_{BS} = \underline{D}_{BS} + (0.5 \times GL)$$

where GL = total estimated aggregate (gravel) loss (in inches) over the performance period.

Step 9: The final step of the design chart procedure for aggregate surfaced roads is to convert a portion of the aggregate base layer thickness to an equivalent thickness of subbase material. This is accomplished with the aid of Figure 20. Select the final base thickness desired,  $D_{BSI}$  (6 inches is used in the example). Draw a line to the estimated modulus of the subbase material,  $E_{BS}$ . Go across and through the scale corresponding to the reduction in base thickness,  $D_{BSI} - D_{BSI}$ . Then for the known modulus of the base material,  $E_{BS}$ , determine the required subbase thickness,  $D_{SB}$ .

As an example to illustrate the described procedure and the requirements of Article 6, assume the following:

- o HVEEM R value of 20 for the roadbed soil.
- o The minimum required EDLA of 5, over a 20 year design period for a total traffic of 36,500 18-kip ESAL.

Assume 6, 8, 10, and 12 inches of base thickness for preparation of the four tables. Per Article 6.6.1, the design serviceability loss is 3, and the allowable rutting is 2.

Proportion the total projected 18-kip ESAL traffic into the seasonal traffic values for column 4 according to the lengths of season specified in 6.6.1e.

The results of proceeding according to steps 4, 5, and 6 above are shown in the example tables, Tables A3-1 through A3-4.

Figure A3-5 shows the graph of total damage versus base layer thickness for this example. The serviceability criteria require a larger thickness of base than the rutting criteria. Use the higher value (11.6 inches) for design.

Gravel loss is specified for design purposes in 6.6.1b as 2 inches, therefore the required thickness,  $D_{BS}$ , is:

$$D_{BS} = \underline{D}_{BS} + (0.5 \times GL) = 11.6 + (0.5 \times 2) = 12.6 \text{ inches.}$$

Use Figure 20 (reproduced showing the example as Figure A3-4) to determine the amount of subbase material required to reduce the base thickness by 6 inches.

TABLE 2a -- EXAMPLE ASSUMING 6 INCHES BASE COURSE

TRIAL BASE THICKNESS, $D_{BS}$ (INCHES) <u>6</u>				SERVICEABILITY CRITERIA PSI = <u>3</u>	RUTTING CRITERIA RD (INCHES) <u>2</u>		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
SEASON (ROADBED MOISTURE CONDITION)	ROADBE D RESILIE NT MODULU S $M_R$ (psi)	BASE ELASTIC MODULU S $E_{BS}$ (psi)	PROJECT ED 18 -- KIP ESAL TRAFFIC $W_{18}$	ALLOWAB LE 18 -- KIP ESAL TRAFFIC $(W_{18})_{PSI}$	SEASON AL DAMAGE $W_{18}/(W_{18})_P$ SI	ALLOWAB LE 18 -- KIP ESAL TRAFFIC $(W_{18})_{RUT}$	SEASONA L DAMAGE $W_{18}/(W_{18})_R$ UT
WINTER (FROZEN)	20,000	30,000	9,125	32,000	0.29	350,000	0.03
SPRING/THA W (SATURATE D)	1,500	30,000	4,563	2,200	2.07	3,500	1.30
SPRING/FAL L (WET)	3,300	30,000	9,125	5,000	1.83	4,500	2.03
SUMMER (DRY)	4,900	30,000	13,687	7,000	1.96	7,500	1.82
		TOTAL		TOTAL		TOTAL	
		TRAFFIC	36,500	DAMAGE =	6.15	DAMAGE =	5.18
		=					

TABLE 2b -- EXAMPLE ASSUMING 8 INCHES BASE COURSE

TRIAL BASE THICKNESS, D <sub>BS</sub> (INCHES) <u>8</u>				SERVICEABILITY CRITERIA		RUTTING CRITERIA	
				PSI = <u>3</u>		RD (INCHES) <u>2</u>	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
SEASON (ROADBED MOISTURE CONDITION)	ROADBE D RESILIE NT MODULU S M <sub>R</sub> (psi)	BASE ELASTIC MODULU S E <sub>BS</sub> (psi)	PROJECT ED 18 -- KIP ESAL TRAFFIC W <sub>18</sub>	ALLOWAB LE 18 -- KIP ESAL TRAFFIC (W <sub>18</sub> )PSI	SEASON AL DAMAGE W <sub>18</sub> /(W <sub>18</sub> )P SI	ALLOWAB LE 18 -- KIP ESAL TRAFFIC (W <sub>18</sub> )RUT	SEASONA L DAMAGE W <sub>18</sub> /(W <sub>18</sub> )R UT
WINTER (FROZEN)	20,000	30,000	9,125	70,000	0.13	400,000	0.02
SPRING/THA W (SATURATE D)	1,500	30,000	4,563	4,200	1.09	7,000	0.65
SPRING/FAL L (WET)	3,300	30,000	9,125	12,000	0.76	11,000	0.83
SUMMER (DRY)	4,900	30,000	13,687	13,500	1.01	16,000	0.86
TOTAL				TOTAL		TOTAL	
TRAFFIC 36,500				DAMAGE = 2.99		DAMAGE = 2.36	

TABLE 2c -- EXAMPLE ASSUMING 10 INCHES BASE COURSE

TRIAL BASE THICKNESS, D <sub>BS</sub> (INCHES) <u>10</u>				SERVICEABILITY CRITERIA		RUTTING CRITERIA	
				PSI = <u>3</u>		RD (INCHES) <u>2</u>	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
SEASON (ROADBED MOISTURE CONDITION)	ROADBE D RESILIE NT MODULU S M <sub>R</sub> (psi)	BASE ELASTIC MODULU S E <sub>BS</sub> (psi)	PROJECT ED 18 -- KIP ESAL TRAFFIC W <sub>18</sub>	ALLOWAB LE 18 -- KIP ESAL TRAFFIC (W <sub>18</sub> )PSI	SEASON AL DAMAGE W <sub>18</sub> /(W <sub>18</sub> )P SI	ALLOWAB LE 18 -- KIP ESAL TRAFFIC (W <sub>18</sub> )RUT	SEASONA L DAMAGE W <sub>18</sub> /(W <sub>18</sub> )R UT
WINTER (FROZEN)	20,000	30,000	9,125	120,000	0.08	400,000	0.02
SPRING/THA W (SATURATE D)	1,500	30,000	4,563	8,000	0.57	11,000	0.41
SPRING/FAL	3,300	30,000	9,125	20,000	0.46	21,000	0.43

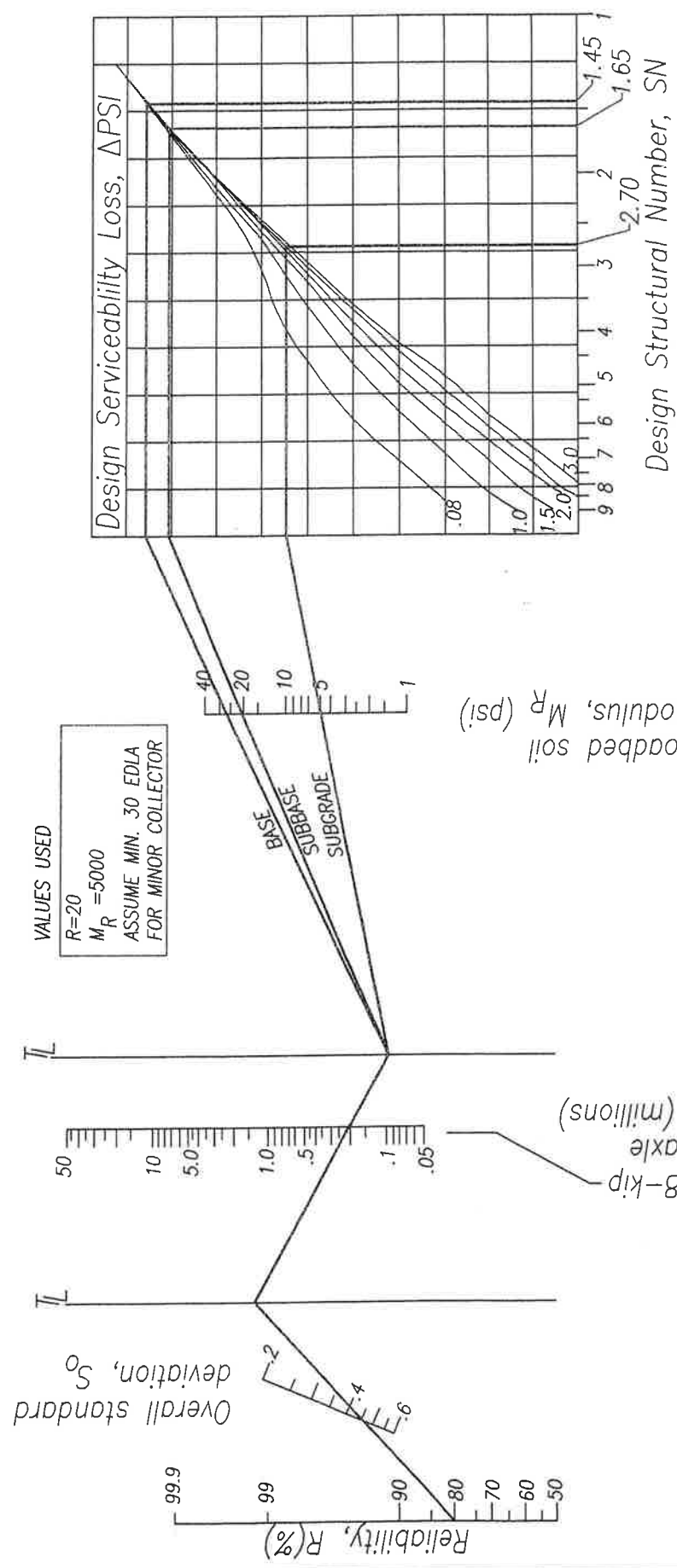
L (WET)							
SUMMER (DRY)	4,900	30,000	13,687	28,000	0.49	28,000	0.49
		TOTAL		TOTAL		TOTAL	
		TRAFFIC	36,500	DAMAGE =	1.60	DAMAGE =	1.35
		=					

TABLE 2d -- EXAMPLE ASSUMING 12 INCHES BASE COURSE

TRIAL BASE THICKNESS, D <sub>BS</sub> (INCHES) <u>12</u>				SERVICEABILITY CRITERIA	RUTTING CRITERIA		
				PSI = <u>3</u>	RD (INCHES) <u>2</u>		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
SEASON (ROADBED MOISTURE CONDITION)	ROADBED RESILIE NT MODULU S M <sub>R</sub> (psi)	BASE ELASTIC MODULU S E <sub>BS</sub> (psi)	PROJECT ED 18 -- KIP ESAL TRAFFIC W <sub>18</sub>	ALLOWAB LE 18 -- KIP ESAL TRAFFIC (W <sub>18</sub> ) <sub>PSI</sub>	SEASON AL DAMAGE W <sub>18</sub> /(W <sub>18</sub> ) <sub>P</sub> SI	ALLOWAB LE 18 -- KIP ESAL TRAFFIC (W <sub>18</sub> ) <sub>RUT</sub>	SEASONA L DAMAGE W <sub>18</sub> /(W <sub>18</sub> ) <sub>R</sub> UT
WINTER (FROZEN)	20,000	30,000	9,125	200,000	0.05	400,000	0.02
SPRING/THA W (SATURATE D)	1,500	30,000	4,563	18,000	0.25	22,000	0.21
SPRING/FAL L (WET)	3,300	30,000	9,125	30,000	0.30	31,000	0.29
SUMMER (DRY)	4,900	30,000	13,687	40,000	0.34	45,000	0.30
		TOTAL		TOTAL		TOTAL	
		TRAFFIC	36,500	DAMAGE =	0.82	DAMAGE =	1.35
		=					

NOMOGRAPH SOLVES:

$$\log_{10} 18^k \text{ESAL} = Z_R^* S_0 + 9.36^* \log_{10}(SN+1) - 0.20 + \frac{\log_{10} \left[ \frac{\Delta \text{PSI}}{4.2 - 1.5} \right]}{0.40 + \frac{1094}{(SN+1)^{5.19}}} + 2.32^* \log_{10} M_R - 8.07$$



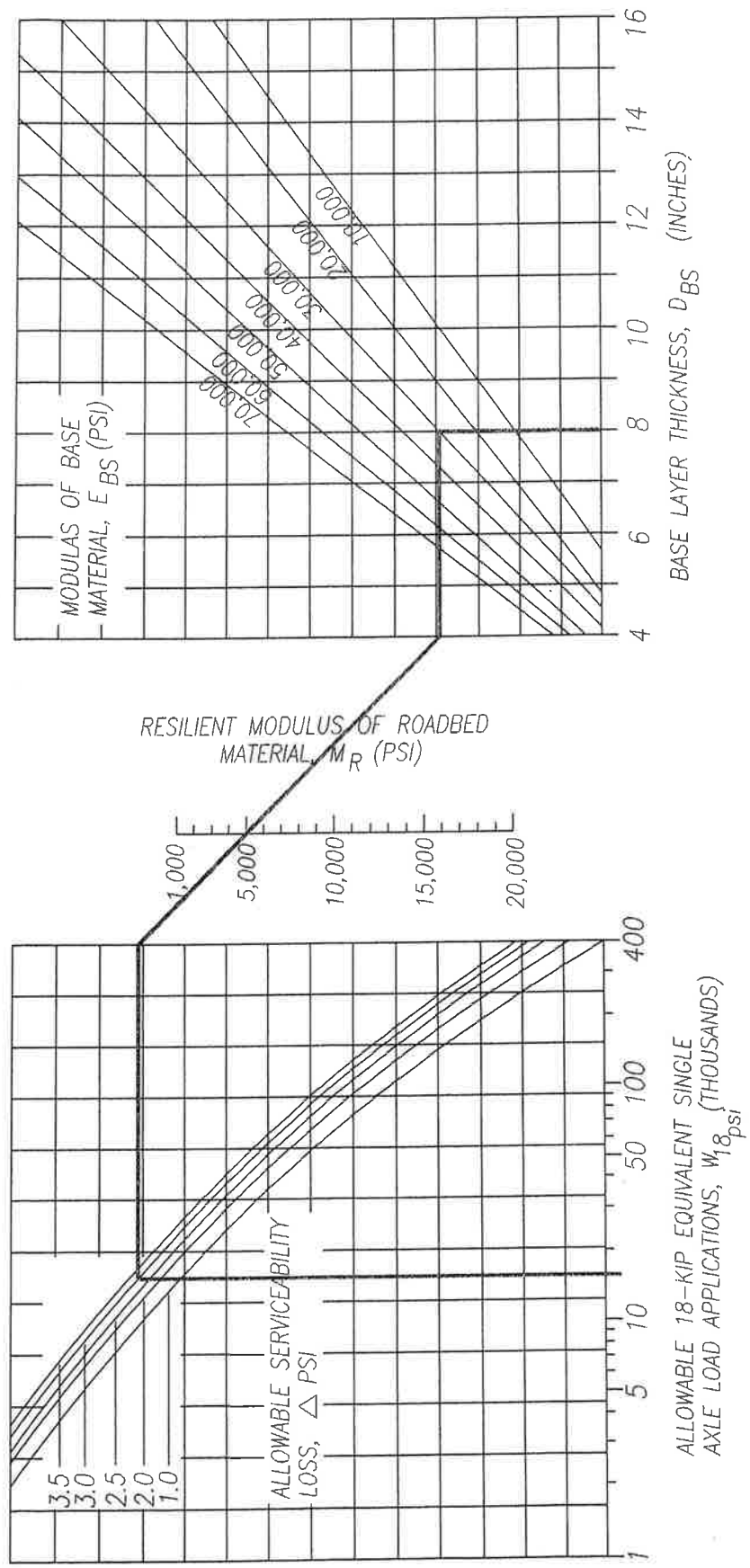
Item 6d.

**DESIGN NOMOGRAPH-FLEXIBLE PAVEMENT**

HUERFANO COUNTY

APPROVED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

FIGURE A3-1



DESIGN NOMOGRAPH FOR GRAVEL ROADS -  
SERVICEABILITY CRITERIA

APPROVED: \_\_\_\_\_  
REVISOR: \_\_\_\_\_  
REVISOR: \_\_\_\_\_

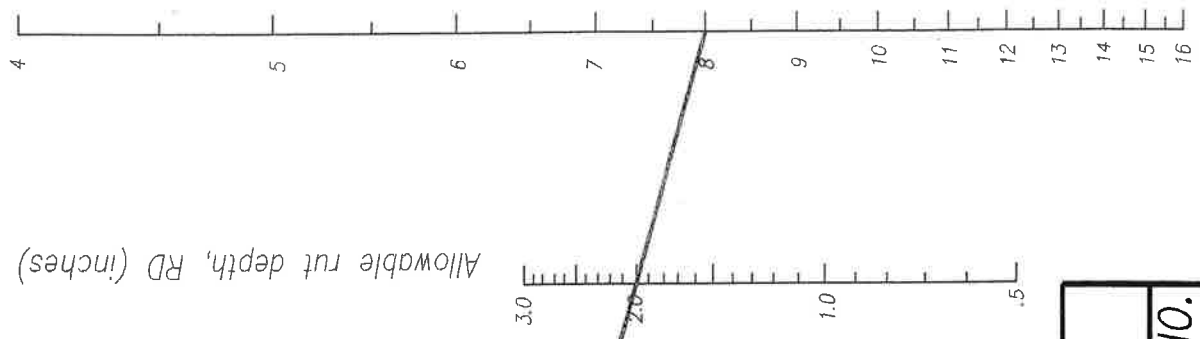
HUERFANO COUNTY

FIGURE NO. \_\_\_\_\_  
A3-2

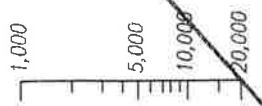
Item 6d.



Thickness of aggregate base layer considered for rutting criteria,  $D_{BS}$  (inches)

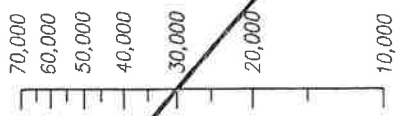


Resilient modulus of roadbed material,  $M_R$  (psi)

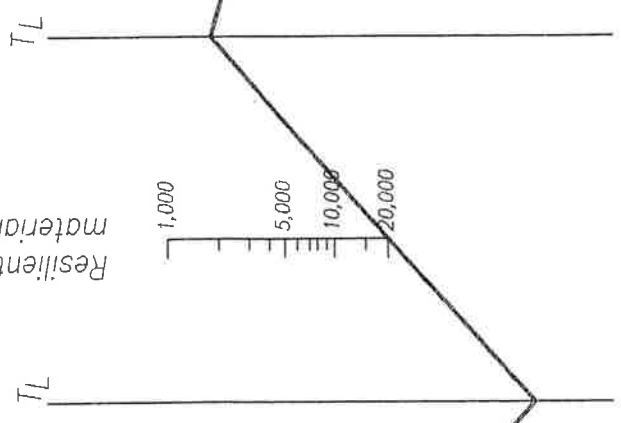


EXAMPLE:  
 $D_{BS} = 8.0$  INCHES  
 $RD = 2.0$  INCHES  
 $M_R = 20,000$  PSI  
 $E_{BS} = 30,000$  PSI  
 SOLUTION:  
 $W_{18RUT} = 70,000$

Modulus of aggregate base layer,  $E_{BS}$  (psi)



Allowable 18 kip equivalent single axle load applications,  $W_{18RUT}$  (thousands)

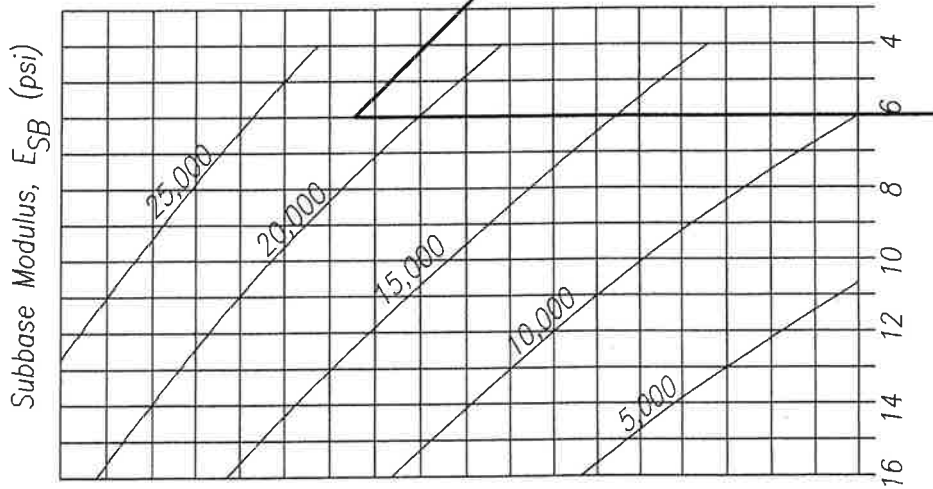


DESIGN NOMOGRAPH FOR GRAVEL ROADS -  
 RUTTING CRITERIA

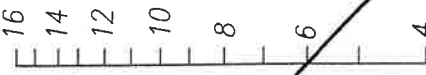
HUERFANO COUNTY

APPROVED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

FIGURE NO.  
 A3-3



Decrease in base thickness,  $D_{BS_f} - D_{BS_t}$  (inches)



Base Modulus,  $E_{BS}$  (psi)



Required subbase thickness,  $D_{SB}$  (inches)

EXAMPLE:  
 $D_{BS} = 12.0$  INCHES  
 $D_{BSf} = 6.0$  INCHES  
 $E_{BS} = 30,000$  PSI  
 $E_{SB} = 21,000$  PSI  
 SOLUTION:  $D_{SB} = 8.0$  INCHES

Final Base Thickness,  
 $D_{BS_f}$  (inches)

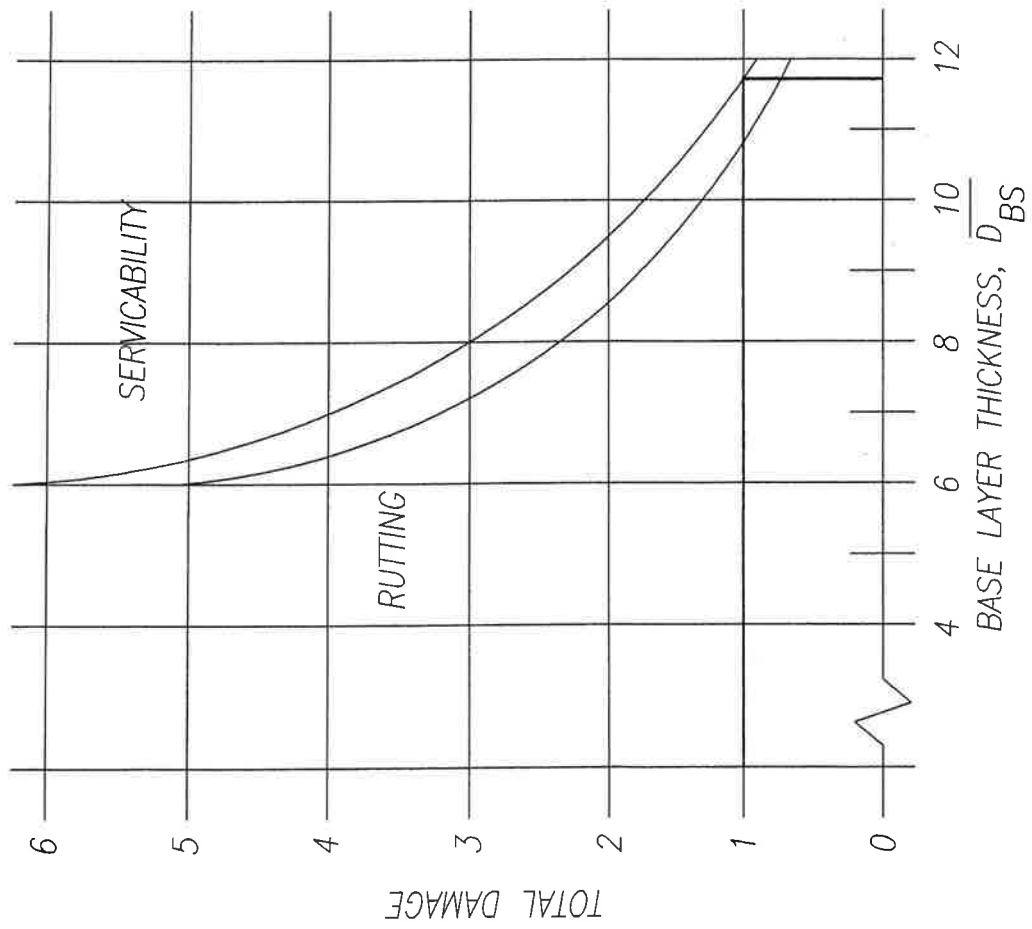
# EQUIVALENT THICKNESS - SUBBASE VS BE

HUERFANO COUNTY

APPROVED: \_\_\_\_\_  
 REVISIONS: \_\_\_\_\_  
 REVISIONS: \_\_\_\_\_

FIGURE NO.  
 A3-4

Item 6d.



$$\overline{D}_{BS} = \overline{D}_{BS} + (0.5 \times GL) \quad GL=2$$

$$\overline{D}_{BS} = 11.75$$

$$D_{BS} = 11.75 + (0.5 \times 2) = 12.75 \text{ inches}$$

# TOTAL DAMAGE VS LAYER THICKNESS GRA

HUERFANO COUNTY

APPROVED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_  
 REVISED: \_\_\_\_\_

FIGURE NO. \_\_\_\_\_  
 A3-5

Item 6d.

**RESOLUTION NO. 23 – 14**

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

**A RESOLUTION APPOINTING JACQUE SIKES TO THE HUERFANO COUNTY  
BUILDING AUTHORITY FOR A TERM EXPIRING ON DECEMBER 31, 2026**

**WHEREAS**, the Board of County Commissioners serve as the governing body of Huerfano County under the authority of the Colorado Revised 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 desires to authorize the Huerfano County Building Authority to have and exercise certain powers in furtherance of its purposes; and,

**WHEREAS**, Jacque Sikes has submitted a letter of interest and has demonstrated her qualifications to serve on the Huerfano County Building Authority for Huerfano County and agrees to serve as a member of the Board while adhering to the principles applicable to governmental units and other requirements of law; and,

**WHEREAS**, the Board of Huerfano County Commissioners desires to appoint Jacque Sikes to serve as a member of the Huerfano County Building Authority 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 Jacque Sikes to serve as a member of the Huerfano County Building Authority Board until December 31, 2026, and until her successor has been appointed.

**INTRODUCED, READ, AND ADOPTED** on this 28<sup>th</sup> day of March 2023.



ATTEST:

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

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

BY \_\_\_\_\_  
John Galusha, Chairman

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

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

**RESOLUTION NO. 23 - 15**

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

**A RESOLUTION TO ADOPT A POLICY FOR COLORADO OPEN RECORDS ACT  
COMPLIANCE**

WHEREAS, pursuant to C.R.S. §§ 30-11-101(1)(e) and 30-11-107(1)(e), the Board of County Commissioners of the County of Huerfano, State of Colorado (hereinafter “Board” or “County”), has legislative authority to represent the County and manage the business and concerns thereof; and

WHEREAS, the Colorado Open Records Act (“CORA”), C.R.S. §§ 24-72-200.1 et seq., has been declared to be the public policy of the State of Colorado, and that all applicable public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law; and,

WHEREAS, the Board is authorized to make such rules and regulations with reference to the inspection and copying of such public records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the official and actual custodians of such records; and

WHEREAS, in order to balance the public interests in having reasonable access to public records, and the Board’s interest in otherwise serving the general public and in preserving its public records, the Board deems it prudent and necessary to establish reasonable rules and regulations governing the production, inspection and copying of such public records; and

WHEREAS, each elected official is the official custodian of the records of their office and may adopt their own policies and procedures regarding public records in their custody as they may have to comply with certain statutory and/or regulatory requirements.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado that the following are hereby adopted:

**Section 1. Title.**

This resolution shall be known and referred to as the “Huerfano County Open Records Policy”

**Section 2. Policy, Purpose, and Scope**

1. It is the policy of Huerfano County to make public records available for public inspection as set forth in the Colorado Open Records Act, C.R.S. § 24-72-201, et seq. (“CORA”).
2. The purpose of this policy is to assure prompt and equitable service to citizens requesting access to public records, including those records created by electronic mail, in accordance with the requirements of the Colorado Open Records Act, C.R.S. § 24-72-201, et seq.
3. This policy does not apply to criminal justice records or public records maintained by appointed or elected officials unless adopted by said appointed or elected official.
4. This policy applies to all requests for public records made to all offices and departments reporting to the Board of County Commissioner. It shall apply to records requests made

to any other elected official if, and only if, adopted by said official. A list of such officials will be published on the County’s website.

**Section 3. Definitions.**

The definitions found in C.R.S. § 24-72-202, as amended from time to time, shall apply herein. Three definitions of particular relevance are included below:

1. “Custodian” means and includes the official custodian or any authorized person having personal custody and control of the public records in question.
2. “Public records” means “all writings made, maintained, or kept by the state or any agency, institution, ... or political subdivision ... for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.” C.R.S. § 24-72-202(6). Criminal justice records are not included in this definition.
3. “Writings” include “all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. Writings include digitally stored data, including without limitation electronic mail messages, but does not include computer software.” C.R.S. § 24-72-202(7).

**Section 4. Procedures for Making and Responding to Requests for Public Records.**

The following procedures apply to all formal requests for public records:

1. Unless otherwise named by the Board of County Commissioners, the County Attorney, or their designee, is the official custodian of all records maintained by all offices and departments reporting to the Board of County Commissioners, unless otherwise prescribed by law. Department heads are the actual, physical custodians of all records maintained within their departments. It is the responsibility of each department head to become familiar with and to educate their employees about the standards and requirements of this policy.
2. Huerfano County has determined that the use of an official request form to be used by persons is necessary for the efficient handling of such public record requests. Any request to Huerfano County for public records must be made on the official request form. Any request not submitted on the official request form will not be processed.
  - a. The County Administrator is hereby instructed to create and maintain an official request form both in an online form and a printable or paper form. The County Attorney will review and approve the form before submission to the Board of County Commissioners for final approval.
  - b. The official request form should be provided to any person submitting a public records request that is not on this form and the person should be informed that Huerfano County requires the use of the official request form in order to process their public records request.
3. Requests on the paper form may be delivered in person or mailed to the Custodian of Records. All requestors with access to the internet are encouraged to use the online form. Because of spam filters as well as incorrect or inactive email accounts, requests made via electronic mail will not automatically be accepted. The custodian, at the custodian’s sole prerogative, may accept requests sent via e-mail upon request. If a request is sent via e-mail to anyone other than the custodian, it will not be considered as received by the County and the statutory time for response to the requests will not begin until a confirmation has been sent by the custodian.
4. All requests for records must be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any

request that is vague or broadly stated the custodian may require the requestor to provide a more specific request.

5. If a requestor is unable to identify the specific documents sought, the requestor is encouraged to contact the County in advance of submitting a request for assistance in providing the requisite specificity.
6. The custodian is not required by the Open Records Act to construct or create a record that does not exist.
  - a. Any records custodian may set a fee for reports, maps, or products that are produced through the manipulation of data for the benefit of the requestor.
  - b. Any records custodian may refuse any request requiring data manipulation on the basis that CORA does not require manipulation.
7. Time for response to records requests shall be as follows:
  - a. The normal time for production shall be three working days, beginning on the first business day after the request is received.
  - b. Such period may be extended upon determination by the custodian that extenuating circumstances exist. Such period of extension shall not normally exceed seven working days. The requestor shall be notified of the extension within the three-day period.
  - c. Time periods will be calculated without including the date on which the custodian receives any request.
8. Requests to inspect records documents will not take priority over the regular work activities of County employees.

### **Section 5. Inspection of Public Records**

1. In order to safeguard the integrity of the County's records, the custodian of the records to be inspected shall retain control of the records at all times. Inspection of all public records is subject to the supervision of the records custodian. Inspection of public records will generally be scheduled during regular business hours.
2. The requestor may take notes and may bring a laptop or portable computer device to take notes while inspecting/reviewing documents. However, the requestor shall not bring and shall not use outside photocopiers, scanners, fax machines, smart phones, cameras or other copy, scanning or reproduction devices to copy Huerfano County records.
3. Please note the County may require that members of the public be allowed to inspect only copies of documents when the custodian of records determines that allowing access to originals could interfere with the regular discharge of duties of the County or its staff or production of original records could jeopardize the condition of the requested records.
4. Requestors who have not come in to view the requested information within ten (10) working days of being notified that the records are available for review will be required to submit a new public records request.
5. If fees are charged pursuant to Section 9 of this policy, then inspection of the requested records shall occur only after payment, or an acceptable payment arrangement, is made.

### **Section 6. Production of Public Records**

1. In the event the requestor requests copies of available records in lieu of an inspection, such records will be provided within the timeframe set forth in Section 4, of this policy.
2. In the event the requestor conducts an inspection and requests copies of records at the time of such inspection, the requestor must mark with tabs or clips the pages he or she wants copied. Copies may be made at a later date and time, based on volume and staff availability. In such case, the requestor will be notified when the copies are available for pick-up. Copies of records may be mailed upon request at an additional fee.

3. If the public record requested is stored in "sortable" or "searchable" formats, the County will provide the record in this format if requested unless producing the record in native format would violate the terms of any copyright or licensing agreement between the County and a third party or result in a release of a third party's proprietary information, or where the native format renders it technologically or practicably infeasible to redact information the County is required or allowed to withhold.
4. Responses to requests will be made via email of attached documents if possible in order to reduce expenditure of County resources and reduce costs to citizens. If records requested exceed 10MB of data, requestors will be provided the records on a USB Thumb Drive or an alternative method provided by the County at the cost indicated herein.
5. In order to preserve the security of the County data network, under no circumstances shall a memory device or other media not authorized by the County IT Department be used to transfer data to a requester nor shall requesters be allowed to provide their own USB Thumb Drive or other storage device to receive copies of the requested records.
6. Huerfano County has no obligation to upload requested public records to a "cloud" service to allow for their access by a requestor. Such requests will be denied except in extenuating circumstances. Under no circumstances will a "cloud" service owned, controlled, or paid for by Huerfano County be used to transmit such records.

**Section 7. Denial of Request.**

In accordance with CORA, certain County records are either prohibited from disclosure or may be withheld from public inspection. Reasons for denial may include but are not limited to that disclosure is contrary to statute, court order or the public interest. Any denial of inspection or copies of records will be specific and the justification for such denial, as authorized by CORA, will be provided in writing upon request.

**Section 8. Closure of Request.**

An open records request will be considered closed and a new request must be submitted under any of the following circumstances:

1. The records have been made available for inspection, the records have been inspected and no copies of the records were requested;
2. After the records have been made available for inspection, have been inspected by the requestor and copies of the records have been provided consistent with this Policy;
3. If the requestor fails to appear for the scheduled review of the records; or
4. If the requestor fails within ten business days to:
  - a. make arrangements for review of the records after request;
  - b. pre-pay a deposit required; or
  - c. does not pay the total actual costs after receiving notice of such costs.

**Section 9. Fees and Charges.**

Charges for copies of requested records shall be as follows:

1. The fee for a paper copy of any public county record, including copies requested pursuant to CORA, shall be as follows:
  - a. \$.25 per page for black and white printing up to 11" by 17"
  - b. \$.50 per page for color printing up to 11" by 17"
  - c. \$1.00 per document for certified copies
  - d. The fee for pages larger than 11" by 17" or documents in non-standard formats will not exceed the actual costs of reproduction. Non-standard formats shall include, but are not limited to documents that are either (1) historically



significant; (2) of fragile nature; or (3) bound and held together in such a manner that makes it particularly difficult for a member of the public to copy without damage

2. The fee for an electronic copy of any public county record, including copies requested pursuant to CORA shall be the actual cost of the delivery medium. If the record has to be printed and then scanned the fee will also include the appropriate paper copy fee.
3. If the request will take more than two hours to fulfill, the fee for researching, retrieving, reviewing, and, if necessary, redacting requested information, shall be \$30 per hour after the first two hours.
4. Should a requestor desire to inspect records, with or without further production of said records, the fee for staff time required for supervision of such inspection, if required by the official custodian, shall be \$30 per hour.
5. Any records custodian may require and collect a 50% advance deposit of estimated research, retrieval and copy fees for public records requests that will require significant staff time and resources to complete. A records custodian may require and collect 100% advance deposit of estimated research, retrieval, and copy fees for public records requests from any person who has made a previous request and not paid or not come in to view the requested information.
  - a. In the event advanced payment is requested and the request is voluminous requiring several hours of staff time, the County may refrain from researching and retrieving such a request until an advance deposit is received.
  - b. All requestors should expect to be charged for requests which take longer than two hours to fulfill. Fees may only be waived in extreme, compelling, and rare circumstances after consultation with the County Attorney.

**Section 10. Annual Training.**

1. The County Attorney and County Administrator will conduct or arrange an annual training session on this resolution and the Colorado Open Records Act generally.
2. Each department head and supervisor is required to participate and will be given the opportunity to ask questions.
3. The County Attorney and County Administrator will certify the completion of this training to Board of County Commissioners.

**Section 11. Elected Official Adoption of this Policy.**

1. Any Elected Official may adopt this policy by submitting a letter to the Board of County Commissioners. Such adoption shall expire at the conclusion of that Elected Official’s term of office and must be renewed for up to another term.
2. The letter adopting this policy should specify the official custodian for their office. The Elected Official may serve as the official custodian or may appoint one of their employees to that role.
3. The letter may also specify any procedures or legal requirements specific to the Elected Official’s office.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 28<sup>th</sup> day of MARCH 2023.



ATTEST:

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

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_  
John Galusha, Chairman

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

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

## Las Animas-Huerfano County District Health Department Huerfano County Opioid Settlement Project Narrative

### STATEMENT OF NEED

Las Animas and Huerfano Counties District Health Department (LAHCDHD) coordinates and provides services in Huerfano County, which is experiencing a rapid rise in Substance Use Disorder (SUD) and Opioid Use Disorder (OUD).

- ❖ **Overdose deaths disproportionately impact communities** already experiencing higher rates of discrimination and criminalization based on such factors as race, gender and socioeconomic status.
- ❖ Huerfano County is a **medically underserved community** and experiences many inequities, such as intergenerational poverty, adverse childhood experiences, food insecurity, trauma, homelessness and lack of resources for prevention, treatment and recovery.
- ❖ **Stigmatized mental health and self-treatment with SUD's/OUD's**, marijuana and/or alcohol is an entrenched culture. Such stigmatization leads to social exclusion, adverse physical and mental health outcomes and is associated with SUD.
- ❖ Per the Robert Wood Johnson Foundation, Huerfano is ranked **55 out of 64 Colorado counties** in health outcomes.
- ❖ It is among a small sub-set that **lead Colorado in opioid addiction and related death.**

### PROJECT DESCRIPTION

LAHCDHD's goal is to significantly reduce adverse health effects associated with opioids by addressing community needs through collaboration and prevention. We implement efforts in Huerfano County to prevent overdose, reduce harms associated with drug use and address substance use as a public health issue rather than a criminal legal system issue. We seek to reduce the morbidity and mortality associated with substance use disorders (SUDs) and opioid use disorders (OUDs) in Huerfano County through a combination of prevention, treatment, and recovery strategies.

To decrease stigma, LAHCDHD takes a tiered approach that requires unbiased relationships, continuing education, prevention, treatment and recovery of SUD/OUD. Through a strong regional collaboration, we address the growing problem that SUDs and OUDs present within our communities. We partnered with the CU College of Nursing, which has led a strong community partnership including government, law enforcement, medical, mental health, businesses, community leaders and citizens to form a coalition to work together around SUD/ OUD-identified needs. Growing from a grassroots effort, this coalition has defined a strategic plan to address prevention, treatment and recovery of substance and opioid abuse.

#### **Prevention & Education**

Working in coalition, LAHCDHD created and distributes messages to raise awareness and reduce stigma across the community. Marketing materials aimed at educating the public highlight recovery and help individuals who are struggling with SUD find current resources and

services in the region, using academic partners' experience in delivering tailored programs in community settings. Message content and campaign acceptability, feasibility, and preliminary efficacy was preliminary tested in a small group of stakeholders.

Prevention educational materials for the general public include:

- materials on Naloxone
- the stigma associated with SUD/ODU
- materials that cover the safe use, storage and disposal of prescription drugs

We have been successful with presentations and trainings related to Naloxone, SUD, mental health first aid and more. Past attendees include medical, mental health, law enforcement, judicial, agencies/businesses, community partners and citizens. Community health workers (working at libraries, community centers, and the Department of Social Services) were trained to administer naloxone in emergency situations.

To prevent the initiation of drug use among youth, the Botvin LifeSkills curriculum is currently being implemented through our OBH and TGYS grants within some of our schools. This is an evidence-based program shown to decrease substance abuse and violence among participants.

**Activities to raise awareness and change include:**

*Anti-Stigma Campaign.* We propose expanding a public education campaign to raise public awareness related to harm reduction and lowering stigma related to substance use. Messages of recovery, education and promotion of MAT services and other resources encourage residents to seek health care regarding SUD will be fully disseminated and tested for impact. The campaign will be launched through pamphlets/flyers, social media (Facebook/Tweeter, Instagram, etc.) and diverse media campaigns (newspaper/radio).

*Program awareness and visibility.* We are producing updated marketing materials aimed at bringing greater awareness to the availability of substance abuse treatment and recovery resources. We are promoting programs related to both new and re-emerging SUD/ODU.

*Community events.* Through collaboration with community-based organizations serving youth and families, we will engage in outreach and promotion of harm reduction strategies and an anti-stigma campaign in various social activities held in the county.

**Activities on substance use and harm reduction trainings and education include:**

*First responders and community 'response' education* in using Fentanyl test strips (FTS) and Narcan kits includes first respondents, law enforcement and community health workers. We then target people who use drugs and community members at large.

*Provider Education* to enhance access to treatment, prescribing guidance and awareness of the Harm Reduction Strategies. LAHCDHD is working with the [Colorado Consortium](#) for Prescription Drug Abuse Prevention to line up speakers (e.g. Drs. Blum, Dr. Valuk) to provide in person and virtual provider education.

*Community education* presentations to parents, students, law enforcement, schools, business owners and community members.

### **Treatment**

Previous funding has created and increased access to Medication Assisted Treatment Expansion (MAT) in the region along with our partners Spanish Peaks Regional Health Center (SPRHC), Health Solutions and Front Range Clinics.

