



# BOARD OF COUNTY COMMISSIONERS REGULAR MEETING AGENDA

August 13, 2024 at 10:00 AM

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

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

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

**10:00 AM - PUBLIC MEETING**

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

**1. PLEDGE OF ALLEGIANCE**

**2. AGENDA APPROVAL**

**3. CONSENT AGENDA**

- [a.](#) Minutes from July 23rd Meeting
- [b.](#) Minutes from July 30th Meeting
- [c.](#) Minutes from August 6 Meeting
- [d.](#) Alan Ruiz Termination
- [e.](#) Marcie Valdez Resignation
- [f.](#) Savannah Horton Promotion SO
- [g.](#) Caleb Diggs Promotion SO
- [h.](#) Tre'von Perry Promotion SO
- [i.](#) Cathy Pineda Bonus SO
- [j.](#) Celia Kelly Sick Time Donation
- [k.](#) Caleb Diggs Sick Leave Donation
- [l.](#) Marc Sanchez Sick Leave Donation
- [m.](#) Tre'von Perry Sick Leave Donation
- [n.](#) Anthony Thomlison Sick Leave Donation
- [o.](#) Victoria Sanchez Sick Leave Donation
- [p.](#) Abatement 24-16 Richard J. and Evondia H. Woessner
- [q.](#) Abatement 24-17 Richard J. and Evondia H. Woessner

**4. PUBLIC COMMENT**

**5. APPOINTMENTS**

- a. County Treasurer Debra Reynolds - Fraudulent Check Update
- b. Museum of Friends- Maria Cocchiarelli-Berger
- c. County Coroner Vonnie Valdez - Annual Report
- d. Economic Development - Bill Singleton
- e. Public Hearing: Gardner Public Improvement District Sewer Project

**6. LAND USE**

- a. Bulk Water Permit 24-06 for Von Boeckman

**7. ACTION ITEMS**

- a. Resolution 24-36 - Revised Organizational Chart
- b. Resolution 24-37 - Internal Controls Policy
- c. ARPA County Housing Authority Subgrant
- d. August 2024 Vendor Run
- e. PO 283 CivicPlus Codification
- f. PO 286 Convergent HAVA Cameras
- g. PO 287 Convergent HAVA Access Control
- h. Approval to Apply Community Change Grant Technical Assistance
- i. Approval to Apply Clean Energy to Communities Microgrid Technical Assistance
- j. Letter of Support for CDOT Wildlife Crossing Project
- k. Avenu Enterprise Solutions - County Assessor and County Treasurer Software Agreement

**8. CORRESPONDENCE**

- a. Notice of Forfeiture Colorado Springs Astronomical Society.
- b. Spanish Peaks Library New Officers
- c. First National Bank Donation Letter
- d. July 2024 Bulk Water Monthly Volume Report
- e. July 2024 GPID Systems Totals Report
- f. July 2024 GPID Billing Register
- g. CTSI Technical Update 2025 HSA Contribution Limits
- h. CTSI Technical Update Flagger Certification for Road and Bridge Employees
- i. CTSI Technical Update Timely Reporting of CWCP Claims
- j. CTSI Services and Benefits
- k. Spanish Peaks Airfield Year to Date Airport Fuel Sales
- l. Road and Bridge Year to Date Fuel Sales

**9. STAFF REPORTS**

**a.** County Administrator

**b.** County Attorney

**10. EXECUTIVE SESSION**

**11. ADJOURNMENT**

**12. UPCOMING MEETINGS**

- a.** 1 P.M. - Business Continuity Tabletop Exercise  
Huerfano County Community Center Conference Room



# BOARD OF COUNTY COMMISSIONERS REGULAR MEETING MINUTES

July 23, 2024 at 10:00 AM

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

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

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1. **PLEDGE OF ALLEGIANCE**

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

2. **AGENDA APPROVAL**

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

**Motion made by Commissioner Wardell**

**Second by Commissioner Sporleder**

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

**Motion Passes**

3. **CONSENT AGENDA**

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

**Motion made by Commissioner Sporleder**

**Second by Commissioner Wardell**

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

**Motion Passes**

- a. Meeting Minutes from July 9, 2024
- b. Meeting Minutes from July 16, 2024
- c. Abatement #24-14 - McAllister and Braswell
- d. Abatement #24-15 - Garcia
- e. PO 280 CTSI Employment Deductible
- f. Alan Ruiz New Hire Detention
- g. Angie Glover Promotion
- h. Anthony Thomlison New Hire Detention
- i. Christiana Camacho End of Probation Period
- j. Sabina Brink Transfer to HCSO



- k. Timothy Pacheco Resignation
- l. Detention Pay Increase after Reduction in Force
- m. Dispatch Pay Increase after Reduction in Force
- n. Road and Bridge Pay Increase after Reduction in Force
- o. Treasurer's Office Pay Increase after Reduction in Force

4. **PUBLIC COMMENT**

NONE

5. **APPOINTMENTS**

- a. Huerfano County Farm Bureau - John C. Davis is in place of John Stroh going over letter submitted to the BOCC, seeking county recommendation and support to bring Veterinarian services to our community.

- b. Treasurer and Public Trustee Reports - Debra Reynolds

**Motion to approve and accept the reports from Debra Reynolds as presented by Carl Young.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Wardell**

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

**Motion Passes**

5. **LAND USE**

Presented by Cheri Chamberlain Land Use & Building Department

- a. GPID Bulk Water Permit James Alder and Sharon Fournety-Seasonal residents vacant land connex build (5) has been reviewed by the Building Authority Board

**Motion to approve GPID Bulk Water Permit 24-0005 for James Alder and Sharon Fournety**

**Motion made by Commissioner Wardell**

**Second by Commissioner Sporleder**

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

**Motion Passes**

- b. GPID Water and Sewer Tap Robert Galvez

**Motion to approve Water and Tap application for Barbra Galvez**

**Motion made by Commissioner Wardell**

**Second by Commissioner Sporleder**

**Discussion: Fee was waived per previous agreement, staff working with property owner to fix code violations and get the property cleaned up in order to build.**

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

**Motion Passes**

- c. ROW Permit #24-004 Jade Communications Navajo-Lola Spradley with Economic Development and Josh director of operations of Jade Communications  
**Motion to approve ROW Permit #24-004 for Jade Communications**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**
- d. Land Use #23-040 Dos Sueños Plat Amendment  
**Motion to approve the Land Use Permit #23-040 for Dos Sueños Plat Amendment.**  
**Motion made by Commissioner Wardell**  
**Second by Commissioner Sporleder**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**

## 7. ACTION ITEMS

- a. Resolution #24-34 New Account Authorized  
**Motion to approve Resolution #24-34 designating county fund depositories. Resolution designating who can sign on Huerfano County Bank accounts.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**
- b. Resolution #24-35 Commissioner Liaison Responsibilities  
**Motion to approve Resolution #24- 35 appointing board Liaison Responsibilities for the year 2024.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**
- c. SPRHC Ambulance Authorization to Operate Letter  
**Motion to approve SPRHC Ambulance Authorization to Operate letter.**  
**Motion made by Commissioner Wardell**  
**Second by Commissioner Sporleder**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**

- d. 2023 Audit Extension Request  
**Motion to approve 2023 Audit Extension Request.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**
- e. Local Planning Capacity Grant Approval to Accept  
**Motion to approve Local Planning Capacity Grant Approval.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**
- f. SPAWP Work Order 3.1 Home Ignition Zone Workshop Series  
**Motion to approve SPAWP Work Order 3.1 Home Ignition Zone Workshop Series.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**
- g. July 2024 Vendor Run  
**Motion to approve July 2024 Vendor Run in the amount of \$230,488.37.**  
**Motion made by Commissioner Wardell**  
**Second by Commissioner Sporleder**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**
- h. Huerfano Sheriff Office Request Deputy Overtime for Working in the Jail  
**Motion to approve over time payout with end date August 24, 2024.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**
- i. Sheriff Request Special Comp Time Payout for Krissie Aldretti  
**Motion to approve the Sheriff request comp time pay out for Krissie Aldretti , HR Liaison, for the time July 14-July 27, 2024 for the total of 82 hours.**  
**Motion made by Commissioner Wardell**  
**Second by Commissioner Sporleder**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**

- j. Sheriff's Request Special Comp Time Payout for Michael Alires Sanchez  
**Motion to approve the special comp time pay out for Michael Sanchez in the amount of \$1,270.90.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**
- k. KLJ Engineering GIS Work Order  
**Motion to approve KLG Engineering GIS System work order for up to \$25,000.**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**

## 8. CORRESPONDENCE

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

- a. County Treasurer May and June Financial Report
- b. CAPP Monthly Reports
- c. CTSI Technical Update: Return to Work
- d. CTSI Technical Update: Timely Reporting of CAPP Claims
- e. June 2024 Expenditure Report UNBALANCED
- f. June 2024 Revenue Report
- g. May and June 2024 Sheriff's Fees Report
- h. La Veta Village Golf Tournament Flyer

## 9. STAFF REPORTS

- a. County Administrator

Carl Young, County Administrator reviewed

1. Help Wanted for Dispatch
2. CTSI
3. Ribbon Cutting
4. 129 Kansas Remodel
5. Fundraiser for school pack backs and supplies

**Motion to approve the donation \$250.00 for each Fund Raiser for a total of \$500.00 to New Hope Church and First National Bank in Trinidad, Huerfano County Branch.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Wardell**

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

**Motion Passes**

- b. County Attorney-NONE

**10. EXECUTIVE SESSION**

NONE

**11. ADJOURNMENT**

Motion to adjourn meeting at 11:02 AM

Motion made by Commissioner Wardell

Second by Commissioner Sporleder

Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell

Motion Passes

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

**COMMISSIONERS:**

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**Arica Andreatta, Chairman**

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**Karl Sporleder**

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**Mitchell Wardell**



# BOARD OF COUNTY COMMISSIONERS SPECIAL MEETING MINUTES

July 30, 2024 at 10:00 AM

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

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

1. **PLEDGE OF ALLEGIANCE**

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

2. **AGENDA APPROVAL**

**Motion to approve the agenda as amended adding the 4H Ambassadors to appointments.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Wardell**

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

**Motion Passes**

3. **APPOINTMENTS**

a. **Huerfano 4H-**

Jaylee Salazar, Senior 4-H Ambassador, Wyatt Faris, Intermediate 4-H Ambassador and Willa Griпка, Junior 4-H Ambassador invited the Huerfano County Commissioners to the fair.

4. **ACTION ITEMS**

a. **2024 Elections Intergovernmental Agreement - City of Walsenburg**

**Motion to approve the IGA for the City of Walsenburg 2024 November Election.**

**Motion made by Commissioner Wardell**

**Second by Commissioner Sporleder**

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

**Motion Passes**

b. **Energy Impact Grant Approval to Apply**

**Motion to approve The Energy Impact Grant in the amount of \$195,000 with another \$195,00 in match.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Wardell**

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

**Motion Passes**

- c. South Main Industrial Park Letter of Agreement  
**Motion to approve the Letter of Agreement for South Main Industrial Park**  
**Motion made by Commissioner Wardell**  
**Second by Commissioner Sporleder**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**

**5. ADJOURNMENT**

- Motion to adjourn meeting at 10:11AM**  
**Motion made by Commissioner Sporleder**  
**Second by Commissioner Wardell**  
**Voting Yes: Chairman Andreatta, Commissioner Sporleder, Commissioner Wardell**  
**Motion Passes**

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

**COMMISSIONERS:**

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**Arica Andreatta, Chairman**

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**Karl Sporleder**

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**Mitchell Wardell**



## BOARD OF COUNTY COMMISSIONERS MINUTES

August 06, 2024 at 10:00 AM

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

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

1. **PLEDGE OF ALLEGIANCE**

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

2. **AGENDA APPROVAL**

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

**Motion made by Commissioner Wardell**

**Second by Commissioner Sporleder**

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

**Motion Passes**

3. **CONSENT AGENDA**

**NONE**

4. **PUBLIC COMMENT**

**NONE**

5. **ACTION ITEMS**

a. **HAVA Grant Acceptance**

**Motion to approve HAVA Grant Acceptance for a total of \$73,183.72 and a county match of \$29,271.44 and, approved Erica County Clerk and Recorder to sign accepting grant.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Wardell**

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

b. **2025 Budget Guidelines Memo**

**Motion to approve 2025 Budget Guidelines Memo with no new open positions to be posted until after October**

**Motion made by Commissioner Wardell**

**Second by Commissioner Sporleder**

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



**Motion Passes**

c. DHS Core Services Plan

**Motion to review DHS Core Services Plan with BOCC on or by Tuesday 8/13/24. In the event there is an emergency then Chairman Andreatta will approve and sign the updated service plan.**

**Motion made by Commissioner Sporleder**

**Second by Commissioner Wardell**

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

**6. CORRESPONDENCE**

**NONE**

**7. STAFF REPORTS**

**NONE**

**8. EXECUTIVE SESSION**

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

**Motion made by Commissioner Sporleder**

**Second by Commissioner Wardell**

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

**Motion Passes**

*Commissioner Andreatta called for recess prior to executive session. No decision will be made in or after executive session.*

*Executive session 11:00*

*Executive session adjourns 12:30*

**9. ADJOURNMENT**

**Motion to adjourn meeting at 12:31 PM**

**Motion made by Commissioner Wardell**

**Second by Commissioner Sporleder**

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

**Motion Passes**

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

**COMMISSIONERS:**

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**Arica Andreatta, Chairman**

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**Karl Sporleder**

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**Mitchell Wardell**

# PAYROLL STATUS CHANGE

EFFECTIVE DATE

8/1/2024

Item 3d.

NAME: **Alan Ruiz**

PAYROLL :

8/1/2024

CHANGE OF ADDRESS/PHONE

STREET

CITY, STATE, ZIP

TELEPHONE

CHANGE

**FROM**  
(DOES NOT APPLY TO NEW EMPLOYEE)

**TO**

JOB TITLE

**Detention**

DEPARTMENT

**Jail**

HOURS

ANNUAL SALARY

**\$38,000.00**

SEMI-MONTHLY SALARY

HOURLY SALARY

OTHER SALARY

**Non-Exempt**

## 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

TRANSFER

ADMINISTRATIVE LEAVE UN-PAID

**TERMINATION**

COMMENTS, IF NECESSARY

**Motion to accept the Termination of Alan Ruiz effective Immediately. Reason for Termination is due to Alan not contacting the HR Liaison since July 19, 2024.**

Elected Official/Department Manager

Chairman

08/01/24

Date

Date

Date to Finance Office:

HUERFANO COUNTY		
<b>PAYROLL STATUS CHANGE</b>	EFFECTIVE DATE	
7/17/2024		
NAME: <b>Marcie Valdez</b>	PAYROLL : 7/19/2024	
<b>CHANGE OF ADDRESS/PHONE</b>	STREET CITY, STATE, ZIP TELEPHONE	
<b>CHANGE</b>	<b>FROM</b> <small>(DOES NOT APPLY TO NEW EMPLOYEE)</small>	<b>TO</b>
JOB TITLE	<b>TANF Case Manager II</b>	
DEPARTMENT	<b>DHS</b>	
HOURS		
ANNUAL SALARY	<b>\$47,923.24</b>	
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	<b>Non-Exempt</b>	
<b>REASON FOR CHANGE</b>		
NEW HIRE REHIRED PROMOTION DEMOTION TRANSFER	<u>RESIGNATION</u> RETIREMENT LAYOFF ADMINISTRATIVE LEAVE PAID ADMINISTRATIVE LEAVE UN-PAID <b>TERMINATION</b>	LENGTH OF SERVICE INCREASE REEVALUATION OF CURRENT JOB INTRODUCTORY PERIOD COMPLETED OTHER
COMMENTS, IF NECESSARY		
<b>Motion to Accept the Resignation of of Marcie Valdez as TANF Case Manager II Effective July 17, 2024.</b>		
_____ Elected Official/Department Manager		_____ Chair, Board of County Commissioners
_____ Date		_____ Date
Date to Finance Office: _____		



HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>	EFFECTIVE DATE
	7/28/2024
NAME: <b>Savannah Horton</b>	PAYROLL: <b>8/16/2024</b>

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

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		<b>Detention Officer</b>
DEPARTMENT		<b>Jail</b>
HOURS		
ANNUAL SALARY		<b>\$39,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		<b>Non-Exempt</b>

**REASON FOR CHANGE**

- |   |  |   |
|---|--|---|
| NEW HIRE<br>REHIRED<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 approve the promotion for Savannah Horton in the Jail at an annual salary of \$39,000.00. for completion of her probationary period.**

 \_\_\_\_\_ 08/01/2024  
 Elected Official / Department Head      Date

\_\_\_\_\_  
 Chair, Board of County Commissioners

 \_\_\_\_\_ 8/1/2024  
 Human Resources Officer      Date

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

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		7/28/2024
NAME: <b>Caleb Diggs</b>	PAYROLL :	8/16/2024

CHANGE OF ADDRESS/ PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	Deputy FTO	Deputy
DEPARTMENT	Sheriff's Office	Sheriff's Office
HOURS		
ANNUAL SALARY	\$50,000.00	\$55,000.00
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	Non-Exempt

**REASON FOR CHANGE**

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

COMMENTS, IF NECESSARY

**Motion to Approve Caleb Diggs promotion for completing Field Training.**

 7/30/2024  
 Elected Official / Department Head Date

 7/30/2024  
 Human Resources Officer Date

\_\_\_\_\_  
 Chair, Board of County Commissioners

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



HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		7/28/2024
NAME: <b>Tre'von Perry</b>	PAYROLL :	8/16/2024

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

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	Deputy FTO	Deputy
DEPARTMENT	Sheriff's Office	Sheriff's Office
HOURS		
ANNUAL SALARY	\$50,000.00	\$55,000.00
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	Non-Exempt

**REASON FOR CHANGE**

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

COMMENTS, IF NECESSARY

**Motion to Approve Tre'von Perry promotion for completing Field Training.**

  
 Elected Official / Department Head      07/30/2024  
 Date

\_\_\_\_\_  
 Chair, Board of County Commissioners

  
 Human Resources Officer      7/30/2024  
 Date

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



**GREEN SHEET/STATUS CHANGE**

EFFECTIVE DATE

7/28/2024

Item 3i.

NAME: **Cathy Pineda** PAYROLL : **8/16/2024**

CHANGE OF ADDRESS/PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE


CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		Secretary
DEPARTMENT		Sheriff's Office
HOURS		
ANNUAL SALARY		\$38,709.06
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	Non-Exempt

**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                         |
| TRANSFER  | ADMINISTRATIVE LEAVE UN-PAID |                               |

COMMENTS, IF NECESSARY

**Motion to Approve the Bonus for Cathy Pineda in the ammount of \$2,290.94. Cathy's Salary will need to be increased to \$41,000.00 for the 2025 budget.**

 08/01/2024  
 Elected Official / Department Head Date  
 Krissie L. Aldrett 8/1/2024  
 Human Resources Officer Date

\_\_\_\_\_  
 Chair, Board of County Commissioners  
 \_\_\_\_\_  
 Budget Officer Date

Date Inputed Into System

### SICK LEAVE DONATION AND AUTHORIZATION REQUEST FORM

At times, an employee may require extended leave due to his or her own personal needs, or to care for a family member. When an employee is on FMLA, they must use their "Sick Leave" to cover any employment days missed.