#### **Activities to serve individuals in treatment for SUD/OD include:**

*Refer individuals* to Spanish Peaks and Frontrange clinics for MAT services.

*Re-start SUD/OD screenings* in the county that had been put on hold due to the COVID pandemic and a loss of funding in the health and criminal justice systems.

### **Harm Reduction**

We provide Naloxone to community members through a partnership with Colorado Department of Public Health and Environment's (CDPHE) Naloxone Bulk Fund. Fentanyl test strips (FTS) are made available through a grant from CDPHE, and we provide education and FTS with a goal of preventing deaths in the county. We train Public Health Nurses to provide the Naloxone training/education to community, first responders, law enforcement, fire, ambulance, schools, Emergency Rooms and more.

*Distribute Fentanyl test strips (FTS)* as a low-cost method of helping prevent overdoses by detecting the presence of fentanyl in pills, powder, and injectables. In this project we will focus training, tracking and distribution of FTS to ensure availability to demand, along with harm reduction trainings (see below).

*Narcan (Naloxone) distribution and outreach.* Naloxone (Narcan) is an opioid antagonist medication that is used to reverse an opioid overdose. We will provide trainings on how to use Naloxone, and provide it through the Naloxone Bulk Purchase Fund to the county. We will also disseminate educational materials on how to use Naloxone for a drug overdose.

*Provide Storage and safe disposal resources.* Safe storage and disposal of prescription medications that have the potential for misuse, abuse or diversion is a recognized harm reduction strategy. We will distribute medication lock boxes throughout the community (i.e. community health service sites, probation, funeral homes, law enforcement agencies, library, etc.) regularly used service, particularly with the rapid increase in Fentanyl use and related overdoses, which also requires higher doses to prevent deaths. There are currently one safe medication disposal box available in Huerfano County

### **Criminal Justice**

Drug/alcohol overdose is the third leading cause of death in jails, following illness and suicide. Furthermore, the risk of death from opioid overdose is high after release from prison or jail. Opioid overdose results in death from coma and cessation of breathing, but is reversible through the immediate administration of a quick-acting opioid antagonist called Naloxone that blocks the

action of the opioid, e.g., heroin, fentanyl or prescription opioids. Its administration typically results in return to consciousness, resumption of breathing, and, in cases of opioid dependence, onset of opioid withdrawal symptoms. Naloxone is safe, effective, and non-addictive and has a rapid onset of action. It can be administered as an injection or through the nose (intranasally). Training in its administration is relatively simple. It can be safely used by nonmedical personnel, resulting in more lives saved.

**Activities to distribute Harm Reduction materials in the criminal justice system include:** \

*Support Naloxone access for inmates.* LAHCDHD will serve as a fiscal sponsor for Huerfano County jail as needed to provide Naloxone supplies and training for inmates being released.

**Recovery**

Recovery is a process of change through which people improve their health and wellness, live self-directed lives, and strive to reach their full potential. Even people with severe and chronic substance use disorders can, with help, overcome their illness and regain health and social function. This is called remission. Being in recovery is when those positive changes and values become part of a voluntarily adopted lifestyle. While many people in recovery believe that abstinence from all substance use is a cardinal feature of a recovery lifestyle, others report that handling negative feelings without using substances and living a contributive life are more important parts of their recovery.

**Activities for individuals in recovery include:**

*Referrals to services.* LAHCDHD will refer individuals to recovery services Crossroads Turning Point in Huerfano, Southeast Colorado and Pueblo County, and mental health providers for inpatient and outpatient services.

**EVALUATION**

- Routinely collect and analyze regional data associated with program activities, including: SUD/ODU screening, referrals to services as well as fatal and non-fatal overdoses.
- Establish monitoring of FTS, naloxone kits and medication boxes distribution/utilization.
- Evaluate the impact of our education effort and the anti-stigma campaign.
- Continue working with CDPHE and CU Nursing, conduct quarterly analysis of SUD data.
- Produce a data collection tool to capture data, collected at the outset of our initiative with ongoing data collection (outcome metrics, organizational data, referral data, screening data, and demographic information).

John Galusha, Chairman  
Arica Andreatta, Commissioner  
Karl Sporleder, Commissioner

Item 7d.



## Board of County Commissioners

Gaye Davis  
City Administrator  
City of Walsenburg  
525 South Albert Ave  
Walsenburg, CO 81089

March 28, 2023

RE: Law Enforcement Services

Dear Ms. Davis,

Thank you for your letter of March 14, 2023. We believe that we have made clear, on many occasions, that a month to month arrangement is not an option. This is a competitive labor market for law enforcement officers. The County does not have any expectation that we can hire deputies without some form of long term or short term agreement that guarantees these deputies will continue to have employment.

We find it regrettable that the City has waited until now to make the public decision to explore re-establishing their own police force. We have repeatedly offered to enter into a short term arrangement that would allow the City the time to conduct this exploration and stand up a department. Consider that your expectation of 3 to 8 months to conduct this study does not include the time to hire command staff or officers. Further, the 2017 agreement was entered into because of an ordinance passed by the voters of the City of Walsenburg. We encourage the City to take this issue back to the voters and not override the will of the people.

We can also see the current state of the City and recognize that waiting until things settle down would be in everyone's best interests. Therefore, we are willing to extend our previous agreement to the end of 2023 provided that Council acknowledges the current staffing levels of the Sheriff's Office and agrees that the County is not expected to return to previous staffing levels during the term of this contract. This takes into account both the competitive labor market and the short-term nature of this extension. This extension gives the City time to finish the study and take this issue back to the voters. We continue to advise you that this will not address the time it will take to stand up the department.

The County remains willing to provide this service for the City, however we cannot continue to subsidize City services at the expense of taxpayers throughout the County.

The Sheriff has continued to enforce the laws of the State of Colorado across all of Huerfano County, including the City of Walsenburg. Even while severely understaffed for their current workload including covering the City.

It is our understanding that the Sheriff's Office delivered an inventory to the City last fall. We would encourage you to coordinate with the Sheriff's Office on this matter. If the City is ready to resume this service we will deliver the evidence, equipment, and any other items required to be returned.

Sincerely,

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John Galusha, Chairman

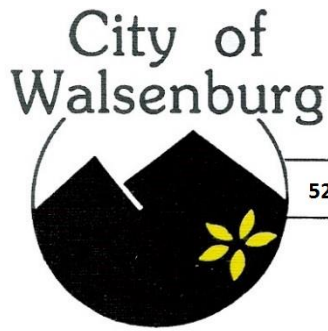
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Arica Andreatta, Commissioner

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Karl Sporleder, Commissioner





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525 South Albert \* Walsenburg, Colorado 81089 \* (719) 738-1048 \* FAX (719) 738-1875

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March 14, 2023

To: Huerfano County Board of County Commissioners  
From: Gaye Davis, City Administrator, City of Walsenburg  
Re: Law Enforcement Services

City Council has asked that I clarify their position in regard to the contract for law enforcement services between the City and the County. Council Members feel strongly that it is the responsibility of the City to ensure that there are services available to protect person and property. An inability to come to terms with the County on how best to achieve that objective for the Walsenburg community has led the City Council to move to explore the option of establishing a City Police Department.

The exploration of establishing the department is not a process that will be accomplished overnight, but will require time and effort to gather the data and information necessary for council to make an informed decision. The time frame necessary to complete a feasibility study is expected to take six to eight months. Availability of information in late summer will coincide with preliminary budget processes and afford both entities the opportunity to determine whether negotiations should proceed for a law enforcement contract or whether the City will engage in the process for a law enforcement transition. The 2017 agreement identified that in the event law enforcement services were not contracted from the County, equipment that was transferred from the City or acquired with City funds would be returned to the City. To date, the City has not been provided an inventory of that equipment.

Council acknowledges that the negotiations of the law enforcement contract failed to establish a level of service or financial obligation that could be jointly agreed upon. However, for the ensuing year of 2023, Council has committed to the extension of the original 2017 agreement and the annual payment to the County of seven hundred thirteen thousand eight hundred and fifty-seven dollars \$ 713,857.00 payable in monthly payments of \$59,488.00. The first payment for January was processed and mailed the week of the 10<sup>th</sup>. Once again, Council desires to extend the contract for law enforcement service from the County under the terms of the 2017 agreement at the monthly rate of \$59,488.00. Council cannot justify paying the rate increases that the County proposed in exchange for the same level of service the County has always provided. It is in the best interest of the City and County and its citizens to come to an agreement that will ensure law enforcement service continues to be provided within the City of Walsenburg.

The City requests a response to this letter at the County's earliest convenience.

Respectfully,

C. Gaye Davis  
City Administrator

John Galusha, Chairman  
Arica Andreatta, Commissioner  
Karl Sporleder, Commissioner



### Board of County Commissioners

Negotiating Team  
City of Walsenburg  
525 South Albert Ave  
Walsenburg, CO 81089

January 17, 2023

RE: Response to Letter of December 5, 2022 and January 17, 2023

To the City of Walsenburg Negotiating Team:

We received a letter today from you regarding continued law enforcement services. We realize that the City is not yet in a place to assume law enforcement services, and we have continued to provide such services within City Limits during this lapsed period. The safety of our residents is paramount.

The Commissioners and Sheriff believe that we are close to an agreement and therefore propose to continue our previous contract on a month-to-month basis until such time as we can reach a long-term agreement or the City can result provide this service. To incentivize a rapid conclusion to our negotiations we propose that the current monthly rate of \$59,488 continue in January 2023 and February 2023. In each month thereafter the monthly fee will increase by 5% to a maximum of \$75,000. We have included the table below to ensure that we are on the same page regarding these amounts:

January	\$59,488	April	\$65,586	July	\$75,000	October	\$75,000
February	\$59,488	May	\$68,865	August	\$75,000	November	\$75,000
March	\$62,462	June	\$72,308	September	\$75,000	December	\$75,000

Our preference would be to conclude these negotiations before these increases begin. However, considering the interaction we had with Council Member Lara this morning, particularly the characterization that the County has not been proceeding in good faith, the Commissioners are not willing to accept continuing at the current rates for longer than a couple months.

The Commissioners are very much open to a short term deal until the City can stand up its own law enforcement operations.

Sincerely,

DocuSigned by:  
*Carl Young*  
0180F140A78A49F...  
Carl Young  
Huerfano County Administrator

DocuSigned by:  
*Lisa Powell-DeJong*  
A6CA25E6B992119C...  
Lisa Powell-DeJong  
Huerfano County Attorney

401 Main Street, Suite #201 Walsenburg, CO 81089  
Office: 719-738-3000 Ext. 200 Fax: 719-738-3996

Attached:

Letter from the City recieved January 17, 2023

Letter to the City from the County of December 23, 2022

Letter from the City of December 5, 2022

Letter to the City from the County of November 4, 2022

Letter from the City of October 24, 2022

Letter to the City from the County of June 30, 2022

# City of Walsenburg



525 South Albert \* Walsenburg, Colorado 81089 \* (719) 738-1048 \* FAX (719) 738-1875

January 16, 2023

To: Huerfano County Board of County Commissioners  
From: Gaye Davis, City Administrator, City of Walsenburg  
Re: Law Enforcement Services

City Council has asked that I clarify their position in regards to the contract for law Enforcement services between the City and the County. Council Members feel strongly that it is the responsibility of the City to ensure that there are services available to protect person and property. An inability to come to terms with the County, on how best to achieve that objective for the Walsenburg community, has led the City Council to move to explore the option of establishing a City Police Department.

The exploration of establishing the department is not a process that will be accomplished overnight but, will require time and effort to gather the data and information necessary for council to make an informed decision. The time frame necessary to complete a feasibility study is expected to take six to eight months. Availability of information in late summer will, coincide with preliminary budget processes and, afford both entities the opportunity to determine whether negotiations proceed for a law enforcement contract or for determining the process for a law enforcement transition. The 2017 agreement identified that, in the event law enforcement services were not contracted from the County, then, equipment that was transferred from the city or acquired with city funds would be returned to the City.

Council acknowledges that the negotiations of the law enforcement contract failed to establish a level of service or financial obligation that could be jointly agreed upon. However, for the ensuing year of 2023, Council has committed to the extension of the original 2017 agreement and the annual payment, to the County, of seven hundred thirteen thousand eight hundred and fifty-seven dollars \$ 713,857.00 payable in monthly payments of \$59,488.00. The first payment for January was processed and mailed the week of the 10<sup>th</sup>.

Feel free to reach out should you have any questions or require additional information.

Respectfully,

A handwritten signature in blue ink, appearing to read "C. Gaye Davis".

C. Gaye Davis  
City Administrator

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

Item 7d.



## Board of County Commissioners

Negotiating Team  
City of Walsenburg  
525 South Albert Ave  
Walsenburg, CO 81089

December 23, 2022

RE: Response to Letter of December 5, 2022

To the City of Walsenburg Negotiating Team:

On behalf of the Board of County Commissioners and the Sheriff, we thank you for your letter of December 5<sup>th</sup>.

The County is generally agreeable to the modifications you have made in your December 5<sup>th</sup> letter in Sections 1, 3, and 7.

For Section 11, part b. Your response included two different timelines 180 days at the top of the 3<sup>rd</sup> page and 365 days at the top of the 4<sup>th</sup> page. The County would prefer a requirement of 365 days' notice as this would give the County time for an orderly wind-down of law enforcement services within City Limits and the City adequate time to stand up a new police department. The job market for law enforcement officers is highly competitive and we believe that this approach is better for both parties and our residents.

For Section 8, part a. The County proposes the following:

a) 2023 Fee. In consideration of the law enforcement services provided to Walsenburg by County, Walsenburg shall pay County **eight-hundred-seventy-thousand dollars (\$870,000)** for the twelve-month period commencing January 1, 2023 and concluding December 31, 2023 in twelve (12) equal monthly payments of **\$72,500.00** due on or before the 20th calendar day of each month and considered late at the end of the 25th calendar day of each month. Failure to pay will be considered a material breach by Walsenburg at the option of the County.

For Section 8, part b. The County will not agree to an automatic decrease. However, we do recognize that levels of staffing do fluctuate from time to time. We would be willing to consider a system where a credit is given to the City if the actual costs of providing services are less than the fee for that year. Barring some significant change, we would expect that under this proposal a 2023 credit would be issued in 2024. We also recognize the need to be more clear on how actual costs are determined. Therefore, we propose the following:

(i) Automatic Increase. The fee shall increase automatically from year to year as noticed by the County to the City no later than September 15th of each year. Failure by the County to provide notice shall constitute a waiver of this modification.

401 Main Street, Suite #201 Walsenburg, CO 81089  
Office: 719-738-3000 Ext. 200 Fax: 719-738-3996

(ii) Credit for Savings. Should the actual costs of providing services to Walsenburg be less than agreed upon fee for a given year County shall give a credit to Walsenburg for the ensuing year. Such credit shall be equal to the difference between the fee and the actual costs. The County shall provide notice of such a credit to Walsenburg no later than January 31<sup>st</sup> and the credit shall be applied beginning in February.

(iii) Basis. The basis for any modification to the fee shall be the actual cost of services provided by County to Walsenburg. The County shall compute the actual cost of services by providing that the personnel costs be allocated as follows: (1) the Sheriff's personnel costs be allocated 75% to the County and 25% to the City; (2) that personnel costs for Patrol Deputies be allocated per person 50% to the County and 50% to the City; (3) the personnel costs for Support Staff be allocated per person 50% to the County and 50% to the City; (4) that operational costs be shared 50% to the County and 50% to the City; and (5) that indirect costs may account for no more than 20% of the direct costs attributable to the City. Any modification shall be substantiated by financial reports provided to Walsenburg in either the notice of credit for savings or in the notice of automatic increase and provided quarterly by the County to the City.

(iv) Objection. [Renumbered with the text from the City's December 5<sup>th</sup> Letter]

(v) Maximum Increase. [Renumbered with the text from the City's December 5<sup>th</sup> Letter]

(iv) Request for additional services. [Renumbered with the text from the City's December 5<sup>th</sup> Letter]

Thank you for your consideration. The Board and Sheriff look forward to your response.

Sincerely,

Carl Young  
Huerfano County Administrator

Lisa Powell-DeJong  
Huerfano County Attorney

Attached:

Letter from the City of December 5, 2022  
Letter to the City from the County of November 4, 2022  
Letter from the City of October 24, 2022  
Letter to the City from the County of June 30, 2022

# City of Walsenburg



525 South Albert \* Walsenburg, Colorado 81089 \* (719) 738-1048 \* FAX (719) 738-1875

December 5, 2022

To: Huerfano County Board of County Commissioners.  
 From: City of Walsenburg Negotiating Team (Council members, Veronica Maes, Greg Daniels and City Administrator Gaye Davis)  
 Re: Renewal of IGA for Law Enforcement Services.

The City of Walsenburg has reviewed the modifications presented by County in the letter dated November 7<sup>th</sup>, 2022. What is represented is the original request by the City, County modifications and now the second iteration by the City.

## 1) General Purpose.

Section 1. General Purpose. We understand what you have listed as item a to be a notation and have taken that no changes will be made to this section.

## Section 3. Duties and Levels of Service

### Part a.

The Sheriff will have at least one on-duty deputy *responding to calls patrolling* within the municipal limits of Walsenburg at all times. *The assigned officer will be noted on a duty roster and noted for and in dispatch information.*

### Part b.

Deputies. *Additional deputies will be on-duty at all* The number of on-duty deputies *available to respond to calls* will be adjusted accordingly during peak times except in extraordinary circumstances. For the purposes of this paragraph, “peak times” and “extraordinary circumstances” shall be determined in the sole discretion of the Sheriff or his designee. *“Peak times” will be determined based upon call and response data generated by the Sheriff’s office and defined in monthly written reports presented to City Council on a minimum of an annual basis, unless modified at which point it will be included in the monthly report* any changes to these definitions shall be noted in the written reports to Council as they occur.



## Section 7. Reporting

- a) The Sheriff or designee shall attend *regularly scheduled city council meetings* ~~a minimum of six times per year. Determining the meetings to attend is the discretion of the Sheriff.~~ ~~e-month every other month at a minimum~~ City Council will be provided with an oral ~~and a written report of law enforcement activities within Walsenburg on a monthly basis. The written report will include but not be limited to:~~

- ~~(i) a monthly dispatch call report with Officer response;~~
  - ~~(ii) duty roster with designation of City assigned officers;~~
  - ~~(iii)(i) definition of "peak times";~~
  - ~~(ii) a current list of staff with ranks and work assignments~~~~(iv) a report on law enforcement cases in Walsenburg dismissed or not prosecuted by the District Attorney;~~
  - ~~(iii) a report on the type and quantity of calls responded to for the previous month.~~
  - ~~(iv) annually the Sheriff will provide an inventory and accounting of equipment that was both acquired upon the dissolution of the City Police Department and acquired during the period governed by previous, current and hereinafter adopted law enforcement agreements.~~
  - ~~(v) a report on the status of cases arising out of Walsenburg being prosecuted with the District Attorney or filed with the Walsenburg municipal court;~~
  - ~~(vi) a report on any cases arising out of Walsenburg and the actions of Huerfano County Sheriff's personnel in part or in whole being prosecuted in any federal court;~~
  - ~~(vi) (v.) Any additional reports information the Sheriff deems relevant, appropriate, or and necessary to fully illustrate monthly regular and ongoing law enforcement activities and including information the Sheriff deems relevant to the success of the Department and other law enforcement issues; and~~
  - ~~(vi) addressing any questions presented in writing by the City Administrator on behalf of the Mayor or the City Council Administrator.~~
- ~~b) The sheriff will submit the written reports by noon on the Friday prior to the Tuesday regularly scheduled meeting. The Sheriff or designee must be prepared to answer questions by the City Council regarding community policing and partnerships.~~
- ~~c) In addition to the monthly reports, the Sheriff or designee may meet with the Mayor or the City Council or administrator from time to time to foster communication and enhance community policing and partnerships.~~

## Section 8. Fee for Services.

- a) 2023 Fee. In consideration of the law enforcement services provided to Walsenburg by County, Walsenburg shall pay County ~~seven Hundred and Eighty thousand dollars (\$780,000)~~ ~~seven hundred fifty thousand dollars (\$750,000.00)~~ for the twelve-month period commencing January 1, 2023 and concluding December 31, 2023 in twelve (12) equal monthly payments of ~~\$65,000.00~~ ~~\$62,500.00~~ due on or before the 20<sup>th</sup> calendar day of each month and considered late at the end of the 25<sup>th</sup> calendar day of each month. Failure to pay will be considered a material breach by Walsenburg at the option of the County.

## Section 11. Duration



- a) This agreement shall be in effect for four (4) years ~~one (1) year~~ commencing on January 1, 2023 and concluding at midnight ~~December 31, 2023~~ on January 1, 2027 unless terminated as provided below.
- b) Termination. Either party may terminate this Agreement or any extension of this Agreement by giving the other party written notice 180 days prior to the requested termination date, unless both parties waive this notice provision, in which case the County will return to the City all equipment.
- c) Renewal and Modification. This agreement may be *renewed for periods of four (4) years ~~a period of one (1) year~~ with affirmative action by both Parti* unless termination notice is given as set forth in paragraph 11(b) above.

The edits and notes above constitute the County's response to your letter of October 24<sup>th</sup>.  
The County seeks the following revisions to the IGA as it currently exists:

#### Section 8. Fee for Services.

- Part B. Successive Years of Agreement [remove sections I to iv and replace with the below] (i) Modification of Fee. The fee may increase or decrease automatically from year to year as noticed by the County to the City no later than September 15<sup>th</sup> of each year. Failure by the County to provide notice shall constitute a waiver of this modification.
- (ii) Basis. The basis for any modification to the fee shall be the actual cost of services provided by County to Walsenburg. *That modification will be substantiated by reports and documents presented by the Sheriff or the designee during the calendar year*
- (iii) Objection. The City may object to the modification prior to October 15<sup>th</sup> at which point the parties will commence negotiations. If the parties fail to agree by November 15<sup>th</sup> they shall enter mediation as provided in this Agreement. Any negotiated modification shall be in writing executed by the parties as provided by law and shall constitute an amendment to this Agreement.
- (iv) Maximum Increase. The annual fee amount shall not increase by more than the rate of "Inflation" as defined in Colo. Const. art. X § XX(2)(f). Nothing in this agreement prevents the County from requesting an increase greater than the automatic amount, but any such increase will be subject to negotiations, which may commence at any time prior to September 30<sup>th</sup>. If the parties fail to agree by October 20<sup>th</sup> they shall enter mediation as provided in this Agreement. Any negotiated increase shall be in writing executed by the parties as provided by law and shall constitute an amendment to this Agreement.
- (v) Request for additional services. The City may request additional services at any time and the parties may commence negotiations on those separate and apart from any regular fee increase. Any negotiated increase shall be in writing executed by the parties as provided by law and shall constitute an amendment to this Agreement. Fees for additional services will be subject to the automatic increase one year after the amendment is executed.

Section 11. Duration.

b) Termination. Either party may terminate this Agreement or any extension of this Agreement by giving the other party written notice 365 days prior to the requested termination date unless both parties waive this notice provision in which case the County will return to the City all equipment.

Thank you for your consideration.

Respectfully,

/s/ Greg Daniels, Councilman Ward 1  
/s/ Veronica Maes, Councilman Ward 1  
/s/ Gaye Davis, City Administrator

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



## Board of County Commissioners

Negotiating Team  
 City of Walsenburg  
 525 South Albert Ave  
 Walsenburg, Colorado 81089

November 7, 2022

RE: Response to Letter of October 24, 2022

To the City of Walsenburg Negotiating Team:

On behalf of the Board of County Commissioners and the Sheriff, we thank you for your letter of October 24<sup>th</sup>. We do wish to be clear that as the City Council failed to respond in a timely fashion to our letter of June 30, 2022 and in doing so disregarded Section 7(d) of the IGA for Law Enforcement Services, that Letter of June 30<sup>th</sup> did serve as the County's notice of its intent to terminate said IGA at midnight on January 1, 2023. We consider this a renegotiation of the entire IGA rather than a modification under section 11(b). However, we are agreeable to using the current IGA as a template.

Our requested modifications are below and we have provided notation of our reasoning after said changes.

Section 1. General Purpose. We understand what you have listed as item a to be a notation and have taken that no changes will be made to this section.

### Section 3. Duties and Levels of Service

#### Part a.

The Sheriff will have at least one on-duty deputy patrolling within the municipal limits of Walsenburg at all times. ~~The assigned officer will be noted on a duty roster and noted for and in dispatch information.~~

#### Part b.

Deputies. ~~Additional deputies will be on-duty at all~~ The number of on-duty deputies will be adjusted accordingly during peak times except in extraordinary circumstances. For the purposes of this paragraph, "peak times" and "extraordinary circumstances" shall be determined in the sole discretion of the Sheriff or his designee. ~~"Peak times" will be determined based upon call and response data generated by the Sheriff's office and defined in reports presented to City Council on a minimum of an annual basis, unless modified at which point it will be included in the monthly report~~ any changes to these definitions shall be noted in reports to Council as they occur.

### Section 7. Reporting

a) The Sheriff or designee shall attend ~~the first regularly scheduled city council meeting of the quarter~~ the month every other month at a minimum and provide the city council with an oral

and a written report of law enforcement activities within Walsenburg. The written report will include but not be limited to:

- ~~(i) a monthly dispatch call report with Officer response;~~
  - ~~(ii) duty roster with designation of City assigned officers;~~
  - ~~(iii)(i) definition of "peak times";~~
  - ~~(iv) a report on law enforcement cases in Walsenburg dismissed or not prosecuted by the District Attorney;~~
  - ~~(v) a report on the status of cases arising out of Walsenburg being prosecuted with the District Attorney or filed with the Walsenburg municipal court;~~
  - ~~(vi) a report on any cases arising out of Walsenburg and the actions of Huerfano County Sheriff's personnel in part or in whole being prosecuted in any federal court;~~
  - ~~(vi) (ii) Any additional reports information the Sheriff deems relevant, appropriate, or necessary to fully illustrate monthly regular and ongoing law enforcement activities and including information the Sheriff deems relevant to the success of the Department and other law enforcement issues; -and~~
  - ~~(iii) addressing any questions presented in writing by the Mayor or the City Council Administrator.~~
- b) The sheriff will submit the written reports by noon on the Friday prior to the Tuesday regularly scheduled meeting. The Sheriff or designee must be prepared to answer questions by the City Council regarding community policing and partnerships.
- c) ~~In addition to the monthly reports,~~ the Sheriff or designee may meet with the Mayor or the City Council ~~or administrator~~ from time to time to foster communication and enhance community policing and partnerships.

#### Section 8. Fee for Services.

a) 2023 Fee. In consideration of the law enforcement services provided to Walsenburg by County, Walsenburg shall pay County ~~eight-hundred-seventy-thousand dollars (\$870,000) seven-hundred-fifty-thousand dollars (\$750,000.00)~~ for the twelve-month period commencing January 1, 2023 and concluding December 31, 2023 in twelve (12) equal monthly payments of ~~\$72,500 \$62,500.00~~ due on or before the 20<sup>th</sup> calendar day of each month and considered late at the end of the 25<sup>th</sup> calendar day of each month. Failure to pay will be considered a material breach by Walsenburg at the option of the County.

#### Section 11. Duration

a) This agreement shall be in effect for ~~four (4) years one (1) year~~ commencing on January 1, 2023 and concluding at midnight ~~December 31, 2023~~ on January 1, 2027 unless terminated as provided below.

c) Renewal and Modification. This agreement shall renew for ~~periods of four (4) years a period of one (1) year~~ automatically and without affirmative action of either Party unless termination notice is given as set forth in paragraph 11(b) above.

#### Notations on the above changes.

1. Dispatch Calls are recorded and tracked by the County's Emergency Dispatch Office. This information can be provided to City Council and it is provided to the E-911 Board, of which the City is a member, on a regular basis. As Section 7, Part A, regards reports from the Sheriff, this request is not appropriate to be included here as Dispatch does not report to the Sheriff. Further, Dispatch services are governed under a separate IGA.
2. The Sheriff does not designate any one officer on the duty roster to be in the City of Walsenburg, he makes sure to have adequate coverage for the shift, there is at least one

officer in the City at all times, it also helps to let deputies rotate between the City and the County to break up the shift.

3. The Sheriff notes that peak times are usually between 8AM and 1AM, it no longer matters the day
4. We do not have information on cases from the DA's office. They do not provide the Sheriff with this information and at this time we doubt they would.
5. We have very few cases that go to federal court, they usually are tied to other cases and we do not always get those results either. The sheriff would be happy to report on what we do hear about.
6. The Sheriff would submit reports that include the amount of calls for service per month, also the national incident reporting system figures. This is the mandatory reporting system all law-enforcement has to do. It includes what type of crimes we respond to. As far as details involving a certain case those usually cannot be discussed until the case is settled.
7. The Sheriff would like scheduled meetings with the City Council to be Quarterly. The City is of course welcome to ask questions and request to meet with the Sheriff or designee as issues arise.
8. A one-year agreement would put serious strain on Deputies and their families and would make it difficult to retain and attract Deputies. If the City wishes to take this matter back to the voters immediately, and the voters elect to restore a City Police Department, the City should provide adequate notice of termination to allow an organized wind-down of the Sheriff Office's City Operations and set up of a City Police Department. If the City intends to take this to the voters immediately they should inform us of that during this process as we would not want to sign a multi-year or automatically renewing agreement. It would be a one-year agreement and there would likely be a premium on that agreement.

The edits and notes above constitute the County's response to your letter of October 24<sup>th</sup>. The County seeks the following revisions to the IGA as it currently exists:

#### Section 8. Fee for Services.

##### Part B. Successive Years of Agreement [remove sections I to iv and replace with the below]

(i) Automatic Increase. The fee shall increase automatically from year to year as noticed by the County to the City no later than September 15<sup>th</sup> of each year. Failure by the County to provide notice shall constitute a waiver of this increase.

(ii) Basis. The basis for any modification to the fee shall be the actual cost of services provided by County to Walsenburg.

(iii) Objection. The City may object to the increase prior to September 30<sup>th</sup> at which point the parties will commence negotiations. If the parties fail to agree by October 20<sup>th</sup> they shall enter mediation as provided in this Agreement. Any negotiated increase shall be in writing executed by the parties as provided by law and shall constitute an amendment to this Agreement.

(iv) Maximum Increase. The annual fee amount shall not automatically increase by more than the rate of "Inflation" as defined in Colo. Const. art. X § XX(2)(f). Nothing in this agreement prevents the County from requesting an increase greater than the automatic amount, but any such increase will be subject to negotiations, which may commence at any time prior to September 30<sup>th</sup>. If the parties fail to agree by October 20<sup>th</sup> they shall enter mediation as provided in this Agreement. Any negotiated increase shall be in writing executed by the parties as provided by law and shall constitute an amendment to this Agreement.

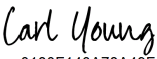
(v) Request for additional services. The City may request additional services at any time and they parties may commence negotiations on those separate and apart from any regular fee increase. Any negotiated increase shall be in writing executed by the parties as provided by law and shall constitute an amendment to this Agreement. Fees for additional services will be subject to the automatic increase one year after the amendment is executed.


Section 11. Duration.

b) Termination. Either party may terminate this Agreement or any extension of this Agreement by giving the other party written notice 365 days prior to the requested termination date unless both parties waive this notice provision in which case the County will return to the City all equipment.

Thank you for your consideration. The Board and Sheriff look forward to your response.

Sincerely,

DocuSigned by:  
  
0180F140A78A49F...  
Carl Young  
Huerfano County Administrator

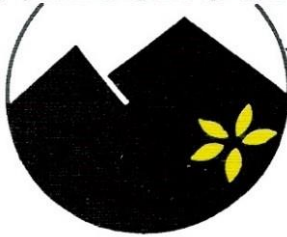
DocuSigned by:  
  
A6CA2E6B692449C  
Lisa Powell-DeJong  
Huerfano County Attorney

Attached:

- Letter from the City of October 24, 2022
- Letter to the City from the County of June 30, 2022



# City of Walsenburg



525 South Albert \* Walsenburg, Colorado 81089 \* (719) 738-1048 \* FAX (719) 738-1875

October 24, 2022

To: Huerfano County Board of County Commissioners.  
 From: City of Walsenburg Negotiating Team (Council members, Veronica Maes, Greg Daniels and City Administrator Gaye Davis)  
 Re: Renewal of IGA for Law Enforcement Services.

The City of Walsenburg has reviewed the Intergovernmental Agreement between the City Council of the City of Walsenburg and the Board of Huerfano County Commissioners for law enforcement Services and, as allowable under 11c Renewal and Modification, propose some modifications to address concerns of the Council and the constituents represented. If a section is not specifically identified in the notes below then changes or modifications are not requested.

## 1) General Purpose.

- a) No changes are proposed for this section however the City will propose substantial changes under, 7. Reporting that requires substantial measures to demonstrate the services under this section are being met.

## 3) Duties and Levels of Service.

- a) The Sheriff will have at least one on-duty deputy patrolling within the municipal limits of Walsenburg at all times. *The assigned officer will be noted on a duty roster and noted for and in dispatch information.*
- b) Deputies. Additional deputies will be on-duty at all peak times except in extraordinary circumstances. For the purposes of this paragraph, “peak times” and “extraordinary circumstances” shall be determined in the sole discretion of the Sheriff or his designee. *“Peak times” will be determined based upon call and response data generated by the Sheriff’s office and defined in reports presented to City Council on a minimum of an annual basis unless modified at which point it will be included in the monthly report.*

## 7) Reporting.

- a) The Sheriff or designee shall attend *the first regularly scheduled city council meeting of the month every other month at a minimum and provide the city council with an oral and a written report of law enforcement activities within Walsenburg. The written report will include but not be limited to:*
- (i) *a monthly dispatch call report with Officer response;*
  - (ii) *duty roster with designation of City assigned officers;*
  - (iii) *definition of “peak times”;*
  - (iv) *a report on law enforcement cases in Walsenburg dismissed or not prosecuted by the District Attorney;*
  - (v) *a report on the status of cases arising out of Walsenburg being prosecuted with the District Attorney or filed with the Walsenburg municipal court;*
  - (vi) *a report on any cases arising out of Walsenburg and the actions of Huerfano County Sheriff’s personnel in part or in whole being prosecuted in any federal court;*
  - (vi) *Any additional reports the sheriff deems appropriate or necessary to fully illustrate monthly activities including information the Sheriff deems relevant to the success of the Department and*

other law enforcement issues and addressing any questions presented by the Mayor *or the Administrator*.

- b) The sheriff will submit the written reports by noon on the Friday prior to the Tuesday regularly scheduled meeting. The Sheriff or designee must be prepared to answer questions by the City Council regarding community policing and partnerships.
- c) In addition to the monthly reports, the Sheriff or designee may meet with the city council or administrator from time to time to foster communication and enhance community policing and partnerships.

**8) Fee for Services**

- a) 2023 Fee. In consideration of the law enforcement services provided to Walsenburg by County, Walsenburg shall pay County *seven-hundred-fifty-thousand dollars (\$750,000.00) for the twelve-month period commencing January 1, 2023 and concluding December 31, 2023 in twelve (12) equal monthly payments of \$62,500.00 due on or before the 20<sup>th</sup> calendar day of each month and considered late at the end of the 25<sup>th</sup> calendar day of each month.* Failure to pay will be considered a material breach by Walsenburg at the option of the County.

**11). Duration**

- a) This agreement shall be in effect for one (1) year commencing on January 1, 2023 and concluding at midnight December 31, 2023 unless terminated as provided below.
- c) Renewal and Modification. This agreement *shall renew for a period of one (1) year automatically and without affirmative action of either Party* unless termination notice is given as set forth in paragraph 11(b) above.

This represents the extent of modifications the City proposes with respect to the Intergovernmental Agreement between the City Council of the City of Walsenburg and the Board of Huerfano County Commissioners for law enforcement services.

Further conversations regarding the proposed changes can occur in negotiations meetings between the County and Walsenburg or, if the proposed changes are acceptable, the City Council can authorize the City Attorney to begin drafting the Agreement modifications at its next regularly scheduled meeting November 1, 2022.

Respectfully,

/s/ Greg Daniels, Councilman Ward 1  
 /s/ Veronica Maes, Councilman Ward 1  
 /s/ Gaye Davis, City Administrator



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



## Board of County Commissioners

June 30, 2022

Mayor and City Council  
City of Walsenburg  
525 Albert Street  
Walsenburg, CO 81089

RE: Law Enforcement Services IGA

To the Honorable Mayor and City Council,

In December 2016, the City of Walsenburg and Huerfano County entered into a contract for law enforcement services. Pursuant to section 7(d) of that Contract we request a joint public meeting to discuss the progress of this agreement, specifically that the fee charged to the City are significantly less than the costs for Huerfano County to provide these services.

In 2021, the City paid the County \$713,856 for Law Enforcement Services, our actual expenses to provide those services were \$865,477.28. As of the end of May 2022, the City has paid \$237,952 and the actual expenses incurred have been \$327,933.46. It is our position that the process provided for in section 8(b) is insufficient and that this contract should be renegotiated.

We formally request a meeting in the evening of either Monday July 18<sup>th</sup>, Wednesday July 20<sup>th</sup>, Monday July 25<sup>th</sup>, or July 27<sup>th</sup>. If a meeting is not held, or alternative date and time is not proposed, then this letter will serve as our notice of termination pursuant to section 11(b) of the agreement effective at midnight on January 1, 2023.

We request your response, either picking a time on one of our proposed dates or suggesting an alternative, in writing via email to [commissioners@huerfano.us](mailto:commissioners@huerfano.us).

Best Regards,

DocuSigned by:

*Gerald Cisneros*

4C1B82CB0DECA7A6...

Gerald Cisneros, Chairman

DocuSigned by:

*John Galusha*

EBF42CD3C340486...

John Galusha, Commissioner

DocuSigned by:

*Arica Andreatta*

3FD25A4B7F614C1...

Arica Andreatta, Commissioner

CC: Bruce Newman, Huerfano County Sheriff  
Attached: Fully Executed Law Enforcement Services IGA

Sent via Email and Delivered by Hand  
401 Main Street, Suite #201 Walsenburg, Co 81089  
Office: 719-738-3000 Ext. 200 Fax: 719-738-3996

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE CITY COUNCIL OF THE CITY OF WALSENBURG AND THE BOARD OF  
HUERFANO COUNTY COMMISSIONERS FOR LAW ENFORCEMENT SERVICES**

This document constitutes an agreement ("Agreement") by and between the City Council of the City of Walsenburg ("Walsenburg"), Colorado, a Colorado municipal corporation, and the Board of County Commissioners of Huerfano County, Colorado, the governing body of Huerfano County ("County"), a political subdivision of the State.

**WHEREAS**, Colo. Const. art. 14 § 18, and C.R.S. § 29-1-201, 203 (2016) *et. seq.*, permit and encourage political subdivisions to enter intergovernmental agreements to provide any function, service, or facility lawfully authorized to each of the cooperating or contracting units, including the sharing of costs for the mutual benefit of both parties; and

**WHEREAS**, C.R.S. § 30-11-410(1) provides that the governing body of a municipality and the board of county commissioners may contract to provide law enforcement, including enforcement of municipal ordinances, by the sheriff within the boundaries of the municipality; and

**WHEREAS**, public safety within the jurisdictional limits of Walsenburg and Huerfano County is in the mutual interest of both entities, and;

**WHEREAS**, Walsenburg desires to obtain all reasonable and necessary law enforcement services from County and County desires to provide all reasonable and necessary law enforcement services to Walsenburg; and

**WHEREAS**, Walsenburg and County desire to set forth fully the purposes, powers, rights, obligations, and responsibilities, financial and otherwise of Walsenburg and County pursuant to C.R.S. §29-1-203(2) and to provide for the reimbursement of law enforcement services provided by County to Walsenburg pursuant to C.R.S. §29-1-203(1);

**NOW, THEREFORE**, Walsenburg and County agree as follows:

**1. General Purpose.**

- a. The Huerfano County Sheriff shall provide law enforcement services within the Walsenburg corporate limits including, but not limited to, patrolling, issuing summons and complaints, preparing and timely delivering to the District Attorney all reports and information necessary to prosecute matters, appearance by the appropriate law enforcement officials at all court proceedings as necessary to prosecute matters, gathering and retaining evidence so as to provide for proper chain of custody, responding timely to complaints or calls, transportation of persons arrested to jail, investigation, traffic control, emergency response, civil document service, training, developing and maintaining all records and written law enforcement policies ordinarily required by law enforcement agencies, and all other tasks typically associated with and performed by a municipal police department.

- b. The law enforcement services described below will be implemented by the Huerfano County Sheriff. It is the intent of the parties that implementation of this Agreement will not adversely impact law enforcement services provided to unincorporated portions of Huerfano County.
- c. As part of the implementation process, the Sheriff will make all determinations regarding scheduling and designating the patrol area of deputies delivering services to Walsenburg under this Agreement. Standards of performance, employee discipline, control of personnel providing such services and other matters incident to the performance of the services to be provided hereunder shall be in accordance with Huerfano County Sheriff's policies and procedures a copy of which will be provided to Walsenburg upon execution of this Agreement. The written policies and procedures will remain the property of the Huerfano County Sheriff's Department and the Sheriff will remain the legal custodian of the written policies and procedures. Any request for the documents under the Colorado Open Records Act or by subpoena shall be given to the Sheriff who will timely respond to the request or subpoena.

## 2. Municipal Authority.

- a. At the effective date and time of this Agreement and for the duration of this Agreement, Walsenburg grants the Huerfano County Sheriff and all sworn sheriff's deputies that are Colorado peace officers the law enforcement authority granted to any Walsenburg police officer by statute or by Walsenburg municipal ordinance to engage in law enforcement pursuant to this Agreement to enforce State law and Walsenburg ordinances within the City of Walsenburg's jurisdiction.
- b. Immediately upon proper transfer of evidence and records in a case from the Walsenburg Police Department to the Huerfano County Sheriff's Department, the Huerfano County Sheriff's Department shall be the legal custodian of the evidence and records for all purposes under Colorado law through the duration of this Agreement.
- c. The Huerfano County Sheriff's Department shall be the legal custodian of all evidence and law enforcement records developed in any case within the Walsenburg municipal limits commencing with the effective date of this Agreement and continuing until the termination of this Agreement and the proper transfer of such evidence and records to the Walsenburg Police Department.

## 3. Duties and Levels of Service.

- a. The Sheriff will have at least one on-duty deputy patrolling within the municipal limits of Walsenburg at all times.
- b. Deputies. Additional deputies will be on-duty at all peak times except in extraordinary circumstances. For the purposes of this paragraph, "peak times" and "extraordinary circumstances" shall be determined in the sole discretion of the Sheriff or his designee.

- c. Municipal Court. The appropriate Sheriff's deputy or other Sheriff's Department representative(s) will appear in Walsenburg Municipal Court as needed to aid in the prosecution of individuals accused of ordinance violations.
- d. County and District Court. The appropriate Sheriff's deputy or other Sheriff's Department representative(s) will appear in the County and District Courts of Huerfano County as necessary.
- e. Ordinance Criminal and Administrative Enforcement.
  - i. The County and Walsenburg acknowledge that all municipal ordinances have a criminal law component over which the municipal court has authority. The County and Walsenburg also acknowledge that a limited set of Walsenburg ordinances also provide a procedure for administrative enforcement.
  - ii. The Sheriff's Department shall enforce all ordinances where the only enforcement provided by the ordinance is criminal in nature and the ordinance does not provide authority to Walsenburg to enforce the ordinance administratively and the Model Traffic Code adopted by Walsenburg.
  - iii. Walsenburg shall enforce all ordinances where the ordinance provides an administrative enforcement procedure. Except as set forth below.
    - 1. In any case where an administrative procedure is available and human safety is at issue, the sheriff will provide enforcement under the ordinance's criminal enforcement provision or, at the option of the city administrative enforcement representative, will provide assistance in the administrative enforcement to the extent necessary to assure the safety of all involved.
    - 2. The sheriff will also enforce the criminal component of any ordinance in a particular case upon request by the city administrative enforcement representative where the administrative enforcement has proven ineffective.
    - 3. Examples of ordinances that provide administrative enforcement are the city weed ordinance, dogs at large, licensing ordinances and zoning ordinances.
    - 4. Animal Control. The Sheriff's Department will respond to dangerous animal and human safety calls related to animals within City limits. The City will enforce ordinances related to animal control where human safety is not at issue.
    - 5. Land Use Ordinances. The City will continue to enforce all land use and associated ordinances. The sheriff should cite all traffic violations contained in the Model Traffic Code under the Model Traffic Code into municipal court and not under Title 42 of the Colorado Revised Statutes.
- f. Marijuana and Liquor. The sheriff will provide Walsenburg reports as necessary for marijuana and liquor licensing.

- g. Walsenburg will provide three (3) copies of their ordinances to the Sheriff and shall work with the Sheriff providing information required to assist Sheriff's employees in enforcing the ordinances.

**4. Independent Contractor.**

- a. The parties agree that Huerfano County is acting as an independent contractor for Walsenburg. All Sheriff's Department personnel shall be employees of the Sheriff's Department for all purposes and controlled by the Sheriff, including standards of performance and discipline.
- b. The County shall be solely responsible for Sheriff's Department employees' wages, benefits, tax withholdings of all types, timely filing of all employment tax reports and payment of all employment tax deposits, filing of all Workers Compensation and Unemployment forms and payment of all Workers Compensation and Unemployment premiums.
- c. The County is solely responsible for meeting all state and federal criteria to maintain its independent contractor status and holds Walsenburg harmless for any claim resulting from a determination that County is not an independent contractor.

**5. Contract Administration.** The parties will comply with the Colorado Criminal Justice act.

**6. Conform Laws.** The County and Walsenburg shall, to the extent reasonable and feasible and with all due consideration for local circumstances, make diligent efforts to conform ordinances, rules and regulations to provide for consistent effective and efficient delivery of law enforcement. This shall not be interpreted to require the approval of either party of the other party's ordinances, rules and regulations.

**7. Reporting.**

- a. The Sheriff or designee shall attend at least one city council meeting every other month and provide the city council with an oral report of its activities within Walsenburg and answer questions by the city council regarding community policing and partnerships
- b. In addition to the monthly reports, the Sheriff or designee may meet with the city council or administrator from time to time to foster communication and enhance community policing and partnerships.
- c. The Sheriff or designee shall provide a written report to the Walsenburg City Council as deemed necessary by the Sheriff or upon request of the Mayor of Walsenburg. The report shall include information the Sheriff deems relevant to the success of the Department and other law enforcement issues and addressing any questions presented by the mayor.

- d. The County Commissioners and Walsenburg City Council shall meet when requested by either party and upon no less than two weeks' notice to discuss the progress of this agreement and the effectiveness and efficiency of the Huerfano Sheriff's Department and methods and manners by which the agreement and the services provided by the Sheriff's Department may be improved.
- e. Upon termination of this agreement, all records and evidence generated regarding cases within Walsenburg will be properly transferred to Walsenburg at which time Walsenburg shall become the legal custodian of the records.

#### 8. Fees.

The City and County shall share the cost of law enforcement through the payment of fees by Walsenburg to County to offset the cost of law enforcement services within Walsenburg as set forth below. The fees do not constitute tax revenues to the County or the imposition of debt on Walsenburg.

- a. 2017 Fee. Walsenburg shall pay County seven-hundred-thirteen thousand eight hundred and fifty-seven dollars (713,857.00) for the twelve-month period commencing January 1, 2017 and concluding December 31, 2017 in twelve (12) equal monthly payments of \$59,488 due on or before the 20<sup>th</sup> day of each calendar month. Failure to pay will be considered a contract breach by Walsenburg at the option of the County.
- b. Successive Years of Agreement.
  - i. Negotiations. Walsenburg and County shall negotiate amendments to the fee annually with negotiations to commence September 15 and conclude prior to November 15 each year to allow the parties to appropriately budget. If the parties fail to agree by October 20 they shall enter mediation as provided in this Agreement.
  - ii. Basis. The basis for any modification to the fee shall be the actual cost of services provided by County to Walsenburg.
  - iii. Maximum Increase. The annual fee amount shall not increase by more than the rate of "Inflation" as defined in Colo. Const. art. X § XX(2)(f) unless Walsenburg requests additional services in which case the cost of providing the additional services shall increase the maximum annual increase by that cost in addition to the increase in the Denver-Boulder-Greeley CPI referenced in Colo. Const. art. X § XX(2)(f).
  - iv. Amendment. Any decrease or increase in the annual fee shall be in writing executed by the parties as provided by law and shall constitute an amendment to this Agreement.

c. Civil Service Fees

- i. Legal documents, including, but not limited to, subpoenas, summons and legal paperwork not generated by the Huerfano County Sheriff's Office, that require service shall be handled as follows.
1. Walsenburg will provide legal documents that require service to the Huerfano County Sheriff's Office.
  2. Huerfano County Sherriff will serve only legal documents required to be served in Huerfano County.
  3. Walsenburg will pay for civil service in addition to the fees set forth above. Fees will be charged to Walsenburg pursuant to the Huerfano County Sheriff's Office fee schedule that is based upon the Colorado Revised Statutes.

**9. Property — Ownership and contribution.**

- a. Walsenburg shall provide County, as soon as practicable and prior to the Sheriff accepting the items, an inventory of all police equipment Walsenburg will turn over to County. The inventory will include item description, serial number if it exists, date of acquisition and purchase price to the extent possible.
- b. All radios, communication equipment, and other equipment shall remain property of the City and the County shall maintain possession and be responsible for all maintenance and repairs for the duration of this Agreement.
  - i. "Equipment" means any personal property item acquired by the Walsenburg police department, and not by any individual, purchased for fifty dollars (\$50.00) or more; "equipment" also includes belts, long guns, shotguns, and tasers regardless of acquisition cost.
  - ii. The Sheriff's Department shall maintain records of all equipment, including capital expenses, purchased during the term of this Agreement. The records shall include date of acquisition, description, serial numbers and purchase price.
- c. The Sheriff shall maintain a record of equipment purchased to replace existing equipment. The record shall include information on the equipment purchased and the equipment replaced.
- d. Surplus equipment belonging to either party at the time this contract is executed shall be kept or returned to the party owning it before this agreement was executed.
- e. Upon termination of this Agreement, all original equipment and all equipment purchased to replace original equipment will be returned to the party that owned the original equipment on the effective date of this Agreement.
- f. Evidence. Upon proper transfer of each piece of evidence performed in a manner calculated to maintain the chain of custody, the Sheriff shall become responsible for the evidence. Walsenburg shall inventory the evidence transferred to the Sheriff and provide the Sheriff with a copy of the inventory. The Sheriff shall provide a receipt to Walsenburg for the evidence transferred to the Sheriff. The net proceeds from the sale of evidence shall be split equally between the County and the City.



**10. Vehicles.**

- a. Vehicles owned by each party shall remain in the possession of and the property of the party that owned the vehicle on the effective date of this Agreement.
- b. The County shall retain ownership of all vehicles purchased during the duration of this, or any subsequent agreement.

**11. Duration.**

- a. This agreement shall be in effect for a period of three (3) years from the date of execution of the agreement unless terminated as provided below.
- b. Termination. Either party may terminate this Agreement or any extension of this Agreement by giving the other party written notice 180 days prior to the requested termination date unless both parties waive this notice provision in which case the County will return to the City all equipment.
- c. Renewal and Modification. This agreement will renew for periods of three (3) years without affirmative action of the parties unless termination notice is given as set forth in paragraph 11(b) above.

**12. Indemnification.**

- a. In executing this agreement, Huerfano County does not assume liability or responsibility for or in any way release Walsenburg from any liability or responsibility, which arises in whole or in part from the existence, validity or effect of Walsenburg ordinances, rules or regulations. If any such cause, claim, suit, action or administrative proceeding is commenced, Walsenburg shall defend the same at its sole expense, and if judgment is entered or damages are awarded against Huerfano County, Walsenburg, or both, Walsenburg shall satisfy the same. This paragraph shall not apply where Walsenburg modifies or drafts an ordinance to conform its ordinance to a Huerfano County ordinance, rule or regulation.
- b. In executing this agreement, Walsenburg does not assume liability or responsibility for or in any way release Huerfano County from any liability or responsibility, which arises in whole or in part from the existence, validity or effect of Huerfano County ordinances, rules or regulations. If any such cause, claim, suit, action or administrative proceeding is commenced, Huerfano County shall defend the same at its sole expense, and if judgment is entered or damages are awarded against Walsenburg, Huerfano County, or both, Huerfano County shall satisfy the same.
- c. Huerfano County will maintain general liability insurance to cover any act or failure to act of the County or any of its elected or appointed officers, agents or employees while providing law enforcement under this Agreement and naming the City of Walsenburg as an additional insured. Huerfano County shall indemnify and hold harmless Walsenburg and its elected and appointed officers, agents and employees, or any of them, from and against any and all

claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, which are caused by or result from a negligent act or omission of Huerfano County, its elected or appointed officers, agents and employees in performing services pursuant to this agreement.

- i. In the event that any suit based upon such a claim, actions, loss or damage is brought against Walsenburg, or Walsenburg and Huerfano County, Huerfano County shall defend the same at its sole cost and expense; and if final judgment be rendered against Walsenburg and its officers, agents and employees, Huerfano County shall satisfy same.
- d. Walsenburg shall indemnify and hold harmless Huerfano County and its officers, agents and employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, which are caused by or result from a negligent act or omission of Walsenburg, its officers, agents and employees in performing services pursuant to this agreement.

- i. In the event that any suit based upon such a claim, actions, loss or damage is brought against Huerfano County, or Huerfano County and Walsenburg, Walsenburg shall defend the same at its sole cost and expense; and if final judgment be rendered against Huerfano County and its officers, agents and employees Walsenburg shall satisfy same.

13. **Disputes.** In the event of a dispute arising from or related to this agreement, in good faith the parties shall submit the dispute for resolution to a mutually agreeable mediator and shall equally share the mediator's fee. In the event the parties cannot resolve the dispute in mediation, and either party initiates a lawsuit, the prevailing party shall be entitled to court costs and reasonable attorney's fees, including those costs incurred in anticipation of litigation and fees and costs incurred in appeal of any final determination. If either party chooses to seek injunctive relief to enforce the provisions of this agreement, the parties waive any requirements of bond. Venue shall be Huerfano County, Colorado.
14. **Survival Clause.** In the event one or more of the provisions of this agreement are held to be illegal or unenforceable, it shall not result in the invalidation of any other portion of this agreement.
15. **State Auditor's Office.** The City Clerk of Walsenburg and the County Clerk shall each forward a copy of this agreement to the State Auditor's Office for the State Auditor's information and concurrence with regard to the financial arrangements set forth in this agreement and shall take any other actions deemed necessary to comply with Colorado State Statutes.

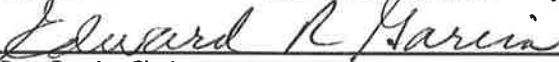
Item 7d.

16. **Costs of Services and Revenues.** The parties hereto have considered the anticipated cost of services and the anticipated and potential revenues to fund those services in negotiating this agreement.

APPROVED by the Walsenburg City Council on the 27 day of December, 2016

  
James Eccher, Mayor

APPROVED by the Huerfano County Commissioners this 28<sup>th</sup> day of Dec, 2016

  
E. Ray Garcia, Chair

  
Max Vezzani, Commissioner

  
Gerald Cisneros, Commissioner

APPROVED by the Huerfano County Sheriff this 28<sup>TH</sup> day of December, 2016



Huerfano County Sheriff

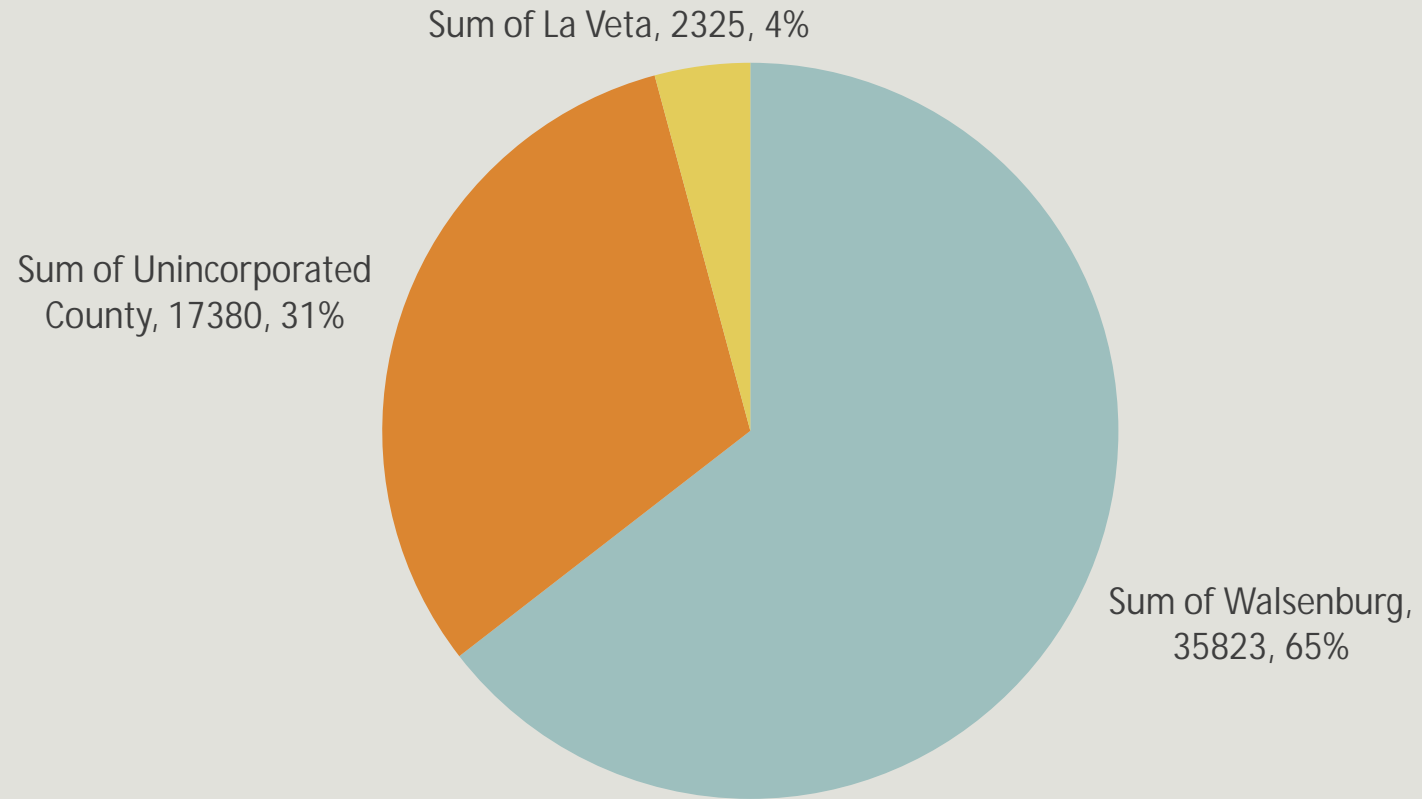
# Sheriff's Office Contract Numbers

# Sheriff's Office Numbers

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# Sheriff's Office Call Totals: 8/2017 to 8/2022

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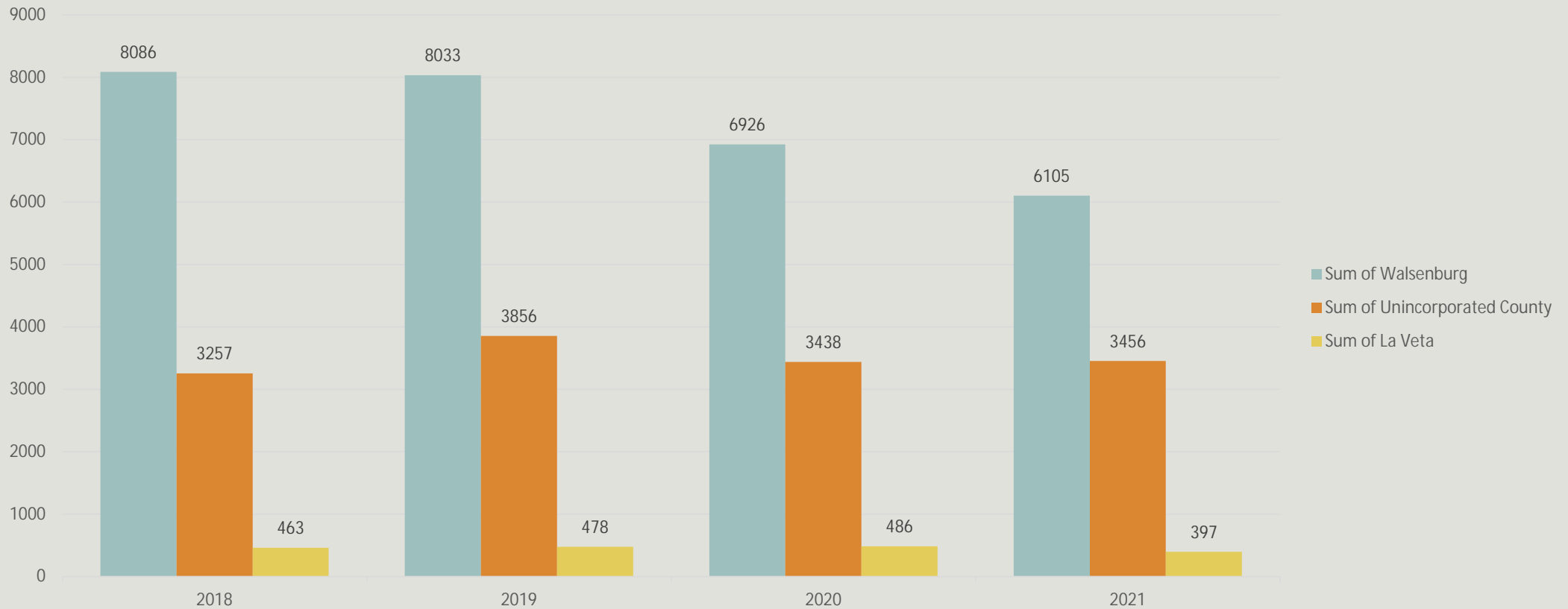
# Sheriff's Office Call Totals: 8/2017 to 8/2022

Years	Walsenburg	Unincorporated County	La Veta
2017*	2726	1164	168
2018	8086	3257	463
2019	8033	3856	478
2020	6926	3438	486
2021	6105	3456	397
2022*	3947	2209	333

\*2017 numbers are from 8/16/17 through 12/31/17

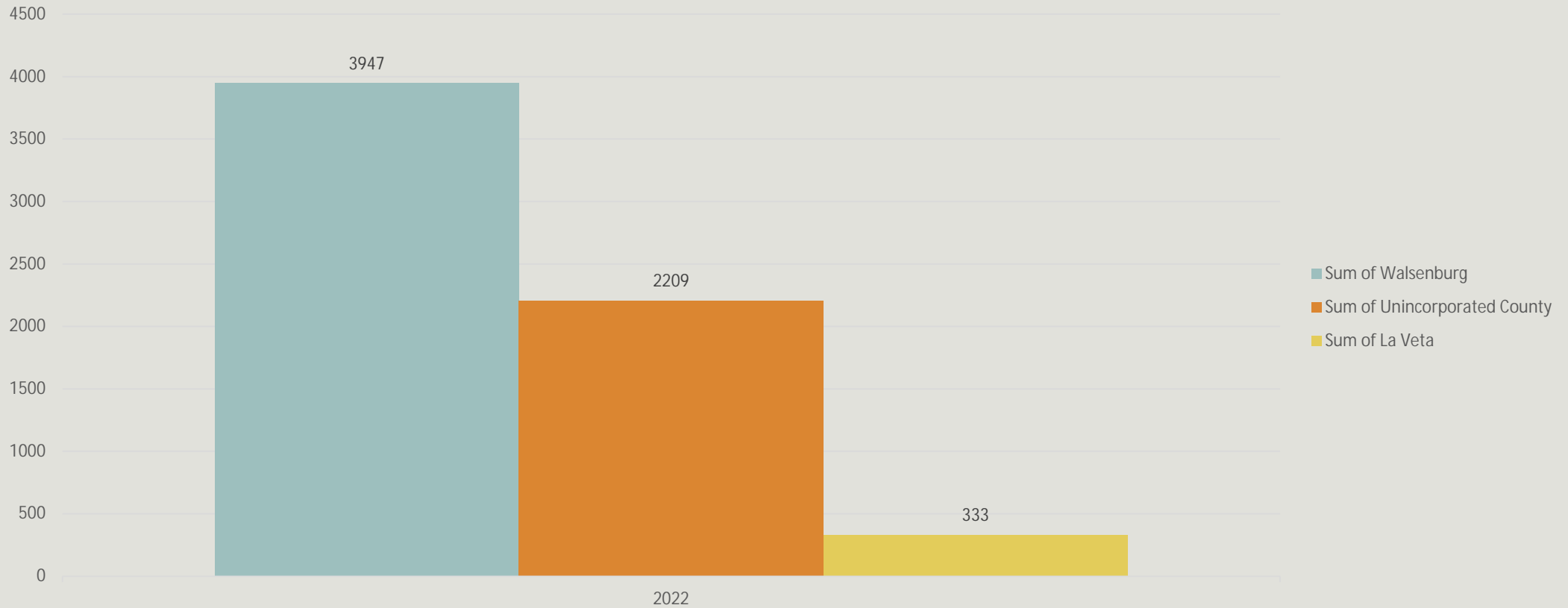
\*2022 numbers are from 1/1/22 through 8/16/22

# Sheriff's Office Calls 2018 to 2021 Whole Year Data





# Sheriff's Office Calls 1/1/2022 to 8/16/2022



# Major Capital Expenditures

Major Purchases	Amount
E-Force Operating System	\$181,255.35
Axon Body Cameras and Storage	\$176,520.68
Axon Tasers	\$15,840.00
Motorola Operating System (Spillman)	\$368,802.55
Axon Dash Cameras	\$237,308.40

Note: The Spillman and E-Force Systems are shared between Patrol, Dispatch, and the Jail

# Year Over Year Expenditures

Year	SO Expenditure	SO City Expenditure	City Payment	County Net
2017	\$873,557.00	\$543,590.00	\$713,856.00	\$170,266.00
2018	\$724,787.46	\$648,439.07	\$713,856.00	\$65,416.93
2019	\$890,454.27	\$727,399.52	\$713,856.00	(\$13,543.52)
2020	\$806,449.55	\$751,631.01	\$713,856.00	(\$37,775.01)
2021	\$805,504.92	\$865,477.28	\$713,856.00	(\$151,621.28)
2022YTD	\$731,734.34	\$608,730.74	\$416,416.00	(\$192,314.74)
<b>Total</b>				<b>(\$159,571.62)</b>

# Inflation Adjusted Contribution

Currently the City pays \$713,856 for Law Enforcement Services. This chart shows the amounts the City would have payed if that payment had been adjusted annually for inflation.

Year	Inflation Adjusted Contribution	YoY Inflation Rate	Savings to City
2017	\$713,856.00	3.39%	
2018	\$738,029.10	2.63%	\$ 24,173.10
2019	\$757,455.56	2.13%	\$ 43,599.56
2020	\$773,599.90	3.11%	\$ 59,743.90
2021	\$797,634.08	3.51%	\$ 83,778.08
2022	\$825,647.89	8.22%	\$ 111,791.89
2023	\$893,547.90		
<b>Total</b>			<b>\$ 323,086.53</b>

# Financial Information Provided to the City

1. FY22 Personnel Budget
2. FY20 Year End Expenditures - Audited
3. FY21 Year End Expenditures – Unaudited
4. FY22 YTD Through June

## Sheriff

<b>Employee Name</b>	<b>Role</b>	<b>2021 Pay</b>	<b>2022 Pay</b>
Ben W Bounds	Deputy Officer	\$ 28,750	\$ 29,825
Billy Laporte	Sergeant	\$ 22,517	\$ 23,468
Bruce A Newman	County Sheriff	\$ 58,331	\$ 58,331
Catherine P Pineda	Secretary	\$ 15,686	\$ 16,500
Clay J Klipfel	Corporal	\$ 20,366	\$ 21,273
Corey J Daniels	Deputy - Captain	\$ 24,670	\$ 25,663
Craig Lessar	Deputy - Captain	\$ 24,670	\$ 25,663
Dianna L Pacheco	Sergeant	\$ 23,593	\$ 24,565
Frank R Martin	Deputy Officer	\$ 18,214	\$ 19,079
Jacob D Jenkins	Deputy Officer	\$ 18,214	\$ 19,079
Jeffrey S Schnedler II	Deputy Officer	\$ 18,214	\$ 19,079
Joseph Bernal	Deputy Officer	\$ 18,214	\$ 19,079
Krissie Aldretti	Office Coordinator	\$ 16,601	\$ 17,433
Kyle Reeves	Deputy Officer	\$ 17,464	\$ 18,314
Leon F Medina	Courthouse Security	\$ 16,350	\$ 17,177
Marc Biggins	Deputy Officer	\$ 11,100	\$ 11,822
Maria R Dominguez	Deputy Officer	\$ 18,214	\$ 19,079
Melanie A Pettie	Secretary	\$ 18,115	\$ 18,977
Milan J Rapo	Undersheriff	\$ 26,284	\$ 27,309
Morgan T Chapman	Deputy Officer	\$ 18,214	\$ 19,079
Raymond J Walsh III	Deputy - Captain	\$ 24,670	\$ 25,663
Roman Hajar	Deputy Officer	\$ 18,214	\$ 19,079
Scott Eckhardt	Deputy Officer	\$ 18,214	\$ 19,079
		<b>\$ 494,882</b>	<b>\$ 514,613</b>

### Sheriff(City of Walsenburg)

<b>Employee Name</b>	<b>Role</b>	<b>2021 Pay</b>	<b>2022 Pay</b>
Ben W Bounds	Deputy Officer	\$ 28,750	\$ 29,825
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Roman Hajar	Deputy Officer	\$ 18,214	\$ 19,079
Scott Eckhardt	Deputy Officer	\$ 18,214	\$ 19,079
		<b>\$ 455,994</b>	<b>\$ 475,725</b>

# Revenue and Expense Report

YEAR : 2020 PERIOD : 13 FUND: 001 DEPT: , 42110, 42115, 42120, 42140 SUB-DEPT: All

AS OF : 12/31/2020

ACCOUNT RANGE : 0 - 9999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
001	<b>GENERAL FUND</b>						
	<b>EXPENDITURES</b>						
	<b>SHERIFF</b>						
001-42110-51100	SALARIES (OFF)	\$77,775.00	\$0.00	\$77,775.12	\$0.00	(\$0.12)	100.00%
001-42110-51110	SALARIES (EMP)	\$477,716.00	\$0.00	\$435,356.87	\$0.00	\$42,359.13	91.13%
001-42110-51160	OASI (OFF)	\$4,822.00	\$0.00	\$4,822.08	\$0.00	(\$0.08)	100.00%
001-42110-51161	OASI (EMP)	\$29,618.00	\$0.00	\$26,992.14	\$0.00	\$2,625.86	91.13%
001-42110-51162	MEDICARE (EMP)	\$6,927.00	\$0.00	\$6,312.11	\$0.00	\$614.89	91.12%
001-42110-51164	INSURANCE(CCI/CO-OP)	\$118,226.00	\$0.00	\$120,198.14	\$0.00	(\$1,972.14)	101.67%
001-42110-51165	INSURANCE (DENTAL)	\$9,296.00	\$0.00	\$9,443.80	\$0.00	(\$147.80)	101.59%
001-42110-51172	MEDICARE (OFF)	\$1,128.00	\$0.00	\$1,127.76	\$0.00	\$0.24	99.98%
001-42110-51210	OFFICE SUPPLIES	\$2,000.00	\$0.00	\$1,732.47	\$0.00	\$267.53	86.62%
001-42110-51220	OPERATING SUPPLIES	\$1,000.00	\$0.00	\$1,281.40	\$0.00	(\$281.40)	128.14%
001-42110-51310	PROFESSIONAL SERVICES	\$1,200.00	\$0.00	\$456.80	\$0.00	\$743.20	38.07%
001-42110-51312	CERTIFICATION FEES	\$60.00	\$0.00	\$10.00	\$0.00	\$50.00	16.67%
001-42110-51321	TELEPHONE	\$3,472.00	\$0.00	\$3,363.94	\$0.00	\$108.06	96.89%
001-42110-51327	GUIDES AND CODES	\$275.00	\$0.00	\$374.15	\$0.00	(\$99.15)	136.05%
001-42110-51330	TRAVEL & TRANSPORTATION	\$2,500.00	\$0.00	\$567.24	\$0.00	\$1,932.76	22.69%
001-42110-51335	FUEL REIMBURSEMENT	\$20,000.00	\$0.00	\$8,326.19	\$0.00	\$11,673.81	41.63%
001-42110-51336	DEPARTMENT UNIFORMS	\$1,500.00	\$0.00	\$1,073.34	\$0.00	\$426.66	71.56%
001-42110-51380	REPAIRS/MAINTENANCE	\$20,000.00	\$0.00	\$21,992.36	\$0.00	(\$1,992.36)	109.96%
001-42110-51382	REP. EQUIP/FIXTURES	\$500.00	\$0.00	\$91.89	\$0.00	\$408.11	18.38%
001-42110-51393	TRAINING	\$10,000.00	\$0.00	\$7,025.31	\$0.00	\$2,974.69	70.25%
001-42110-51420	DUES AND MEETINGS	\$3,500.00	\$0.00	\$3,564.72	\$0.00	(\$64.72)	101.85%
001-42110-51440	FIRE FIGHTING	\$3,500.00	\$0.00	\$3,520.86	\$0.00	(\$20.86)	100.60%
001-42110-51457	CELLULAR SERVICE	\$12,000.00	\$0.00	\$10,234.23	\$0.00	\$1,765.77	85.29%
001-42110-51498	SEARCH & RESCUE	\$1,000.00	\$0.00	\$986.73	\$0.00	\$13.27	98.67%
001-42110-51500	EQUIPMENT	\$9,000.00	\$0.00	\$4,122.66	\$0.00	\$4,877.34	45.81%
001-42110-51551	VEHICLE	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	
001-42110-51711	PRINCIPAL ON LEASE PURCHAS	\$36,197.00	\$0.00	\$36,196.61	\$0.00	\$0.39	100.00%
001-42110-51712	INTEREST ON LEASE PURCHAS	\$2,919.00	\$0.00	\$2,919.02	\$0.00	(\$0.02)	100.00%
001-42110-51770	HOMELESS TRANSIENT FUNDS	\$1,000.00	\$0.00	\$344.97	\$0.00	\$655.03	34.50%
001-42110-51774	CODE ENFORCEMENT	\$5,000.00	\$0.00	\$1,761.67	\$0.00	\$3,238.33	35.23%
001-42110-51804	GBMJ (UNSPENT FUNDS)	\$0.00	\$0.00	\$14,474.97	\$0.00	(\$14,474.97)	



# Revenue and Expense Report

YEAR : 2020 PERIOD : 13 FUND: 001 DEPT: , 42110, 42115, 42120, 42140 SUB-DEPT: All

AS OF : 12/31/2020

ACCOUNT RANGE : 0 - 999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
<b>001</b>	<b>GENERAL FUND</b>						
	<b>EXPENDITURES</b>						
	<b>SHERIFF</b>						
001-42110-52000	CAPITAL OUTLAY	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
	<b>Subtotal SHERIFF:</b>	<b>\$892,131.00</b>	<b>\$0.00</b>	<b>\$806,449.55</b>	<b>\$0.00</b>	<b>\$85,681.45</b>	<b>90.40%</b>
	<b>SHERIFF(CITY OF WALSENBURG)</b>						
001-42115-51110	SALARIES (EMP)	\$439,845.00	\$0.00	\$456,305.25	\$0.00	(\$16,460.25)	103.74%
001-42115-51161	OASI (EMP)	\$27,270.00	\$0.00	\$28,290.38	\$0.00	(\$1,020.38)	103.74%
001-42115-51162	MEDICARE (EMP)	\$6,378.00	\$0.00	\$6,615.82	\$0.00	(\$237.82)	103.73%
001-42115-51164	INSURANCE(HEA/RML)	\$100,552.00	\$0.00	\$98,253.54	\$0.00	\$2,298.46	97.71%
001-42115-51165	INSURANCE (DENTAL)	\$6,982.00	\$0.00	\$7,732.80	\$0.00	(\$750.80)	110.75%
001-42115-51210	OFFICE SUPPLIES	\$1,200.00	\$0.00	\$1,205.29	\$0.00	(\$5.29)	100.44%
001-42115-51220	OPERATING SUPPLIES	\$1,500.00	\$0.00	\$2,261.70	\$0.00	(\$761.70)	150.78%
001-42115-51310	PROFESSIONAL SERVICES	\$600.00	\$0.00	\$1,429.23	\$0.00	(\$829.23)	238.20%
001-42115-51312	CERTIFICATION FEES	\$60.00	\$0.00	\$22.90	\$0.00	\$37.10	38.17%
001-42115-51321	TELEPHONE	\$0.00	\$0.00	\$33.83	\$0.00	(\$33.83)	
001-42115-51327	GUIDES AND CODES	\$225.00	\$0.00	\$566.15	\$0.00	(\$341.15)	251.62%
001-42115-51330	TRAVEL & TRANSPORTATION	\$1,000.00	\$0.00	\$1,465.30	\$0.00	(\$465.30)	146.53%
001-42115-51335	FUEL REIMBURSEMENT	\$30,000.00	\$0.00	\$25,672.86	\$0.00	\$4,327.14	85.58%
001-42115-51336	DEPARTMENT UNIFORMS	\$6,500.00	\$0.00	\$6,938.11	\$0.00	(\$438.11)	106.74%
001-42115-51380	REPAIRS/MAINTENANCE	\$25,000.00	\$0.00	\$39,943.57	\$0.00	(\$14,943.57)	159.77%
001-42115-51393	TRAINING	\$10,000.00	\$0.00	\$12,454.26	\$0.00	(\$2,454.26)	124.54%
001-42115-51420	DUES & MEETINGS	\$735.00	\$0.00	\$260.11	\$0.00	\$474.89	35.39%
001-42115-51457	CELLULAR SERVICE	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
001-42115-51500	EQUIPMENT	\$26,000.00	\$0.00	\$33,014.91	\$0.00	(\$7,014.91)	126.98%
001-42115-51551	VEHICLE	\$40,000.00	\$0.00	\$29,165.00	\$0.00	\$10,835.00	72.91%
	<b>Subtotal SHERIFF(CITY OF WALSENBURG):</b>	<b>\$728,847.00</b>	<b>\$0.00</b>	<b>\$751,631.01</b>	<b>\$0.00</b>	<b>(\$22,784.01)</b>	<b>103.13%</b>
	<b>JAIL</b>						
001-42120-51110	SALARIES (EMP)	\$296,663.00	\$0.00	\$296,434.43	\$0.00	\$228.57	99.92%
001-42120-51161	OASI (EMP)	\$18,393.00	\$0.00	\$18,379.39	\$0.00	\$13.61	99.93%
001-42120-51162	MEDICARE (EMP)	\$4,302.00	\$0.00	\$4,298.04	\$0.00	\$3.96	99.91%
001-42120-51164	INSURANCE(CCI/CO-OP)	\$60,179.00	\$0.00	\$71,550.38	\$0.00	(\$11,371.38)	118.90%
001-42120-51165	INSURANCE (DENTAL)	\$6,903.00	\$0.00	\$5,661.95	\$0.00	\$1,241.05	82.02%

# Revenue and Expense Report

Huerfano County

Item 7d.