Accrued and earned Sick Leave may be "donated" from one employee to another in certain circumstances when the Board of County Commissioners has approved the "transfer". If approved, the donation of sick leave will reduce the donating employee's sick leave hours and increase the sick leave balance of the recipient employee. Once the "donation" has been approved, the sick leave transaction process will be final and can't be changed regardless of whether the time was utilized by the receiving employee. The maximum number of days an employee is able to donate is 30 days (240 hours max).

<b>Name of Employee to Receive Sick Leave Hours:</b>	<b>Department:</b>
<u>Cecilia Kelly</u>	<u>Assessor</u>
(Print Name)	

<b>Name of Employee Donating Sick Leave Hours:</b>	<b>Department:</b>
<u>Sara Pino</u>	<u>Assessor</u>
(Print Name)	

I hereby request 40 hours of accrued and earned sick leave to be deducted from my accrual balance. I understand that once this transfer has been processed that I cannot revoke or change this request.

Sara Pino 7/24/24  
 Donating Employee Signature Date Signed

Elisha Meadows 7/24/24  
 Signature of Supervisor Date Signed

\_\_\_\_\_  
 Signature of BOCC Chairman Date Signed

### SICK LEAVE DONATION AND AUTHORIZATION REQUEST FORM

At times, an employee may require extended leave due to his or her own personal needs or to care for a family member. When an employee is on FMLA, they must use their "Sick Leave" to cover any employment days missed.

Accrued and earned Sick Leave may be "donated" from one employee to another in certain circumstances when the Board of County Commissioners has approved the "transfer". If approved, the donation of sick leave will reduce the donating employee's sick leave hours and increase the sick leave balance of the recipient employee. Once the "donation" has been approved and processed the transaction, will be final and cannot be changed regardless of whether the time was utilized by the receiving employee. The maximum numbers of days an employee is able to donate is 30 days or (240 hours max).

<b>Name of employee to receive Sick Leave hours:</b>	<b>Department:</b>
<u>Deputy Diggs</u>	<u>SO</u>
(Print Name)	

<b>Name of Employee donating Sick Leave hours:</b>	<b>Department:</b>
<u>Melanie Bounds</u>	<u>SO</u>
(Print Name)	

I hereby request 49.51 hours of accrued and earned sick leave be deducted from my accrued balance and transferred to the employee listed above. I understand that once this transfer has been processed that I cannot revoke or change this request.

Signatures:

<u>Melanie Bounds</u>	<u>1/31/24</u>
Donating Employee Signature:	Date Signed

<u>Krissie L. Aldretti</u>	<u>08/01/24</u>
Signature of Supervisor:	Date Signed

_____ Signature of BOCC Chairman:	_____ Date Signed
--------------------------------------	----------------------

### SICK LEAVE DONATION AND AUTHORIZATION REQUEST FORM

At times, an employee may require extended leave due to his or her own personal needs or to care for a family member. When an employee is on FMLA, they must use their "Sick Leave" to cover any employment days missed.

Accrued and earned Sick Leave may be "donated" from one employee to another in certain circumstances when the Board of County Commissioners has approved the "transfer". If approved, the donation of sick leave will reduce the donating employee's sick leave hours and increase the sick leave balance of the recipient employee. Once the "donation" has been approved and processed the transaction, will be final and cannot be changed regardless of whether the time was utilized by the receiving employee. The maximum numbers of days an employee is able to donate is 30 days or (240 hours max).

<b>Name of employee to receive Sick Leave hours:</b> <u>Mark Sanchez</u>	<b>Department:</b> <u>Detention</u>
(Print Name)	

<b>Name of Employee donating Sick Leave hours:</b> <u>Melanie Bounds</u>	<b>Department:</b> <u>50</u>
(Print Name)	

I hereby request 30 hours of accrued and earned sick leave be deducted from my accrued balance and transferred to the employee listed above. I understand that once this transfer has been processed that I cannot revoke or change this request.

Signatures:

Melanie Bounds 7/31/24  
 Donating Employee Signature: Date Signed

Krisie L. Aldretti 08/01/24  
 Signature of Supervisor: Date Signed

\_\_\_\_\_  
 Signature of BOCC Chairman: Date Signed

### SICK LEAVE DONATION AND AUTHORIZATION REQUEST FORM

At times, an employee may require extended leave due to his or her own personal needs or to care for a family member. When an employee is on FMLA, they must use their "Sick Leave" to cover any employment days missed.

Accrued and earned Sick Leave may be "donated" from one employee to another in certain circumstances when the Board of County Commissioners has approved the "transfer". If approved, the donation of sick leave will reduce the donating employee's sick leave hours and increase the sick leave balance of the recipient employee. Once the "donation" has been approved and processed the transaction, will be final and cannot be changed regardless of whether the time was utilized by the receiving employee. The maximum numbers of days an employee is able to donate is 30 days or (240 hours max).

<b>Name of employee to receive Sick Leave hours:</b>	<b>Department:</b>
<u>Deputy Perry</u>	<u>SO</u>
(Print Name)	

<b>Name of Employee donating Sick Leave hours:</b>	<b>Department:</b>
<u>Melanie Bounds</u>	<u>SO</u>
(Print Name)	

I hereby request 49.51 hours of accrued and earned sick leave be deducted from my accrued balance and transferred to the employee listed above. I understand that once this transfer has been processed that I cannot revoke or change this request.

Signatures:

<u>Melanie Bounds</u>	<u>1/31/24</u>
Donating Employee Signature:	Date Signed

<u>Krissee L. Aldrette</u>	<u>08/01/24</u>
Signature of Supervisor:	Date Signed

_____ Signature of BOCC Chairman:	_____ Date Signed
--------------------------------------	----------------------



### SICK LEAVE DONATION AND AUTHORIZATION REQUEST FORM

At times, an employee may require extended leave due to his or her own personal needs or to care for a family member. When an employee is on FMLA, they must use their "Sick Leave" to cover any employment days missed.

Accrued and earned Sick Leave may be "donated" from one employee to another in certain circumstances when the Board of County Commissioners has approved the "transfer". If approved, the donation of sick leave will reduce the donating employee's sick leave hours and increase the sick leave balance of the recipient employee. Once the "donation" has been approved and processed the transaction, will be final and cannot be changed regardless of whether the time was utilized by the receiving employee. The maximum numbers of days an employee is able to donate is 30 days or (240 hours max).

<b>Name of employee to receive Sick Leave hours:</b> <u>Anthony Thomlison</u> (Print Name)	<b>Department:</b> <u>Detention</u>
--	--

<b>Name of Employee donating Sick Leave hours:</b> <u>Melanie Bounds</u> (Print Name)	<b>Department:</b> <u>SO</u>
---	---------------------------------

I hereby request 30 hours of accrued and earned sick leave be deducted from my accrued balance and transferred to the employee listed above. I understand that once this transfer has been processed that I cannot revoke or change this request.

Signatures:

<u>Melanie Bounds</u> Donating Employee Signature:	<u>7/31/24</u> Date Signed
---	-------------------------------

<u>Krissie L. Aldrette</u> Signature of Supervisor:	<u>08/01/24</u> Date Signed
--	--------------------------------

_____ Signature of BOCC Chairman:	_____ Date Signed
--------------------------------------	----------------------

**SICK LEAVE DONATION AND AUTHORIZATION REQUEST FORM**

At times, an employee may require extended leave due to his or her own personal needs or to care for a family member. When an employee is on FMLA, they must use their "Sick Leave" to cover any employment days missed.

Accrued and earned Sick Leave may be "donated" from one employee to another in certain circumstances when the Board of County Commissioners has approved the "transfer". If approved, the donation of sick leave will reduce the donating employee's sick leave hours and increase the sick leave balance of the recipient employee. Once the "donation" has been approved and processed the transaction, will be final and cannot be changed regardless of whether the time was utilized by the receiving employee. The maximum numbers of days an employee is able to donate is 30 days or (240 hours max).

<b>Name of employee to receive Sick Leave hours:</b>	<b>Department:</b>
<u>Victoria Sanchez</u>	<u>Detention</u>

(Print Name)

<b>Name of Employee donating Sick Leave hours:</b>	<b>Department:</b>
<u>Melanie Bounds</u>	<u>S.O.</u>

(Print Name)

I hereby request 41.<sup>22</sup> hours of accrued and earned sick leave be deducted from my accrued balance and transferred to the employee listed above. I understand that once this transfer has been processed that I cannot revoke or change this request.

Signatures:

<u>Melanie Bounds</u>	<u>7/31/24</u>
Donating Employee Signature:	Date Signed

<u>Krissie L. Aldrette</u>	<u>08/01/24</u>
Signature of Supervisor:	Date Signed

_____ Signature of BOCC Chairman:	_____ Date Signed
--------------------------------------	----------------------

PETITION FOR ABATEMENT OR REFUND OF TAXES 24-16

Item 3p.

County Name Huerfano

Date Received 7/26/24  
Use Assessor's or Commissioners Date Stamp

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

Date: 07 16 2024  
Month DAY Year

Petitioner's Name: Richard J + Evondia H Woessner  
Petitioner's mailing address: 603 Elder St  
Walsenburg CO 81089  
City or Town State Zip Code

SCHEDULE OR PARCEL NUMBER(S)	PROPERTY ADDRESS OR LEGAL DESCRIPTION OF PROPERTY
<u>29510</u>	<u>TWP 29 RNG 66 SE3</u>

Petitioner requests an abatement or refund of the appropriate taxes and states that the taxes assessed against the property for the property tax year 2023 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.)

erroneous valuation/over valuation

Petitioner's estimate of value \$ 12,000 / <sup>(2024)</sup> Determination \$24,330 \* See Attached  
<sub>Value</sub> 60964 <sub>Year</sub> 2023

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.