YEAR : 2020 PERIOD : 13 FUND: 001

DEPT: , 42110, SUB-DEPT: All  
42115, 42120, 42140

AS OF : 12/31/2020

ACCOUNT RANGE : 0 - 999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
001	<b>GENERAL FUND</b>						
	<b>EXPENDITURES</b>						
	<b>JAIL</b>						
001-42120-51210	OFFICE SUPPLIES	\$1,500.00	\$0.00	\$1,718.10	\$0.00	(\$218.10)	114.54%
001-42120-51220	OPERATING SUPPLIES	\$15,000.00	\$0.00	\$14,924.11	\$0.00	\$75.89	99.49%
001-42120-51310	PROFESSIONAL SERVICES	\$40,000.00	\$0.00	\$17,616.42	\$0.00	\$22,383.58	44.04%
001-42120-51311	SEWER/WATER/TRASH	\$1,680.00	\$0.00	\$1,680.00	\$0.00	\$0.00	100.00%
001-42120-51313	MEALS	\$68,000.00	\$0.00	\$48,271.76	\$0.00	\$19,728.24	70.99%
001-42120-51321	TELEPHONE	\$1,488.00	\$0.00	\$1,588.69	\$0.00	(\$100.69)	106.77%
001-42120-51336	DEPARTMENT UNIFORMS	\$2,500.00	\$0.00	\$191.91	\$0.00	\$2,308.09	7.68%
001-42120-51363	HOUSE PRISONERS	\$45,000.00	\$0.00	\$10,240.00	\$0.00	\$34,760.00	22.76%
001-42120-51370	UTILITIES	\$47,000.00	\$0.00	\$39,126.48	\$0.00	\$7,873.52	83.25%
001-42120-51380	REPAIRS/MAINTENANCE	\$30,000.00	\$0.00	\$15,990.76	\$0.00	\$14,009.24	53.30%
001-42120-51381	REPAIRS/REMODELING	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	
001-42120-51393	TRAINING	\$1,000.00	\$0.00	\$610.00	\$0.00	\$390.00	61.00%
001-42120-51500	EQUIPMENT	\$2,000.00	\$0.00	\$7,177.25	\$0.00	(\$5,177.25)	358.86%
001-42120-51597	INTERNET SERVICE	\$1,410.00	\$0.00	\$1,257.08	\$0.00	\$152.92	89.15%
001-42120-51602	COMMISSARY	\$15,000.00	\$0.00	\$8,682.56	\$0.00	\$6,317.44	57.88%
001-42120-51814	LEASE AGREEMENT	\$0.00	\$0.00	\$2,855.25	\$0.00	(\$2,855.25)	
001-42120-52000	CAPITAL OUTLAY	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	
	<b>Subtotal JAIL:</b>	<b>\$695,018.00</b>	<b>\$0.00</b>	<b>\$568,254.56</b>	<b>\$0.00</b>	<b>\$126,763.44</b>	<b>81.76%</b>
	<b>LAW ENFORCEMENT ASSISTANCE</b>						
001-42140-51426	INTOXILYZER	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
	<b>Subtotal LAW ENFORCEMENT ASSISTANCE:</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>0.00%</b>
	<b>TOTAL EXPENDITURES - :</b>	<b>\$2,316,496.00</b>	<b>\$0.00</b>	<b>\$2,126,335.12</b>	<b>\$0.00</b>	<b>\$190,160.88</b>	<b>91.79%</b>
	<b>YTD Revenue Less Expenses : GENERAL FUND</b>			<b>(\$2,126,335.12)</b>			

# Revenue and Expense Report

YEAR : 2021 PERIOD : 12 FUND: 001 DEPT: , 42110, 42115, 42120, 42140 SUB-DEPT: All

AS OF : 12/30/2021

ACCOUNT RANGE : 0 - 9999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
001	<b>GENERAL FUND</b>						
	<b>EXPENDITURES</b>						
	<b>SHERIFF</b>						
001-42110-51100	SALARIES (OFF)	\$58,331.00	\$4,860.94	\$59,951.60	\$0.00	(\$1,620.60)	102.78%
001-42110-51110	SALARIES (EMP)	\$415,059.00	\$36,440.16	\$391,693.27	\$0.00	\$23,365.73	94.37%
001-42110-51160	OASI (OFF)	\$3,617.00	\$301.38	\$3,717.02	\$0.00	(\$100.02)	102.77%
001-42110-51161	OASI (EMP)	\$25,734.00	\$2,259.30	\$24,285.08	\$0.00	\$1,448.92	94.37%
001-42110-51162	MEDICARE (EMP)	\$6,018.00	\$528.40	\$5,679.77	\$0.00	\$338.23	94.38%
001-42110-51164	INSURANCE(CCI/CO-OP)	\$118,226.00	\$5,711.62	\$74,224.66	\$0.00	\$44,001.34	62.78%
001-42110-51165	INSURANCE (DENTAL)	\$9,296.00	\$486.04	\$6,657.54	\$0.00	\$2,638.46	71.62%
001-42110-51172	MEDICARE (OFF)	\$1,128.00	\$70.48	\$869.26	\$0.00	\$258.74	77.06%
001-42110-51210	OFFICE SUPPLIES	\$2,000.00	\$57.75	\$1,983.52	\$0.00	\$16.48	99.18%
001-42110-51220	OPERATING SUPPLIES	\$1,500.00	\$54.54	\$1,410.09	\$0.00	\$89.91	94.01%
001-42110-51310	PROFESSIONAL SERVICES	\$1,000.00	\$1,325.03	\$3,797.62	\$0.00	(\$2,797.62)	379.76%
001-42110-51312	CERTIFICATION FEES	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	
001-42110-51321	TELEPHONE	\$3,325.00	\$337.78	\$4,124.26	\$0.00	(\$799.26)	124.04%
001-42110-51327	GUIDES AND CODES	\$350.00	\$0.00	\$232.17	\$0.00	\$117.83	66.33%
001-42110-51330	TRAVEL & TRANSPORTATION	\$1,500.00	\$0.00	\$854.61	\$0.00	\$645.39	56.97%
001-42110-51335	FUEL REIMBURSEMENT	\$15,000.00	\$3,533.87	\$17,774.77	\$0.00	(\$2,774.77)	118.50%
001-42110-51336	DEPARTMENT UNIFORMS	\$1,800.00	\$30.00	\$2,356.99	\$0.00	(\$556.99)	130.94%
001-42110-51380	REPAIRS/MAINTENANCE	\$25,000.00	\$264.19	\$16,576.71	\$0.00	\$8,423.29	66.31%
001-42110-51382	REP. EQUIP/FIXTURES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	
001-42110-51393	TRAINING	\$10,000.00	\$4,578.21	\$9,396.30	\$0.00	\$603.70	93.96%
001-42110-51420	DUES AND MEETINGS	\$4,000.00	\$0.00	\$4,748.50	\$0.00	(\$748.50)	118.71%
001-42110-51440	FIRE FIGHTING	\$4,000.00	\$0.00	\$3,333.74	\$0.00	\$666.26	83.34%
001-42110-51457	CELLULAR SERVICE	\$5,100.00	\$578.88	\$8,641.37	\$0.00	(\$3,541.37)	169.44%
001-42110-51498	SEARCH & RESCUE	\$2,000.00	\$0.00	\$785.00	\$0.00	\$1,215.00	39.25%
001-42110-51500	EQUIPMENT	\$8,500.00	(\$474.82)	\$9,288.78	\$0.00	(\$788.78)	109.28%
001-42110-51551	VEHICLE	\$30,000.00	\$0.00	\$278.72	\$0.00	\$29,721.28	.93%
001-42110-51711	PRINCIPAL ON LEASE PURCHAS	\$18,099.00	\$0.00	\$74,480.91	\$0.00	(\$56,381.91)	411.52%
001-42110-51712	INTEREST ON LEASE PURCHAS	\$1,460.00	\$0.00	\$2,919.02	\$0.00	(\$1,459.02)	199.93%
001-42110-51770	HOMELESS TRANSIENT FUNDS	\$1,500.00	\$0.00	\$331.83	\$0.00	\$1,168.17	22.12%
001-42110-51774	CODE ENFORCEMENT	\$5,000.00	\$0.00	\$167.27	\$0.00	\$4,832.73	3.35%
001-42110-51865	SHERIFF/DETENTION GRANTS	\$0.00	\$0.00	\$74,944.54	\$0.00	(\$74,944.54)	

# Revenue and Expense Report

YEAR : 2021 PERIOD : 12 FUND: 001 DEPT: , 42110, 42115, 42120, 42140 SUB-DEPT: All

AS OF : 12/30/2021

ACCOUNT RANGE : 0 - 999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
<b>001</b>	<b>GENERAL FUND</b>						
	<b>EXPENDITURES</b>						
	<b>SHERIFF</b>						
001-42110-52000	CAPITAL OUTLAY	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	
	<b>Subtotal SHERIFF:</b>	<b>\$798,803.00</b>	<b>\$60,943.75</b>	<b>\$805,504.92</b>	<b>\$0.00</b>	<b>(\$6,701.92)</b>	<b>100.84%</b>
	<b>SHERIFF(CITY OF WALSENBURG)</b>						
001-42115-51100	SALARIES (OFF)	\$19,444.00	\$1,620.32	\$17,823.52	\$0.00	\$1,620.48	91.67%
001-42115-51110	SALARIES (EMP)	\$466,435.00	\$51,642.88	\$493,284.48	\$0.00	(\$26,849.48)	105.76%
001-42115-51160	OASI (OFF)	\$1,206.00	\$100.46	\$1,105.06	\$0.00	\$100.94	91.63%
001-42115-51161	OASI (EMP)	\$28,919.00	\$3,201.86	\$30,583.63	\$0.00	(\$1,664.63)	105.76%
001-42115-51162	MEDICARE (EMP)	\$6,763.00	\$748.82	\$7,152.59	\$0.00	(\$389.59)	105.76%
001-42115-51164	INSURANCE (HEA/RML)	\$100,552.00	\$12,439.68	\$146,702.80	\$0.00	(\$46,150.80)	145.90%
001-42115-51165	INSURANCE (DENTAL)	\$6,982.00	\$824.91	\$9,781.66	\$0.00	(\$2,799.66)	140.10%
001-42115-51172	MEDICARE (OFF)	\$282.00	\$23.50	\$258.50	\$0.00	\$23.50	91.67%
001-42115-51210	OFFICE SUPPLIES	\$1,200.00	\$57.75	\$1,146.94	\$0.00	\$53.06	95.58%
001-42115-51220	OPERATING SUPPLIES	\$2,000.00	\$52.10	\$1,430.41	\$0.00	\$569.59	71.52%
001-42115-51310	PROFESSIONAL SERVICES	\$1,000.00	\$1,465.52	\$3,538.11	\$0.00	(\$2,538.11)	353.81%
001-42115-51312	CERTIFICATION FEES	\$60.00	\$0.00	\$28.89	\$0.00	\$31.11	48.15%
001-42115-51327	GUIDES AND CODES	\$350.00	\$0.00	\$59.12	\$0.00	\$290.88	16.89%
001-42115-51330	TRAVEL & TRANSPORTATION	\$1,500.00	\$0.00	\$375.93	\$0.00	\$1,124.07	25.06%
001-42115-51335	FUEL REIMBURSEMENT	\$15,000.00	\$4,102.04	\$19,739.53	\$0.00	(\$4,739.53)	131.60%
001-42115-51336	DEPARTMENT UNIFORMS	\$3,000.00	\$0.00	\$3,005.85	\$0.00	(\$5.85)	100.19%
001-42115-51380	REPAIRS/MAINTENANCE	\$25,000.00	\$267.54	\$27,119.60	\$0.00	(\$2,119.60)	108.48%
001-42115-51382	EQUIPMENT & FIXTURES	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	
001-42115-51393	TRAINING	\$10,000.00	\$3,910.22	\$10,901.33	\$0.00	(\$901.33)	109.01%
001-42115-51420	DUES & MEETINGS	\$4,000.00	\$0.00	\$1,611.67	\$0.00	\$2,388.33	40.29%
001-42115-51457	CELLULAR SERVICE	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	
001-42115-51500	EQUIPMENT	\$8,500.00	(\$474.83)	\$10,993.36	\$0.00	(\$2,493.36)	129.33%
001-42115-51551	VEHICLE	\$30,000.00	\$0.00	\$39,200.00	\$0.00	(\$9,200.00)	130.67%
001-42115-51711	PRINCIPAL ON LEASE PURCHAS	\$18,099.00	\$0.00	\$38,284.30	\$0.00	(\$20,185.30)	211.53%
001-42115-51712	INTEREST ON LEASE PURCHAS	\$1,460.00	\$0.00	\$0.00	\$0.00	\$1,460.00	
001-42115-52000	CAPITAL OUTLAY	\$20,000.00	\$0.00	\$1,350.00	\$0.00	\$18,650.00	6.75%
	<b>Subtotal SHERIFF(CITY OF WALSENBURG):</b>	<b>\$777,052.00</b>	<b>\$79,982.77</b>	<b>\$865,477.28</b>	<b>\$0.00</b>	<b>(\$88,425.28)</b>	<b>111.38%</b>

# Revenue and Expense Report

YEAR : 2021 PERIOD : 12 FUND: 001 DEPT: , 42110, 42115, 42120, 42140 SUB-DEPT: All

AS OF : 12/30/2021

ACCOUNT RANGE : 0 - 9999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
001	<b>GENERAL FUND</b>						
	<b>EXPENDITURES</b>						
	<b>JAIL</b>						
001-42120-51110	SALARIES (EMP)	\$381,394.00	\$36,778.74	\$329,896.70	\$0.00	\$51,497.30	86.50%
001-42120-51161	OASI (EMP)	\$23,646.00	\$2,280.32	\$20,454.10	\$0.00	\$3,191.90	86.50%
001-42120-51162	MEDICARE (EMP)	\$5,530.00	\$533.34	\$4,783.98	\$0.00	\$746.02	86.51%
001-42120-51164	INSURANCE(CCI/CO-OP)	\$72,981.00	\$5,912.98	\$68,328.08	\$0.00	\$4,652.92	93.62%
001-42120-51165	INSURANCE (DENTAL)	\$6,903.00	\$372.55	\$4,552.90	\$0.00	\$2,350.10	65.96%
001-42120-51210	OFFICE SUPPLIES	\$1,750.00	\$721.01	\$2,484.50	\$0.00	(\$734.50)	141.97%
001-42120-51220	OPERATING SUPPLIES	\$15,000.00	\$1,071.01	\$20,076.94	\$0.00	(\$5,076.94)	133.85%
001-42120-51310	PROFESSIONAL SERVICES	\$35,000.00	\$6,473.34	\$55,656.79	\$0.00	(\$20,656.79)	159.02%
001-42120-51311	SEWER/WATER/TRASH	\$1,680.00	\$140.00	\$1,680.00	\$0.00	\$0.00	100.00%
001-42120-51313	MEALS	\$55,000.00	\$5,782.52	\$49,201.38	\$0.00	\$5,798.62	89.46%
001-42120-51321	TELEPHONE	\$1,500.00	\$166.90	\$1,807.72	\$0.00	(\$307.72)	120.51%
001-42120-51336	DEPARTMENT UNIFORMS	\$2,000.00	\$0.00	\$2,428.46	\$0.00	(\$428.46)	121.42%
001-42120-51363	HOUSE PRISONERS	\$40,000.00	\$2,585.00	\$21,830.00	\$0.00	\$18,170.00	54.58%
001-42120-51370	UTILITIES	\$45,000.00	\$3,443.84	\$39,677.67	\$0.00	\$5,322.33	88.17%
001-42120-51380	REPAIRS/MAINTENANCE	\$25,000.00	\$87.79	\$23,271.75	\$0.00	\$1,728.25	93.09%
001-42120-51381	REPAIRS/REMODELING	\$2,000.00	\$186.64	\$336.64	\$0.00	\$1,663.36	16.83%
001-42120-51393	TRAINING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	
001-42120-51500	EQUIPMENT	\$5,000.00	\$0.00	\$5,819.02	\$0.00	(\$819.02)	116.38%
001-42120-51597	INTERNET SERVICE	\$1,410.00	\$105.20	\$1,263.64	\$0.00	\$146.36	89.62%
001-42120-51602	COMMISSARY	\$9,000.00	\$742.84	\$12,128.90	\$0.00	(\$3,128.90)	134.77%
001-42120-51814	LEASE AGREEMENT	\$2,500.00	\$0.00	\$2,416.78	\$0.00	\$83.22	96.67%
001-42120-52000	CAPITAL OUTLAY	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	
	<b>Subtotal JAIL:</b>	<b>\$748,294.00</b>	<b>\$67,384.02</b>	<b>\$668,095.95</b>	<b>\$0.00</b>	<b>\$80,198.05</b>	<b>89.28%</b>
	<b>LAW ENFORCEMENT ASSISTANCE</b>						
001-42140-51426	INTOXILYZER	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
	<b>Subtotal LAW ENFORCEMENT ASSISTANCE:</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>0.00%</b>
	<b>TOTAL EXPENDITURES - :</b>	<b>\$2,324,649.00</b>	<b>\$208,310.54</b>	<b>\$2,339,078.15</b>	<b>\$0.00</b>	<b>(\$14,429.15)</b>	<b>100.62%</b>

# Revenue and Expense Report

Huerfano County

Item 7d.

YEAR : 2021 PERIOD : 12 FUND: 001

DEPT: , 42110, 42115, 42120, 42140 SUB-DEPT: All

AS OF : 12/30/2021

ACCOUNT RANGE : 0 - 9999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
001	<u>GENERAL FUND</u>						
	YTD Revenue Less Expenses : GENERAL FUND			(\$2,339,078.15)			

# Revenue and Expense Report

YEAR : 2022 PERIOD : 6 FUND: 001

DEPT: , 42110, 42115, 42120, 42140 SUB-DEPT: All

AS OF : 6/30/2022

ACCOUNT RANGE : 0 - 999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
001	<b>GENERAL FUND</b>						
	<b>EXPENDITURES</b>						
	<b>SHERIFF</b>						
001-42110-51100	SALARIES (OFF)	\$58,331.00	\$4,860.94	\$29,165.64	\$0.00	\$29,165.36	50.00%
001-42110-51110	SALARIES (EMP)	\$484,947.00	\$53,685.73	\$243,176.05	\$0.00	\$241,770.95	50.14%
001-42110-51160	OASI (OFF)	\$3,617.00	\$301.38	\$1,808.28	\$0.00	\$1,808.72	49.99%
001-42110-51161	OASI (EMP)	\$31,658.00	\$4,769.95	\$16,518.34	\$0.00	\$15,139.66	52.18%
001-42110-51162	MEDICARE (EMP)	\$7,404.00	\$338.42	\$3,085.97	\$0.00	\$4,318.03	41.68%
001-42110-51164	INSURANCE(CCI/CO-OP)	\$155,484.00	\$11,553.56	\$62,233.38	\$0.00	\$93,250.62	40.03%
001-42110-51165	INSURANCE (DENTAL)	\$9,279.00	\$667.94	\$3,673.77	\$0.00	\$5,605.23	39.59%
001-42110-51168	INSURANCE (LIFE)	\$437.00	\$0.00	\$0.00	\$0.00	\$437.00	
001-42110-51172	MEDICARE (OFF)	\$846.00	\$70.48	\$422.88	\$0.00	\$423.12	49.99%
001-42110-51210	OFFICE SUPPLIES	\$2,000.00	\$351.49	\$948.03	\$0.00	\$1,051.97	47.40%
001-42110-51220	OPERATING SUPPLIES	\$1,500.00	\$151.91	\$967.25	\$0.00	\$532.75	64.48%
001-42110-51310	PROFESSIONAL SERVICES	\$1,000.00	\$1,238.00	\$2,925.55	\$0.00	(\$1,925.55)	292.56%
001-42110-51312	CERTIFICATION FEES	\$60.00	\$0.00	\$10.00	\$0.00	\$50.00	16.67%
001-42110-51321	TELEPHONE	\$3,325.00	\$345.72	\$1,966.04	\$0.00	\$1,358.96	59.13%
001-42110-51327	GUIDES AND CODES	\$350.00	\$0.00	\$563.13	\$0.00	(\$213.13)	160.89%
001-42110-51330	TRAVEL & TRANSPORTATION	\$1,500.00	\$145.70	\$759.60	\$0.00	\$740.40	50.64%
001-42110-51335	FUEL REIMBURSEMENT	\$16,500.00	\$3,432.80	\$18,099.40	\$0.00	(\$1,599.40)	109.69%
001-42110-51336	DEPARTMENT UNIFORMS	\$1,800.00	\$0.00	\$260.47	\$0.00	\$1,539.53	14.47%
001-42110-51380	REPAIRS/MAINTENANCE	\$20,000.00	\$805.09	\$9,729.13	\$0.00	\$10,270.87	48.65%
001-42110-51382	REP. EQUIP/FIXTURES	\$200.00	\$0.00	\$29.99	\$0.00	\$170.01	15.00%
001-42110-51393	TRAINING	\$10,000.00	\$205.00	\$3,152.22	\$0.00	\$6,847.78	31.52%
001-42110-51420	DUES AND MEETINGS	\$4,000.00	\$0.00	\$3,348.00	\$0.00	\$652.00	83.70%
001-42110-51440	FIRE FIGHTING	\$4,000.00	\$0.00	\$3,435.05	\$0.00	\$564.95	85.88%
001-42110-51457	CELLULAR SERVICE	\$5,100.00	\$579.68	\$4,312.33	\$0.00	\$787.67	84.56%
001-42110-51498	SEARCH & RESCUE	\$2,000.00	\$2,153.40	\$4,404.20	\$0.00	(\$2,404.20)	220.21%
001-42110-51500	EQUIPMENT	\$8,500.00	\$202.63	\$7,842.36	\$0.00	\$657.64	92.26%
001-42110-51551	VEHICLE	\$15,000.00	\$835.64	\$1,121.97	\$0.00	\$13,878.03	7.48%
001-42110-51711	PRINCIPAL ON LEASE PURCHAS	\$14,695.00	\$7,920.00	\$22,613.16	\$0.00	(\$7,918.16)	153.88%
001-42110-51712	INTEREST ON LEASE PURCHAS	\$1,460.00	\$0.00	\$0.00	\$0.00	\$1,460.00	
001-42110-51770	HOMELESS TRANSIENT FUNDS	\$1,500.00	\$0.00	\$470.95	\$0.00	\$1,029.05	31.40%
001-42110-51865	SHERIFF/DETENTION GRANTS	\$0.00	\$9,785.45	\$80,365.09	\$0.00	(\$80,365.09)	

# Revenue and Expense Report

YEAR : 2022 PERIOD : 6 FUND: 001 DEPT: , 42110, 42115, 42120, 42140 SUB-DEPT: All

AS OF : 6/30/2022

ACCOUNT RANGE : 0 - 999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
<b>001</b>	<b>GENERAL FUND</b>						
	<b>EXPENDITURES</b>						
	<b>SHERIFF</b>						
001-42110-52000	CAPITAL OUTLAY	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	
	<b>Subtotal SHERIFF:</b>	<b>\$886,493.00</b>	<b>\$104,400.91</b>	<b>\$527,408.23</b>	<b>\$0.00</b>	<b>\$359,084.77</b>	<b>59.49%</b>
	<b>SHERIFF(CITY OF WALSENBURG)</b>						
001-42115-51100	SALARIES (OFF)	\$19,444.00	\$1,620.32	\$9,721.92	\$0.00	\$9,722.08	50.00%
001-42115-51110	SALARIES (EMP)	\$536,273.00	\$75,059.93	\$265,358.86	\$0.00	\$270,914.14	49.48%
001-42115-51160	OASI (OFF)	\$1,206.00	\$100.46	\$602.76	\$0.00	\$603.24	49.98%
001-42115-51161	OASI (EMP)	\$31,658.00	\$4,653.69	\$16,452.03	\$0.00	\$15,205.97	51.97%
001-42115-51162	MEDICARE (EMP)	\$7,404.00	\$1,088.36	\$3,847.71	\$0.00	\$3,556.29	51.97%
001-42115-51164	INSURANCE (HEA/RML)	\$148,334.00	\$10,358.54	\$64,453.62	\$0.00	\$83,880.38	43.45%
001-42115-51165	INSURANCE (DENTAL)	\$9,296.00	\$604.65	\$3,708.69	\$0.00	\$5,587.31	39.90%
001-42115-51172	MEDICARE (OFF)	\$282.00	\$23.50	\$141.00	\$0.00	\$141.00	50.00%
001-42115-51210	OFFICE SUPPLIES	\$1,200.00	\$384.30	\$1,160.86	\$0.00	\$39.14	96.74%
001-42115-51220	OPERATING SUPPLIES	\$2,000.00	\$141.96	\$724.84	\$0.00	\$1,275.16	36.24%
001-42115-51310	PROFESSIONAL SERVICES	\$1,000.00	\$1,238.01	\$2,175.56	\$0.00	(\$1,175.56)	217.56%
001-42115-51312	CERTIFICATION FEES	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	
001-42115-51327	GUIDES AND CODES	\$350.00	\$0.00	\$384.38	\$0.00	(\$34.38)	109.82%
001-42115-51330	TRAVEL & TRANSPORTATION	\$1,500.00	\$0.00	\$291.92	\$0.00	\$1,208.08	19.46%
001-42115-51335	FUEL REIMBURSEMENT	\$16,500.00	\$3,301.82	\$17,138.49	\$0.00	(\$638.49)	103.87%
001-42115-51336	DEPARTMENT UNIFORMS	\$3,000.00	\$359.93	\$2,435.82	\$0.00	\$564.18	81.19%
001-42115-51380	REPAIRS/MAINTENANCE	\$20,000.00	\$351.03	\$8,980.77	\$0.00	\$11,019.23	44.90%
001-42115-51382	EQUIPMENT & FIXTURES	\$200.00	\$0.00	\$104.97	\$0.00	\$95.03	52.48%
001-42115-51393	TRAINING	\$10,000.00	\$0.00	\$2,514.50	\$0.00	\$7,485.50	25.14%
001-42115-51420	DUES & MEETINGS	\$4,000.00	\$0.00	\$124.66	\$0.00	\$3,875.34	3.12%
001-42115-51457	CELLULAR SERVICE	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	
001-42115-51500	EQUIPMENT	\$8,500.00	\$205.50	\$12,093.94	\$0.00	(\$3,593.94)	142.28%
001-42115-51551	VEHICLE	\$15,000.00	\$1,284.22	\$1,599.22	\$0.00	\$13,400.78	10.66%
001-42115-51711	PRINCIPAL ON LEASE PURCHAS	\$14,695.00	\$7,920.00	\$22,613.16	\$0.00	(\$7,918.16)	153.88%
001-42115-51712	INTEREST ON LEASE PURCHAS	\$1,460.00	\$0.00	\$0.00	\$0.00	\$1,460.00	
001-42115-52000	CAPITAL OUTLAY	\$20,000.00	\$2,015.00	\$2,015.00	\$0.00	\$17,985.00	10.08%
	<b>Subtotal SHERIFF(CITY OF WALSENBURG):</b>	<b>\$878,462.00</b>	<b>\$110,711.22</b>	<b>\$438,644.68</b>	<b>\$0.00</b>	<b>\$439,817.32</b>	<b>49.93%</b>



# Revenue and Expense Report

YEAR : 2022 PERIOD : 6 FUND: 001

DEPT: , 42110, 42115, 42120, 42140 SUB-DEPT: All

AS OF : 6/30/2022

ACCOUNT RANGE : 0 - 999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
<b>001</b>	<b>GENERAL FUND</b>						
	<b>EXPENDITURES</b>						
	<b>JAIL</b>						
001-42120-51110	SALARIES (EMP)	\$397,522.00	\$31,042.06	\$167,645.25	\$0.00	\$229,876.75	42.17%
001-42120-51161	OASI (EMP)	\$24,646.00	\$1,924.62	\$10,394.02	\$0.00	\$14,251.98	42.17%
001-42120-51162	MEDICARE (EMP)	\$5,764.00	\$450.13	\$2,430.84	\$0.00	\$3,333.16	42.17%
001-42120-51164	INSURANCE(CCI/CO-OP)	\$108,548.00	\$2,480.46	\$22,780.58	\$0.00	\$85,767.42	20.99%
001-42120-51165	INSURANCE (DENTAL)	\$5,396.00	\$208.97	\$1,418.56	\$0.00	\$3,977.44	26.29%
001-42120-51168	INSURANCE (LIFE)	\$423.00	\$0.00	\$0.00	\$0.00	\$423.00	
001-42120-51210	OFFICE SUPPLIES	\$1,750.00	\$14.24	\$735.67	\$0.00	\$1,014.33	42.04%
001-42120-51220	OPERATING SUPPLIES	\$15,000.00	\$1,704.51	\$9,440.18	\$0.00	\$5,559.82	62.93%
001-42120-51310	PROFESSIONAL SERVICES	\$35,000.00	\$8,850.85	\$60,906.05	\$0.00	(\$25,906.05)	174.02%
001-42120-51311	SEWER/WATER/TRASH	\$1,680.00	\$151.20	\$918.62	\$0.00	\$761.38	54.68%
001-42120-51313	MEALS	\$73,700.00	\$6,125.25	\$38,625.26	\$0.00	\$35,074.74	52.41%
001-42120-51321	TELEPHONE	\$1,500.00	\$172.87	\$979.06	\$0.00	\$520.94	65.27%
001-42120-51336	DEPARTMENT UNIFORMS	\$2,000.00	\$0.00	\$155.76	\$0.00	\$1,844.24	7.79%
001-42120-51363	HOUSE PRISONERS	\$40,000.00	\$5,942.00	\$30,184.78	\$0.00	\$9,815.22	75.46%
001-42120-51370	UTILITIES	\$45,000.00	\$2,750.11	\$16,218.62	\$0.00	\$28,781.38	36.04%
001-42120-51380	REPAIRS/MAINTENANCE	\$20,000.00	\$148.44	\$10,775.81	\$0.00	\$9,224.19	53.88%
001-42120-51381	REPAIRS/REMODELING	\$2,000.00	\$0.00	\$1,643.82	\$0.00	\$356.18	82.19%
001-42120-51393	TRAINING	\$1,000.00	\$0.00	\$630.00	\$0.00	\$370.00	63.00%
001-42120-51500	EQUIPMENT	\$5,000.00	\$319.97	\$2,942.22	\$0.00	\$2,057.78	58.84%
001-42120-51597	INTERNET SERVICE	\$1,410.00	\$105.49	\$631.52	\$0.00	\$778.48	44.79%
001-42120-51602	COMMISSARY	\$9,000.00	\$1,508.21	\$9,324.66	\$0.00	(\$324.66)	103.61%
001-42120-51814	LEASE AGREEMENT	\$2,500.00	\$0.00	\$824.42	\$0.00	\$1,675.58	32.98%
001-42120-52000	CAPITAL OUTLAY	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	
	<b>Subtotal JAIL:</b>	<b>\$813,839.00</b>	<b>\$63,899.38</b>	<b>\$389,605.70</b>	<b>\$0.00</b>	<b>\$424,233.30</b>	<b>47.87%</b>
	<b>LAW ENFORCEMENT ASSISTANCE</b>						
001-42140-51426	INTOXILYZER	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
	<b>Subtotal LAW ENFORCEMENT ASSISTANCE:</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>0.00%</b>
	<b>TOTAL EXPENDITURES - :</b>	<b>\$2,579,294.00</b>	<b>\$279,011.51</b>	<b>\$1,355,658.61</b>	<b>\$0.00</b>	<b>\$1,223,635.39</b>	<b>52.56%</b>



**Ordinance No. 1095**

**AN ORDINANCE INITIATED BY CITY OF WALSENBURG ELECTORS  
MANDATING ALL LAW ENFORCEMENT IN WALSENBURG BE PROVIDED BY  
THE HUERFANO COUNTY SHERIFF EFFECTIVE JANUARY 1, 2017**

**NOW, THEREFORE, BE IT ORDAINED** by the city council of the city of Walsenburg, Colorado:

The following question shall be submitted to a vote of the registered electorate of the City of Walsenburg at a general election on November 8, 2016:


Without raising taxes, shall the city of Walsenburg, a Colorado statutory city, be required to enter into an intergovernmental agreement with Huerfano County, Colorado, which would require the sheriff of Huerfano County to provide any and all reasonable and necessary law enforcement services within the municipal boundaries of the city of Walsenburg, said intergovernmental agreement to include all necessary terms and conditions as agreed to by each entity, beginning January 1, 2017.

YES                       NO

**PASSED BY THE WALSENBURG ELECTORATE** this 8<sup>th</sup> day of November 2016.

**CITY OF WALSENBURG**

**DATED** this 6<sup>th</sup> day of September 2016.

**By:**   
James P. Eccher, Mayor City of Walsenburg

**ATTEST:**  
  
Wanda Britt, City Clerk



# CITY OF WALSENBURG INITIATED QUESTION 300 (VOTE FOR 1)

Item 7d.

Choice

Votes

Percent

Yes/For

735

52.39%

No/Against

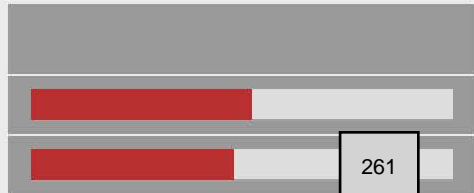
668

47.61%

Total

1,403

261



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

Item 7e.

Purchase Order#: 75

Purchase OrderDate: 3/23/2023

Vendor: **EMPLOYERS COUNCIL / 7853**  
**DEPT 42301 PO BOX 650823**  
**DALLAS, TX 75265-0823**

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

**Order Description:**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
COSULTING MEMBERSHIP DUES- APRIL	1	\$7,100.00	\$7,100.00	004-45100-51735
TOTAL:			\$7,100.00	

**NOTES:**

APRIL 2023

**APPROVALS:**

Approving Authority:

Budget Officer:

PO Box 539  
Denver, CO 80201-0539

# INVOICE

0044510051735

**Payment Remittance Address**

Item 7e.

**Employers Council**  
**Dept #42301**  
**PO Box 650823**  
**Dallas, TX 75265-0823**

**Contact Information**

Main Line: 303.839.5177  
Accounting Dept: 303.223.5545  
accountingdept@employerscouncil.org  
Federal Tax ID 84-0172643



1oz - #10 - Q27849 - 445 - 511  
ANGELA WAKEMAN  
HUERFANO COUNTY  
401 MAIN ST STE 310  
WALSENBURG CO 81089-2045



**Invoice Number** 0000456543  
**Member Number** 0000409280  
**Terms** On Receipt  
**Invoice Date** 03/01/2023

1oz - #10 - 445 - 511

**PAY ONLINE: [employerscouncil.org/pay-invoice](https://employerscouncil.org/pay-invoice)**

**Description**

Description	Price	Quantity	Total
Reference #1002528109			
Consulting Membership Dues 01-Apr-2023 to 31-Mar-2024	\$7,100.00	1	\$7,100.00

**Membership Cancellation Policy**

Membership payments are due upon receipt of the invoice. The membership will be considered delinquent if unpaid by the first day of your membership year. After 30 days your membership services and access will be automatically suspended. Cancellation will occur at 60 days if payment has not been received. Please make sure your dues are paid timely so that you can continue to access our services and resources. We value your membership.

<b>Total</b>	<b>\$7,100.00</b>
<b>Total Paid</b>	<b>\$0.00</b>
<b>Outstanding Balance</b>	<b>\$7,100.00</b>

John Galusha, Chairman  
Arica Andreatta, Commissioner  
Karl Sporleder, Commissioner



## Board of County Commissioners

Bruce Fickenscher  
Extension Regional Director, Southern Region  
603 N Main St  
Courthouse Annex  
Ordway, CO 81063

March 28, 2023

RE: CSU Extension Allocation

Dear Mr. Fickenscher,

Please accept this letter of commitment to fund the County portion of the CSU Extension Agent at \$15,000. We would request that in future years the Board of County Commissioners be notified in writing of the amount required.

Huerfano County looks forward to renewing the Memorandum of Understanding with CSU regarding the Extension Program later this year.

Sincerely,

---

John Galusha, Chairman

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Arica Andreatta, Commissioner

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Karl Sporleder, Commissioner



**COOPERATIVE EXTENSION  
MEMORANDUM OF UNDERSTANDING**

Item 7f.

This Memorandum of Understanding entered this 28 day of Nov., 1990, by and between Colorado State University Cooperative Extension, hereinafter referred to as "Extension": and the County of Huerfano, State of Colorado, hereinafter referred to as "County", for Cooperative Extension Programs.

**WITNESSETH THAT:**

WHEREAS, County desires to participate in the educational programs as authorized by the Smith-Lever Act, as amended, and other acts supporting Cooperative Extension programs which include the conduct of Extension programs and dissemination of relevant research findings in agriculture and related fields, home and family living, and 4-H and youth in the county; and,

WHEREAS, Extension is authorized by State and Federal law to conduct Cooperative Extension educational programs in the State of Colorado; and,

WHEREAS, Extension programs are developed in response to local needs, based on advice from a County Extension Advisory Committee; and,

WHEREAS, Extension and County desire to enter into this Memorandum of Understanding as a master document to set out the nature of the program and the relationship of the parties:

NOW, THEREFORE, the parties do hereby agree to expend their best efforts to conduct and support a Cooperative Extension program under the following terms and conditions:

Section 1. County agrees:

(a) To furnish suitable office space, and pay the essential costs of utilities, travel, office expense, supplies and equipment needed in the conduct of Cooperative Extension programs in the county.

(b) To provide by reimbursement to Extension, the applicable amount of the professional staff funding based on a formula developed and updated annually, approved by the State Board of Agriculture, to provide for increased funding to match the Long Appropriations Bill as determined by the State Legislature.

(c) To provide necessary and adequate clerical and secretarial personnel.

(d) To submit to the Director of Colorado Cooperative Extension a copy of the county budget approved for items (a), (b) and (c) above. The budget will be certified as true and correct by the responsible county officer and will be submitted prior to the beginning of each calendar year.

(e) To annually review this MOU at the beginning of each calendar year and affirm or appoint members of the County Extension Advisory Committee.

(f) To participate in the selection procedure of professional Extension staff for the county in accordance with Colorado State University Cooperative Extension Personnel Policies and Procedures.

Section 2. Extension agrees:

(a) To provide leadership and administration of programs and staff of Colorado State University Cooperative Extension.

(b) With the approval of the county, recruit, appoint and supervise professional staff to serve in the county.

(c) To provide qualified state and regional specialists that are available to train and assist county staffs in the conduct of county extension educational programs.

(d) To provide by direct payment to professional staff, the total professional staff salary that includes the formula as described in 1 (b).



(e) To provide payment of all employer fringe benefit costs.

Section 3. Extension and County mutually agree:

(a) To place in the county, and support in accord with this MOU, 1 FTE professional staff, using a staffing index as a guide.

(b) That the personnel costs of this staff (Section 3(a)) will be provided by the parties as described in Section 1 (b) and 2 (d) above. This agreement will in no way limit either party at their sole discretion from employing additional professional or paraprofessional personnel in the County Extension Office at their own expense.

(c) To notify the other party in writing at least sixty (60) days prior to any expected major change in program which would affect the professional personnel or support of the program.

(d) Colorado State University Cooperative Extension, as a publicly funded educational organization, operates in compliance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and as such, all programs, activities and employment opportunities are available without regard to race, color, national origin, sex, religion, age or disability.

Section 4.

This Memorandum of Understanding shall remain in full force and effect from year to year until terminated by either party by written notice given sixty (60) days prior to the anticipated time of termination.

IN WITNESS WHEREOF, the parties hereto have set their hands as indicated below:

BOARD OF COUNTY COMMISSIONERS OF HUERFANO COUNTY

ATTEST:

Albert P. Vigil      11/28/90  
County Officer      Date

Spain E. Sandoval      11/29/90  
Commissioner, Chair      Date

Henry Corn  
Commissioner

William R.  
Commissioner

COLORADO STATE UNIVERSITY  
COOPERATIVE EXTENSION

ATTEST:

Gail Stelberg      12/10/90  
Assistant to the Director      Date

Milva A. Rumbos      12/10/90  
Director      Date

Revised 12/7/89

**ADDENDUM B****Formula Position Share Annual Increase Methodology**

to the MEMORANDUM OF UNDERSTANDING between  
Colorado State University Extension and \_\_\_\_\_ County, Colorado

The formula for County funding toward CSU formula funded and hired Extension faculty and staff is set and reviewed annually and announced on or before July 1<sup>st</sup> before the upcoming calendar year (January 1<sup>st</sup> start). Overall annual salary increases due to cost of living and merit increases are set by the CSU Board of Governors. Based on these increases, the formula share is increased annually as follows:

- Average salary of current formula funded faculty and staff positions is reviewed and calculated based on prior year data, then multiplied by the approved CSU salary average increase amount. This is the estimated salary increase amount.
- CSU new fringe rate amount is multiplied by new salary rate.
- Current average formula funded salary amount is subtracted from estimated average formula Compensation Funded Compensation to obtain the annual increase amount. The increase amount is then divided by the current average formula funded compensation to equal the total percent increase.
- Current formula amount is multiplied and increased by the percent increase and then that amount is rounded to the nearest hundred dollars.

**Example Using Year 2022**

<i>Current Average Formula Funded Salary - 1.0 FTE</i>	<i>\$62,400</i>
<i>Current annual fringe expenses at 26.7%</i>	<i>\$16,661</i>
<i>Total CURRENT Average Formula Funded compensation</i>	<i>\$79,061</i>
<i>Annual CSU salary increase- 3% (62,400 X 3% = \$1,872 increase)</i>	<i>\$64,272</i>
<i>Benefit increase over prior year (1.9%), or 28.6%</i>	<i>\$18,381</i>
<i>Total ESTIMATED Average formula funded compensation</i>	<i>\$82,653</i>
<i>Total % increase of cost over prior year*</i>	<i>4.9%</i>
<i>Prior Year Formula amount \$14,700 for CY 2022 multiplied by 1.049</i>	<i>\$15,420</i>
<i>Less Available One Time Funding (Jan-Jun 2023 ONLY)</i>	<i>\$ -420</i>
<b>2023 New Formula Amount</b>	<b>\$15,000</b>

**ADDITIONAL NOTES:**

- One-time funding available in 2023 to reduce the amount of formula share on the County. In future years, funding will not be available for a reduction.
- CSU fringe rate increases are provided by CSU actuary/cost-accounting unit and adjusted annually each fiscal year. The formula percent increase is recalculated annually, as part of CSU Extension's annual budgeting process.
- CSU operates on a fiscal year basis from July 1 to June 30, though will follow calendar year for formula calculations

HUERFANO COUNTY FIRE PROTECTION DISTRICT  
310 MAIN ST. - P.O. BOX 1204  
WALSENBURG, CO. 81089

719-738-1877

INVOICE

March 1, 2023

HUERFANO COUNTY  
BOARD OF COUNTY COMMISSIONERS  
COURTHOUSE, 401 MAIN ST., SUITE 201  
WALSENBURG, CO. 81089

C/O Carl Young, County Administrator

Carl,

This is the bill for Countywide extrication services, maintenance and full insurance coverage on 2014 Chevrolet rescue unit, VIN 1GB3KZE82EF151215 including all portable equipment, for the period of April 1, 2023 thru March 31, 2024.

Amount due: **\$6000.00** per agreement between HCFPD and Huerfano County in April 2019 when the rescue truck was transferred from Spanish Peaks Medical Center ambulance quarters to HCFD Fire Station 1.

Please remit to: Huerfano County Fire Department  
P.O. Box 1204  
Walsenburg, Co. 81089

If there are any questions please give me a call at 719-680-9687.

Thank you,

---

Sam Morningstar, Fire Chief, HCFD

# ADVERTISING AGENCY AGREEMENT

AdPro, a Colorado Limited Liability Company, whose address is 525 Communication Circle, Colorado Springs, CO Item 7h. and Huerfano County, by and through its Board of County Commissioners, 401 Main Street, Suite 201, Walsenburg, CO 81089 herein referred to as ("Client") agree as follows: Client employs AdPro as its advertising agency during the period of this Agreement.

**Commissions.** Client shall pay AdPro, a COMMISSION of 15% of the gross stated rate for all media advertising placed during the term of this Agreement. Plus, Client shall pay AdPro a standard 10% digital management fee for all digital media placed during the term of this Agreement. It is agreed that AdPro has the exclusive right to all commissions accruing from advertising it places, manages, or audits for the Client.

**Production.** Client shall pay the agency for broadcast production, artwork, photography, and all other production on their behalf according to custom bid or rate card. AdPro may include production in their library for use with other clients. It is understood that production and concepts provided by AdPro will be used by Client only in this market. Certain elements may be trademarked or copyrighted by AdPro and remain the property of AdPro. Client shall reimburse AdPro for production, artwork, etc. charged to AdPro by third parties on Client's behalf.

**Other Charges.** Shoots and other services not in Rate Cards shall be agreed to in advance. Rates are \$150/hr.; 15% commission, 10% digital management fee.

**Authorization with Media.** Client authorizes AdPro to purchase media in Client's name. Client is ultimately responsible to media for payment of actual, authorized purchases, unless Client has paid AdPro for the media bill. Upon Client's payment to AdPro, AdPro is responsible for payment of media charges incurred on Client's behalf. Should Client place media directly or through another source, Client shall approve and arrange for AdPro to receive duplicate copies of media invoices as they are sent out by the media.

**Terms of Payment.** Client shall pay each invoice by the last day of two months following the date of AdPro initial billing. If Client defaults under this Agreement, AdPro will be entitled to recover its costs of enforcing this Agreement, including costs and expenses of legal fees.

**Agency Liability.** AdPro shall use care in production and placement of advertising material. The liability of AdPro and its subcontractors for errors or omissions, if any, shall be the amount of AdPro commissions and production charges for a particular item which caused the damage. Client shall be responsible for compliance with legal requirements in Client's market area. AdPro shall obtain prior client approval of materials before submitting them to the media. AdPro is not able to provide legal advice as it relates to the legality of advertising. AdPro makes no warranty to the legality of advertising placed or produced on behalf of the Client. Client shall indemnify AdPro, its officers, and its subcontractors against all claims by third parties in carrying out the scope of its work. AdPro is not liable for actions of third-party referrals.

**Duration.** This Agreement is effective as of April 1, 2023 and will go through March 31, 2025. AdPro will provide results reporting monthly and Client shall approve an annual budget each year. Upon termination, Client shall pay AdPro for all amounts accrued during the term of this Agreement.

**Authority.** Client agrees to provide AdPro with a "Letter of Authority" if required by media partners. Unless otherwise notified in writing, AdPro shall be entitled to rely on the authority of the Client's Manager in regard to all aspects of this Agreement. This Agreement may be amended in whole or in part, only by a written instrument setting forth such changes, signed by all of the parties to this Agreement. This Agreement shall be governed by the laws of Colorado and Client agrees to submit to the personal jurisdiction of Courts in Colorado, and that venue in El Paso County shall be proper.

**Severability.** If any provision of this Agreement is declared by any court of competent jurisdiction to be invalid for any reason, such invalidity shall not affect the remaining provisions. Such remaining provisions shall be fully severable, and this Agreement shall be construed and enforced as if such invalid provisions never had been inserted in the Agreement.

**Complete Agreement.** This Agreement contains the complete agreement concerning the subject matter hereof and shall, as of the effective date hereof, supersede all other agreements between the parties, whether oral or written. The parties acknowledge that they have not made any representations with respect to the subject matter of this Agreement, including the execution and delivery hereof, except such representations as are specifically set forth herein, and each of the parties hereto acknowledges that he has relied on his own judgment in entering into this Agreement. The parties hereto further acknowledge that any statement or representation that may have heretofore been made by either of them to the other is of no effect and that neither of them has relied thereon in connection with his dealings with the other.

DATED this April 1, 2023

## **CLIENT:**

AdPro

Huerfano County Government,

By: \_\_\_\_\_  
Camille Blakely

By: \_\_\_\_\_  
John Galusha

Title: President

Title: Chair, Board of County Commissioners



## Huerfano County Budget Structure

### RETAINERS

#### **TOURISM \$2,895/MO.**

Account services, work with CTO, research and invoice reconciliation \$1,125/mo.

Website maintenance and updates \$125/mo.

Concepting and copywriting \$300/mo.

- Newsletters, website copy, direct mail pieces, flyers and brochures
- Radio and TV commercials

Newsletter development and deployment \$300/mo. for monthly newsletter

Organic social \$595/mo. for three to four posts per week Instagram and Facebook

Public relations \$450/mo.

- Respond to media requests
- Announce events in the county
- Proactive tourism press releases
- Provide reporting on earned media

#### **COUNTY \$2,045/MO.**

Account services, research and invoice reconciliation \$375/mo.

Website maintenance and updates \$125/mo.

Concepting and copywriting \$300/mo.

- Newsletters, website copy, direct mail pieces, flyers and brochures
- Radio and TV commercials

Newsletter development and deployment \$100/mo., sent quarterly or \$300 per quarter

Organic social \$695/mo. for three to four posts per week Instagram, Facebook and Twitter

Public relations \$450/mo.

- Respond to media requests
- Announce events in the county
- Media training for County Commissioners
- Provide reporting on earned media

**TOTAL RETAINERS \$4,940 PER MONTH**

**\$59,280 TOTAL RETAINERS FOR THE YEAR**

### ONE TIME FEES

#### **STRATEGIC PLANNING**

- County Strategic Plan \$1,500
- Tourism Strategic Plan \$1,500
- Both county and tourism strategic planning includes:
  - One-on-one interviews
  - Strategic planning session
  - Development of strategic marketing and communications plan



- Create yearly flowchart

#### **COUNTY NEWSLETTER DEVELOPMENT**

\$750 for designing the newsletter template and develop a comprehensive content strategy for the new newsletter

**TOTAL ONE TIME FEES FOR THE YEAR \$3,750**

#### **A LA CARTE SERVICES**

##### **CREATIVE SERVICES**

- Graphic design \$150/hr.
- Website design \$150/hr.
- Website development and build per project bid

##### **IN-HOUSE PRODUCTION SERVICES**

Radio commercial 60 second \$995 per spot (includes voice talent)

Radio commercial 30 second \$795 per spot (includes voice talent)

Television commercial 30 second \$1,995 per spot (includes voice talent)

Television cutdowns :15, :06, and :05 seconds \$100 per cutdown (horizontal or vertical format)

Studio shoots per project bid

Location shoots per project bid

Drone shoots per project bid

##### **DATABASE MARKETING**

Direct mail coordination \$150/hr.

Campaign testing \$150/hr.

##### **GRANT WRITING AND EDITING**

Grant writing \$150/hr.

Grant editing \$125/hr.

**ESTIMATED TOTAL AL A CARTE SERVICES NEEDED THROUGHOUT YEAR \$8,000**

**(NOTE DOES NOT INCLUDE VIDEO SHOOT)**

#### **MEDIA SERVICES**

##### **MEDIA AND DIGITAL SERVICES**

All traditional and digital media purchased includes 15% standard commission

Digital media is 15% commission + 10% management fee

**CURRENT ESTIMATED AVAILABLE MEDIA SPEND \$15,970 FOR TOURISM SEASON**

**TOTAL BUDGET \$87,000**



## Huerfano County Office of Emergency Management



401 Main St. Ste 201  
Walsenburg, CO 81089  
(719) 738-3000 Ext. 121  
[bciarlo@huerfano.us](mailto:bciarlo@huerfano.us)

# MEMO

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**To:** Huerfano County Board of County Commissioners

**From:** Brittney Ciarlo

**Date:** March 27, 2023

**RE:** State Homeland Security Grant

Please find a quote attached for a mobile signboard totaling \$10,153.00. State Homeland Security grant funding in 2022 was approved for \$10,003 that will be 100% matched after purchase.

I am also requesting to spend no more than \$20,200 on Emergency Operation Center equipment, which was also approved by State Homeland Security Grant funding in 2019. This will also be matched 100%. Equipment is to include conference tables, chairs and podiums for the new building.

If you have any other questions or concerns, please let me know.

Thank you

Brittney Ciarlo



All Traffic Solutions Inc.  
 14201 Sullyfield Circle,  
 Ste 300  
 Chantilly, VA 20151  
 Phone: 814-237-9005  
 Fax: 814-237-9006  
 DUNS #: 001225114  
 Tax ID: 25-1887906  
 CAGE Code: 34FQ5

**QUOTE Q-65641**

Item 7i.

**DATE:** 03/09/2023

**PAGE NO:** 1

**Mail Purchase Orders to:**

3100 Research Dr.  
 State College, PA  
 16801

**Questions contact: MANUFACTURER: All Traffic Solutions**

Julie Styskin  
 (866) 366-6602  
 x 250  
 jstyskin@alltrafficsolutions.com

**Independent Sales Rep:**

**BILL TO:**

Huerfano County Emergency Management  
 401 Main Street  
 Walsenburg CO 81089

**SHIP TO:**

Huerfano County Emergency Management  
 401 Main Street  
 Walsenburg CO 81089  
 Attn: Brittney Ciarlo

Billing Contact:

**PAYMENT TERMS:**  
 Net 30

**CUSTOMER:** Huerfano County Emergency Management

**CONTACT:** 719-738-3000

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000468	instALERT 24 Message Display; base unit (select mount separately)	1	\$6,999.00	\$6,999.00
4000771	App, Messaging Suite (12mo); Equip Mgmt, Image Mgmt, Alerts, Mapping and PremierCare	1	\$950.00	\$950.00
4000874	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, (\$3000 Value, requires Traffic or Message Suite)	1	\$0.00	\$0.00
4001717	PowerCase PC36, 36Ah power supply, 12VDC output, 120VAC input	1	\$510.00	\$510.00
4000181	Mount Kit, iA24 mounting bracket incl: bracket & hardware for pole or post	1	\$295.00	\$295.00
4900032	Carrying Case; iA24 softcase with storage pockets	1	\$225.00	\$225.00
4000750	App, Mobile User Interface perpetual license (only 1 req'd per account)	1	\$100.00	\$100.00
4000641	Shipping and Handling Common Carrier	1	\$175.00	\$175.00
4001299	3 Year Warranty	1	\$0.00	\$0.00
4001626	VZW communications prep	1	\$0.00	\$0.00
4100120	hrns, Power cord, iA w/ 30 amp plug for post, hitch	1	\$0.00	\$0.00



4000263	Portable post, standard, folding assembly (add mounting bracket separately)	1	\$499.00	\$499.00	Item 7i.
4000247	Hitch mount, for 1.25" & 2" hitch, includes: trailer connector & hardware	1	\$500.00	\$500.00	
4001190	Discount - New Purchase	1	(\$100.00)	(\$100.00)	

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Special Notes:	<b>SALES AMOUNT:</b>	\$10,153.00
IA24 – VMS Message sign – Portable Post/ Hitch mount and mount plate – Carrying case with PC36 Power case – all features activated perpetually (Bluetooth and imaging) 1 year of web services (TraffiCloud) to all Apps (Remote Management – Imaging – Alerts, Mapping and Premier Care warranty) – shipping and training. 3 year warranty.	<b>TOTAL USD:</b>	\$10,153.00

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**Duration: This quote is good for 60 days from date of issue.**

**Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.**

**Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.**

**Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R**

Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am authorized to commit my organization to this order.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



PO BOX 1174 - NIWOT, COLORADO 80544  
303-530-4414 - WWW.CHURCHICHERECREATION.NET

# QUOTATION

Item 7j.

Rep	Date	Estimate #
EA	6/27/2022	22-0570

**Bill To Address:**  
 HUERFANO COUNTY  
 401 MAIN STREET  
 WALSENGURG, CO 81089

**Ship To Address:**  
 28 CO RD 632  
 GARDNER, CO 81040  
 HUERFANO

Project	Terms	FOB
GARDNER COMMUNITY CENTER	Net 30	Jobsite

Item	Description	Qty	Cost	Total
REK24x34	POLIGON GABLE ROOF STYLE SHELTER : - SIZE: 24' X 34' - FRAME FINISH: POLI-5000 [TGIC POWDER COAT FINISH W/ EPOXY PRIMER] - ALL HARDWARE PAINTED TO MATCH FRAME - MULTI RIB METAL ROOFING - CUSTOM WOOD GABLE END ORNAMENTATION - LOCATION: GABLE ENDS - SIDES (QTY): 2	1	57,660.00	57,660.00
SOURCEWELL	SOURCEWELL (FORMERLY NJPA) COOPERATIVE PURCHASING DISCOUNT - POLIGON CONTRACT #012621-PPC	1	-4,610.00	-4,610.00
ENG	STAMPED ENGINEERING DRAWINGS	1	500.00	500.00
FREIGHT	FREIGHT	1	5,940.00	5,940.00
	SUBTOTAL OF REK244X34MR			59,490.00
Shelter	INSTALLATION OF SHELTER & ROOF ONLY	1	18,250.00	18,250.00
Footings	INSTALL SHELTER FOOTINGS - PRICE IS BASED ON A MAXIMUM FOOTING SIZE OF 36"DIA X 8' DEEP. PRICE IS SUBJECT TO CHANGE BASED ON FINAL ENGINEERING. MAX CONCRETE PSI OF 3,500.	4	1,925.00	7,700.00

Quotation Valid for 60 days.	Sales Tax (0.0%)	\$0.00
	<b>Total</b>	<b>\$85,440.00</b>



CXT® Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Precast Concrete Products, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES):

**Remitting by check:**

CXT, Inc., PO Box 676208, Dallas, TX 75267-6208

**Remitting by ACH or wire transfer:**

Beneficiary: CXT, Inc.

Beneficiary Bank: PNC Bank, Pittsburgh, PA

Account: 1077766885 ABA/Routing: 043000096

Email remittance details to AR@lbfoster.com

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

5. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for special equipment required to perform delivery and installation. Customers will negotiate installation on a project-

by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at <http://www.cxtinc.com>.

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

Should the delivery and installation costs increase due to changes in the delivery period, this increase will be added to the price originally quoted, and will be subject to the contract payment terms.

In the event that the delivery is delayed more than 90 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1-1/2% of contract price per month or any part of any month will be charged.

\*\*Customer is responsible for all local permits and fees.

6. DELIVERY CHARGE: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers.

7. PAYMENT TERMS: All orders are cash in advance. At CXT's discretion, credit may be given after approval of credit application. Payment to CXT by the purchaser of any approved credit amount is net 30 days after submission of invoice to purchaser. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning with the 35th day (includes five (5) day grace period) from the date of the invoice. Under no circumstance can retention be taken. If CXT initiates legal proceeding to collect any unpaid amount, purchaser shall be liable for all of CXT's costs, expenses and attorneys' fees and costs of any appeal.

8. LIMITATION OF REMEDIES: In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

9. DELIVERY INFORMATION: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers. Use the information below to determine the origin:

- F.O.B. 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687 applies to: AK, CA, HI, ID, MT, ND, NV, OR, SD, UT, WA, WY.

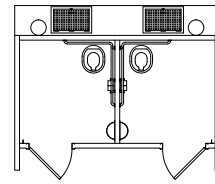
- F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

- F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

- Prices exclude all federal/state/local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

**TIOGA – 11' 11" x 14' 4"**

Tioga Special is a double vault style restroom. Standard features include two polyethylene lined concrete vaults, simulated barnwood textured walls, simulated cedar shake textured roof, off loaded, and set up at site.



		Price Per Unit	
<b>Base Price</b>		\$ 41238.00	\$ 41238.00
<b>Added Cost Options</b>		Click to Select	
Earth Work (includes excavation, backfill and cleanup)		\$ 6500	<input type="checkbox"/> 0
Chase Option		\$ 6500	<input type="checkbox"/> 0
Optional Wall Texture- choose one <input type="radio"/> Split Face Block (\$5,000) <input type="radio"/> Stone (\$7,000) <input type="radio"/> Custom Texture (\$7,500)		Reset Wall Texture	0.00
Optional Roof Texture <input type="checkbox"/> Ribbed Metal		\$ 5500.00	0
Insulated Roof Panel (per room)	Qty: 2	\$ 1800.00	<input checked="" type="checkbox"/> 3600
Room Wastebasket (each)	Qty: 2	\$ 250.00	<input type="checkbox"/> 0
Stainless Steel Riser (each)	Qty: 2	\$ 2500.00	<input type="checkbox"/> 0
Hand Sanitizer Dispenser (each)	Qty: 2	\$ 150.00	<input type="checkbox"/> 0
Baby Changing Table (each)	Qty: 2	\$ 750.00	<input type="checkbox"/> 0
Fiberglass Doors and Frames (each)		\$ 3300.00	<input type="checkbox"/> 0
Owl Guard (each)	Qty: 2	\$ 150.00	<input checked="" type="checkbox"/> 300
Marine Package (excluding fiberglass doors and frames)		\$ 6500	<input type="checkbox"/> 0
Solar Light Kit (per room)	Qty: 2	\$ 1200.00	<input type="checkbox"/> 0
Solar Fan Kit (per room)	Qty: 2	\$ 1200.00	<input type="checkbox"/> 0
Rain Vent Cap (each)	Qty: 2	\$ 150.00	<input type="checkbox"/> 0
Timed Lock System (each)	Qty: 2	\$ 1350.00	<input type="checkbox"/> 0
Conduit Junction Box (chase only)		\$ 1000.00	<input type="checkbox"/> 0
Electric Light Package (chase only)		\$ 10000	<input type="checkbox"/> 0
<b>Total for Added Cost Options:</b>			\$ 3900
Custom Options: Xtra Crane Costs--8 hr min			\$ 6250
<b>Engineering and State Fees:</b>			\$ 3900
<b>Estimated One-Way Transportation Costs to Site (quote):</b>			\$ 14650
<b>Estimated Tax:</b>			\$
<b>Total Cost per Unit Placed at Job Site:</b>			\$ 69938

Estimated monthly payment on 5 year lease **1405.7538**

**Other Options**

One Color: (select one)      Two-Tone Color: Walls Mocha Carmel      Roof Java Brown      Top Section: (select one)      Toilet Paper Holder: 3-Roll Stainless Steel      Bottom Section: (select one)      Rock Color: (select one)

Deadbolt Lock:       Privacy Latch ADA Handle:

Signage:  Men  Women  Unisex  Accessible      Wall Vent Location: (upon entering door)  Right Side  Left Side  Rear  Door

\*Building includes restroom signs in Braille and roman lettering. Notes: Barnwood Walls/Cedar Shake Roof.



This price quote is good for 60 days from date below, and is accurate and complete.

**Robert C. Veals, Jr.**  
 Digitally signed by Robert C. Veals, Jr.  
 Date: 2023.03.24 11:05:08 -07'00'

CXT Sales Representative      Date

I accept this quote. Please process this order.

Company Name

Company Representative      277

Lester Berry, Recreation Director  
Conor Orr, Youth Conservation Corps Director



Item 71.

## Huerfano County Parks & Recreation

March 24, 2023

928 Russel St,  
Walsenburg, CO 81089

RE: Proposal for a Donation Request from SIEA

Dear Board of County Commissioners.

On behalf of the Huerfano Youth Conservation Corps, I would like to put in for a donation request from San Isabel Electric Association for an amount of \$10,000. If awarded, these funds would be used for the purchase and acquisition of a variety of trail building tools and a shipping container to be used for their storage. Especially in light of last year's having been affected by the theft of our tools, investing in a new set-up and safe storage is an essential part of building the HYCC's ability to serve.

I have attached to this proposal the budget for this equipment, which I would submit to SIEA if given the go-ahead by your board.

Thank you sincerely,

Conor Orr

Huerfano County, Parks & Recreation Department

QTY	Product	Cost ea	Total
<b>Hand Tools</b>			
2	First Aid Kits	\$21.60	\$43.20
4	Clinometers Suunto PM5/360PC	\$135.25	\$541.00
4	Rubber Protective Cases for Clinometer	\$12.75	\$51.00
3	Pick Mattocks	\$31.98	\$95.94
3	Pulaskis	\$45.83	\$137.49
3	Rogue Highlander Hoes	\$49.95	\$149.85
3	Rogue Hoe/Rakes - 48" with Ash Handle	\$74.95	\$224.85
5	Stiff Rakes	\$14.97	\$74.85
5	Plastic Rakes	\$8.98	\$44.90
4	shovel - square point	\$50.34	\$201.36
4	spade	\$78.57	\$314.28
2	Post Hole Digger	\$102.97	\$205.94
5	loppers	\$40.38	\$201.90
2	pry bars	\$60.00	\$120.00
2	6# Sledge Hammers	\$39.87	\$79.74
2	pruning saw	\$29.88	\$59.76
2	Pole Pruners	\$90.68	\$181.36
			<b>\$2,727.42</b>

<b>Maintenance Tools</b>			
2	fire extinguishers (comes in 2 pack)	\$90.00	\$180.00
1	tool backpack for maintenance tools	\$99.00	\$99.00
1	tool kit	\$129.00	\$129.00
1	screw driver set	\$21.97	\$21.97
			<b>\$429.97</b>

<b>Tool &amp; Equipment Storage and Transport</b>			
1	20' Shipping container		\$3,000.00
			<b>\$3,000.00</b>

QTY	Product	Cost ea	
<b>Power Equipment &amp; Related</b>			
1	YARDMAX Track Barrow	\$3,800.00	\$3,800.00
			<b>\$3,800.00</b>
<b>Total</b>			<b>\$9,957.39</b>

Hey Angela,

I want to thank you again for taking the time to meet with me this morning to revisit NEOGOV as well as help me better understand your current changes and plans for the upcoming year. Based on our conversation I feel that we align with exactly what you are looking for in a public sector HR system to help streamline and improve your agencies processes. Below you will find the product videos, local agencies, and pricing options that we discussed:

**Product Videos:**

[Insight](#) (applicant tracking)

[Onboard](#)

[eForms](#) (employee document management)

[Perform](#)

[Learn](#)

**Local Agencies (67 in total)**

County of Pueblo

County of Douglas

County of Pueblo

County of Larimer

County of Douglas

County of La Plata

City of Fountain

City of Colorado Springs

**Pricing Options:**

1 - year	Annual Subscription	Set-up & Training
<b>Insight (applicant tracking)</b>	\$ 6,666	\$ 2,500
<b>Onboard</b>	\$ 5,302	\$ 2,500
<b>Perform</b>	\$ 9,090	\$ 3,000
<b>Learn</b>	\$ 11,514	\$ 3,000
<b>eForms (employee doc management)</b>	\$ 7,575	\$ 2,500

--

**Insight - 2 year Incentive**

Annual Cost (without incentive): \$6,666

	Year 1	Year 2
Annual	\$ 3,333	\$6,666
Set-up & Training	\$ 2,500	\$ -
<b>Total</b>	<b>\$ 5,833</b>	<b>\$ 6,666</b>


\*I am happy to put together multi-year bundled pricing options for you after you have had time to review the systems and get a better idea of what you would like to incorporate into a quote.

I have also attached our Executive Summary that will go into more of the features and benefits of the platform. If you have any questions please do not hesitate to reach out, otherwise I can follow-up with you in 2 weeks to discuss next steps.

Best,  
Wesley

**NEOGOV** Wesley Taylor  
Account Executive

---

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# NEOGOV



## WORKFORCE MANAGEMENT PLATFORM

*for the public sector*

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# ABOUT NEOGOV

Serving over 7,000 organizations, NEOGOV is the leading provider of comprehensive human capital management solutions for the public sector.

NEOGOVS product suite of four integrated modules – Recruit, Develop, Manage, and Comply – is designed exclusively for government agencies and institutions of higher education. NEOGOV products are built to support the unique needs of public sector HR teams and to automate the entire employee lifecycle while maintaining the highest standard of compliance.

## Why Trust NEOGOV?

**7,000+**  
Public Sector Agencies

**250,000+**  
People Use NEOGOV

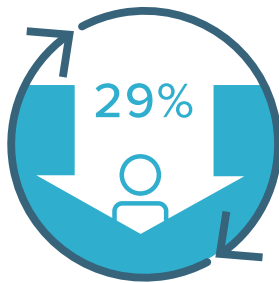
**100M+**  
Citizens Served

**20+**  
Years of Experience

**1.5M+**  
Hires Made

**2M+**  
Courses Taken

## THE BENEFITS OF USING NEOGOV



### LOWER EMPLOYEE TURNOVER

Effective onboarding lowers the employee turnover rate by **29%**



### MOBILE-FRIENDLY SOFTWARE

**86%** of job seekers would use their smartphone to apply for a job<sup>1</sup>



### CLOSE THE SKILLS GAP WITH TRAINING

**64%** of SCAs believe a growing skills gap is their greatest workforce challenge<sup>2</sup>

## Our Accolades



<sup>1</sup> Staff.com <sup>2</sup> "Job One: Reimagine Today's State Government Workforce," Accenture

# OUR SUITE

*NEOGOV is the industry leader in human resources software for the public sector.*

The NEOGOV platform combines four modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.



## RECRUIT

IN

**INSIGHT** | Applicant tracking software helps you recruit and hire high-quality candidates, complete with compliance reporting.

GJ

**GOVERNMENTJOBS.COM** | The largest public sector-specific job board in the USA, designed to help you attract quality applicants, hire faster, and save on advertising.

ON

**ONBOARD** | Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.

AT

**ATTRACT** | Capture leads, manage relationships, automate communications, and measure recruiting data with our Candidate Relationship Manager (CRM).

## DEVELOP

PE

**PERFORM** | Performance management software to nurture communication, identify and promote employee strengths, and establish a sense of purpose.

LE

**LEARN** | Learning management software that increases the productivity, safety, and retention of your workforce with engaging training.

## MANAGE

HR

**HRIS** | Our Human Resources Information System makes it easy for you to automate Core HR, Payroll, Benefits, and Time & Attendance and track data.

## COMPLY

PO

**POLICY** | A secure, cloud-based repository to develop, review, approve, distribute, and track policies and procedures across their entire lifecycle.

eF

**EFORMS** | Store and centralize personnel files, create electronic forms and convert existing ones, and build routing and approval workflows in a secure repository.





DEVELOP

MANAGE

COMPLY

RECRUIT

*The NEOGOV platform combines 4 modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.*

## THE RECRUIT MODULE

automates hiring by centralizing the process of attracting applicants, screening them, and landing a qualified hire that's productive on day one, while ensuring compliance.

One of the main challenges in public sector HR is building and maintaining a highly qualified workforce. NEOGOV's Recruit module cohesively integrates a public sector-specific job board, applicant tracking system, and onboarding solution to deliver a faster, more efficient, and compliant recruitment process.

# NEOGOV

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## INSIGHT

Item 7m.

RECRUIT

Applicant tracking software helps you attract and hire high quality candidates, complete with compliance reporting.



## TRANSFORM HIRING WITH THE LEADING – *applicant tracking system* – FOR THE PUBLIC SECTOR

Built to serve the public sector, NEOGOV's applicant tracking system automates the hiring process and meets compliance requirements, reducing time to hire. With easy-to-use job application templates and an applicant self-service portal, Insight makes it easier to find and hire more qualified candidates.

With Insight, HR teams can quickly and easily manage all applicants and access recruitment data throughout the application process. List open positions on your company website and accept online applications, while ensuring ADA/Section 508 Compliance. Ensure compliance with the built-in, auditable, and legally defensible hiring process, complete with reporting on applicants, applicant flow, EEO, adverse impact, and passpoint analysis.

Integrated with NEOGOV's online job board GovernmentJobs.com, Insight allows you to broaden your reach by advertising to job seekers nationwide. Show your agency in the best light with a customized Career Page that lets candidates find your job openings and submit online applications.

### CREATED FOR YOU *and your candidates*

- ✓ Public Sector Focus
- ✓ Compliance & Fairness Automation
- ✓ Decreases Time to Hire
- ✓ Automates Recruiting and Hiring





# HIGHLIGHTED FEATURES

## CANDIDATE SCORING

As candidates apply, Insight pre-screens them using auto-scoring to highlight the best candidates. By showing weighted scores and rankings based on screening protocols, tests, and interviews, Insight helps you narrow candidates down and find the best fit.

- Configurable screening hurdles and weights
- Customize scoring rules to rank candidates
- Generate and manage your ranked eligible list

## COMPREHENSIVE REPORTING

Insight's easy-to-navigate reports and dashboards help optimize the hiring process by offering data visualization and analysis. With Insight you get more than 90 standard reports, advanced ad-hoc reporting, adverse impact statistics, and dashboards that help you make more informed hiring decisions. Monitor job health and boost job postings to increase your exposure and reach more candidates.

- See real-time applicant flow and job posting health and boost jobs that are not attracting enough candidates
- Perform passpoint analysis to ensure hiring does not result in adverse impact
- Analyze recruitment timelines to identify opportunities to reduce your time to hire

## CANDIDATE SELF-SERVICE PORTAL

Maintain transparency and streamline communication for both the applicant and HR with an online self-service portal. Save time by giving applicants the ability to check the status of their application and self-schedule written exams, oral panel interviews, and performance tests.

- Allow candidates to monitor where they are in the application process
- View all email notifications sent by the employer in the job seeker inbox
- Access complete application history for all jobs the candidate has applied for

“Besides making everything a lot easier, what I value most is that NEOGOV listens to the users and implements our ideas.”

JANET FAGER  
Kankakee Community College



NEOGOV ORC OHC Michelle Cline

Dashboard Jobs

**Requisition Detail**  
Police Officer (2016-00002) Open

Copy Print Cancel Req Edit

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates There are 2 notes

5 records are selected. Select all 57 records Clear selection

<input type="checkbox"/>	Name	Notices	Master Profile	Total Score	Action Date	Status
<input checked="" type="checkbox"/>	Mendoza, Brandon X	--		94.00	02/17/2017	<span>Rejected (Pendi...</span> <span>Interviewed - not selected</span>
<input checked="" type="checkbox"/>	Ruiz, Kathy B	--		94.00	02/17/2017	<span>Rejected (Pendi...</span> <span>Interviewed - not selected</span>
<input checked="" type="checkbox"/>	Ryan, Andrew T	--		94.00	02/17/2017	<span>Rejected (Pendi...</span> <span>Interviewed - not selected</span>
<input type="checkbox"/>	Gilpin, Richard H	--		92.00	02/17/2017	<span>Hired</span> <span>Approval In-Progress</span>
<input checked="" type="checkbox"/>	Nichols, Elliot R	--		92.00	02/17/2017	<span>Rejected (Pendi...</span> <span>Interviewed - not selected</span>
<input checked="" type="checkbox"/>	Garrett, Katherine A	--		91.00	02/17/2017	<span>Rejected (Pendi...</span> <span>Interviewed - not selected</span>
<input type="checkbox"/>	Nigma, Tammy L	--		91.00	02/17/2017	<span>Interview</span> <span>Scheduled for 05/02/2017 8:00 AM</span>
<input type="checkbox"/>	Reyes, Paula E	--		91.00	03/27/2018	<span>Offered</span> <span>Accepted</span>

## MODERNIZING FOR TODAY'S APPLICANT

Enhance both the applicant and staff experience by eliminating paper and automating processes. In today's age of technology, Insight helps your organization stay up-to-date.

- ✓ Integrate job postings with GovernmentJobs.com
- ✓ Configure online job application forms
- ✓ Ask job-specific supplemental questions to better screen applicants
- ✓ Avoid incomplete applications with required fields



86% of job seekers would use their smartphone to apply for a job. (Source: Staff.com)



# Integration: BACKGROUND CHECKS

Accelerate the hiring process by integrating Insight with one of NEOGOV’s recommended background check partners.

Insight’s background check integration shortens time to hire, provides accurate information about candidates, and ensures compliance with public sector hiring laws. Set up processes online to decrease the amount of time spent routing paperwork manually. Shorten the time required to complete background checks by up to 35% and see a cost savings of up to 15% per candidate.

Give candidates and hiring managers visibility into the status of applications as they move through the background check process.

The system is built to meet compliance requirements for EEOC and FCRA. Generate more accurate background reports and field fewer candidate disputes. Our integration partners report a 10x lower dispute rate compared to manual background checks.

- Shorter time to hire
- Lower risk of noncompliance
- Visibility for HR, hiring managers, and candidate

## VENDORS INCLUDE

AccuSource

Alliance<sub>2020</sub>

assurehire

Checkr

ChoiceScreening

CIC CREDIT

ESR  
EMPLOYMENT SCREENING RESOURCES\*

FIRSTCHECK  
APPLICANT SCREENING

GUARDIAN  
ALLIANCE TECHNOLOGIES

OPEN  
online\*

QUICKSEARCH  
COMPLETE SOLUTIONS FOR BACKGROUND SCREENING & DRUG TESTING

ScreeningOne®

VerifiedFirst

...and more!

# IMPLEMENTATION



## DISCOVERY

3 Weeks

### KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

## PHASES 1 & 2 INITIATION

4-8 Weeks

### ADMIN TRAINING

Customers start learning the Insight system through a combination of self-paced training modules, demonstrations from the implementation consultant and practicing in a training environment.

### PROCESS MATCHING

Existing recruitment processes are mapped onto the Insight system and customers are given the ability to select and configure functionality that meets their needs.

## PHASES 3 & 4 PRODUCTION

2-3 Weeks

### PRODUCTION ENVIRONMENT SETUP

Implementation Consultants guide customers through setting up the proper system configurations in their production environment. Class spec, department and user imports are also completed during this time.

### TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Insight system for going live.

### TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions.

*Add-On Service: Remote training for end users available for purchase.*

## POST-IMPLEMENTATION

Ongoing

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.

# NEOGOV

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## ATTRACT

Item 7m.

RECRUIT

Our candidate relationship manager (CRM) captures candidate leads, manages relationships, automates communications, and measures recruiting data.



## TOOLS TO GROW – *your community awareness and* – YOUR CANDIDATE POOL

Attract provides public sector organizations with solutions to manage and strengthen relationships with candidates in order to develop a successful pipeline of talent in today's competitive job market.

Created with your public sector organization in mind, Attract helps you capture candidate leads, manage relationships, automate communications, and measure recruiting data.

Attract integrates fully with Insight, closing gaps in your recruitment funnel with the ability to share information between products. Combine candidate data and job details with branded communications and lead profiles to keep your recruiting process running smoothly.

Attract also provides custom reporting and analytics, giving you detailed insights on the conversion rates of your outreach efforts, applicant leads, and channel effectiveness. Leverage custom reports to optimize recruiting initiatives and improve your organization's ROI.

### CREATED FOR YOU *and your employees*

- ✓ Public Sector Focus
- ✓ Integrates With Insight
- ✓ Customizable Web Page Templates
- ✓ Improves Candidate Sourcing



# HIGHLIGHTED FEATURES

## BUILD YOUR PUBLIC BRAND

Attract provides easy-to-use tools and access to new channels for capturing candidate leads. By giving you a strong brand presence in the applicant market, Attract positions your organization as an employer of choice among top talent.

- Build custom landing pages
- Create forms and calls to action on your website
- Automate the collection of candidate information
- Expand your candidate sourcing options

## BETTER CANDIDATE ENGAGEMENT

With Attract, skip the hassle of paper processes and manage all your leads in a single, cloud-based location instead – so you can focus on cultivating positive relationships with candidates.

- Convert candidates into new hires with timely communication tools
- Create personalized messages for candidates
- Tag and organize candidates for quick searchability
- Send email updates to candidates, individually or in bulk

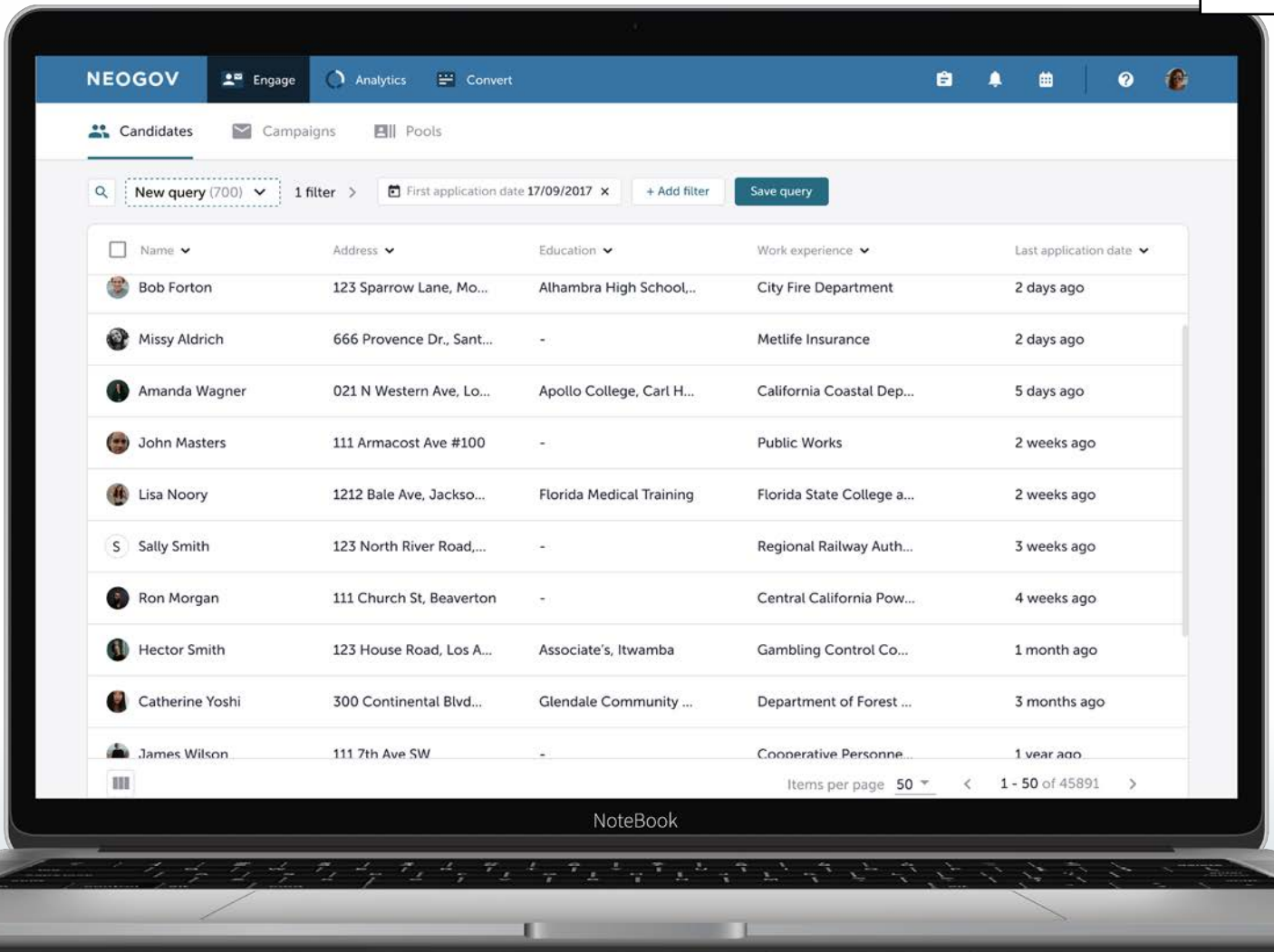
## TRACK YOUR RECRUITMENT SUCCESS

Attract provides analytics and reporting on your candidates from start to finish. Measure the impact and ROI of your recruitment process to improve efficiency and effectiveness.

- Report on recruiting metrics from emails and landing pages
- Measure ROI by tracking applicant leads
- Track job seekers across the candidate lifecycle
- Use data to inform decisions and recruiting efforts

“With the launch of Attract, organizations now have recruitment marketing tools at their disposal to build their employer brand and engage candidates in an authentic way.”

SHANE EVANGELIST  
CEO of NEOGOV



## AUTOMATE OUTREACH TO TOP TALENT

Use the Attract virtual recruiter to source candidates from past hiring cycles, events, and other lead channels and recruit more quality candidates to your organization.

- Use the GovernmentJobs.com candidate database to find prospects
- Set parameters for automatic email outreach to different candidates
- Inform past candidates about job openings so they can quickly apply
- Automate email sends to past applicants when you post a new position

# IMPLEMENTATION



## DISCOVERY

---

*1 Week*

### **KICK OFF**

Discovery sets the stage for the implementation by defining customer goals, creating the timeline, and establishing expectations. Project resources are also assigned, including a Project Manager and a Recruitment Success Manager. Customers also receive an Introductory training for Attract.

## PHASE 1 CONFIGURATION

---

*2 Weeks*

### **GROUP TRAINING CALLS**

Customers engage in live group training calls with the Attract trainer. There will be 2 weekly sessions to cover a variety of topics.

### **OFFICE HOURS**

Customers have access to office hours with the Attract trainer in which they can sign up to join and ask specific questions related to Attract.

## PHASE 2 PRODUCTION

---

*1 Week*

### **GO-LIVE & TRANSITION TO SUPPORT**

The Recruitment Success Manager hosts a go-live call to officially mark the customer as live and help through the transition to Support phase as the customer begins utilizing the Attract product.

## POST-IMPLEMENTATION

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*Ongoing*

The Recruitment Success Manager conducts regular check-in calls post go-live and reviews the progress with recruitment through Attract and its Analytics/reporting features, providing feedback and support to enhance customer experience and deliver success.



# NEOGOV

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# GOVERNMENTJOBS

Item 7m.

RECRUIT

The largest public sector job board in the US designed to help you attract quality applicants, hire faster, and save on advertising.

## ATTRACT QUALIFIED CANDIDATES – quickly with the – #1 PUBLIC SECTOR JOB BOARD

With over 6 million page views a month and more than 14.5 million applications submitted annually, GovernmentJobs.com is the best place to find candidates committed to landing a job in the public sector. Using our job board gives your organization access to 39 million applicant profiles to ensure you find the most qualified candidate for the job.

Host to over 45,000 job postings, GovernmentJobs.com is the #1 public sector job board. Over 1,500 organizations from all 50 states use our job board to advertise their open positions, attracting qualified candidates who are specifically searching for public sector roles.

As you search for candidates, easily track their application process with the seamless integration with NEOGOV's applicant tracking system, Insight. Use Insight to post open positions on GovernmentJobs.com, manage interviews, and even hire through one system. Our solutions work in tandem to help you fill open positions with candidates who are right for your organization.

### CREATED FOR YOU *and your applicants*

- ✓ #1 public sector job board
- ✓ 14+ million applications submitted annually
- ✓ Integrates with NEOGOV talent management suite





# HIGHLIGHTED FEATURES

## #1 PUBLIC SECTOR JOB BOARD

GovernmentJobs.com is the largest job board that's focused exclusively on the public sector. Originally developed for the public sector, it was conceived to meet specific compliance standards for government agencies.

- Top rankings on Google for public sector job searches
- Serving the public sector for over 20 years
- Designed for accessibility, meets 508 compliance requirements

## ATTRACT MORE QUALIFIED APPLICANTS

Because GovernmentJobs.com is public-sector focused, it's the fastest and most efficient way to find applicants that already have government experience or are looking to start a career in the public sector.

- Over 39 million applicants have created profiles on GovernmentJobs.com
- Mobile-friendly application submission process
- Reduce other advertising costs by only targeting public sector job seekers

## INTEGRATES WITH INSIGHT

NEOGOV's applicant tracking system integrates directly with GovernmentJobs.com, making it possible for you to post jobs, accept applications, and track candidates all in one place.

- Attract, interview, and hire applicants from one place
- Create job postings in Insight and automatically publish to GovernmentJobs.com
- Enable candidates to self-schedule interviews and view application status
- Includes live support from NEOGOV's customer service agents to reduce applicant calls to your agency

# NEOGOV

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# ONBOARD

Item 7m.

RECRUIT

Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.



## STIMULATE PRODUCTIVITY – *by empowering new hires to* – BE PRODUCTIVE BEFORE DAY ONE

NEOGOV's onboarding software, Onboard, enables new hires to become more productive before their first day on the job by streamlining new hire paperwork, processes, and training on an easy-to-use platform. Assign checklists to your new hires prior to their start date and create forms specific to employees, groups, or departments. Set up required fields to ensure forms are properly completed by new hires.

Assign employees their own accounts with unique credentials with built-in authentication and security. New hires can complete I9 and W4 forms online in minutes, and HR can easily initiate and complete E-Verify checks. Employees can even electronically sign forms.

Attracting a great candidate is only the first step. Engaging them after they've been hired is key to making them successful. Effectively onboarding new hires helps them to be productive and engage immediately.

### CREATED FOR YOU *and your employees*

- ✓ Creates a transparent process for agencies and applicants
- ✓ Automates onboarding tasks
- ✓ Increases productivity and engagement





# HIGHLIGHTED FEATURES

Make a great first impression, convey your organization’s culture, and get your new hires fired up. The public sector has unique hiring needs and Onboard was specifically created to fill those requirements. Onboard’s robust form builder, templates and global form bank, and employee portal are just a few of the ways Onboard supports HR and new hires.

## MORE THAN JUST ONBOARDING

Onboard goes beyond onboarding, with the capability to handle pre-boarding and offboarding.

- Seasonal hiring capability

## TEMPLATES & GLOBAL FORM BANK

Onboard’s form builder allows you to drastically reduce paper forms for new hires. HR can create forms from scratch, use existing form templates, or select from a library of forms being utilized by other public sector agencies. HR can customize any template to make it fit their specific process.

- Library of form templates from other public sector agencies
- Customizable, editable templates
- Adaptable, not one-size-fits-all

## EMPLOYEE PORTAL

Onboard’s portal helps to communicate organizational culture, provide job clarity, and stay compliant. Clearly spell out onboarding deadlines while giving new hires the freedom to complete required forms at their convenience, leaving more time for HR to engage with their new hires. Configure your new hire portal with checklists and interactive widgets to facilitate structure and collaboration while providing new hires with vital documents, trainings, and videos.

- Communicate relevant training information to new hires
- Share your organization’s mission and values

“It’s nice to be able to give the new employee information before they start. They get excited to get started & learn more about us.”

MARLENE ERGEN  
College of Saint Benedict /  
Saint John’s University

**Sunnydale University**  
**Welcome to NEOGOV**

NEOGO is the market and technology leader in on-demand human resources software for the public sector. We are passionate about technology, focused on customer success, and have an entrepreneurial environment where risk-taking is encouraged and rewarded. Our environment is fast paced with smart, energetic and passionate people and opportunities for growth.

[VIEW ALL >](#)

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**Company Videos**

Learn more about our company culture by watching these videos.