Evondia H Woessner  
Petitioner's Signature

Daytime Phone Number 205-837-0208  
Email ewoessner65@gmail.com

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

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

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

The actual value in the Assessor's Recommendation section does not include 2023 value adjustments for residential and commercial properties. The assessed value and resulting tax amounts are calculated from the adjusted actual value. 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, C3R3S, within thirty days of the entry of any such decision, §39-10-114.5(1), C.R.S.

Section II:		Assessor's Recommendation (For Assessor's Use Only)		
		Tax Year		
			2023	
	Actual	Assessed Value	Tax	
Original	<u>60964</u>	<u>17009</u>	<u>1269.20</u>	
Corrected	<u>24330</u>	<u>6788</u>	<u>506.51</u>	
Abate <u>Refund</u>	<u>36634</u>	<u>10221</u>	<u>762.67</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: 23 Protest?  No \_\_\_ Yes (if a protest was filed, please attach a copy of NOD.)

Assessor recommends denial for the following reason(s):

Elosha Meadows  
Assessor's or Deputy Assessor's Signature



HUERFANO COUNTY  
ELISHA MEADOWS  
HUERFANO COUNTY ASSESSOR  
401 MAIN STREET  
SUITE #205  
WALSENBURG, CO 81089

County Board of Equalization  
HUERFANO COUNTY COURTHOUSE  
401 MAIN ST, STE 201  
401 MAIN ST, STE 201  
WALSENBURG CO 81089

**NOTICE OF DETERMINATION**

DATE: 06/25/2024

SCHEDULE NUMBER	REVIEW #	TAX YEAR	TAX AREA	LEGAL DESCRIPTION OF PROPERTY (MAY BE INCOMPLETE)
29510	00035	2024	100	PARCEL #: 28-5159-041-00-017  TWP 28 RNG 66: SEC 3: W2SW4NW4, PT OF NW4SW4 EXCEPT THOSE PORTIONS THERE OF CONVEYED TO THE DEPT OF HIGHWAYS BY DEEDS RECORDED AUG 27 1959 IN BOOK 270 PG 8 AND SEPT 23, 1959 IN BOOK 270 PG 98
OWNER: WOESSNER, RICHARD J & EVONDIA H 603 E ELDER ST WALSENBURG CO 81089				

The Assessor has carefully studied all available information, giving particular attention to the specifics included on your protest. The Assessor's determination of value after review is based on the following:

Residential property is valued by considering the market approach.

The Assessor establishes property values. The local taxing authorities (county, school district, city, fire protection, and other special districts) set mill levies. The mil levy requested by each taxing authority is based on a projected budget and the property tax revenue required to adequately fund the services it provides to its taxpayers. The local taxing authorities hold budget hearings in the fall. If you are concerned about mill levies, we recommend that you attend these budget hearings. Please refer to last year's tax bill or ask your Assessor for a listing of the local taxing authorities.

AFTER REVIEW LAND WAS ADJUSTED, LAND IS MORE BUILDABLE THAN THE COMPARABLE PROPERTY.

PROPERTY CLASSIFICATION(S)	PROPERTY OWNER'S ESTIMATE OF VALUE	ASSESSOR'S VALUATION	
		ACTUAL VALUE PRIOR TO REVIEW	ACTUAL VALUE AFTER REVIEW
VACANT LAND	12000	60964	24330
	12000	60964	24330

By: ELISHA MEADOWS COUNTY ASSESSOR DATE: 06/25/2024

APPEAL DEADLINES: REAL PROPERTY - JULY 15, PERSONAL PROPERTY - JULY 20.  
If you disagree with the Assessor's decision, you have the right to appeal to the County Board of Equalization for further consideration, 39-8-106(1)(a), C.R.S.

(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 \_\_\_\_/\_\_\_\_/\_\_\_\_, at which meeting there were present the following members:  
Month Day Year Arica Andretta, Karl Sporleader, Mitchel Wardell

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

petitioner Richard J and Evondia H. Woessner (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:

Year	Assessed Value	Taxes Abate/Refund
<u>2023</u>	<u>\$6,788.00</u>	<u>\$762.67</u>

\_\_\_\_\_  
**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 13th day of August, 2024.  
Month Year

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

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

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

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

\_\_\_\_\_  
**Secretary's Signature** \_\_\_\_\_  
**Property Tax Administrator's Signature**

PETITION FOR ABATEMENT OR REFUND OF TAXES 24-17

Item 3g.

County Name Huerfno

Date Received 7/26/24  
Use Assessor's or Commissioners Date Stamp

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

Date: 07 16 2024  
Month DAY Year

Petitioner's Name: Richard J + Evondia H Woessner  
Petitioner's mailing address: 603 E Elder St  
Walsenburg CO 81089  
City or Town State Zip Code

SCHEDULE OR PARCEL NUMBER(S) 29510 PROPERTY ADDRESS OR LEGAL DESCRIPTION OF PROPERTY TWP 28 R16 66 SE 2

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

Erroneous valuation) overvaluation

Petitioner's estimate of value \$ 12,000 <sup>17</sup>26,524 2022  
Value Year

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

Evondia H Woessner  
Petitioner's Signature

Daytime Phone Number 205-837-0208  
Email ewoessner65@gmail.com

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

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

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

The actual value in the Assessor's Recommendation section does not include 2023 value adjustments for residential and commercial properties. The assessed value and resulting tax amounts are calculated from the adjusted actual value. 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, C3R3S, within thirty days of the entry of any such decision, §39-10-114.5(1), C.R.S.

Section II: Assessor's Recommendation (For Assessor's Use Only)			
	Tax Year		
	Actual	Assessed Value	Tax
Original	<u>26524</u>	<u>7692</u>	<u>572.14</u>
Corrected	<u>24330</u>	<u>7056</u>	<u>524.81</u>
Abate <u>Refund</u>	<u>2194</u>	<u>636</u>	<u>47.33</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: 22 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

(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 8 / 13 / 24, at which meeting there were present the following members:  
Month Day Year Arica Andretta, Karl Sporleader, Mitchel Wardell

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

petitioner Richard J and Evondia H. Woessner (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:

Year	Assessed Value	Taxes Abate/Refund
<u>2022</u>	<u>\$ 635</u>	<u>\$47.33</u>

\_\_\_\_\_  
**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 13th day of August, 2024.  
Month Year

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

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

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

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

\_\_\_\_\_  
**Secretary's Signature** \_\_\_\_\_  
**Property Tax Administrator's Signature**





# Huerfano County Coroner 2023 Annual Report

Vonnie Valdez – Coroner

07/24/2024

[vvaldez@huerfano.us](mailto:vvaldez@huerfano.us)

Compiled by Vonnie Valdez

Cover Photo Courtesy of Norma Mower

# FOREWORD

The Coroner and staff recognize the tragedy surrounding an untimely death and perform investigations, in part, to assist the grieving family. A complete forensic investigation provides the cause and manner of how an individual died. Moreover, the investigation assists in settling insurance and estate claims, as well as the implementation of civil and criminal actions. Questions which seem irrelevant in the initial hours after a death may become significant in the following months. The surviving family and general public can have peace of mind knowing that a thorough investigation was conducted. The Coroner's Office works in cooperation with the law enforcement community but conducts a separate and unbiased investigation.

Although criminal death investigations constitute a small portion of deaths investigated by the Office of the Coroner, these deaths are studied in great detail because of the issues and legal consequences involved. In this way, the criminal justice system is offered the best support and public health is apprised of any relevant dangers that may exist. In a criminal case, evidence would be presented in Court that provides the cause and manner of death. Where public health is concerned, our office may, for example, identify an infectious agent or poison implicated in a death, and hence, the family and persons recently in physical contact with the deceased are notified so they might receive any necessary medical treatment.



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## DUTIES OF THE CORONER'S OFFICE

The Coroner's Office is a statutory office, mandated by the Colorado Constitution and the Colorado Revised Statutes (C.R.S.) 30-10-601 through 621. Under these Statutes, the Coroner's primary role is to make the proper inquiry regarding the cause and manner of death of any person who dies within the jurisdiction of the office.

Types of Deaths that are reported to the Coroner:

- No physician in attendance.
- The attending physician is unable or unwilling to certify the cause of death.
- The attending physician has not been in actual attendance within the past 30 days prior to death.
- All cases in which trauma may be associated with the death, such as traffic accidents, gunshots, falls, etc. This includes inpatients who have sustained fractures any time in the past.
- Deaths by poisoning, suspected poisoning, chemical or bacterial materials, industrial hazardous material or radiation.
- Known or suspected suicides.
- Deaths due to self-induced or unexplained abortion.
- Operating room deaths and deaths that occur during a medical procedure.
- All unexplained deaths (deaths that occur in apparently healthy individuals).
- Deaths that occur within 24 hours of admission to an emergency room, hospital or nursing care facility/hospice.
- Deaths in the custody of law enforcement.
- Deaths of persons in the care of a public institution.



Deaths meeting the above criteria are investigated by the Coroner, and if during the investigation, it is determined that an autopsy is necessary, then autopsies are performed by Board Certified Forensic Pathologists. The result of the investigation determines final cause and manner of death.

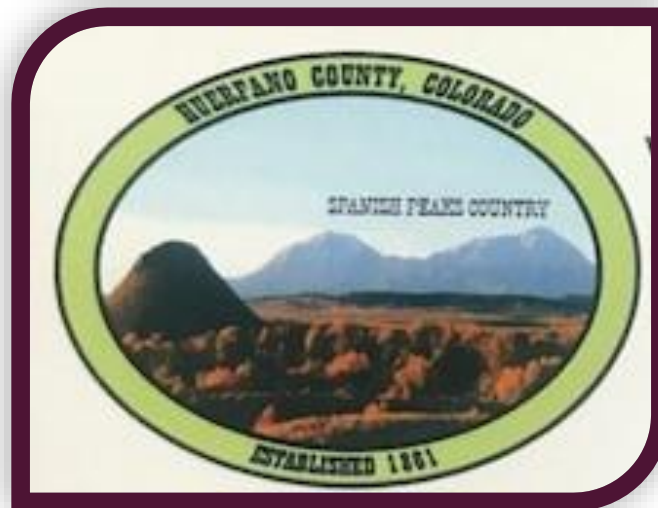
The cause of death is defined as the disease or injury that resulted in the death of an individual. The manner of death is ruled as one of the following: Natural, Accident, Homicide, Suicide or Undetermined. Undetermined Manner of Death includes deaths in which manner could not clearly be determined, as an example when skeletal remains are found and no apparent trauma is



found during examination. Undetermined is also used with Sudden Unexpected Infant Death, and when no other clear manner of death can be determined.

In addition, associated responsibilities of the Coroner's Office include but are not limited to:

- Legal pronouncement of death
- Legal identification of the deceased
- Take custody of the body and personal belongings
- Legal identification and notification Next of Kin
- Discovery of remains
- Certifies death certificates
- Oversees Green Burials and Private Cemetery Processes
- Helping families understand the actions of the Coroner's office and the process after a death occurs

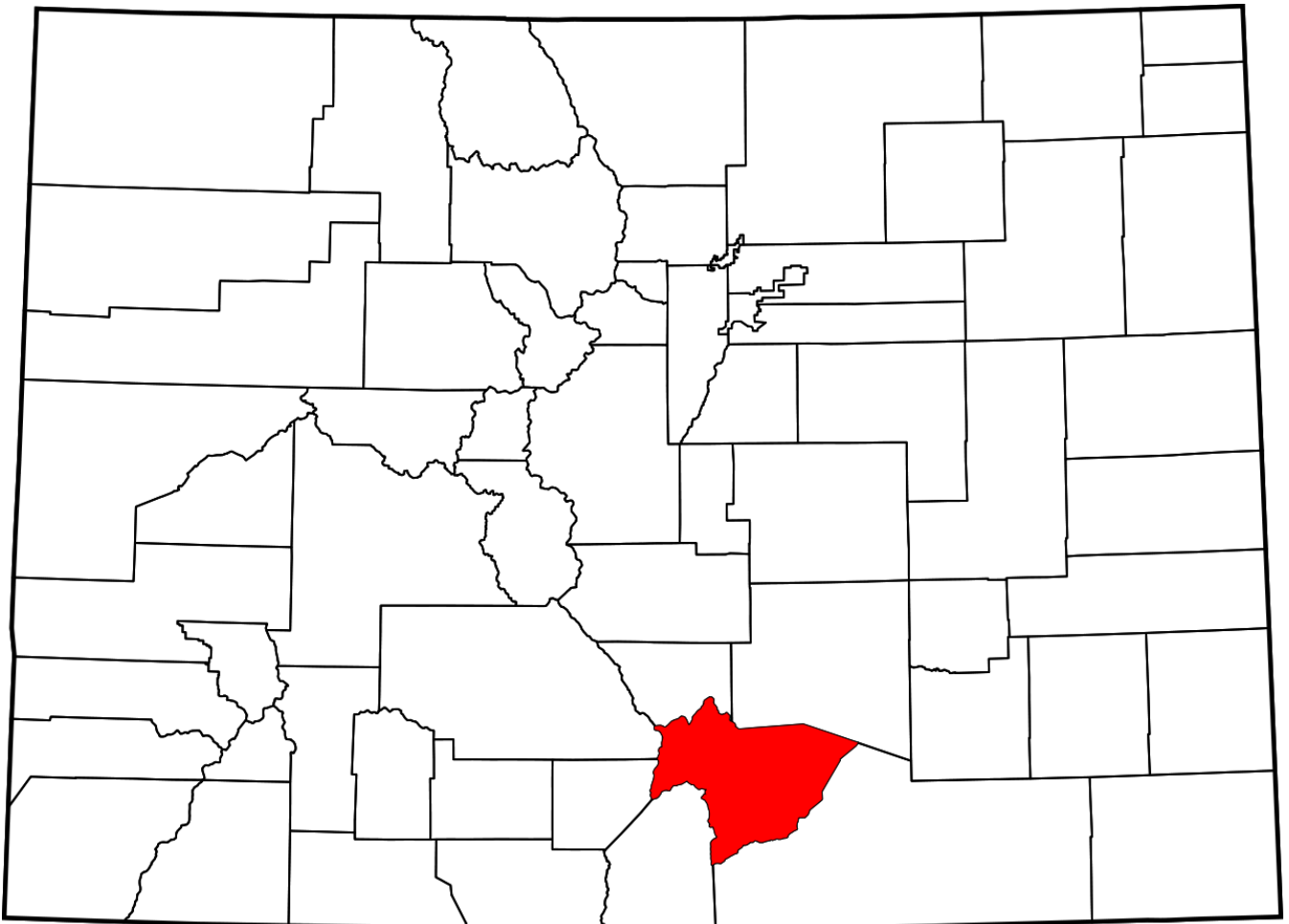


## HUERFANO COUNTY JURISDICTION

The information presented in this report was compiled based on deaths which came under the jurisdiction of the Huerfano County Coroner's Office during the calendar year of 2023.

The geographical area served by the Huerfano County Coroner's Office includes 1,593 square miles of Huerfano County, bordered by Pueblo to the northeast, Custer to the northwest, Las Animas to the southeast, Costilla to the southwest, and Alamosa and Saguache to the west. Huerfano is the 30<sup>th</sup> largest Colorado county in area.

Information obtained from the United States Census Bureau shows that the population of Huerfano County as of April 2020 to be approximately 6,917. This makes Huerfano county the 44<sup>th</sup> largest county by population in Colorado.



## Huerfano County

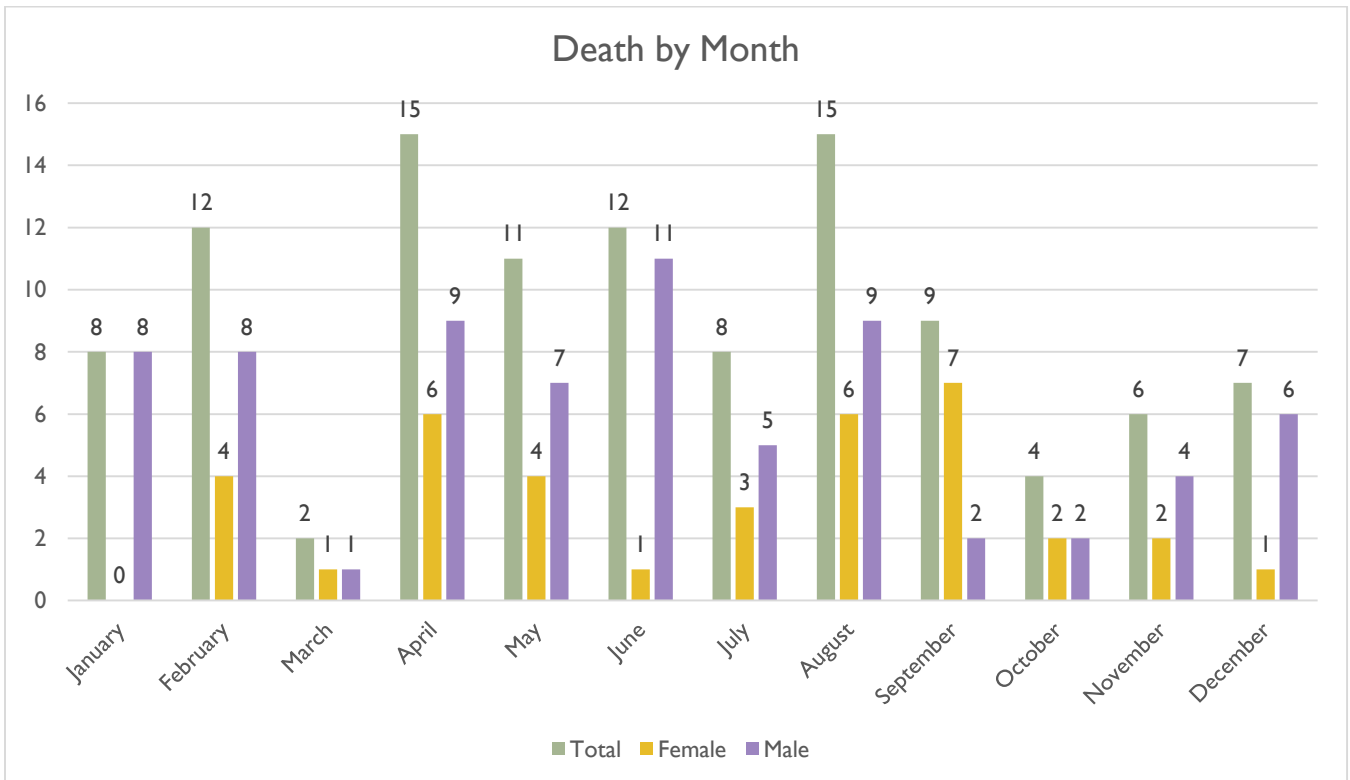
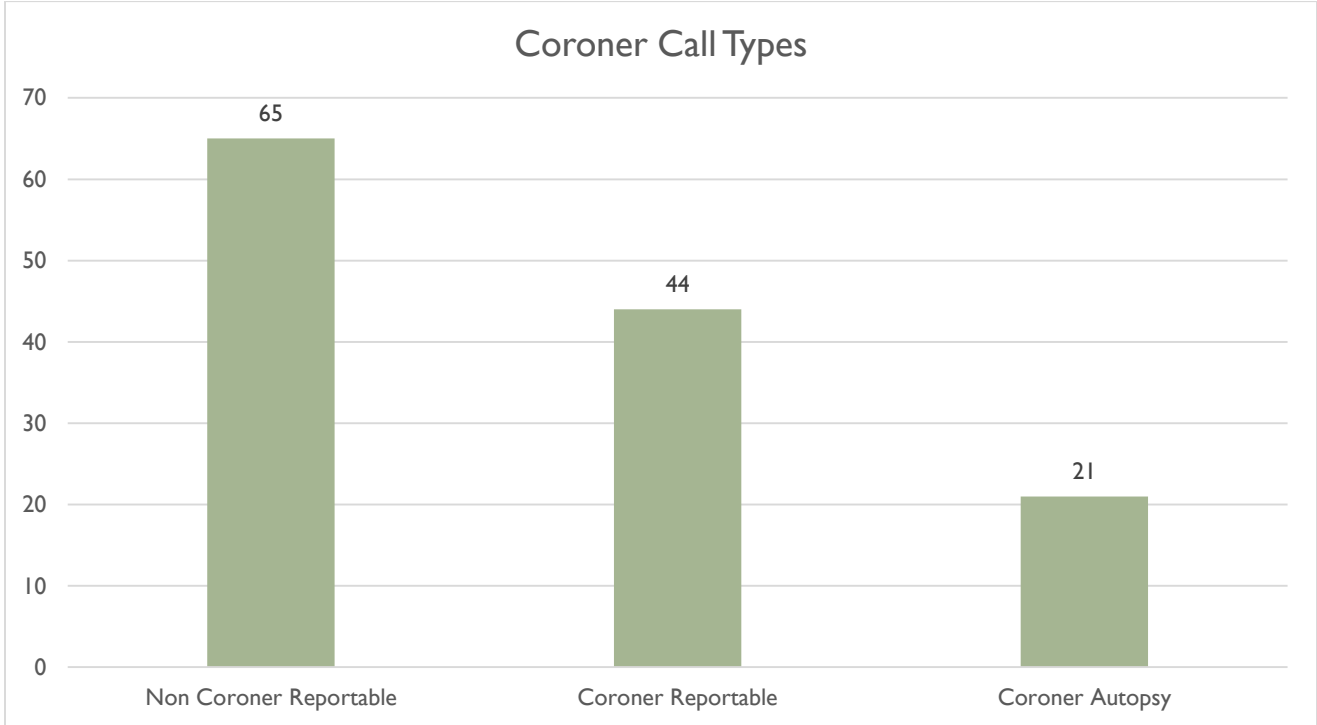