- In the Community** 7:09
- Office Vibes** 6:14
- Brainstorming** 8:10

[VIEW ALL \(9\) >](#)

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**Resources & Documentation**

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**Checklist** [VIEW ALL \(24\) >](#)

39%

<input checked="" type="checkbox"/> Meet the design team	<span>🕒</span>	<span>⚠️ 2 days past due</span>
<input type="checkbox"/> Complete the W-4 form	<span>🕒</span>	<span>🕒 Due in 3 days</span>
<input type="checkbox"/> Complete the parking form	<span>🕒</span>	<span>🕒 Due in 4 days</span>
<input type="checkbox"/> Complete the I-9 form	<span>🕒</span>	<span>✅ Complete</span>
<input type="checkbox"/> Complete the benefits form	<span>🕒</span>	<span>✅ Complete</span>
<input checked="" type="checkbox"/> Meet with design team lead and ...	<span>🕒</span>	<span>✅ Complete</span>
<input checked="" type="checkbox"/> Go over protocol for sales	<span>🕒</span>	<span>✅ Complete</span>
<input checked="" type="checkbox"/> Participate in office safety	<span>🕒</span>	<span>✅ Complete</span>
<input checked="" type="checkbox"/> Read handbook and sign	<span>🕒</span>	<span>✅ Complete</span>
<input type="checkbox"/> Watch welcome video	<span>🕒</span>	<span>✅ Complete</span>

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**Team Photos**

Get acquainted with our office and team-building events.

# ONBOARDING AND EMPLOYEE RETENTION

Onboarding is a critical part of employee retention. According to NEOGOV's 2019 Job Seeker Report, public sector organizations that effectively onboard new hires can lower the rate of employee turnover by 29%.

Additionally, solidified onboarding programs increase time to productivity by 64%, according to The Aberdeen Group.



# IMPLEMENTATION



## DISCOVERY

---

3 Weeks

### KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

## PHASES 1 & 2 INITIATION

---

5-6 Weeks

### ADMIN TRAINING

Customers start learning the Onboard system through a combination of self-paced training modules and demonstrations from the Implementation Consultant.

### CONFIGURATION

The main elements of the platform are configured jointly by the customer and Implementation Consultant, including form builder, checklists and new hire portals.

## PHASES 3 & 4 PRODUCTION

---

2-3 Weeks

### DATA CONNECTIONS

The New Hire Feed is set up to bring over future employees from the Insight system. Additionally, E-Verify can be established and the position & employee imports can be completed if desired.

### TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Onboard system for going live.

### TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions.

*Add-On Service: Remote training for end users available for purchase.*

## POST-IMPLEMENTATION

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Ongoing

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.



MANAGE

COMPLY

RECRUIT

DEVELOP

## THE DEVELOP MODULE

helps HR teams build a more capable workforce by empowering managers with professional development tools and customized training programs that support employees and maintain organizational compliance.

Between retiring baby boomers, high turnover rates among younger generations, and a strong job market, it is becoming increasingly necessary for the public sector to adopt continuous and effective performance management to increase retention.

With robust, configurable evaluation functionality, and an integrated learning management solution, the Develop Module allows agencies to groom employees and position them for growth within the organization.

*The NEOGOV platform combines 4 modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.*



# NEOGOV

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# PERFORM

Item 7m.

DEVELOP

Performance management software nurtures communication, identifies and promotes employee strengths, and establishes a sense of purpose.

## TRACK EMPLOYEE PERFORMANCE – *and provide constructive feedback to* – BUILD A MORE CAPABLE WORKFORCE

NEOGOV's employee evaluation software, Perform, is the only full-featured performance management software in the marketplace with specific public sector functionality and a mobile-friendly interface. Perform automates annual and probationary employee evaluations, allowing your HR team to automate the process of identifying skill gaps and areas of improvement in their employees.

Perform is an integrated performance tracking solution that works seamlessly with NEOGOV's Onboard, Insight, and Learn. Use Perform to provide continuous feedback to your employees based on desired competencies established by your organization. Create employee or role-specific criteria for measuring performance, identify areas for growth, and schedule regular check-ins to see how employees are progressing. Avoid recency bias by regularly adding confidential journal entries to help you compose annual performance reviews.

Discover the best performers within departments and those that need more support using one-on-one performance reviews and employee self-rating. Generate individual development plans and recommend trainings based on an employee's competency scores.

### CREATED FOR YOU *and your employees*

- ✓ Automate employee performance review processes
- ✓ Increase transparency and engagement between employees and managers
- ✓ Pinpoint shortcomings and growth opportunities for professional development





# HIGHLIGHTED FEATURES

## PUBLIC SECTOR-FOCUSED

Designed specifically for the public sector, Perform includes multiple features to ensure compliance and accommodate different processes based on each department's requirements.

- Automatically adds shift managers to public safety evaluations
- Multiple managers can collaborate on a single evaluation
- Generate automatic employee acknowledgment tasks
- Handles varying frequencies and approval workflows to maintain efficiency

## REPORTING & DATA

With Perform's reports and dashboards, analyze individual employee, team, or departmental data to identify skill gaps across the agency and optimize employee development based on common themes.

- Easily analyze data and identify bottlenecks in the evaluation process
- Track status of performance review completion across managers & departments
- Measure goal achievement progress and determine where additional training is needed within the organization
- Quickly identify employees eligible for a merit increase

## CONTINUOUS FEEDBACK

Perform allows for continuous communication with employees regarding manager feedback and goal tracking through email notifications, mobile or desktop journals, and scheduled and recurring check-ins. Managers can complete journal entries throughout the year to document performance and refer back during performance reviews.

- Schedule periodic check-ins to provide feedback and track goal progress
- Implement PIPs (performance improvement plans) and electronically document every step of the process
- Managers can refer to journal entries and check-ins to expedite ratings



“The ease & flexibility of having performance evaluations online has been a huge factor that generates feedback from employees.”

DARCY LOWERY  
City of Avondale, AZ



**NEOGOV** PE Perform

Search

Casey Akers

Employees Performance Evaluations Library Positions Administrative Reports Help

Feedback

Evaluation Dashboard Goal Dashboard

**My Tasks** [view all](#)

9 Total   3 Rating   2 Approve And Sign   1 Sign   0 Approve   3 Other   3 Overdue

hide table

Task	For Employee	Related To	Due Date
Sign 2020 Annual Evaluation for Mike Paterson	Mike Paterson	2020 Annual Evaluation	01/07/2019
Add Goals to the Evaluation	Mike Paterson	2019 Annual Evaluation	04/07/2019
Add Tasks to the Development Plan	Mary Anderson	Development Plan for Mary Ande...	05/01/2019
Approve and Sign 3 Month Probationary Evaluation for Blake Berry	Blake Berry	3 Month Probationary Evaluation	07/27/2019
Approve and Sign 3 Month Probationary Evaluation for Eric Jackson	Eric Jackson	3 Month Probationary Evaluation	07/28/2019
Add Goals to the Evaluation	Brandon Arnold	2020 Annual Evaluation	07/31/2019
Complete the Recurring Check In	Mary Anderson	2021 Annual Evaluation	09/28/2019
Rating For Mary Anderson's 2021 Annual Evaluation	Mary Anderson	2021 Annual Evaluation	12/05/2021
Rating For Brandon Arnold's 2021 Annual Evaluation (PT)	Brandon Arnold	2021 Annual Evaluation (PT)	12/19/2021

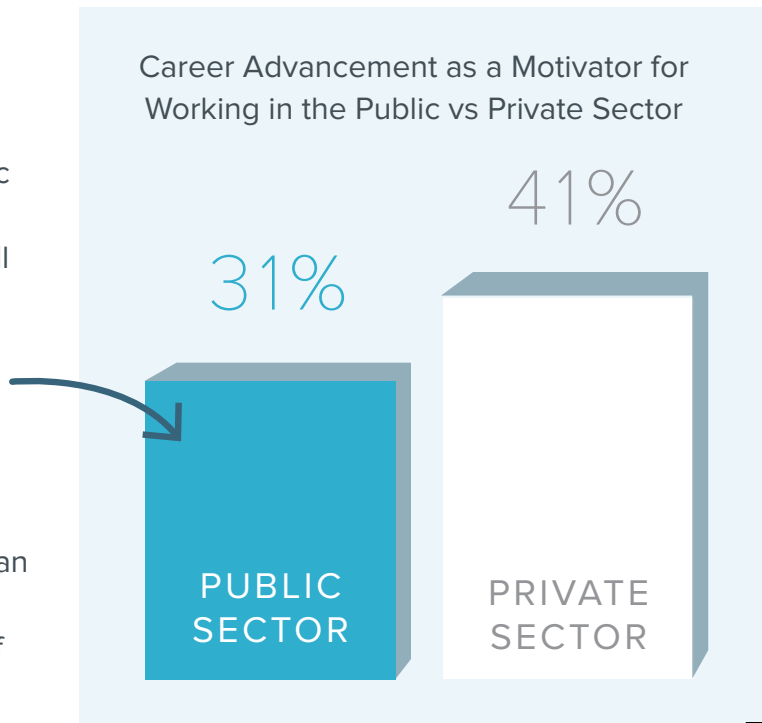
1 - 9 of 9 items

## NURTURE EMPLOYEE DEVELOPMENT

Employee development is critical for the public sector. As baby boomers exit the workforce, public sector organizations are struggling to fill the positions that are opening.

According to NEOGOV's *2019 Job Seeker Report*, only 31% of public sector applicants listed Career Advancement as an attractive quality of the sector.

By conducting performance evaluations, HR can help nurture the career and skill development of teams, and ultimately improve the appeal of public sector employment.



# IMPLEMENTATION



## DISCOVERY

3 Weeks

### KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

## PHASES 1 & 2 INITIATION

5-6 Weeks

### ADMIN TRAINING

Customers start learning the Perform system through a combination of self-paced training modules, demonstrations from the implementation consultant and practicing in a training environment.

### PROCESS MATCHING

Existing evaluation processes will be mapped onto the Perform system, including review cycles, approval structures, rating scales and competencies.

### CONFIGURATION

The main elements and administrative settings of the Perform platform are configured together by the customer and Implementation Consultant.

## PHASES 3 & 4 PRODUCTION

2-3 Weeks

### TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Perform system for going live.

### TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions.

*Add-On Service: Remote training for end users available for purchase.*

## POST-IMPLEMENTATION

Ongoing

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.

*Time to implement subject to change for agencies with more than 2,500 employees.*

# NEOGOV

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# LEARN

Item 7m.

DEVELOP

Centralized tracking, online content, and an intuitive course builder allow for training efficiency in a 3-in-1 solution.



## ONLINE EMPLOYEE TRAINING – *to cultivate growth, promote excellence and* – IMPROVE RETENTION

NEOGOV's learning management system eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform designed for the specific needs of the public sector.

Simplify the training process and reduce barriers to learning, in a system that's easy to use for both employees and managers. Learn's 3-in-1 solution comes with over 1500 courses, a course-builder with an easy-to-use intuitive interface, and the ability to add classroom trainings and track employee license and certification renewals specific to the public sector. Learn increases productivity, ensures compliance, and mitigates risk.

With Learn, automatically assign new hire training for streamlined onboarding. Maximize the benefits of Learn by also using Perform, NEOGOV's performance management software, to identify skill gaps and build curricula to address areas of improvement.

### CREATED FOR YOU *and your employees*

- ✓ Designed for the public sector
- ✓ Centralize training and tracking
- ✓ Promote employee growth







# HIGHLIGHTED FEATURES

## CUSTOM COURSE LIBRARY

Build customized courses, upload SCORM, or use any of the 1500+ courses in NEOGOV’s course library. With a robust and growing catalog, Learn offers pre-built courses in Employment Liability, Human Capital, Health and Safety, Law Enforcement, Public Works, and many more public sector-focused courses. Create your own courses and add quizzes to Word, PowerPoint, Adobe Acrobat, online videos, and more.

- Growing library of 1500+ pre-built courses
- Easy to upload or build custom courses and quizzes
- Easily group courses into learning plans for new supervisor training
- Courses specifically for hiring managers, such as Lawful Hiring, Guide to Interviewing, and Uncovering Implicit Bias

## REPORTING & COMPLIANCE

Using Learn, reduce risk and liability claims with consistent, trackable courses, and license/certification renewal reminders. Easily store results, completions, and generate the reports you need to show compliance. Use Learn’s quick visual indicators of progress across or within departments. View the status of course enrollment, completion, and overdue courses.

- Track course completion
- Monitor individual and department progress
- Reduce risk and liability with reports

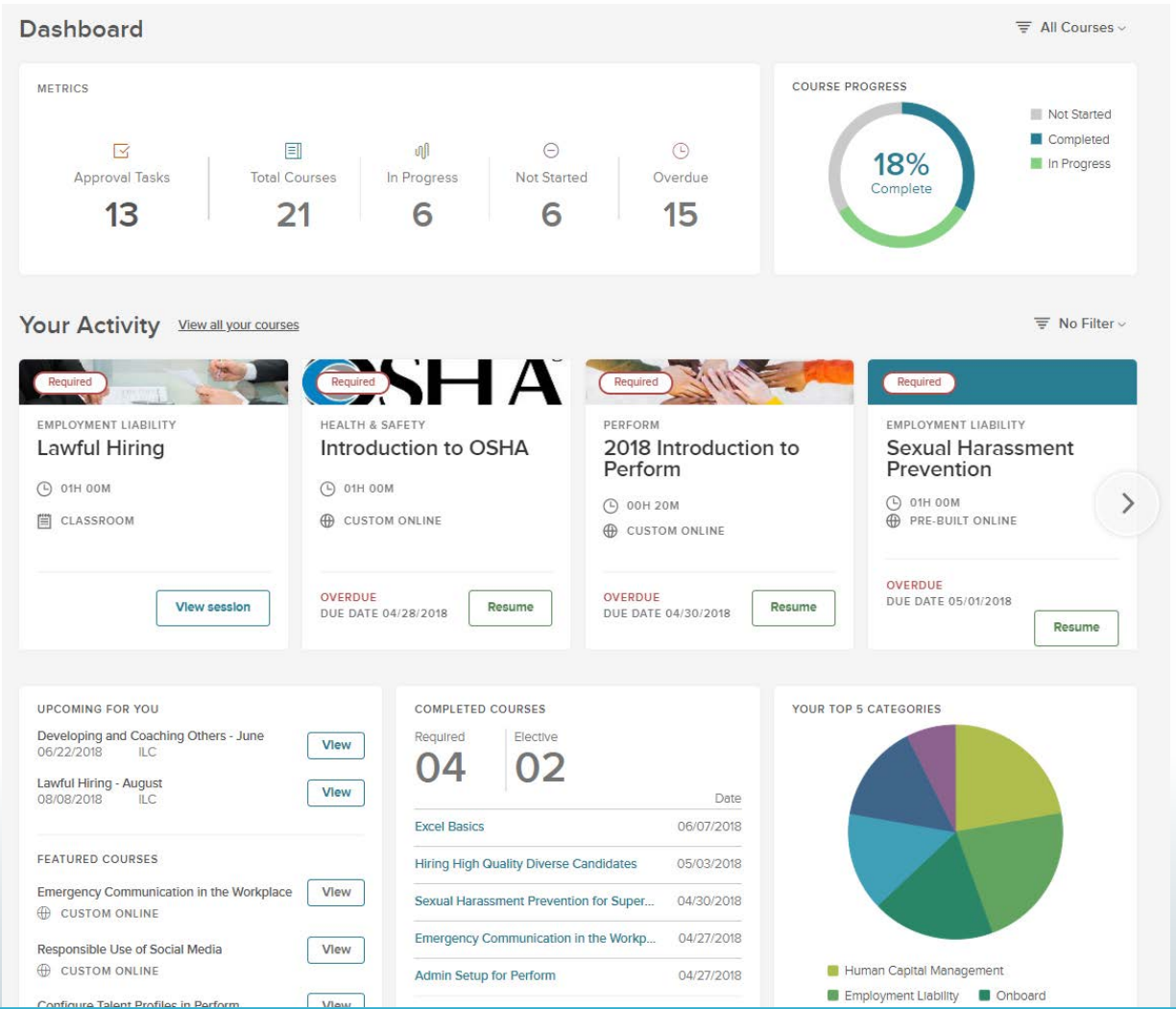
## MODERNIZE PROCESSES

Learn’s mobile experience and integration with Google and Outlook calendars make it easy for employees to stay informed of course requirements and complete them on the go. Use automated notifications and reminders to increase engagement and improve class attendance rates.

- Automated notifications and reminders
- Mobile-friendly interface
- Increase accountability and participation

“The online products & services they provide are invaluable for fulfilling our diverse & disperse training needs, as well as being affordable, & cost-effective.”

TRACY D. GALLO  
State of Vermont



## CULTIVATE GROWTH & PROMOTE EXCELLENCE

Help employees reach their full potential with continuous training that results in more competent and proficient employees. Make employees more effective in their current role or visualize a path to promotion. Our catalog includes course topics around communication skills, teamwork, and ethical decision making.

According to Accenture’s survey of Chief Administrators, 64% said a growing skills gap is their greatest workforce challenge. Implementing new training initiatives closes the gap.



# IMPLEMENTATION



## DISCOVERY

3 Weeks

### KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

## PHASES 1 & 2 INITIATION

5-6 Weeks

### ADMIN TRAINING

Customers start training on the Learn system through a combination of self-paced video modules, demonstrations from the implementation consultant and practicing in a training environment.

### CONFIGURATION

Customers start training on the Learn system through a combination of self-paced video modules, demonstrations from the implementation consultant and practicing in a training environment.

## PHASES 3 & 4 PRODUCTION

2-3 Weeks

### TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Learn system for going live.

### TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions.

*Add-On Service: Remote training for end users available for purchase.*

## POST-PRODUCTION

Ongoing

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.





COMPLY

RECRUIT

DEVELOP

MANAGE

*The NEOGOV platform combines 4 modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.*

## THE MANAGE MODULE

keeps public sector HR teams organized and compliant by centralizing employee data, payroll, and benefits.

The Manage Module is engineered specifically for government agencies and institutions of higher education. It's designed to streamline and unify your core HR processes like payroll, time and attendance, and benefits. Additionally, it provides a time-saving self-service portal for your employees.

The self-service portal reduces errors and eliminates time-consuming requests by allowing employees to view and update their personal data, payroll details, and elected benefits.

# NEOGOV

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## HRIS

Manage all public sector HR needs  
with one integrated solution for  
Core HR, Benefits, Payroll,  
and Time & Attendance

Item 7m.

MANAGE



## A CENTRAL INTEGRATED SOLUTION – *designed for the* – COMPLEX NEEDS OF THE PUBLIC SECTOR

NEOGOV's Human Resource Information System (HRIS) is your central hub for employee records, salary, benefit administration, and workforce data. With one integrated system for Core HR, payroll, and time and attendance, NEOGOV's HRIS system makes it easy to manage and track human resources data while achieving compliance.

Designed with the public sector in mind, NEOGOV's HRIS automates approval workflows, streamlines HR processes, and minimizes repetitive administration tasks. Highly configurable and intuitive, HRIS lets HR shift their focus to higher value projects. The platform provides visibility across the agency and self-service access so employees can view pay stubs, update contact information, request time-off, change tax elections, and more, while automatically triggering any necessary approvals.

### CREATED FOR YOU *and your employees*

- ✓ Fully integrated solution
- ✓ Compliant with public sector requirements
- ✓ Employee self-service



# HIGHLIGHTED FEATURES

## CORE HR

Centralize all personnel data in one place with NEOGOV's Core HR solution.

- Centralized storage of employee data with routing and approval workflows
- Employee self-service\* with benefits, pay stubs, W2s, etc.
- Transparency between HR and employees

## PAYROLL

Process accurate payroll on time while ensuring compliance with changing payroll laws. Supporting complex payroll requirements, our solution integrates easily with any general ledger and accounting suite.

- Complex capability: retro-pays, future dating, FLSA, and more
- Ensure compliance with changing payroll laws
- Integrate easily with any general ledger or accounting suite

## TIME & ATTENDANCE

Set up unlimited schedule and shift patterns and provide online timesheets that integrate with time clocks and mobile time entry. Automate processes and reduce costly errors that cause incorrect payroll ledgers by eliminating manual processes.

- Highly configurable and automated
- Set unlimited schedule and shift patterns
- Online timesheets and mobile time entry
- Eligibility, entitlement, and FMLA tracking

## BENEFITS

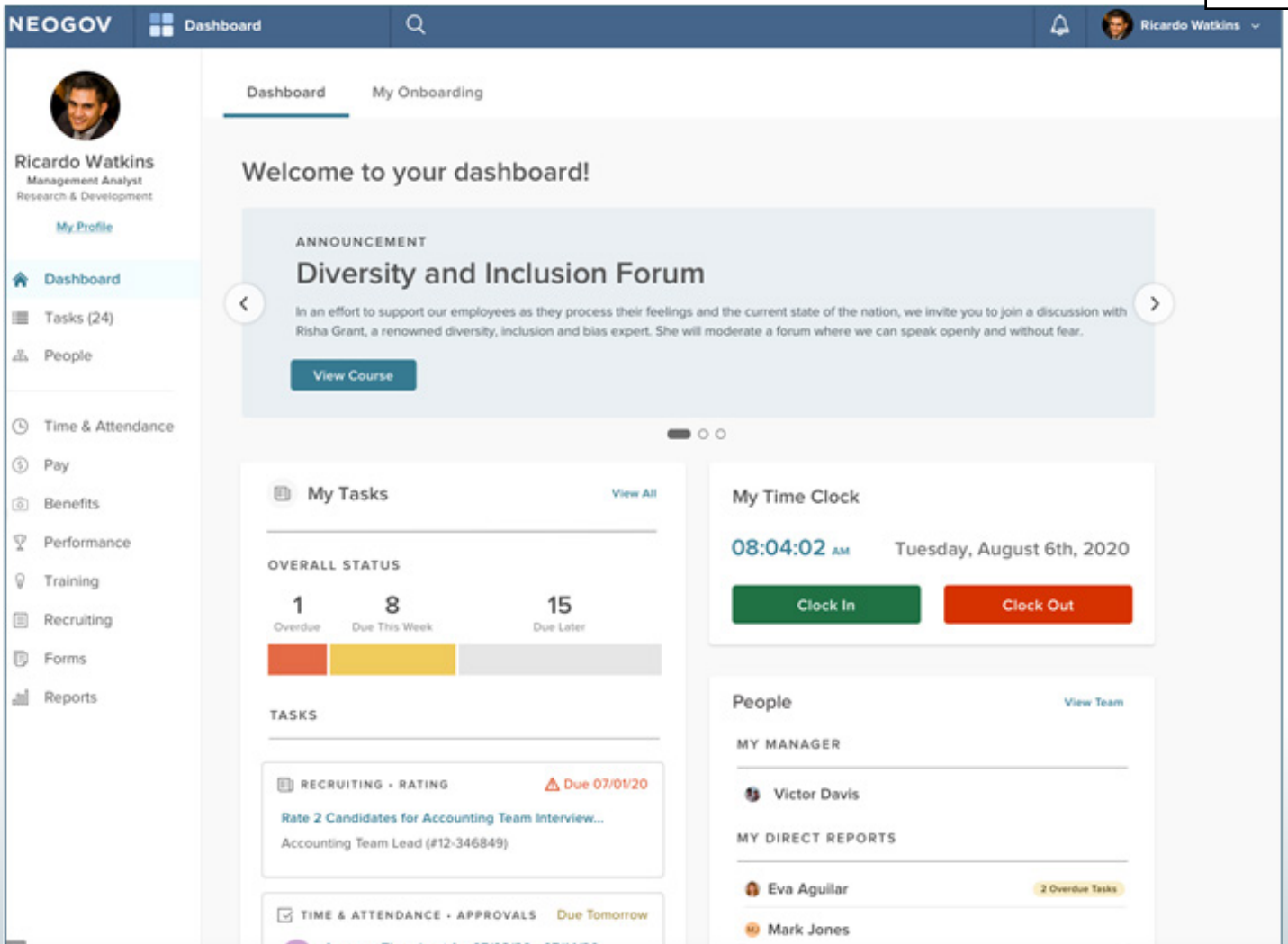
Manage all employee, plan, and enrollment types in one place for increased transparency across every department.

- Define plan, coverage and rate data
- Schedules based on employee group, type, union, status
- Seamlessly integrated with Payroll with complex calculations for contributions
- 834 Carrier Exchange - Up to 3 Included

“The online products & services they provide are invaluable for fulfilling our diverse & disperse training needs, as well as being affordable, & cost-effective.”

TRACY D. GALLO  
State of Vermont

\*Must have Benefits and Payroll

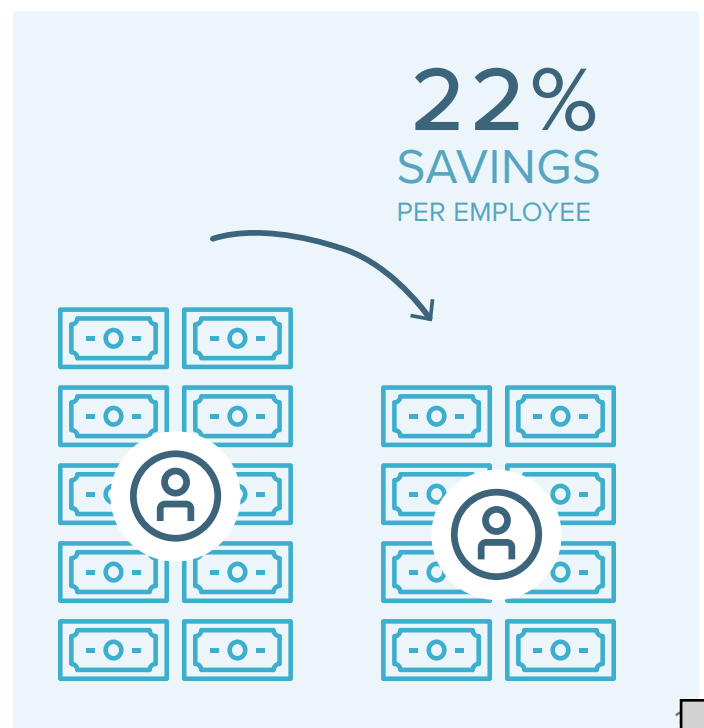


Employee/Manager Self Service Dashboard

## INVEST IN AUTOMATION

NEOGOV's HRIS not only allows HR to spend more time on new initiatives for their employees, but also benefits the organization with a cost saving per employee.

According to Bersin by Deloitte, companies that utilize automated HR systems save an average of 22% per employee.





# IMPLEMENTATION



## DISCOVERY

---

5 Weeks

**KICK-OFF** Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials. Discovery for all purchased products happens at the same time.

## PHASES 1 & 2 CONFIGURATION

---

6-8 Weeks

**SCOPE** Meet with Implementation Consultant (IC) Team weekly to fill out the employee data workbook, discuss and answer questions regarding your configuration, make decisions about how your software will work, and return any deliverables assigned to you.

**TRAINING** Customers start learning the HRIS system through a combination of self-paced training modules, demonstrations from the Implementation Consultant and practicing in a training environment.

**CONFIGURATION** The main elements and administrative settings of the HRIS platform are configured together by the customer and Implementation Consultant.

## PHASES 3 & 4 TRAINING & PRODUCTION

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8 - 20 Weeks

**TEST & TRAIN** During the train & testing phase of your implementation the team will begin to train you on how to use the system, test and validate your data, and make adjustments as identified. Once this is complete you will sign off on the training environment.

**PARALLEL** Once training, testing, and validation of your data are complete, we will enter the payroll parallel period. A minimum of 2 parallel cycles is required.

**MIGRATION & VERIFICATION** Once we have completed your system set-up, testing, and refinements and a test cycle of parallels, it will be time to migrate to the production environment. You will have an opportunity to provide updated employee data and validate your production data as we complete a production level parallel.

**SIGN-OFF** You will sign off on the production environment and the system will go live. You can now execute your internal rollout plan.

## POST-IMPLEMENTATION

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1-2 Weeks

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.



RECRUIT

DEVELOP

MANAGE

COMPLY

*The NEOGOV platform combines 4 modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.*

## THE COMPLY MODULE

integrates your policy management processes into one easy-to-use platform, keeping you organized and compliant by creating a single source of truth for all your important policies and documents.

With our Policy and eForms products, you can manage, update, distribute, and track your important policies and documents with ease. Enjoy easy collaboration with key stakeholders on policy updates, keep your employees accountable with signature tracking, and update policies up to 4x faster than traditional processes.



# NEOGOV

## POLICY

Item 7m.

COMPLY

Policy is a secure, cloud-based repository to manage your policies and documents across their entire lifecycle.

Develop, review, approve, distribute, and track every policy with confidence, knowing that only one published version exists.

## KEEP YOUR TEAM ORGANIZED – *and compliant with a* – MODERN POLICY MANAGEMENT SOLUTION

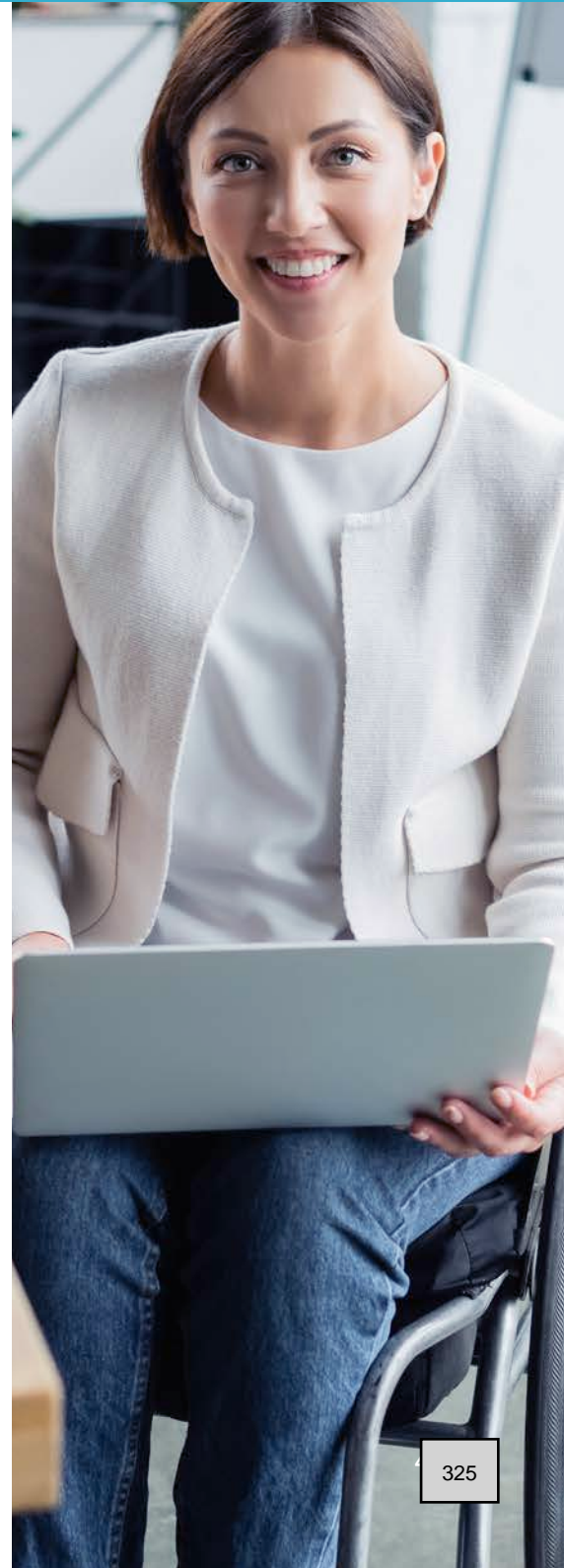
Policy is document-management simplified. Our secure, cloud-based repository manages policies and procedures across their entire lifecycle, ensuring your team is always connected to a single source of truth. Create, store, and distribute every policy with confidence, knowing only one published version exists.

Keep employees accountable with the ability to capture and track e-signatures. Easily view outstanding items like incomplete training, missing signatures, or failed tests, and quickly take action. Every time a policy is revised the public view is automatically updated, so your employees remain accountable.

Route documents for collaboration, review, or approval. Establish consistent processes for each department with workflow templates. Easily review and approve changes to critical documents with side-by-side, color-coded highlighting of everything that has been added, deleted, or revised.

### CREATED FOR YOU *and your employees*

- ✓ Communicate More Effectively
- ✓ Build A Culture of Compliance
- ✓ Update Policies 4x Faster



# HIGHLIGHTED FEATURES

## UPDATE POLICIES 4X FASTER

Update policies 4x faster when compared to traditional processes. Save time with automated alerts, easily collaborate on document changes with key stakeholders, and track complete document histories.

- Fully integrated with Microsoft Office to edit policies and track changes
- Stay organized with a single source of truth for each policy
- Schedule automated policy review notifications to regularly update key policies
- Set up advanced workflows to collaborate across your organization

## SAVE THOUSANDS IN PAPER COSTS

Paper processes are expensive and time-consuming. Modernizing your policy management process will save you time, resources, and prepare you for the future.

- Save an average of \$11,000 in paper and printing costs alone
- Full-text search makes locating a policy quick and easy
- Reduce your carbon footprint with more than 47 trees saved per customer
- Free mobile application provides access to up-to-date policies from any location

## FOSTER A CULTURE OF ACCOUNTABILITY

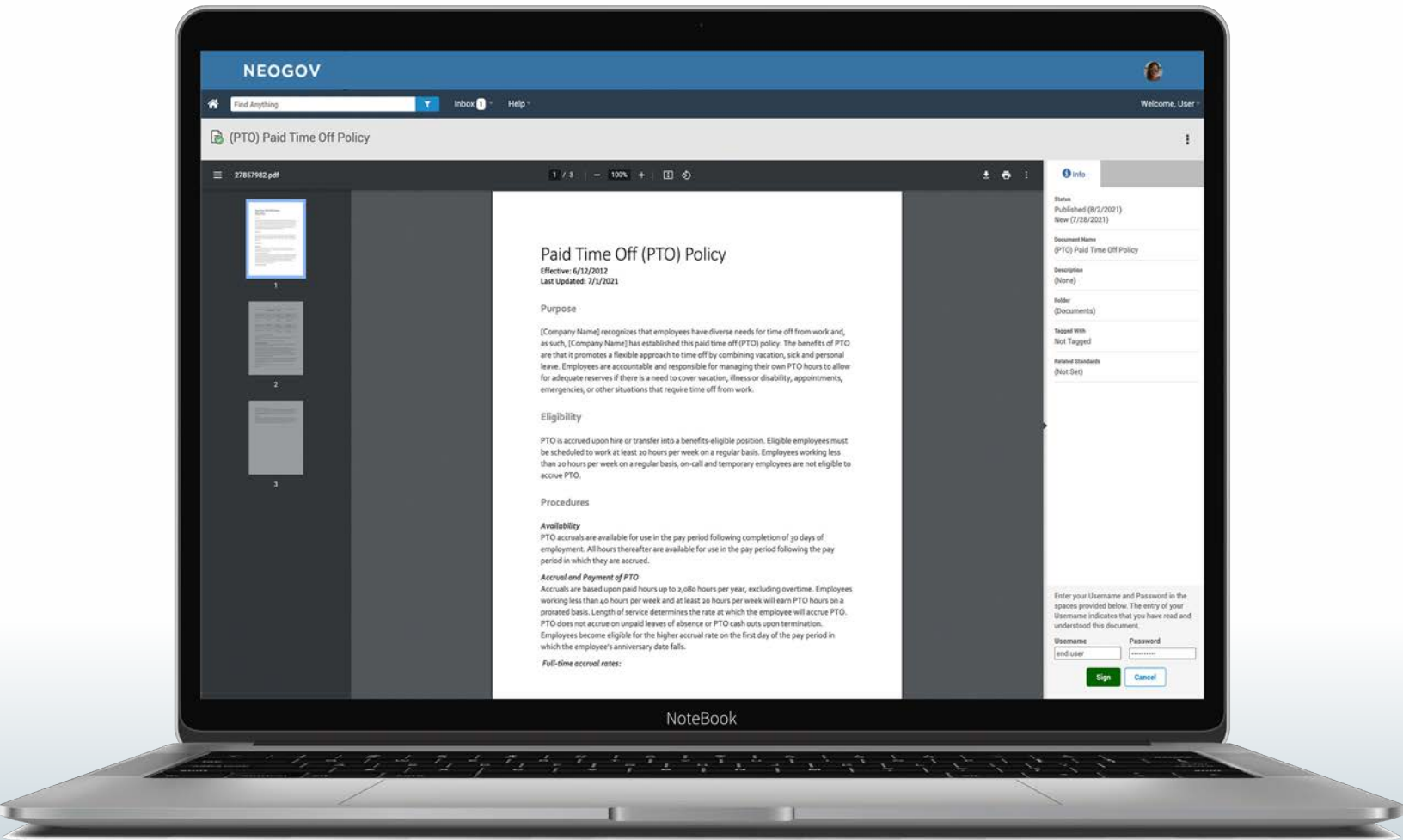
Compliance hinges on effective policy management. Use Policy's powerful tracking tools to reduce liability.

- Hold employees accountable with electronic signature tracking
- Maintain a complete audit trail of every version of every policy
- Automatically alert employees when a policy has changed
- Side-by-side comparison of policy changes for faster comprehension

“NEOGOV'S Policy creates a way for us to quickly revise a policy and with one click release it to hundreds of people so they can acknowledge it.”

**WILL STONE**  
Seminole County Sheriff's  
Office, Florida





*View and Edit Policies*

## SAVE TIME AND MONEY

These days, public sector HR teams need to be able to update policies quickly and efficiently. But many policy management processes are stuck in the past. Implementing a modern policy management solution provides wide-ranging benefits to both your employees and your organization as a whole.

Policy enables you to revise and distribute policies 4x faster than traditional paper-based processes. This results in enormous time savings right from the beginning.

Additionally, customers that move to a modern policy management solution save an average of \$11,000 in paper and printing costs alone. These savings continue to grow over time.

# IMPLEMENTATION



## DISCOVERY

---

1 Week

### KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

## PHASES 1 & 2 INITIATION

---

5-6 Weeks

### ADMIN TRAINING

Customers start learning the Policy system through a combination of self-paced training modules, demonstrations from the Implementation Consultant and practicing in a training environment.

### USERS & GROUP CREATION

Employees are imported into the Policy platform so that the customer can create user groups that will serve as reviewers and approvers of policies.

### DOCUMENT MANAGEMENT

The Implementation Consultant will load all existing policy documents into the system.

## PHASES 3 & 4 PRODUCTION

---

2-3 Weeks

### TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Policy system for going live.

### TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions.

*Add-On Service: Remote training for end users available for purchase.*

# NEOGOV

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## EFORMS

Item 7m.

COMPLY

Employee document and workflow management software that helps you easily create online forms, manage documents, and build seamless workflows in minutes.



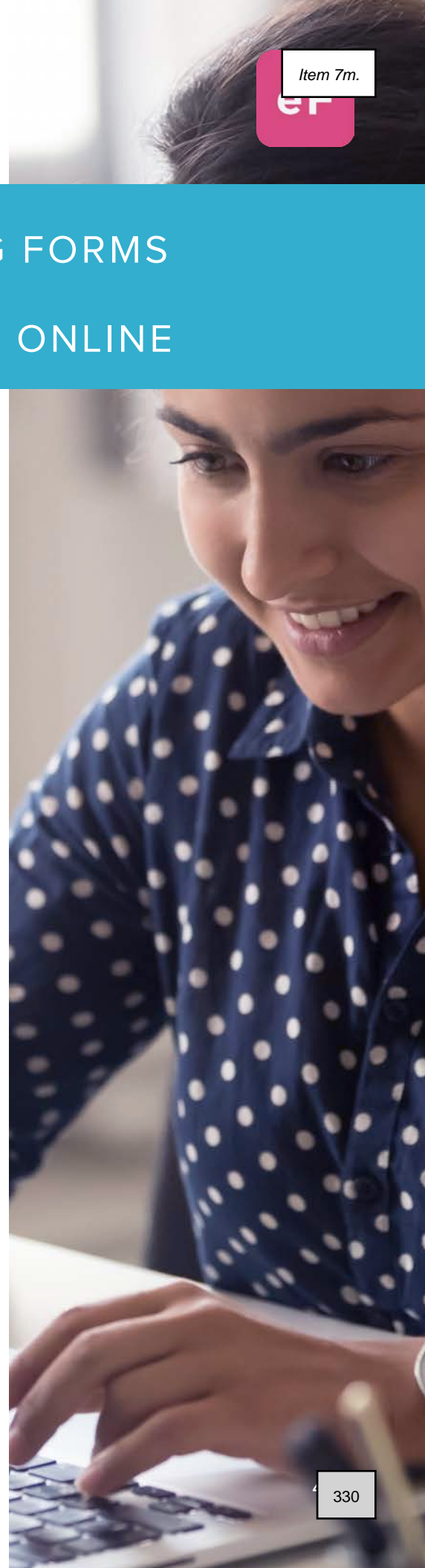
## PUT AN END TO CHASING FORMS – *by managing your* – FORMS AND WORKFLOWS ONLINE

Never lose a form or manage deadlines with spreadsheets again with NEOGOV's employee document management solution, eForms. Easily build seamless routing workflows in minutes and create online forms to handle everything from complex life events to simple parking forms. Make organization easy by managing all employee documents electronically and storing all completed forms in an employee personnel file.

Manage employee documents with ease through automated distribution, submission, tracking, and approval of HR forms. Protect sensitive HR data by setting different user roles and controlling permissions. Modernize your processes with customized digital workflows, routing, and eSignatures to eliminate paper and messy spreadsheets. Do away with manual processes and get more time to focus on strategic initiatives.

### CREATED FOR YOU *and your employees*

- ✓ Build online forms in minutes
- ✓ Automate routing and reminders
- ✓ Employee document management





# HIGHLIGHTED FEATURES

## PROCESS & FORM BUILDER

Easily create forms and processes in order to accommodate simple or complex requirements. Processes can be self-initiated or automatically initiated on certain dates specified by HR. Automated email reminders help employees, managers, and HR stay on top of deadlines to ensure tasks are completed on time.

- Easily create forms and automate workflows
- Make all your forms available online
- Ensure public sector compliance

## EMPLOYEE SELF-SERVICE

With eForms, you can allow employees to self-initiate processes and track statuses to completion. Save time by eliminating employee questions about the status of approval. Drive accountability through notifications and reporting, ensuring employees take actions.

- Enable employees to self-initiate processes
- Schedule notifications and reminders
- Track status of processes

## EMPLOYEE DOCUMENT MANAGEMENT

eForms stores all documents the employee has completed throughout their employee lifecycle. Working cohesively with NEOGOV's other products, eForms acts as a central repository for any employee documents used within the product suite. For example, new hire forms from Onboard can be accessed in eForms.

- Accurate and consolidated records
- One central repository for employee paperwork
- Supports entire employee lifecycle

“This product is a huge game changer for HR.”

DEBORAH ERB  
San Luis Obispo

# IMPLEMENTATION



## DISCOVERY

---

3 Weeks

### KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

## PHASES 1 & 2 INITIATION

---

5-6 Weeks

### ADMIN TRAINING

Customers start learning the eForms system through a combination of self-paced training modules and demonstrations from the Implementation Consultant.

### CONFIGURATION

The main elements of the platform are configured jointly by the client and Implementation Consultant, including form builder, process builder and the employee document management system.

## PHASES 3 & 4 PRODUCTION

---

2-3 Weeks

### TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the eForms system for going live.

### TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions

*Add-On Service: Remote training for end users available for purchase.*

## POST-PRODUCTION

---

Ongoing

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.

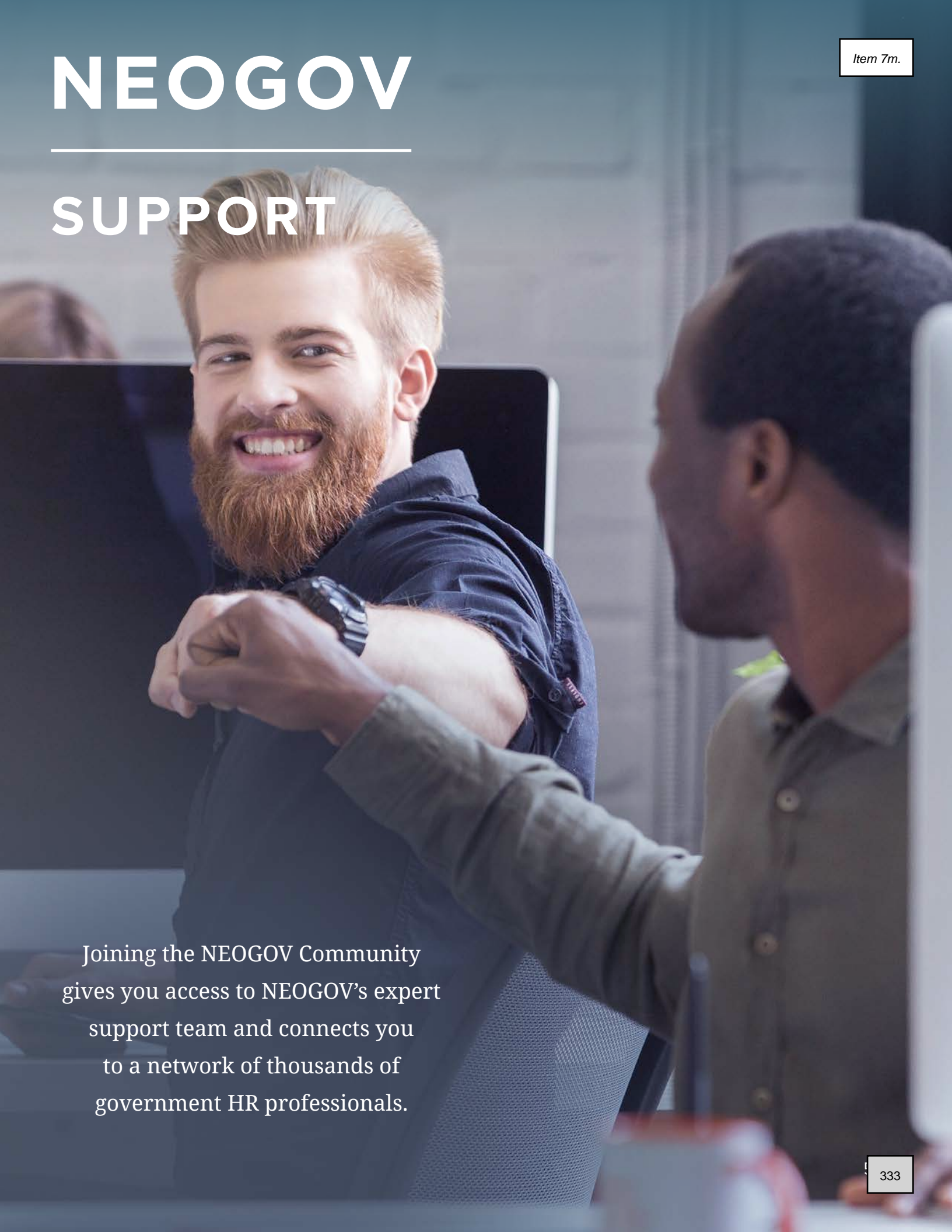


# NEOGOV

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Item 7m.

# SUPPORT

A photograph of two men in an office. The man on the left has a full, well-groomed beard and is smiling broadly, pointing towards a computer monitor. He is wearing a dark blue button-down shirt. The man on the right is seen in profile, looking towards the first man. He is wearing a light-colored, button-down shirt. The background is a blurred office environment with a whiteboard and other office equipment.

Joining the NEOGOV Community gives you access to NEOGOV's expert support team and connects you to a network of thousands of government HR professionals.

# GREAT SUPPORT

– at your –

## FINGERTIPS

### CUSTOMER SUPPORT

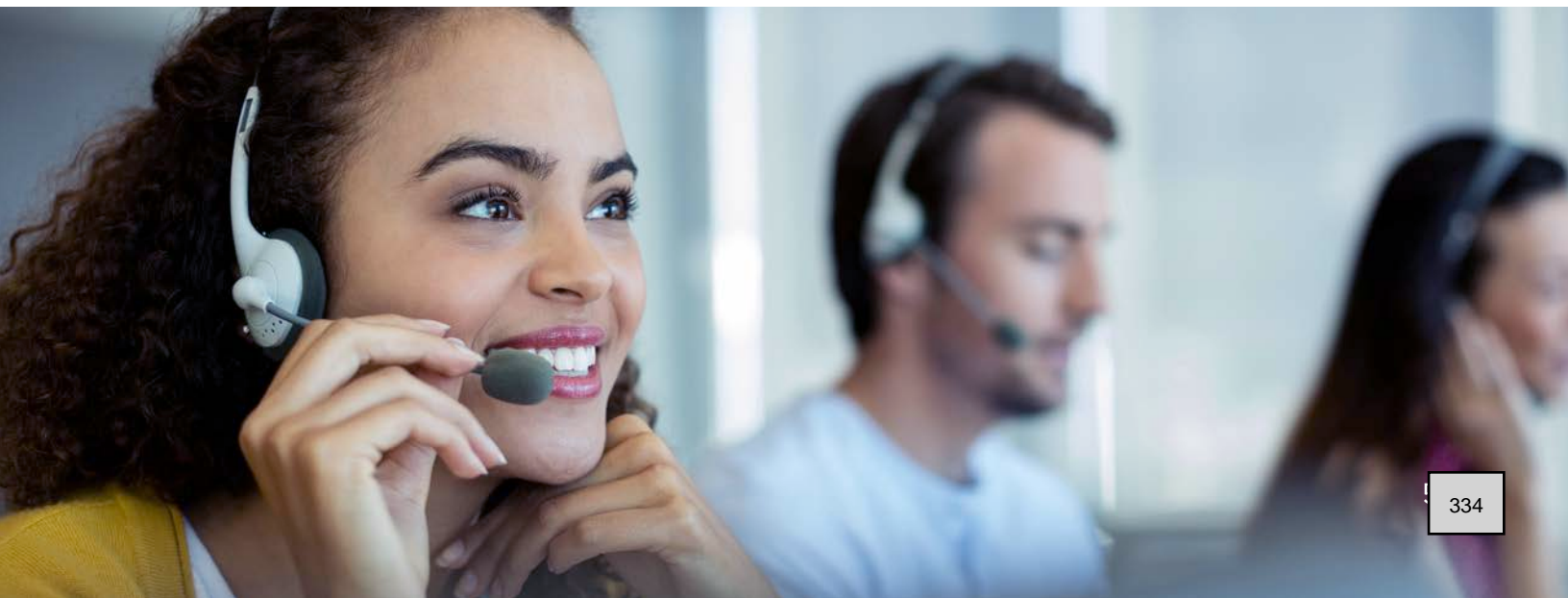
**NEOGOV has a team of experienced professionals ready to help you learn our products and answer your questions by phone, email, or logging a case.** Our live Customer Care Team is available from 6:00 AM to 6:00 PM (Pacific Time), Monday through Friday (excluding NEOGOV holidays). During these phone support hours, you have an unlimited number of calls available. If you call outside of these hours, or if all our representatives are busy, simply leave a message and your call will be returned once a team member is available.

### APPLICANT SUPPORT

**Our highly trained applicant support professionals are available for live consultations with applicants to resolve technical issues.** Our live Applicant Support Team is available from 6:00 AM to 5:00 PM (Pacific Time), Monday through Friday (excluding NEOGOV holidays). If a call is received outside of these hours, or if all our representatives are busy, the caller can press a button to request a callback.

### IMPLEMENTATION SUPPORT

**NEOGOV's team of skilled Product Implementation Consultants (many of whom are former HR professionals) are here to help you successfully deploy our products.** You'll be assigned an Implementation Consultant to guide you through learning and configuring our products. Rather than a one-time software trainer with limited interaction, your Consultant will serve as your Product Subject Matter Expert, providing you with best practice advice during the entire implementation project.



# CONNECT WITH US

## COMMUNITY CONFERENCE CALLS

NEOGOV provides Community Conference Calls. Once you sign in to a product, you become subscribed to an email that announces the upcoming times and dates of our Community Conference Calls. The email subscription can be modified within your user settings. These calls focus on sharing new product features and functionality with our users.

## ONLINE SUPPORT

**When you join NEOGOV, you become part of our Online Community, a 24-hour resource where customers can connect and interact with each other.** Our team ensures up-to-date materials are available for you, from training guides and video tutorials to announcements, FAQs, and product enhancement release notes. Connect with other HR professionals through the Community Forum, where you can share knowledge, resources, ask and answer each other's questions. Collaboratively use the Idea Board to suggest improvements to our products and vote or comment on your peers' ideas. All of these features and more are available for your unlimited use.

## CONNECT USER CONFERENCE

**NEOGOV's CONNECT Conference and Pre-Conference Training are annual, live, in-person events focused on providing customers with training and information** to enhance their use of NEOGOV products and their professional knowledge. Pricing for tickets is published once available and varies from year to year.

The Pre-Conference Training is a day-long selection of classes about NEOGOV products. The Conference is a two-day series of sessions providing additional product and best practices information to grow customers' knowledge base — some of which qualify for SHRM and/or HRCl credits. We also host a social event at the Conference to foster relationships between members of the NEOGOV Community.





## SUPPORT SERVICE LEVELS

**We take all of your support requests very seriously.** In order to ensure all your phone and online bug reports are appropriately addressed, we confirm all requests through case receipts. These case receipts are promptly shared with you. A NEOGOV employee will discuss and review the ticket with you to assess priority. After internal investigation, we'll update you with a resolution timeline.

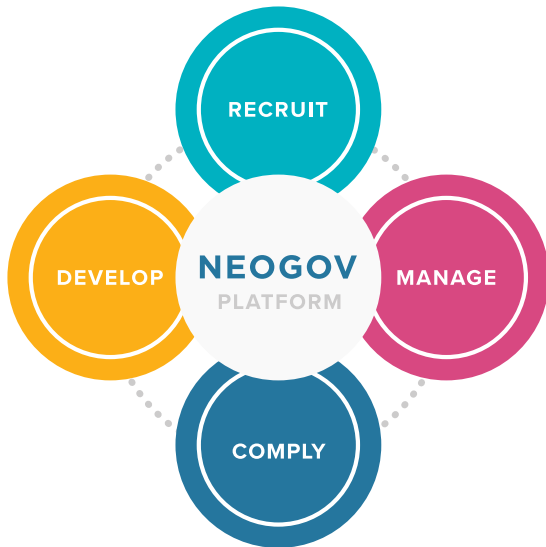
## HOSTING & SECURITY

NEOGOVS places a priority on data security and implements industry-leading protection and resilience measures including, but not limited to:

INFRASTRUCTURE	SECURITY
Tier 3 fully redundant Data Centers located in different geographic zones	Best in class Endpoint Protection Platform (EPP)
No single point of failure	IDS/IPS
Multiple biometrics required for physical access	Automated and manual penetration testing
SOC1 type 2 certified Data Centers	Bug bounty program
Portable IP block accessible across multiple locations	Automatic DoS and DDoS preventative measures
Resilient routing using BGP across multiple ISPs	Application aware firewall filtering and AV scans
COMPLIANCE	Only TLS1.2 ciphers allowed
HIPAA Security Rule compliant	Inbound packet inspection
SOC2 type 2 certified	Multi-vendor firewalls
NIST 800.53 moderate certified	Data encryption in transit
PCI-DSS self-certified	Data encryption at rest using AES256



## COMPLETE THE SUITE



*Complete the NEOGOV platform to support the entire employee lifecycle.*

### RECRUIT

Accelerate time-to-hire by automating and centralizing the candidate attraction, selection, and onboarding processes.

### DEVELOP

Build a more capable workforce with professional development tools and customized training programs that maintain compliance.

### MANAGE

Ensure HR stays organized and compliant by centralizing employee data, payroll, and benefits in a highly-secure system.

### COMPLY

Manage, update, distribute, and track important documents to stay compliant and maintain a single source of truth.

## THE NEOGOV DIFFERENCE



### Public Sector-Focused

We focus exclusively on the unique needs and compliance requirements of government agencies and higher ed institutions.



### Shared Library of Global Resources

Save time by tapping into our global resource library to leverage other organizations' detailed class specs, forms, and processes.



### Online Community of Peers

Join thousands of other public sector HR leaders who participate in discussions and solve challenges together.



### Free Customer Support and Training

We're here to help. Contact a live customer service agent with questions, attend free training events, and access online courses.



**Huerfano County  
Land Use Department  
401 Main Street, Suite 304  
Walsenburg, Colorado 81089  
719-738-1220, Ext. 1117 (Bldg Department)**

March 27, 2023

This Letter is concerning Steven Kent Richardson Oxy USA. A parcel of land located in PT of the NE4NE4 also being a part of lot 1, sec2 & PT of the NW4NE4, also being PT of lot 4, sec1, all in 28-70 (parcel number 118131) in Gardner, zoned part industrial and part agricultural (see parcel map) After investigating, the property, there are two structures currently on the property as well as a storage tank.

The land owners currently have a storage tank for their buildings, that was filled with a local well, they no longer have access to the well and are requesting a bulk water permit to haul water from Gardner.

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  
(719) 738-1220 ext. 118 (Office)  
(719) 248-9019 (Cell)  
[rsablich@huerfano.us](mailto:rsablich@huerfano.us)

**PERMIT AND AGREEMENT FOR BULK WATER USE**

This permit and agreement for bulk water use ("Application") is entered into by and between the Gardner Water and Sewer Public Improvement District ("District") and:

Steven Kent Richardson Oxy USA to become effective on 3-7-23  
(Printed Name) ("Effective Date").

Applicant is requesting bulk water as a

County Resident X Non County Resident \_\_\_\_\_

Licensed Contractor of Huerfano County \_\_\_\_\_

Physical address of property where water will be used

1386 Cty Rd 562 Gardner, CO 81040

In space provided please explain why you are requesting to open a bulk water account

We have a storage tank for our Buildings, that used to be filled with a local well.

We no longer have access to the well. So we will need to haul water from Gardner to our storage tank

**Attach proof of ownership to this form.** Accepted forms of ownership are a Property Deed, Treasurers Deed, or File Maintenance print out from county Assessor's Office.

**Bulk Water Rates and Administrative Fee.**

**County Resident Rate:**

\$0.04 cents per gallon up to 30,000 gallons per calendar year, limited to 2,500 gallons per month. Use exceeding 30,000 gallons per calendar year will be charged \$0.08 cents per gallon, limited to 1,500 gallons per month. County resident status is defined as owning a parcel of land within the 81040 postal zip codes, or within the Upper Huerfano River drainage basin with an approved conforming primary residence on the parcel.

**Non County Resident Rate:**

08

\$0.08 cents per gallon up to 30,000 gallons per calendar year, limited to 2,500 gallons per month. Use exceeding 30,000 gallons per calendar year shall not be permitted. Nonresident is defined as an owner of any un-improved parcel of land within the 81040 postal zip codes, or within the Upper Huerfano River basin, or any user outside of the Upper Huerfano River basin.

**Licensed Contractor of Huerfano County:**

Contractors licensed in Huerfano County shall be charged a rate of \$08.5 cents per gallon and limited to 15,000 gallons per calendar year.

**Administrative Fee:**

A non-refundable new application administrative fee of \$50.00 dollars is due at time of application submittal.

*Huerfano County has land use regulations. Account holders charged with a land use violation(s) shall have their account suspended. If it is determined that a violation does exist all remaining fees will be forfeited and the account terminated. NO EXCEPTIONS. Issuance of a bulk water account does not guarantee a source of water in perpetuity.*

**Approval of all bulk water accounts is subject to inspection of subject property by a county representative and approval of the Board.**

Applicant by signing this "Application" agrees to hold the District harmless for any damages to their property as a direct result of utilizing the Bulk Fill Station.

Customer signature: Steve Richardson

~~DL#~~ \_\_\_\_\_ ~~State~~ \_\_\_\_\_  
~~Expiration date~~ \_\_\_\_\_ ~~DOB~~ \_\_\_\_\_

Phone number: (719) 568-2654

e-mail address: \_\_\_\_\_

Application received by: Nancy Bester  
Office Representative

Date 3-7-23

Date application received by Public Works Director: \_\_\_\_\_

Application was reviewed at the regularly scheduled Huerfano County Board of County Commissioners meeting of \_\_\_\_\_

District approved: \_\_\_\_\_ District denied: \_\_\_\_\_

Finance staff to complete below information:

Date account opened: \_\_\_\_\_ Account # \_\_\_\_\_

Administrative Fee \$50.00 paid by: \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Attach copy of check to agreement

Card Transaction  Attach receipt from Treasurers Office 3-7-23

Bulk Water fee collected: \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Attach copy of check to agreement

Card Transaction \_\_\_\_\_ Attach receipt from Treasurers Office

# Huerfano County



3/27/2023, 4:04:30 PM

Parcels Streams Zoning INDUSTRIAL

1:4,514

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.19 km

© 2023 Microsoft Corporation © 2023 Maxar ©CNES (2023) Distribution Airbus DS

The information on this map was derived from digital databases created by Huerfano County GIS. Care Public Viewer

Item 7n.

ACCOUNT FILE MAINTENANCE

INQUIRY ONLY

Item 7n. 5

Account Name 118131 Flag R LEGAL DESCRIPTION  
 Address 1 ATLANTIC RICHFIELD CO A PARCEL OF LAND LOCATED IN  
 Address 2 C/O OXY USA INC PT OF THE NE4NE4, ALSO  
 Address 3 TAX DEPT (SHEEP MOUNTAIN) BEING PT OF LOT 1, SEC 2; &  
 Address 4 PO BOX 27570 PT OF THE NW4NW4 ALSO BEING  
 State/Zip HOUSTON TX 77227 7570 PT OF LOT 4, SEC 1, ALL IN  
 Property 28-70. (FOR FULL DESC. SEE  
 Map Num 28-5151-021-00-004  
 Prev Name1  
 Prev Name2

Use 0550	City 00000	Subdv 00000	VALUES-ASSD LAND	TAXABLE 7285	EXEMPT
Anlys SF8	Tax/Dst 1GS	Zone 0D			
Exempt	Late Filing	Advrt Y Bnrpt N	TOTALS	7285	
ACRES: Master 00000004638	Legal 000	Value 4638	Ignore PP \$	15080	Exemption N
			NOV #	NOD #	

CHANGES

Parcel On 07/18/2018	By COHUMELI	CMD1-Value Change	CMD2-Legal Change
Name On 04/06/2009	By TONI	CMD3-Both Changes	CMD4-Sales Change
Values On 04/13/2007	By TONI		
Legal On 00/00/0000	By	CMD22-Abort Entry	HELP-More Details



Item 7n.

# Thank you for your payment!

This service has been provided by [Huerfano County Treasurer, CO](#) and [Point & Pay](#). We value your business. Please keep this receipt for future reference.

You have made a payment to [Huerfano County Treasurer, CO](#) . Huerfano County Treasurer Thanks You For Your Business. Credit Card Services provided by Huerfano County Treasurer in connection with POINT & PAY. Signature: \_\_\_\_\_

**Name:** Steven Richardson  
**Address:** 1386 County Road 562, Gardner CO, US, 81040  
**Contact:** 7195682654  
**Comments:**

**Payment ID:** 130922728  
**Date:** 03/07/23 11:47 AM  
**Subtotal:** \$50.00  
**Fee:** \$2.00  
**Total:** \$52.00  
**Method:** Credit Card(\*\*\*\*\*0487)

Item Purchased	Transaction Description	Account	Amount
GPID	Huerfano Co		\$50.00

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
By signing this receipt you agree to the terms and conditions of this service.

You will see one line item on your credit or debit card statement indicating the amount you paid and will be identified as *Huerfano Co* . If you have any questions about the charges please call 1-888-891-6064.

[Print Receipt](#) [Close Window](#)

John Galusha, Chairman  
Arica Andreatta, Commissioner  
Karl Sporleder, Commissioner



## HUERFANO COUNTY GOVERNMENT ADMINISTRATOR’S REPORT

**Date:** March 28, 2023  
**To:** Huerfano County Board of County Commissioners  
**From:** Carl Young, County Administrator  
**Re:** Report for the March 28 Regular BOCC Meeting

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

### Community Development Funding Requests

On March 21<sup>st</sup> the application window closed for our Community Development Fund Requests. We have received 22 Funding Requests from 15 organizations totaling \$353,199.78. A committee of staff and elected officials will review the applications before presenting them to the Board of County Commissioners.

### Legislative Update

The State Legislative Session is in full swing and the County is monitoring several bills that have the potential to impact Huerfano County. Last week I corresponded with representatives from Adams County on their proposed bill to allow the creation of County Development Authorities. This legislation will create a County version of the Urban Renewal Authority tool that municipalities can create. I recommend you support this legislation once introduced. I am also monitoring the following bills:

- HB23-1057 Amenities For All Genders In Public Buildings
- HB23-1066 Public Access Landlocked Publicly Owned Land
- HB23-1075 Wildfire Evacuation and Clearance Time Modeling
- SB23-166 Establishment of A Wildfire Resiliency Code Board
- SB23-108 Allowing Temporary Reductions in Property Tax Due
- SB23-213 Omnibus Land Use Bill

### Huerfano River Bridge Rehabilitation Project

On March 22, KLJ Engineering led our Final Office Review Meeting on the Huerfano River Bridge Rehabilitation Project. This meeting with CDOT is an important step in completing the design phase of that project to replace the County Road 543 Bridge over the Huerfano River in Gardner. The current project cost estimate is \$636,719, including \$27K in contingency. This is approximately \$151K more than the previous estimate which was used for our Off-System Bridge Grant. Increases are primarily driven by unstable materials costs and significantly higher than usual contractor pricing on similar projects. We are exploring multiple ways to lower the cost or supplement funding, including additional grants, in-kind work, and extending times to complete.

### Spanish Peaks Airfield Electrical Lighting

Over the past several weeks I have been working with Garver Engineering and the FAA to finalize funding for our Electrical Lighting Project at the Spanish Peaks Airfield. Earlier this year we

conducted a informal process under FAA rules to select an Engineer for this project as it was not listed on our solicitation for Airport Engineering issued in 2021. FAA rules state that design costs have to be less than \$100,000 to use an informal process and the actual cost to complete the design exceeded that amount. I am considering splitting the grant and completing design work this year and putting the construction portion, including construction management, out to bid later this year to be completed in 2024.

### **Proposition 123**

Over the last two weeks I have participated in a couple of Proposition 123 Workshops with the Department of Local Affairs. At this point there are still more questions than answers, but I am optimistic that this is a program that Huerfano County can participate in and benefit from. At least in the first three years, before the requirements to deliver a certain number of units per year begin. Several hundred million dollars for affordable housing will become available in the second half of 2023 due to the enactment of Proposition 123 by Colorado's voters in 2022. This funding will be overseen by the Department of Local Affairs and the Governor's Office of Economic Development and International Trade (OEDIT). OEDIT funds are being expended through the Colorado Housing Finance Authority (CHFA) and DOLA is preparing grant programs for their portion of the funding. More information is available at <https://engagedola.org/prop-123>

### **On-Call Engineering RFQ**

On Monday, March 27, we interviewed 5 firms for our On-Call Engineering RFQ. We may hold a second round of interviews in the coming weeks for specialized firms. Bruce Roscoe will remain the County Engineer and GMS will remain our GPID Engineer. The firm(s) we select will primarily focus on federally funded, typically CDOT, projects.

### **Broadband**

On Monday, March 27, we received the Broadband Availability Map from Colorado State University. This is part of a service provided by NeoConnect who is contracted with CSU to work with the University and the County simply to deliver on the CSU Chancellor's and Board's initiative to provide better support to rural Colorado as embodied in their land grant mission. This multipart service is provided at no cost to the County for our involvement and efforts. The next steps are: (1) look at potential project areas that will capture the most Unserved/Unserved addresses; (2) discuss priority areas for projects with county representatives and get direction on project areas based upon their priorities; and (3) draw boundaries around the areas of greatest need, etc. They will need direction from the County on projects so they can develop cost estimates for fiber to the premise and Middle Mile that will be sized correctly to be fundable.

### **Bipartisan Infrastructure Law Navigator**

On Wednesday, March 29, I will be meeting with the South Central Council of Governments to be introduced to their grant navigator, a position funded to support local governments applying for infrastructure funds. I plan to discuss our desires around improving County Roads, Parks and Recreation improvements, broadband expansion, road and pedestrian safety projects along CDOT maintained roads, and post Spring Creek Fire recovery projects.

### **Best and Brightest Program**

Earlier this year the County applied to host a Best and Brightest Fellow. On Wednesday March 29, we will participate in interviews for 3 candidates. If we are successful in recruiting one of these candidates, they will begin working with the County in July.

**Fleet Management**

On Thursday, March 30, Dustin and I will be meeting with Enterprise Fleet Management for our annual client review. We are still waiting on a couple of previously ordered vehicles and will be discussing how to better manage the size of the fleet. I am not planning to recommend any white fleet vehicle purchases in 2024.

**Gardner Main Street Development**

The County has been working with residents in Gardner to develop a mixed used development in Gardner. The project, which includes a gas station, at least 10 housing units, space for commercial or light industrial development, and community amenities, has entered the engineering phase.

**Thorne Ranch**

The Board of County Commissioners received a presentation from Electra Johnson on a project to develop the Thorne Ranch into a Park. The BOCC gave some feedback and expects to start gathering public input later this Spring. The Board has also been working with the Water Conservancy District to develop a cooperative effort to best utilize water on the Ranch for the benefit of Huerfano County Residents.

**Redistricting**

By law, all counties must review their commissioner district boundaries after each federal census to ensure the districts are as equal in population as possible. Traditionally, this review occurred in the year following the federal census and had to be completed by September 30. However, significant delays in availability of population data from the 2020 Census due to the COVID-19 pandemic led the State Legislature to pass SB21-1047, which extended the statutory deadline for counties to complete BOCC redistricting until September 30, 2023. The County has reviewed our Commissioner Districts and determined that redistricting is required. County staff is preparing a number of preliminary plans for public review and input and expect to have those ready for review in the next few months. Our goal is complete redistricting by the end of July 2023.

## Flooding: Be Prepared

Floods can occur quickly and are the most common natural disaster in the United States. According to the National Weather Service (NWS), 106 people were killed by flooding and flash floods in the United States in 2022. The NWS reports that 14 people have already died because of flooding this year. While flooding can be dangerous and unpredictable, there are things you can do to be prepared in case of a flood emergency.

### KNOW YOUR RISK

The Federal Emergency Management Agency (FEMA) offers a Flood Map Service Center at <https://msc.fema.gov/portal/> home that allows you to enter an address to find out if it is in a flood prone area. Knowing what kind of flood risks exist in your area can help you be prepared. This is especially important if you live in an area prone to flash flooding. Monitor early warning systems for your area. You may also sign up for alerts from the Emergency Alert System (EAS) and the National Oceanic and Atmospheric Administration (NOAA) Weather Radio.

### HAVE A PLAN


If you are in a flood prone area, be prepared to move to higher ground, shelter in place, or evacuate in case of a flood warning. Learn and practice evacuation routes before flooding becomes a problem. Also have supplies gathered and on hand in case immediate evacuation is necessary or services are cut off by flooding.

FEMA recommends that everyone should have a ready supply of at least three days' worth of food, water, and needed medications in case of an emergency. Do not forget to include supplies for pets. Keep extra batteries and charging equipment for phones or other critical equipment on hand. Important documents should be stored in waterproof containers and digital password protected copies should be created in case the container is lost or unreachable.

### DURING A FLOOD

Ensure that you are in a safe location and monitor EAS, NOAA Weather Radio, local alerting systems for flood conditions. If you are told to evacuate, leave immediately. Travel conditions can change rapidly during a flood and delays in getting out can cost lives. Stay off bridges over fast-moving water as they can be washed away rapidly without warning. Never drive around road barriers or through flood waters. The majority of flood deaths occur when people drive through flood waters. It only takes one foot of moving water to sweep away a vehicle. Remember to turn around; don't drown.

### WHAT THIS MEANS FOR COUNTIES

Seasonal flooding is a reality for several Colorado counties. County employees and residents should have a plan in place to deal with flooding before it happens as well as plans to deal with its aftermath. For more information on flood preparedness, visit [www.ready.gov/floods](http://www.ready.gov/floods) or contact CTSI at 303-861-0507. 

# HUERFANO COUNTY



## HC TREASURER 2023 MONTHLY REPORTS

**401 Main Street, Suite 206**

**Walsenburg, CO 81089**

**Phone: 719-738-3000 Ext 505**

ACCT DESCRIPTION	BALANCE FORWRD	CURRENT	TOTAL YTD	PROJ REV	BALANCE	PCT
0010 COUNTY GENERAL FUND	1715061.16					
0010 FUND TOTALS	1715061.16	258091.77-	1456969.39	2506582.44	2499620.25	.27
0012 PARKS AND RECREATION	43203.69					
0012 FUND TOTALS	43203.69	10184.24-	33019.45			
0013 HOUSING AUTHORITY	.00					
0013 FUND TOTALS	.00	.00	.00			
0014 UNCLAIMED	746.47					
0014 FUND TOTALS	746.47	.00	746.47			
0015 SPECIAL PROJECT FUND	1480815.53					
0015 FUND TOTALS	1480815.53	187665.64-	1293149.89			
0020 ROAD & BRIDGE	510726.83					
0020 FUND TOTALS	510726.83	21939.93	532666.76	14584.30	14543.79	.27
0025 LEASE PURCHASE FUND	.00					
0025 FUND TOTALS	.00	.00	.00			
0028 EMERGENCY SERVICES FUNDS (DISPATCH)	917930.34					
0028 FUND TOTALS	917930.34	61647.58	979577.92			
0030 RETIREMENT	110438.25					
0030 FUND TOTALS	110438.25	10627.85-	99810.40	131258.96	130894.39	.27
0035 LODGING TAX TOURISM FUND	114242.91					
0035 FUND TOTALS	114242.91	32446.46	146689.37			
0040 DISASTER RECOVERY FUND	1161767.14					
0040 FUND TOTALS	1161767.14	.00	1161767.14			
0045 GARDNER PUBLIC IMPROVEMENT DISTRICT	16274.15					
0045 FUND TOTALS	16274.15	349.52	16623.67			
0051 WALSENBURG GATEWAY METRO DIST	.00					
0051 FUND TOTALS	.00	.00	.00			
0080 SPANISH PEAKS LIBRARY DIST	2704.99					
0080 FUND TOTALS	2704.99	550.37-	2154.62	234726.29	234259.27	.19
0081 SPANISH PEAKS LIBRARY DIST (BOND)	2606.74					
0081 FUND TOTALS	2606.74	531.95-	2074.79	227081.70	226629.89	.19
0090 HUERFANO CO. AMBULANCE ENTERPRISE	.00					
0090 FUND TOTALS	.00	.00	.00			
0095 WASTE TRANSFER STATION ENTERPRISE	60811.65					
0095 FUND TOTALS	60811.65	3366.90-	57444.75			
0100 MINERAL LEASING	.00					
0100 FUND TOTALS	.00	.00	.00			
0105 CREDIT CARD ADJ FUND	.00					
0105 FUND TOTALS	.00	.00	.00			

Item 9b.



ACCT DESCRIPTION	BALANCE FORWRD	CURRENT	TOTAL YTD	PROJ REV	BALANCE	PCT
0110 PUBLIC TRUSTEE	.00					
0110 FUND TOTALS	.00	.00	.00			
0120 SOCIAL SERVICES	863729.18	20158.99	883888.17	364517.21	363504.75	.27
0120 FUND TOTALS	863729.18	20158.99	883888.17	364517.21	363504.75	.27
0130 HOSPITAL DISTRICT (OPERATING)	14505.51	13327.73-	1177.78	1020642.04	1017807.01	.27
0130 FUND TOTALS	14505.51	13327.73-	1177.78	1020642.04	1017807.01	.27
0140 HOSPITAL ANTIC. WARRANTS (BOND)	1.38	1.38-	.00			
0140 FUND TOTALS	1.38	1.38-	.00			
0160 CITY OF WALSENBURG	41010.02	2939.17-	38070.85	297592.73	297097.60	.16
0160 FUND TOTALS	41010.02	2939.17-	38070.85	297592.73	297097.60	.16
0165 WALSENBURG TIF	459.55	418.52-	41.03	17133.88	17092.01	.24
0165 FUND TOTALS	459.55	418.52-	41.03	17133.88	17092.01	.24
0170 WAL (DOWNTOWN REV COMM) GID 28018	.00	.00	.00			
0170 FUND TOTALS	.00	.00	.00			
0180 TOWN OF LAVETA	14091.05	1622.70-	12468.35	45466.69	45038.73	.94
0180 FUND TOTALS	14091.05	1622.70-	12468.35	45466.69	45038.73	.94
0190 LA VETA FIRE PROT. DIST.	4444.37	2046.12-	2398.25	192889.77	191842.15	.54
0190 FUND TOTALS	4444.37	2046.12-	2398.25	192889.77	191842.15	.54
0200 LA VETA CEMETERY DIST	423.37	198.35-	225.02	18097.22	17998.94	.54
0200 FUND TOTALS	423.37	198.35-	225.02	18097.22	17998.94	.54
0210 HUERFANO WATER CONS. DIST.	4408.31	1336.70-	3071.61	309901.32	309039.54	.27
0210 FUND TOTALS	4408.31	1336.70-	3071.61	309901.32	309039.54	.27
0220 NAVAJO WATER DIST.	482.97	38.13-	444.84	35068.25	34869.64	.56
0220 FUND TOTALS	482.97	38.13-	444.84	35068.25	34869.64	.56
0230 CUCHARA SAN. WATER DIST.	2258.59	1080.32-	1178.27	101110.64	100634.80	.47
0230 FUND TOTALS	2258.59	1080.32-	1178.27	101110.64	100634.80	.47
0240 LA VETA LIB. DIST.	4616.18	2118.46-	2497.72	200869.83	199778.86	.54
0240 FUND TOTALS	4616.18	2118.46-	2497.72	200869.83	199778.86	.54
0250 RYE FIRE DIST.	83.11	70.47	153.58	9798.74	9798.74	.00
0250 FUND TOTALS	83.11	70.47	153.58	9798.74	9798.74	.00
0260 ECONOMIC & REVOLVING LOAN	.00	.00	.00			
0260 FUND TOTALS	.00	.00	.00			
0270 CUCHARA BOND	.00	.00	.00			
0270 FUND TOTALS	.00	.00	.00			
0280 UPPER HUERFANO CONSERVATION DIST	544.99	90.33-	454.66	49211.50	49107.39	.21
0280 FUND TOTALS	544.99	90.33-	454.66	49211.50	49107.39	.21
0290 UPPER HUERFANO FIRE DIST.	1274.12	227.60	1501.72	130907.03	130334.10	.43
0290 FUND TOTALS	1274.12	227.60	1501.72	130907.03	130334.10	.43

Item 9b.

ACCT DESCRIPTION	BALANCE FORWRD	CURRENT	TOTAL YTD	PROJ REV	BALANCE	PCT
0300 HUERFANO CO FIRE PROTECTION DIST	5606.86	1482.04-	4124.82	471726.63	470989.99	.15
0300 FUND TOTALS	5606.86					
0310 COUNTY CLERK	135517.25	32245.25	167762.50			
0310 FUND TOTALS	135517.25					
0311 COUNTY CLERK SUR CHARGE	5752.10	49.42	5801.52			
0311 FUND TOTALS	5752.10					
0320 SCHOOL DIST. RE-1 GENERAL	36225.11	9320.70-	26904.41	2926054.44	2920227.49	.19
0320 FUND TOTALS	36225.11					
0330 SCHOOL DIST. RE-1 CAP. RES.	.00	.00	.00			
0330 FUND TOTALS	.00					
0340 SCHOOL DIST. RE-1 BOND	15352.37	5493.40-	9858.97	1071545.23	1069413.35	.19
0340 FUND TOTALS	15352.37					
0350 SCHOOL DIST. RE-1 INSURANCE REV.	.47	.00	.47			
0350 FUND TOTALS	.47					
0360 SCHOOL DIST. RE-2 GENERAL	21474.86	10130.72-	11344.14	901510.24	896613.91	.54
0360 FUND TOTALS	21474.86					
0370 SCHOOL DIST. RE-2 CAP. RES.	.00	.00	.00			
0370 FUND TOTALS	.00					
0380 SCHOOL DIST. RE-2 BOND	10689.63	5042.90-	5646.73	448017.18	445583.89	.54
0380 FUND TOTALS	10689.63					
0390 TAX SALE & REDEMPTIONS	10206.08	.00	10206.08			
0390 FUND TOTALS	10206.08					
0410 BACK TAX UNAPPORTIONED	.00	.00	.00			
0410 FUND TOTALS	.00					
0420 FEDERAL FOREST PROJECT FUND	72257.81	.00	72257.81			
0420 FUND TOTALS	72257.81					
0430 C-PACE COLORADO NEW ENERGY IMP DIST	.00	.00	.00			
0430 FUND TOTALS	.00					
0440 TREASURERS FEES	.00	.00	.00			
0440 FUND TOTALS	.00					
0450 SPECIFIC OWNERSHIP	.00	.00	.00			
0450 FUND TOTALS	.00					
0460 LAND USE FUND	.00	.00	.00			
0460 FUND TOTALS	.00					
0470 CONSERVATION TRUST FUND	29767.54	2.52	29770.06			
0470 FUND TOTALS	29767.54					
0480 MOTOR VEHICLE	.00	.00	.00			
0480 FUND TOTALS	.00					

ACCT DESCRIPTION	BALANCE FORWRD	CURRENT	TOTAL YTD	PROJ REV	BALANCE	PCT
0490 FEDERAL LAND & MATERIALS ACT	367.59	.00	367.59			
0490 FUND TOTALS	367.59	.00	367.59			
0500 US FOREST RESERVE	4620.00	.00	4620.00			
0500 FUND TOTALS	4620.00	.00	4620.00			
0510 NAVAJO BOND	.00	.00	.00			
0510 FUND TOTALS	.00	.00	.00			
0520 WALSENBURG HOUSING AUTHORITY	.00	.00	.00			
0520 FUND TOTALS	.00	.00	.00			
0540 ADVANCE TAX COLLECTIONS	16695.79	12893.10-	3802.69			
0540 FUND TOTALS	16695.79	12893.10-	3802.69			
0550 COUNTY PROPERTY SALES	765.00	.00	765.00			
0550 FUND TOTALS	765.00	.00	765.00			
0560 PILT	64301.71	.00	64301.71			
0560 FUND TOTALS	64301.71	.00	64301.71			
0570 REAL ESTATE INT. UNAPPORTIONED	.00	.00	.00			
0570 FUND TOTALS	.00	.00	.00			
0590 BUSINESS RECRUITMENT FUND	.00	.00	.00			
0590 FUND TOTALS	.00	.00	.00			
0600 COURT HOUSE RE-HAB	.00	.00	.00			
0600 FUND TOTALS	.00	.00	.00			
0610 PURGATOIRE RIVER SOIL CONS. DIST.	.35	.03	.38	4.79	4.79	.00
0610 FUND TOTALS	.35	.03	.38	4.79	4.79	.00
0660 BUSINESS RECRUITMENT	.00	.00	.00			
0660 FUND TOTALS	.00	.00	.00			
0690 EMERGENCY RESERVE FUND	.00	.00	.00			
0690 FUND TOTALS	.00	.00	.00			

\*\*\*\*\* FUND TOTALS \*\*\*\*\*      7519263.07      371461.72-      7147801.35      11726299.05      11692725.27      .28

HUERFANO COUNTY  
ACCT DESCRIPTION  
TREASURERS FUND LEDGER FOR RANGE 01/01/2023 TO 01/31/2023  
CURRENT  
BALANCE FORWRD  
TOTAL YTD  
JANUARY REPRINT 02/27/2023  
PROJ REV  
BALANCE  
PAGE 5  
PCT

TIME FINISHED-13:45

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ACCT DESCRIPTION	BALANCE FORWRD	CURRENT	TOTAL YTD	PROJ REV	BALANCE	PCT
9000 COMMUNITY BANKS OF SO COLORADO	489245.31	85826.54-	403418.77			
9000 FUND TOTALS	489245.31					
9100 TREASURERS CASH	700.00		700.00			
9100 FUND TOTALS	700.00					
9200 COLO TRUST (INVESTMENT)	1435775.92	5566.75	1441342.67			
9200 FUND TOTALS	1435775.92					
9300 BANK OF THE WEST OPERATING ACCT	684755.51	554379.07	1239134.58			
9300 FUND TOTALS	684755.51					
9350 BANK OF THE WEST MM ACCT	1227488.99		378752.68			
9350 FUND TOTALS	1227488.99					
9375 BANK OF THE WEST CD START 3/25/22	50000.00		50000.00			
9375 FUND TOTALS	50000.00					
9400 HCB CD START 4/18/13-CLOSED 4/25/19	.00		.00			
9400 FUND TOTALS	.00					
9500 HUERFANO CONSERVATION TRUST FUND	29767.54	2.52	29770.06			
9500 FUND TOTALS	29767.54					
9600 CSAFE (INVESTMENT)	831111.49	3152.79	834264.28			
9600 FUND TOTALS	831111.49					
9650 PEAKS INVESTMENTS MANAGEMENT	523061.70	.00	523061.70			
9650 FUND TOTALS	523061.70					
9700 LPL FINANCIAL	1720892.57	.00	1720892.57			
9700 FUND TOTALS	1720892.57					
9800 WELLS FARGO (TRANSFED TO PEAKS INV)	.00	.00	.00			
9800 FUND TOTALS	.00					
9900 PFM FUNDS - CSIP (START 2/26/13)	526464.04	.00	526464.04			
9900 FUND TOTALS	526464.04					
***** FUND TOTALS *****	7519263.07	371461.72-	7147801.35			