### DEATHS IN 2023

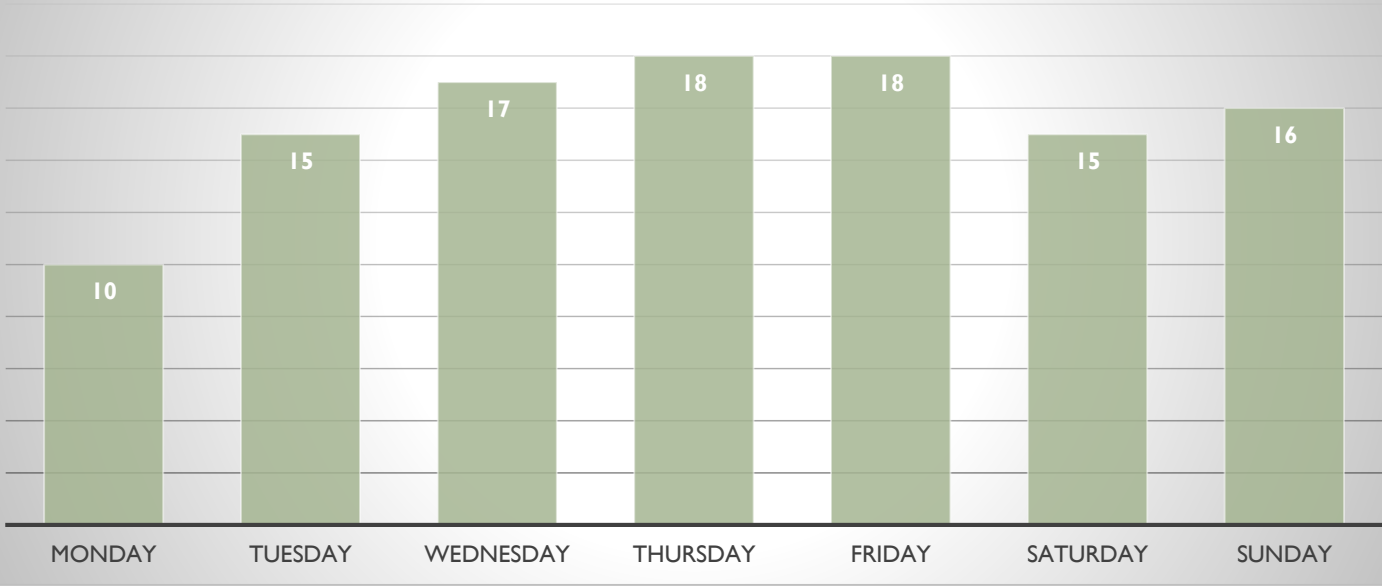
The overall caseload for 2023 was 109 cases, reported by law enforcement, medical personnel or another Coroner's Office. This included 44 reportable deaths, of which 21 of the cases required autopsies. There were 7 transfer of jurisdiction cases that were referred back to Huerfano County per Colorado House Bill 13-1097. This Bill states that the jurisdiction of a case is determined by where the initial incident occurred that led to the death. Of the cases referred back to Huerfano County, five came from El Paso County and 2 came from Pueblo County.

In cases where jurisdiction was not assumed by the Coroner, a local physician, with knowledge and awareness of the deceased's state of health, certified the death. These were predominately natural deaths, predominantly in medical facilities or home hospice, with a known fatal disease process or well documented injury. Autopsies were not performed in deaths where scene circumstances, medical history and external examination of the body provided sufficient information for death certification.

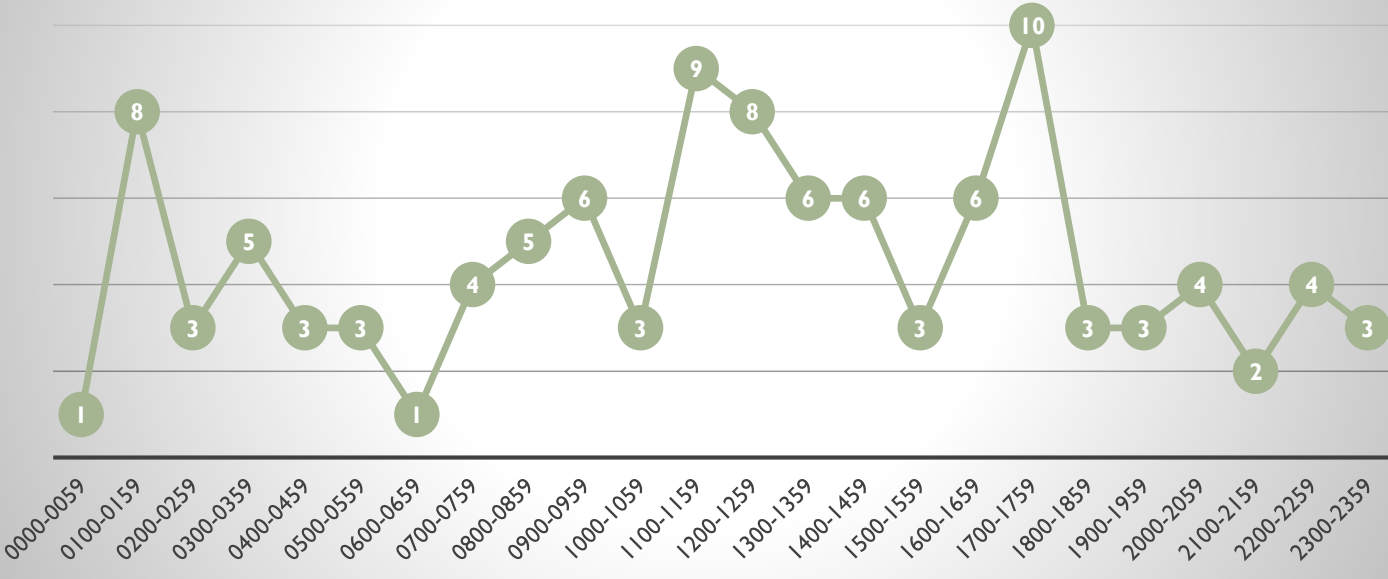
The accompanying tables and figures summarize the information regarding the deaths in all cases where jurisdiction has been assumed by the Coroner.