HUERFANO COUNTY  
ACCT DESCRIPTION  
TREASURERS FUND LEDGER FOR RANGE 01/01/2023 TO 01/31/2023  
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BALANCE FORWRD CURRENT TOTAL YTD PROJ REV BALANCE PCT

TIME FINISHED-13:45

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ACCT DESCRIPTION	BALANCE FORWRD	CURRENT	TOTAL YTD	PROJ REV	BALANCE	PCT
9000 COMMUNITY BANKS OF SO COLORADO	489245.31	360962.11	360962.11			
9000.0100 DEPOSITS (CBC)	.00	.00	.00			
9000.0200 INTEREST EARNED	.00	4515.43	4515.43			
9000.0300 CREDIT CARD DEPOSIT	.00	451304.08	451304.08			
9000.0400 ACH/EFT DEPOSITS	.00	85826.54	403418.77			
SUB TOTAL	* 489245.31	* .00	* 403418.77			
9000.9100 TRANSFER OUT	.00	.00	.00			
SUB TOTAL	* 489245.31	* 85826.54	* 403418.77			
9000 FUND TOTALS						
9100 TREASURERS CASH	700.00	.00	.00			
9100.0100 CASH ON HAND	.00	.00	700.00			
SUB TOTAL	* 700.00	* .00	* 700.00			
9100 FUND TOTALS						
9200 COLO TRUST (INVESTMENT)	1435775.92	.00	.00			
9200.0100 TRANSFERS IN	.00	5566.75	5566.75			
9200.0200 INTEREST EARNED	.00	5566.75	1441342.67			
SUB TOTAL	* 1435775.92	* .00	* 1441342.67			
9200.9100 TRANSFER OUT (COLOTRUST)	.00	.00	.00			
SUB TOTAL	* 1435775.92	* 5566.75	* 1441342.67			
9200 FUND TOTALS						
9300 BANK OF THE WEST OPERATING ACCT	684755.51	599998.79	599998.79			
9300.0100 DEPOSITS (BOW)	.00	6.46	6.46			
9300.0200 INTEREST EARNED	.00	46760.54	46760.54			
9300.0300 CREDIT CARD DEPOSIT	.00	672100.52	672100.52			
9300.0400 ACH/EFT DEPOSITS	.00	1318866.31	2003621.82			
SUB TOTAL	* 684755.51	* 1318866.31	* 2003621.82			
9300.9100 TRANSFER OUT	.00	764487.24	764487.24			
SUB TOTAL	* 684755.51	* 764487.24	* 764487.24			
9300 FUND TOTALS						
9350 BANK OF THE WEST MM ACCT	1227488.99	554379.07	1239134.58			
9350.0100 TRANSFERS IN (BOW MM)	.00	.00	.00			
9350.0200 INTEREST EARNED (BOW MM)	.00	1263.69	1263.69			
SUB TOTAL	* 1227488.99	* 1263.69	* 1228752.68			
9350.9100 TRANSFER OUT (BOW MM)	.00	850000.00	850000.00			
SUB TOTAL	* 1227488.99	* 850000.00	* 850000.00			
9350 FUND TOTALS						
9375 BANK OF THE WEST CD START 3/25/22	50000.00	848736.31	378752.68			
9375.0100 TRANSFERS IN	.00	.00	.00			
9375.0200 INTEREST EARNED	.00	.00	.00			
SUB TOTAL	* 50000.00	* .00	* 50000.00			
9375.9100 TRANSFERS OUT	.00	.00	.00			
SUB TOTAL	* 50000.00	* .00	* 50000.00			
9375 FUND TOTALS						
9400 HCB CD START 4/18/13-CLOSED 4/25/19	.00	.00	.00			
9400.0100 TRANSFERS IN	.00	.00	.00			
9400.0200 INTEREST EARNED	.00	.00	.00			
9400.0300 XXXX	.00	.00	.00			
SUB TOTAL	* .00	* .00	* .00			
9400.9100 TRANSFER OUT	.00	.00	.00			
SUB TOTAL	* .00	* .00	* .00			



ACCT DESCRIPTION	BALANCE FORWRD	CURRENT	TOTAL YTD	PROJ REV	BALANCE	PCT
9400 FUND TOTALS	.00	.00	.00			
9500 HUEFANO CONSERVATION TRUST FUND						
9500.0100 TRANSFERS IN	29767.54	.00	.00			
9500.0200 INTEREST EARNED	.00	2.52	2.52			
SUB TOTAL	* 29767.54	* 2.52	* 29770.06			
9500.9100 TRANSFER OUT	.00	.00	.00			
9500.9130 BANK SERVICE CHARGE	.00	.00	.00			
SUB TOTAL	* .00	* .00	* .00			
9500 FUND TOTALS	29767.54	2.52	29770.06			
9600 CSAFE (INVESTMENT)						
9600.0100 TRANSFERS IN	831111.49	.00	.00			
9600.0200 INTEREST EARNED	.00	3152.79	3152.79			
SUB TOTAL	* 831111.49	* 3152.79	* 834264.28			
9600.9100 TRANSFER OUT	.00	.00	.00			
SUB TOTAL	* .00	* .00	* .00			
9600 FUND TOTALS	831111.49	3152.79	834264.28			
9650 PEAKS INVESTMENTS MANAGEMENT						
9650.0100 TRANSFERS IN	523061.70	.00	.00			
9650.0200 INTEREST EARNED	.00	.00	.00			
SUB TOTAL	* 523061.70	* .00	* 523061.70			
9650.0400 MARKET FLUCTUATION (LPL)	.00	.00	.00			
9650.9100 TRANSFERS OUT	.00	.00	.00			
SUB TOTAL	* .00	* .00	* .00			
9650 FUND TOTALS	523061.70	.00	523061.70			
9700 LPL FINANCIAL						
9700.0100 TRANSFERS IN	1720892.57	.00	.00			
9700.0200 INTEREST EARNED	.00	.00	.00			
SUB TOTAL	* 1720892.57	* .00	* 1720892.57			
9700.0300 TRANSFER OUT	.00	.00	.00			
9700.0400 MARKET FLUCTUATIONS (LPL)	.00	.00	.00			
9700.9100 TRANSFER OUT	.00	.00	.00			
SUB TOTAL	* .00	* .00	* .00			
9700 FUND TOTALS	1720892.57	.00	1720892.57			
9800 WELLS FARGO (TRANSFD TO PEAKS INV)						
9800.0100 TRANSFERS IN	.00	.00	.00			
9800.0200 INTEREST EARNED	.00	.00	.00			
SUB TOTAL	* .00	* .00	* .00			
9800.9100 TRANSFER OUT	.00	.00	.00			
9800 FUND TOTALS	.00	.00	.00			
9900 PFM FUNDS - CSIP (START 2/26/13)						
9900.0100 TRANSFERS IN (CSIP)	526464.04	.00	.00			
9900.0200 INTEREST EARNED	.00	.00	.00			
SUB TOTAL	* 526464.04	* .00	* 526464.04			
9900.9100 TRANSFER OUT	.00	.00	.00			
9900 FUND TOTALS	526464.04	.00	526464.04			

ACCT DESCRIPTION      BALANCE FORWRD      CURRENT      TOTAL YTD      PROJ REV      BALANCE      PCT

\*\*\*\*\* FUND TOTALS \*\*\*\*\*      -----      -----      -----      -----      -----      -----

7519263.07      371461.72-      7147801.35

Item 9b.

HUERFANO COUNTY

TREASURERS FUND LEDGER FOR RANGE 01/01/2023 TO 01/31/2023

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ACCT DESCRIPTION

BALANCE FORWRD

CURRENT

TOTAL YTD

PROJ REV

BALANCE

PCT

TIME FINISHED-13:59

MONTHLY REPORT OF HUERFANO COUNTY TREASURER  
 JANUARY 01, 2023 THRU JANUARY 31, 2023

FUND	BEGINNING BALANCE	REVENUES	DISBURSEMENTS	ENDING BALANCE
COUNTY GENERAL FUND	1,715,061.16	280,423.90	538,515.67	1,456,969.39
PARKS AND RECREATION	43,203.69		10,184.24	33,019.45
HOUSING AUTHORITY	0.00			0.00
UNCLAIMED	746.47			746.47
SPECIAL PROJECT FUND	1,480,815.53	46,231.79	233,897.43	1,293,149.89
ROAD & BRIDGE	510,726.83	136,108.02	114,168.09	532,666.76
LEASE PURCHASE FUND	0.00			0.00
EMERGENCY SERVICES FUNDS (DISPATCH)	917,930.34	96,404.23	34,756.65	979,577.92
RETIREMENT	110,438.25	5,087.53	15,715.38	99,810.40
LODGING TAX TOURISM FUND	114,242.91	40,173.67	7,727.21	146,689.37
DISASTER RECOVERY FUND	1,161,767.14			1,161,767.14
GARDNER PUBLIC IMPROVEMENT DISTRICT	16,274.15	2,690.55	2,341.03	16,623.67
WALSENBURG GATEWAY METRO DIST	0.00			0.00
SPANISH PEAKS LIBRARY DIST	2,704.99	2,168.75	2,719.12	2,154.62
SPANISH PEAKS LIBRARY DIST (BOND)	2,606.74	2,088.45	2,620.40	2,074.79
HUERFANO CO. AMBULANCE ENTERPRISE	0.00			0.00
WASTE TRANSFER STATION ENTERPRISE	60,811.65	5,419.61	8,786.51	57,444.75
MINERAL LEASING	0.00			0.00
CREDIT CARD ADJ FUND	0.00			0.00
PUBLIC TRUSTEE	0.00			0.00
SOCIAL SERVICES	863,729.18	153,886.80	133,727.81	883,888.17
HOSPITAL DISTRICT (OPERATING)	14,505.51	10,198.33	23,526.06	1,177.78
HOSPITAL ANTIC. WARRANTS (BOND)	1.38		1.38	0.00
CITY OF WALSENBURG	41,010.02	39,159.43	42,098.60	38,070.85
WALSENBURG TIF	459.55	41.03	459.55	41.03
WAL (DOWNTOWN REV COMM) GID 28018	0.00			0.00
TOWN OF LAVETA	14,091.05	12,833.67	14,456.37	12,468.35
LA VETA FIRE PROT. DIST.	4,444.37	2,429.52	4,475.64	2,398.25
LA VETA CEMETERY DIST	423.37	227.96	426.31	225.02
HUERFANO WATER CONS. DIST.	4,408.31	3,097.52	4,434.22	3,071.61
NAVAJO WATER DIST.	482.97	450.80	488.93	444.84
CUCHARA SAN. WATER DIST.	2,258.59	1,192.23	2,272.55	1,178.27
LA VETA LIB. DIST.	4,616.18	2,530.30	4,648.76	2,497.72
RYE FIRE DIST.	83.11	70.47		153.58
ECONOMIC & REVOLVING LOAN	0.00			0.00
CUCHARA BOND	0.00			0.00
UPPER HUERFANO CONSERVATION DIST	544.99	457.77	548.10	454.66
UPPER HUERFANO FIRE DIST.	1,274.12	1,519.06	1,291.46	1,501.72
HUERFANO CO FIRE PROTECTION DIST	5,606.86	4,147.09	5,629.13	4,124.82
COUNTY CLERK	135,517.25	167,762.50	135,517.25	167,762.50
COUNTY CLERK SUR CHARGE	5,752.10	267,247.00	197.58	5,801.52
SCHOOL DIST. RE-1 GENERAL	36,225.11	26,919.10	36,239.80	26,904.41
SCHOOL DIST. RE-1 CAP. RES.	0.00			0.00
SCHOOL DIST. RE-1 BOND	15,352.37	9,858.97	15,352.37	9,858.97
SCHOOL DIST. RE-1 INSURANCE REV.	0.47			0.47
SCHOOL DIST. RE-2 GENERAL	21,474.86	11,356.32	21,487.04	11,344.14
SCHOOL DIST. RE-2 CAP. RES.	0.00			0.00
SCHOOL DIST. RE-2 BOND	10,689.63	5,646.73	10,689.63	5,646.73
SCHOOL DIST. RE-2 BOND	10,206.08	4,797.79	4,797.79	10,206.08
TAX SALE & REDEMPTIONS	0.00			0.00
BACK TAX UNAPPORTIONED	72,257.81			72,257.81
FEDERAL FOREST PROJECT FUND	0.00			0.00
C-PACE COLORADO NEW ENERGY IMP DIST	0.00			0.00
TREASURERS FEES	0.00	7,281.05	7,281.05	0.00
SPECIFIC OWNERSHIP	0.00	84,327.44	84,327.44	0.00
LAND USE FUND	0.00			0.00
CONSERVATION TRUST FUND	29,767.54	2.52		29,770.06
MOTOR VEHICLE	0.00			0.00
FEDERAL LAND & MATERIALS ACT	367.59	2,319.13	2,319.13	367.59

US FOREST RESERVE	4,620.00			4,620.00
NAVAJO BOND	0.00			0.00
WALSENBURG HOUSING AUTHORITY	0.00			0.00
ADVANCE TAX COLLECTIONS	16,695.79	9,764.20-	3,128.90-	3,802.69
COUNTY PROPERTY SALES	765.00			765.00
PILT	64,301.71			64,301.71
REAL ESTATE INT.UNAPPORTIONED	0.00			0.00
BUSINESS RECRUITMENT FUND	0.00			0.00
COURT HOUSE RE-HAB	0.00			0.00
PURGATOIRE RIVER SOIL CONS. DIST.	0.35	.03		0.38
BUSINESS RECRUITMENT	0.00			0.00
EMERGENCY RESERVE FUND	0.00			0.00
GRAND TOTALS	<u>\$7,519,263.07</u>	<u>\$1,159,792.86</u>	<u>\$1,531,254.58-</u>	<u>\$7,147,801.35</u>

I DEBRA J REYNOLDS, TREASURER IN AND FOR THE COUNTY OF HUERFANO, AND THE STATE OF COLORADO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND JUST COPY OF THE FUND BALANCES, RECEIPTS AND DISBURSEMENTS OF RECORDS OF MY OFFICE FOR CURRENT MONTH, AND TRUE TO THE BEST OF MY KNOWLEDGE

DATE: 1-27-2023

*Debra J Reynolds*  
 HUERFANO COUNTY TREASURER

MONTHLY REPORT OF HUERFANO COUNTY TREASURER  
 JANUARY 01, 2023 THRU JANUARY 31, 2023

FUND	BEGINNING BALANCE	REVENUES DEPOSITS	INTEREST EARNED	TRANSFERS (IN)	DISBURSEMENTS-- TRANSFERS (OUT)	ENDING BALANCE
COMMUNITY BANKS OF SO COLORADO	489,245.31	360,962.11		446,788.65		403,418.77
TREASURERS CASH	700.00					700.00
COLO TRUST (INVESTMENT)	1,435,775.92		5,566.75			1,441,342.67
BANK OF THE WEST OPERATING ACCT	684,755.51	599,998.79	6.46	718,861.06	764,487.24	1,239,134.58
BANK OF THE WEST MM ACCT	1,227,488.99		1,263.69		850,000.00	1,378,752.68
BANK OF THE WEST CD START 3/25/22	50,000.00					50,000.00
HCB CD START 4/18/13-CLOSED 4/25/19	0.00					0.00
HUERFANO CONSERVATION TRUST FUND	29,767.54		2.52			29,770.06
CSAFE (INVESTMENT)	831,111.49		3,152.79			834,264.28
PEAKS INVESTMENTS MANAGEMENT	523,061.70					523,061.70
LPL FINANCIAL	1,720,892.57					1,720,892.57
WELLS FARGO (TRANSFD TO PEAKS INV)	0.00					0.00
PFM FUNDS - CSIP (START 2/26/13)	526,464.04					526,464.04
GRAND TOTALS	\$7,519,263.07	\$960,960.90	\$9,992.21	\$272,072.41	\$1,614,487.24	\$7,147,801.35

I, DEBRA J REYNOLDS, County Treasurer in and for the county of HUERFANO in the State of Colorado, do hereby certify that the above is a true statement of the condition of the various funds as they appear from the records in my office for the current month.

*Debra J Reynolds*  
 HUERFANO COUNTY TREASURER

1-23-2023  
 DATE



Office of the Secretary  
Washington, DC 20250

March 17, 2023

THE HONORABLE JARED POLIS  
*Governor*  
*State of Colorado*  
*136 State Capitol*  
*Denver, Colorado 80203*

Dear Governor Polis:

In accordance with 7 CFR 759.5(a), I am designating 23 Colorado counties as primary natural disaster areas due to a recent drought.

According to the U.S. Drought Monitor (see <http://droughtmonitor.unl.edu/>), these counties suffered from a drought intensity value during the growing season of 1) D2 Drought-Severe for 8 or more consecutive weeks or 2) D3 Drought-Extreme or D4 Drought-Exceptional.

In accordance with section 321(a) of the Consolidated Farm and Rural Development Act, additional areas of your state and adjacent states are named as contiguous disaster counties. Enclosed you will find documentation that provides a detailed list of all primary and contiguous counties impacted by this disaster.

A Secretarial disaster designation makes farm operators in primary counties and those counties contiguous to such primary counties eligible to be considered for certain assistance from the Farm Service Agency (FSA), provided eligibility requirements are met. This assistance includes FSA emergency loans. Farmers in eligible counties have 8 months from the date of a Secretarial disaster declaration to apply for emergency loans. FSA considers each emergency loan application on its own merits, taking into account the extent of production losses on the farm and the security and repayment ability of the operator.

Local FSA offices can provide affected farmers with further information.

Sincerely,

THOMAS J. VILSACK  
*Secretary*

Enclosure



DISASTER DESIGNATION AREAS FOR COLORADO AND CONTIGUOUS STATES

**Primary Counties**

<b>Colorado</b>	<b>(23)</b>	
Adams	Kiowa	Phillips
Arapahoe	Kit Carson	Prowers
Baca	Las Animas	Pueblo
Bent	Lincoln	Sedgwick
Cheyenne	Logan	Washington
Crowley	Morgan	Weld
Elbert	Otero	Yuma
El Paso		
Fremont		

**Contiguous Counties:**

<b>Colorado</b>	<b>(13)</b>			
Boulder	Costilla	Douglas	Larimer	Saguache
Broomfield	Custer	Huerfano	Park	Teller
Chaffee	Denver	Jefferson		

**Contiguous Counties in Adjacent States:**

<b>Kansas</b>	<b>(7)</b>		
Cheyenne	Hamilton	Sherman	Wallace
Greeley	Morton	Stanton	
<b>Nebraska</b>	<b>(6)</b>		
Chase	Deuel	Kimball	
Cheyenne	Dundy	Perkins	
<b>New Mexico</b>	<b>(2)</b>		
Colfax	Union		
<b>Oklahoma</b>	<b>(1)</b>		
	Cimarron		
<b>Wyoming</b>	<b>(1)</b>		
	Laramie		



Disaster Programs	Agency	Blizzard	Fire	Hurricane/ Typhoon	Excessive Moisture/ Flood	Excessive Winds/ Tornado	Drought	Hail	Volcanic Eruption/ Emissions	Freeze	Earthquake
<b>Noninsured Crop Disaster Assistance Program (NAP)</b> - provides financial assistance to producers of non-insurable crops to protect against natural disasters that result in lower yields or crop losses, or prevents crop planting.	FSA	✱ <sup>8</sup>	✱ <sup>8</sup>	✓	✓	✓	✓	✓	✓	✓	✓
<b>Tree Assistance Program (TAP)</b> - provides financial cost-share assistance to qualifying orchardists and nursery tree growers to re-plant or, where applicable, rehabilitate eligible trees, bushes, and vines lost by natural disasters. A qualifying mortality loss in excess of 15 percent (in excess of normal mortality) must be sustained to trigger assistance.	FSA	✱ <sup>8</sup>	✓	✓	✓	✓	✓	✓	✓	✓	✓

<sup>8</sup> Yes, only as a related condition to an eligible disaster

Other natural disasters that may apply to some of these programs (not all perils are eligible loss conditions for all programs) include:

- Explosion;
- High water;
- Landslide;
- Mudslide;
- Severe snowstorm;
- Storm, including ice storms;
- Tidal wave;
- Wind-driven water;
- Insect infestation;
- Plant disease;
- Lightning; and
- Other natural phenomena.

Some man-made conditions qualify for disaster assistance, as follows:

Disaster Programs	Agency	Pesticide Contamination	Nuclear Radiation/ Fallout	Toxic Substances Other Than Pesticides	Chemical Residue Other Than Pesticides
<b>Dairy Indemnity Payment Program (DIPP)</b> - provides compensation to dairy producers when a public regulatory agency directs them to remove their raw milk from the commercial market because it has been contaminated by pesticides, nuclear radiation or fallout, or toxic substances and chemical residues other than pesticides.	FSA	✓	✓	✓	✓

FSA = Farm Service Agency | NRCS = Natural Resources Conservation Service | RMA = Risk Management Agency



More Information

This fact sheet is for informational purposes only; other restrictions may apply.

For more information about USDA disaster programs, visit [farmers.gov/recover](https://farmers.gov/recover) or contact your local USDA Service Center.

To find your local USDA Service Center, visit [farmers.gov/service-locator](https://farmers.gov/service-locator).

To locate an approved insurance provider, visit the Agent Locator on [rma.usda.gov](https://rma.usda.gov).

USDA is an equal opportunity provider, employer, and lender.

July 2022

Program Aid 2266

USDA Disaster Assistance Programs at a Glance

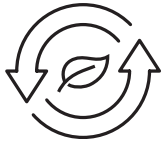


UNITED STATES DEPARTMENT OF AGRICULTURE

DISASTER ASSISTANCE PROGRAMS AT A GLANCE

FARM PRODUCTION AND CONSERVATION

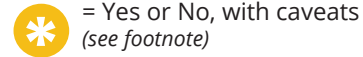




# DISASTER ASSISTANCE

## USDA Disaster Assistance Programs At a Glance

### Icon Key



Disaster Programs	Agency	Blizzard	Fire	Hurricane/Typhoon	Excessive Moisture/Flood	Excessive Winds/Tornado	Drought	Hail	Volcanic Eruption/Emissions	Freeze	Earth-quake
<b>Crop Insurance</b> – provides indemnity payments to growers who purchased crop insurance for production and quality losses related to drought and other weather hazards, including losses from an inability to plant caused by an insured cause of loss.	RMA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Conservation Reserve Program (CRP) Haying and Grazing</b> – provides for emergency haying and grazing on certain CRP practices in a county designated as D2 or higher on the U.S. Drought Monitor, or in a county where there is at least a 40 percent loss in forage production.	FSA	* <sup>1</sup>	* <sup>1</sup>	* <sup>1</sup>	* <sup>1</sup>	* <sup>1</sup>	✓	* <sup>1</sup>	* <sup>1</sup>	* <sup>1</sup>	* <sup>1</sup>
<b>Emergency Assistance for Livestock, Honeybees and Farm-Raised Fish Program (ELAP)</b> – provides assistance to eligible owners of livestock, and producers of honeybees and farm-raised fish for losses due to disease (including cattle tick fever), adverse weather, or other conditions not covered by LFP and LIP.	FSA	✓	* <sup>2</sup>	✓	✓	✓	* <sup>3</sup>	* <sup>4</sup>	✓	* <sup>1</sup>	✓
<b>Emergency Conservation Program (ECP)</b> – provides funding and technical assistance for farmers and ranchers to restore farmland damaged by natural disasters and for emergency water conservation measures in severe droughts.	FSA	✓	✓	✓	✓	✓	✓	✗	✓	✗	✓
<b>Emergency Forest Restoration Program (EFRP)</b> – provides funding to restore privately owned forests damaged by natural disasters. Assistance helps landowners carry out emergency measures to restore forest health on land damaged by floods, hurricanes or other natural disasters.	FSA	✓	✓	✓	✓	✓	✓	✗	✓	✗	✓
<b>Farm Loans</b> – provides Emergency and Operating loans to help producers recover from production and physical losses due to natural disasters or livestock quarantine and can pay for farm operating and family living expenses.	FSA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

<sup>1</sup> Yes, but only if determined eligible by FSA.  
<sup>2</sup> Yes, except on federally managed land  
<sup>3</sup> No, except for water and feed transportation  
<sup>4</sup> Yes, but only for grazing losses

FSA = Farm Service Agency  
 NRCS = Natural Resources Conservation Service  
 RMA = Risk Management Agency

Disaster Programs	Agency	Blizzard	Fire	Hurricane/Typhoon	Excessive Moisture/Flood	Excessive Winds/Tornado	Drought	Hail	Volcanic Eruption/Emissions	Freeze	Earth-quake
<b>Environmental Quality Incentives Program (EQIP)</b> – provides agricultural producers with financial resources and one-on-one help to plan and implement improvements on the land including financial assistance to repair and prevent the excessive soil erosion caused or impacted by natural disasters. These practices include activities like stream bank restoration, grassed waterways and buffers. NRCS-funded conservation practices protect your land from erosion, support disaster recovery and repair and can help mitigate loss from future natural disasters.  Assistance may also be available for emergency animal mortality disposal from natural disasters and other causes.	NRCS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Emergency Watershed Program (EWP-Recovery)</b> – offers vital recovery options for local communities to help people reduce hazards to life and property caused by floodwaters, droughts, wildfires, earthquakes, windstorms, and other natural disasters.  Project funds address erosion related watershed impairments by supporting activities such as removing debris from stream channels, road culverts, and bridges; reshaping and protecting eroded banks; correcting damaged drainage facilities; repairing levees and structures; and reseeding damaged areas.  EWP Floodplain Easements – provide an alternative to Recovery efforts described above. NRCS has the authority to purchase floodplain easements (FPE) as an alternative measure to traditional Recovery where sites meet EWP-FPE eligibility criteria and it is determined that acquiring an easement in lieu of Recovery is the more economical and prudent approach to reducing the threat to life or property.	NRCS		✓		✓	✓	✓				✓
<b>Livestock Forage Disaster Program (LFP)</b> – provides compensation to eligible livestock producers who have suffered grazing losses due to drought or fire on land that is native or improved pastureland with permanent vegetative cover or that is planted specifically for grazing.	FSA	✗	* <sup>5</sup>	✗	✗	✗	✓	✗	✗	✗	✗
<b>Livestock Indemnity Program (LIP)</b> – provides benefits to livestock owners and some contract growers for livestock deaths in excess of normal mortality that are the direct result of an eligible adverse weather event. In addition, LIP covers attacks by animals reintroduced into the wild by the Federal Government or protected by Federal Law. Also, LIP provides assistance to livestock owners that must sell livestock at a reduced price because of an injury from an eligible loss condition.	FSA	✓	✓	✓	✓	✓	* <sup>6</sup>	✓	✓	* <sup>7</sup>	✓

<sup>5</sup> Yes, but only on federally managed lands impacted by the fire for which the producer is prohibited from grazing the normally permitted livestock by the Federal agency  
<sup>6</sup> No, except when associated with anthrax  
<sup>7</sup> Yes, but only if deaths result from freeze incidental to a winter storm or extreme cold as determined by FSA.

FSA = Farm Service Agency  
 NRCS = Natural Resources Conservation Service  
 RMA = Risk Management Agency



March 22, 2023

Huerfano County  
401 Main Street  
Walsenburg, CO 81089

**Re: DHSEM Monitoring Site Visit Initial Results - Observations Identified - RESPONSE REQUIRED**

Dear Huerfano County:

On behalf of the Colorado Department of Public Safety, Division of Homeland Security & Emergency Management (DHSEM), we would like to thank you for your cooperation with the monitoring visit on November 2, 2022. The reason for the site visit was not to perform an audit, but rather to conduct a monitoring review of your federally funded grant programs (administered by DHSEM), the related processes/procedures, and the quality of documentation being maintained to support program activities. Our goal of this review was to help you prepare for and respond to future audits and/or reviews.

Our monitoring visit was required by the Federal Office of Management and Budget (OMB) Title 2 of the Code of Federal Regulations § 200.331(e), as applicable, which states that DHSEM, as a pass-through entity of federal funding, is responsible for performing on-site reviews of your program operations to ensure proper accountability and compliance with program requirements and achievement of performance goals. The administrative requirements, audit requirements and cost principles for all grant programs are governed by Title 2 of the Code of Federal Regulations and apply to all federal grants awarded to DHSEM.

During our visit, we examined certain functions of your organization related to the administration of funds under the following grant programs and the compliance requirements applicable to your grant(s) and associated project(s):

- **Emergency Management Performance Grant (EMPG) - Assistance Listing Number 97.042**
- **Building Resilient Infrastructure and Communities Grant (BRIC) - Assistance Listing Number 97.047**

The objective of these monitoring activities was to assess performance towards project objectives and an evaluation of compliance towards program requirements. The observations, risks, and recommendations detailed in *Attachment 2* and *Attachment 3* of this letter are based on the fieldwork conducted by our team. *Attachment 1* provides the categories and general scope reviewed during our on-site monitoring visit. *Attachment 2* highlights areas of improvement that require your follow up. *Attachment 3* highlights leading practice recommendations that do not require follow up but are provided for your benefit. Please submit a corrective action plan in the “Subrecipient’s Response” section below for each observation noted in Attachment 2. The corrective action plan should contain your organization’s plans to implement the recommendations listed. Your response should include scheduled dates of implementation and the names of responsible parties. Additionally, please include a detailed response and plan if you intend to present alternative solutions to address the observations reported. Please submit your response to CDPS [SRM@state.co.us](mailto:SRM@state.co.us) by April 23, 2023 to ensure compliance with DHSEM requirements. Based on your response, we will either accept or decline your plan of action.



If you should have any questions regarding this letter, please contact the Subrecipient Monitoring Team at [CDPS\\_SRM@state.co.us](mailto:CDPS_SRM@state.co.us) or contact Justine Willman at 720.595.6119. We thank you again for your cooperation and will continue to provide assistance to ensure that your entity and the State continue to comply with all federal grant requirements.

Sincerely,



M. Justine Willman  
Grant Compliance Manager

cc: Brittney Cairo, Emergency Manager  
Kimberly Trujillo, Finance Officer  
Carl Young, County Administrator

**Attachment 1: Scope Activities Performed**

The objective of the Subrecipient Monitoring visit was to assess your organization’s ability to maintain compliance with the regulations governing the federal grants you have received through DHSEM. The following categories and general scope were reviewed during our on-site monitoring visit as applicable:

Category	Scope
Control Environment	Our assessment of your organization’s control environment included a review of the following: <ul style="list-style-type: none"> <li>✓ Overall internal control structure (e.g. policies and procedures, reporting lines, etc.)</li> <li>✓ Code of ethics, Conflict of interest certifications</li> <li>✓ Prior experience with management of grant programs and Federal funding</li> <li>✓ Familiarity with DHSEM points of contact</li> <li>✓ Implementation of corrective action resulting from audits and other monitoring activities</li> <li>✓ Segregation of duties for grant management functions</li> </ul>
Allowable Activities / Costs / Expenditures	Our assessment of your organization’s expenditures included a review of the following: <ul style="list-style-type: none"> <li>✓ Procedures for ensuring expenditures comply with cost principles</li> <li>✓ Process for valuing in-kind contributions and donated resources</li> <li>✓ Allowability and review of travel and per-diem expenses</li> <li>✓ Proper controls in the expenditure cycle (e.g. approval processes for expenditures)</li> </ul>
Accounting	Our assessment of your organization’s grant accounting included a review of the following: <ul style="list-style-type: none"> <li>✓ Validating use of cost centers for grant projects</li> <li>✓ Maintenance of a chart of accounts for federal, state, and insurance funding</li> <li>✓ Review of reconciliation practices and procedures</li> <li>✓ Process for reconciling budget overruns and variances</li> </ul>
Reporting	Our assessment of your organization’s reporting practices included a review of the following: <ul style="list-style-type: none"> <li>✓ Policies and procedures governing reporting practices</li> <li>✓ Supporting documentation for reported milestones and expenditures</li> <li>✓ Communication of passed through funding to DHSEM and Federal agencies</li> </ul>
Cash Management And Advances	Our assessment of your organization’s cash management practices included a review of the following: <ul style="list-style-type: none"> <li>✓ Processes established to manage cash advances in accordance with regulations</li> <li>✓ Policies or procedures for timely payment of vendors</li> <li>✓ Verifying that in-kind contributions are used only for local match amounts</li> </ul>
Equipment & Inventory	Our assessment of your organization’s equipment management practices included a review of the following: <ul style="list-style-type: none"> <li>✓ Policies and procedures in place to manage equipment purchased with grant funding</li> <li>✓ Maintenance of property records that reflect required data points</li> <li>✓ Controls to protect equipment from theft, loss, or damage</li> <li>✓ Tagging of assets</li> <li>✓ Validation of proper disposition practices and policies</li> <li>✓ Inventory practices</li> <li>✓ Depreciation of assets in line with organizational depreciation schedules</li> <li>✓ Documentation of maintenance procedures</li> </ul>

<p>Labor &amp; Time Accounting</p>	<p>Our assessment of your organization’s labor and time accounting practices included a review of the following:</p> <ul style="list-style-type: none"> <li>✓ Documentation of Job descriptions for employees splitting time between grant and non-grant activities</li> <li>✓ Review of salary and fringe benefit allocations to grant projects</li> <li>✓ Support for administrative time and force account labor (timesheets)</li> <li>✓ Compliance with Davis Bacon (as applicable)</li> </ul>
<p>Procurement &amp; Contracts</p>	<p>Our assessment of your organization’s procurement practices included a review of the following:</p> <ul style="list-style-type: none"> <li>✓ Documentation of policies and procedures for procurement</li> <li>✓ Review of contract types used under Federal grants</li> <li>✓ Review of supporting procurement documentation and bid tabulations</li> <li>✓ Review of contracts with vendors for proper flow down provisions</li> <li>✓ Verification of use of debarment and suspension lists</li> <li>✓ Utilization of minority and women owned businesses</li> <li>✓ Use of geographical preference in bid criteria</li> <li>✓ Use of contract management systems for managing vendors</li> </ul>
<p>Subrecipient Monitoring (Subaward)</p>	<p>Our assessment of your organization’s subrecipient monitoring included a review of the following:</p> <ul style="list-style-type: none"> <li>✓ Determination of contract vs. subaward</li> <li>✓ Proper documentation of pass through funding</li> <li>✓ Compliance with FFATA, Single audit reporting</li> <li>✓ Review of single audit results</li> <li>✓ Follow up on subrecipient’s corrective action plans</li> <li>✓ Verification of subrecipient’s use of grant flow down provisions</li> </ul>
<p>Project Progress</p>	<p>Our assessment of your organization’s project progress monitoring included a review of the following:</p> <ul style="list-style-type: none"> <li>✓ Processes for accurately reporting project progress</li> <li>✓ Documentation of why established goals were not met</li> <li>✓ Comparison of actual project progress vs. reported progress</li> </ul>
<p>Record Retention</p>	<p>Our assessment of your organization’s record retention practices included a review of the following:</p> <ul style="list-style-type: none"> <li>✓ Documented record retention policies and procedures</li> <li>✓ Backup and secure storage of documentation</li> <li>✓ Organization of supporting files</li> </ul>
<p>Other</p>	<p>In addition to the reviews listed, the following may have been reviewed or discussed:</p> <ul style="list-style-type: none"> <li>✓ Follow up on variances from quarterly reports</li> <li>✓ Feedback for DHSEM related to program administration</li> <li>✓ Technical training on EMGrants Pro platform</li> <li>✓ Need for in person training or guidance for grant programs</li> <li>✓ Compliance with Title VI of the Civil Rights Act of 1964 and Title II of the American’s with Disabilities Act, 28 CFR 35.101 et seq., as applicable</li> </ul>

**Attachment 2: Summary of Guidance Observations**

Observations related to required guidance require your organization’s response. Responses can be given as either an observation resolution, or a corrective action plan. An observation resolution outlines an action that has already been taken to address the guidance observation, and must include supporting documentation illustrating the implementation of the corrective action. A corrective action plan states the corrective action that will be taken in the future, the estimated date of completion of said action, and the individual responsible for owning the action. NOTE: The Subrecipient Monitoring Team will follow up on the implementation of the corrective action plan at a future point in time, if a corrective action plan is provided.

Please note this response in the “Subrecipient’s Response & Corrective Action Plan.”

*Note: During our on-site monitoring visit, we provided initial results during our exit meeting based on the documentation reviewed and interviews conducted. Since that time, it is possible that observations below were made during the final review of documentation that were not discussed during the exit meeting.*

Guidance Observation #1	
<b>Area of Review:</b>	A.1 General / Entity-Level Standards
<b>Applicable Programs:</b>	EMPG and BRIC
<b>Observations:</b>	<p>During our site visit with the Huerfano County (hereinafter “County”), it was discussed that the County does have the following policies:</p> <ul style="list-style-type: none"> <li>• Grant Management</li> <li>• Allowability of Costs</li> <li>• Travel Costs</li> <li>• Equipment Management</li> </ul> <p>However, the abovementioned policies are either outdated or are not written down and therefore not followable by all employees.</p>
<b>Compliance Requirement:</b>	<p>2 CFR 200.206(2) At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.</p> <p>2 CFR 200.303 Internal controls. The non-Federal entity must:</p> <p>(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).</p> <p>(b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.</p> <p>(c) Evaluate and monitor the non- Federal entity’s compliance with statutes, regulations and the terms and conditions of Federal awards.</p>



	<p>(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.</p> <p>(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.</p>
<b>Risks:</b>	<p>Failure to maintain a uniform policy on grant management activities and requirements exposes the organization to potential inconsistencies in the administration of grants. Failure to establish and maintain effective internal controls over grant activities increases the risk of non-compliance with program requirements.</p>
<b>Recommendations:</b>	<p>Develop policies and procedures tailored to govern the administration of the subrecipient's grants received by DHSEM. These policies at a high level should cover procurement, expenditures, reporting, protection of PII, labor and time accounting and any controls put in place to mitigate the chance of fraudulent activity. In addition, these policies should cover the quarterly reporting process to ensure that reports are reviewed appropriately by the Grants Accountant prior to submission. Additionally, policies and procedures should cover the following:          1. Conflicts of Interest (200.112) 2. Cash Management (200.302/200.305) 3. Allowability of Costs (200.302) 4. Personally Identifiable Information (200.303) 5. Equipment (200.313) 6. Procurement (200.318 - 200.320) 7. Compensation - Personnel Services (200.430) 8. Compensation - Fringe (200.431) 9. Employee Health &amp; Welfare (200.437) 10. Relocation Costs (200.464) 11. Travel Costs (200.474)</p>
<b>Subrecipient's Response &amp; Corrective Action Plan:</b>	<p>INSTRUCTIONS: Please provide one of the following in your response:</p> <ul style="list-style-type: none"> <li>• A corrective action plan that identifies the action to be taken, an owner of the corrective action plan, and a forecasted implementation date; OR</li> <li>• Confirmation that the corrective action has already been taken and supporting documentation to verify the implementation of the action</li> </ul>

Guidance Observation #2	
<b>Area of Review:</b>	A.5 General / Entity-Level Standards
<b>Applicable Programs:</b>	EMPG and BRIC
<b>Observations:</b>	<p>During our visit with the County, it was discussed that they have a Protection of Personally Identifiable Information (PII) Policy, however it is unclear if the PII policy has been adopted and if do, when it was adopted.</p>
<b>Compliance Requirement:</b>	<p>2 CFR 200.82 Protected PII means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts. This does not include PII that is required by law to be disclosed. (See also 2 CFR 200.79)</p> <p>2 CFR 200.303(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or</p>

	pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.
<b>Risks:</b>	Failure to have a Protection of Personally Identifiable Information (PII) policy could lead to fraud exposure and/or a breach of security for confidential information.
<b>Recommendations:</b>	Establish a formal Personally Identifiable Information (PII) policy to ensure the least amount of exposure to fraud and confidential information, as well as what to do in case of a breach.
<b>Subrecipient's Response &amp; Corrective Action Plan:</b>	<p>INSTRUCTIONS: Please provide one of the following in your response:</p> <ul style="list-style-type: none"> <li>• A corrective action plan that identifies the action to be taken, an owner of the corrective action plan, and a forecasted implementation date; OR</li> <li>• Confirmation that the corrective action has already been taken and supporting documentation to verify the implementation of the action</li> </ul>

**Attachment 3: Summary of Leading Practice Observations**

Responses to observations related to Leading Practices are optional. These recommendations are derived from leading practices and interpretations of federal guidance and are provided for your consideration.

Leading Practice Observation #1	
<b>Area of Review:</b>	F.1 Equipment and Property Management
<b>Applicable Programs:</b>	EMPG and HSGP (Not monitored)
<b>Observations:</b>	During the site visit, it was discussed that while the County is missing information when it gets equipment from grants. As well as the County is missing an Equipment management policy (mentioned above in A.1).
<b>Compliance Requirement:</b>	2 CFR 200.313(d)(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
<b>Risks:</b>	Inaccurate or misrepresentative reporting of capitalized assets and asset valuations may lead to untimely, unnecessary or unauthorized replacement or disposition of assets. Furthermore, inaccurate financial statements or reports may expose the organization to legal consequences as well as grant-related penalties.
<b>Recommendations:</b>	It is recommended that the organization establish asset capitalization thresholds, and add all equipment purchased with grant funding to the inventory list.
<b>Subrecipient's Response &amp; Corrective Action Plan:</b>	<b>NOTE: A response to the Leading Practice Observation is OPTIONAL.</b>

Leading Practice Observation #2	
<b>Area of Review:</b>	G.2 Procurement
<b>Applicable Programs:</b>	BRIC
<b>Observations:</b>	During the site visit, it was determined that included in the Request for Procurement for the BRIC grant, there was criteria asking for vendor familiarity of area but does not come out and list local preference.

<p><b>Compliance Requirement:</b></p>	<p>2 CFR Subpart D (200.319)(c)The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</p> <p>2 CFR Subpart D (200.319)(d)The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a ‘brand name or equivalent’ description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.</p>
<p><b>Risks:</b></p>	<p>Failure to maintain a written procurement policy can lead to improper procurement practices across the organization. Additionally, failure to comply with federal procurement regulations can lead to deobligation of funding.</p>
<p><b>Recommendations:</b></p>	<p>The organization should update written policies and procedures to include the procurement requirements outlined in the applicable State and Federal guidance’s.</p>
<p><b>Subrecipient’s Response &amp; Corrective Action Plan:</b></p>	<p><b>NOTE: A response to the Leading Practice Observation is OPTIONAL.</b></p>