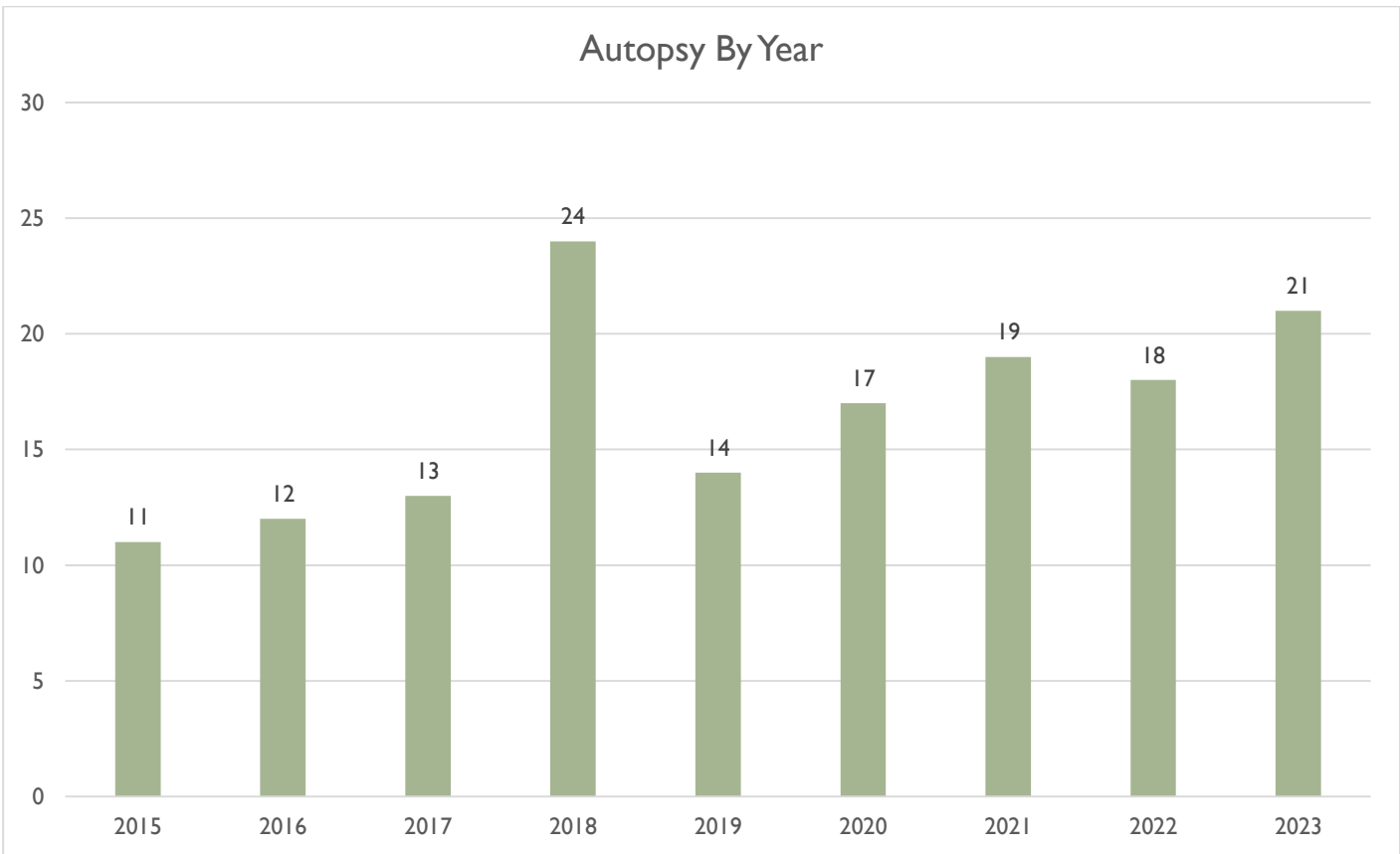
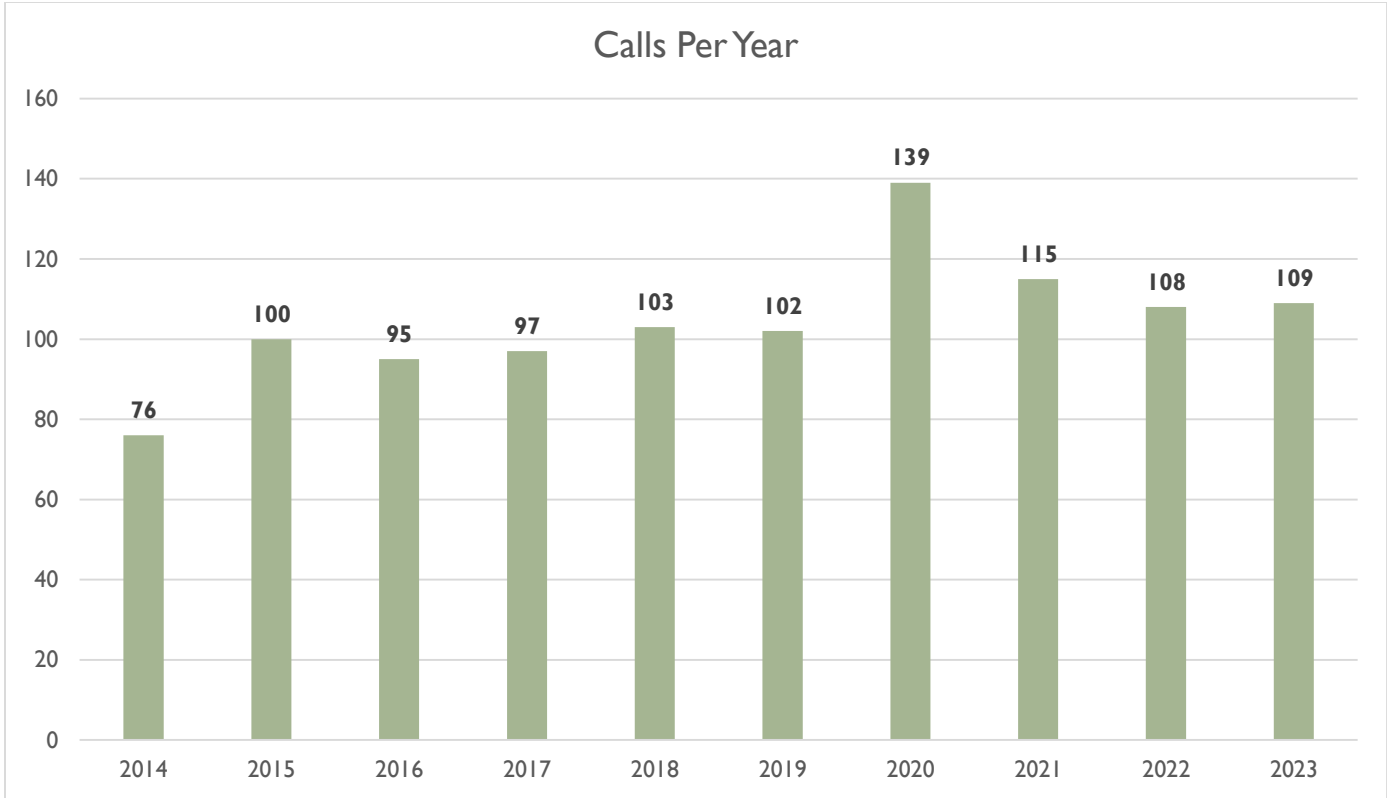


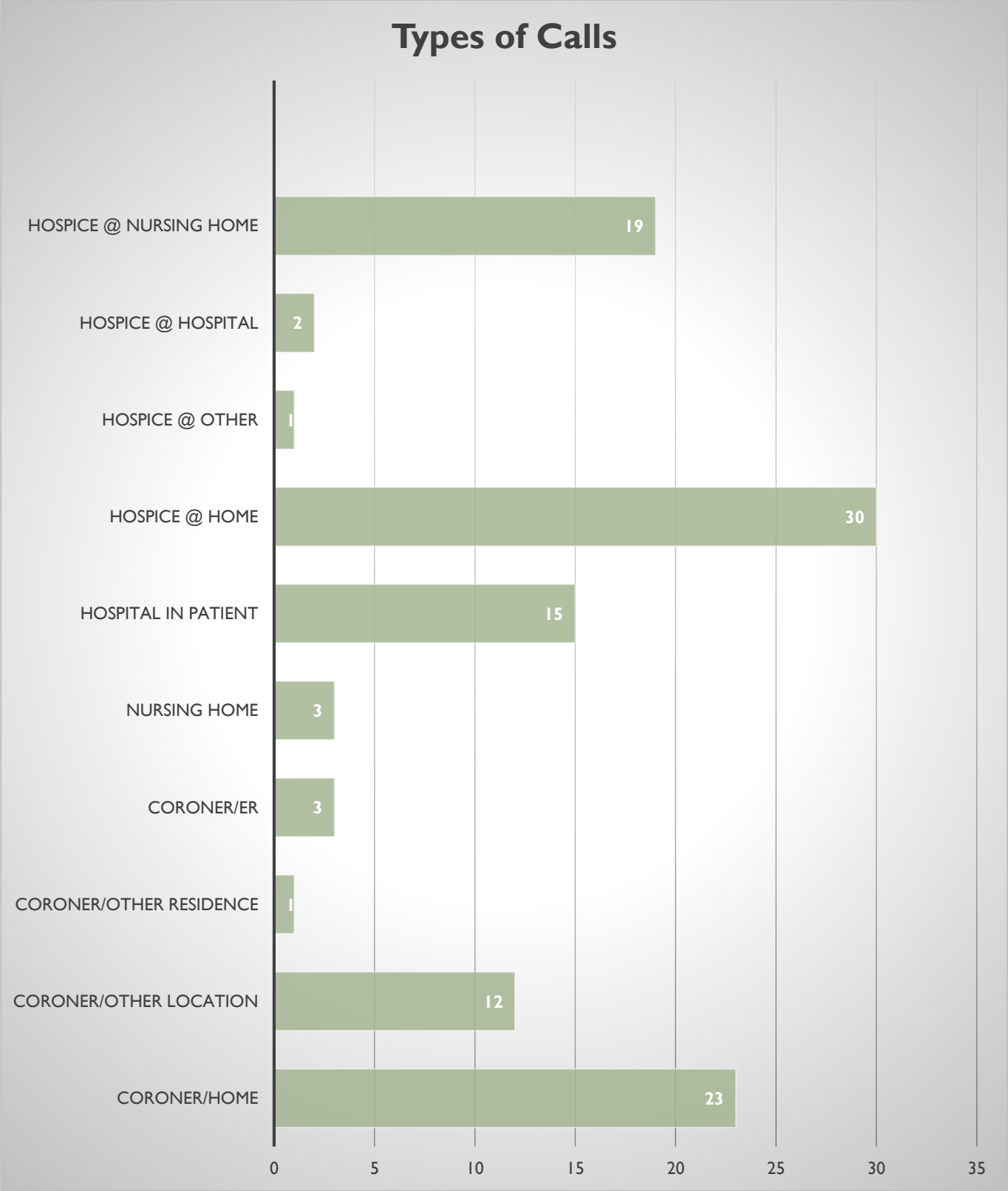
### Call Outs by Day of Week



### Call Times

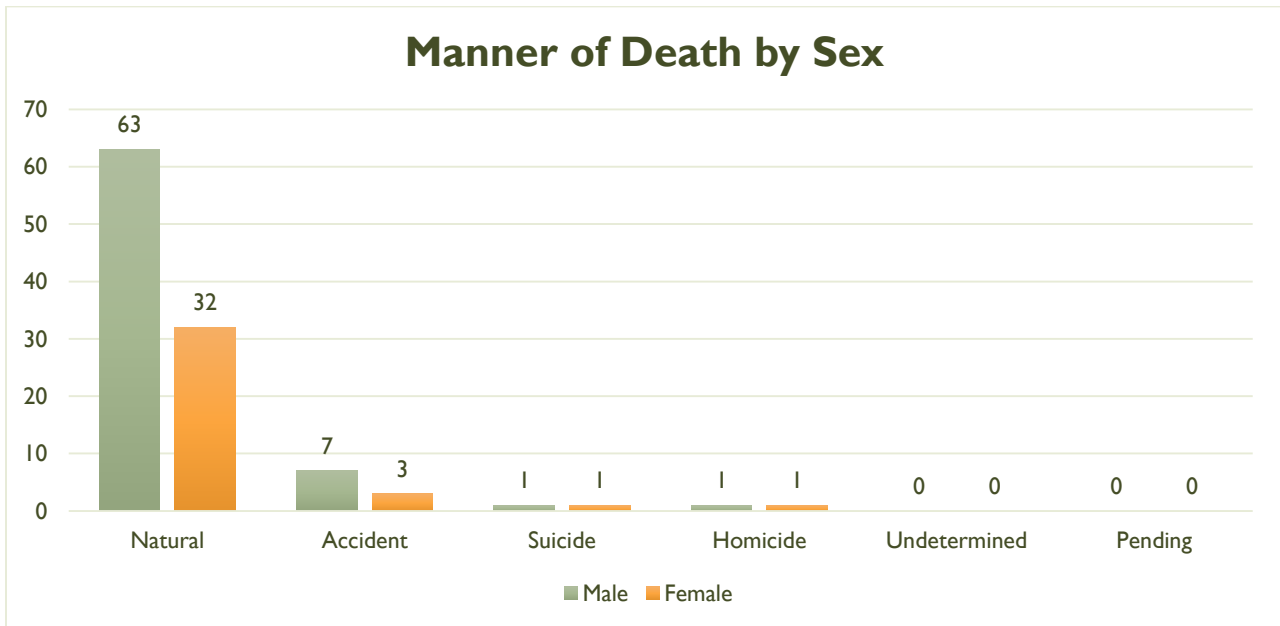
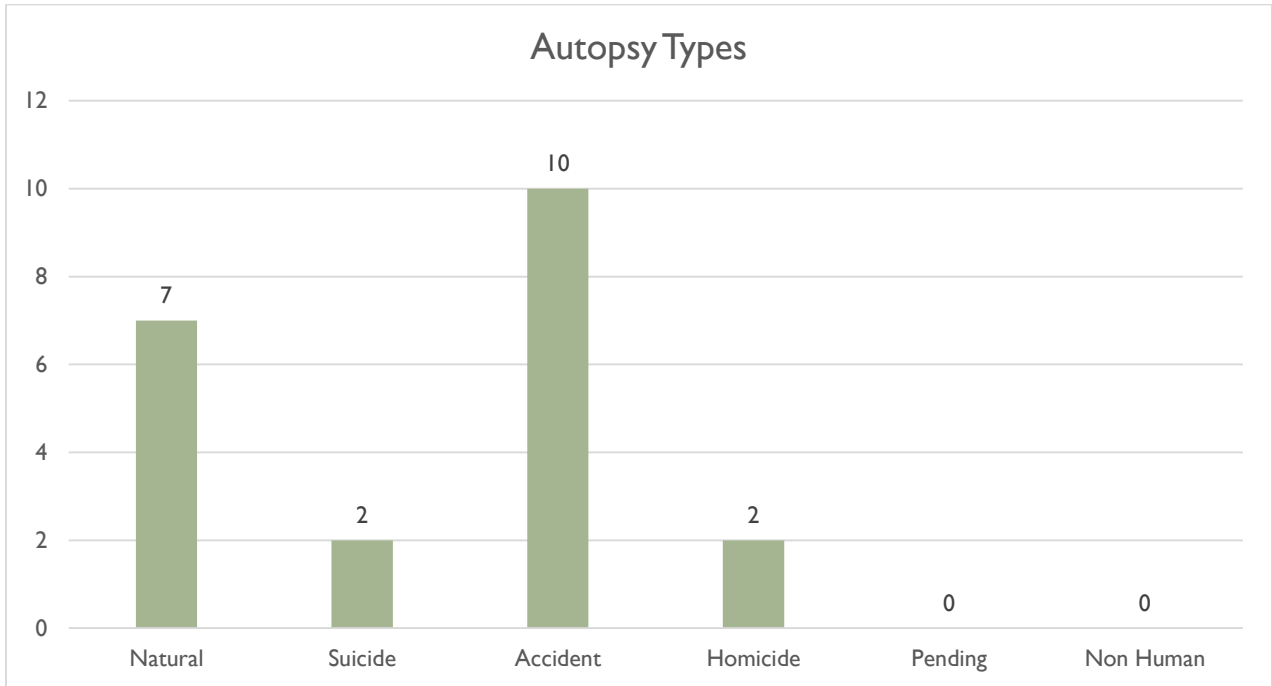




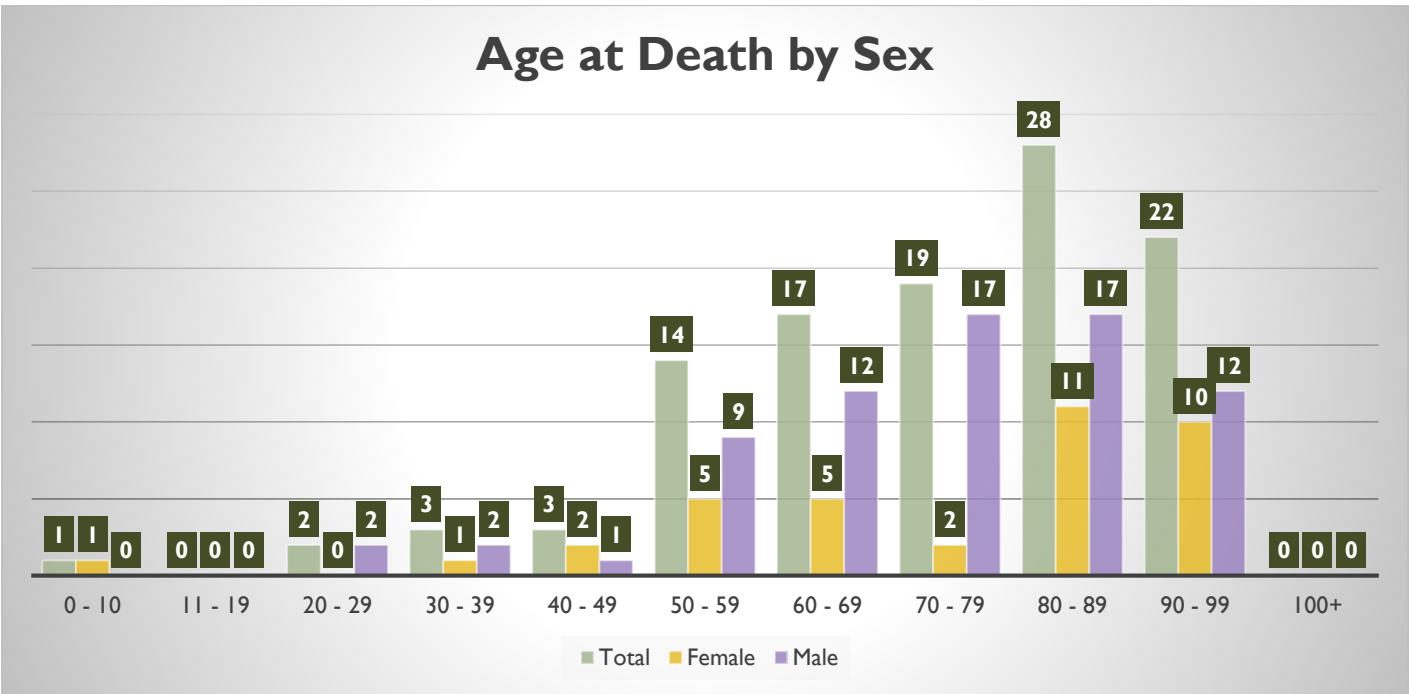
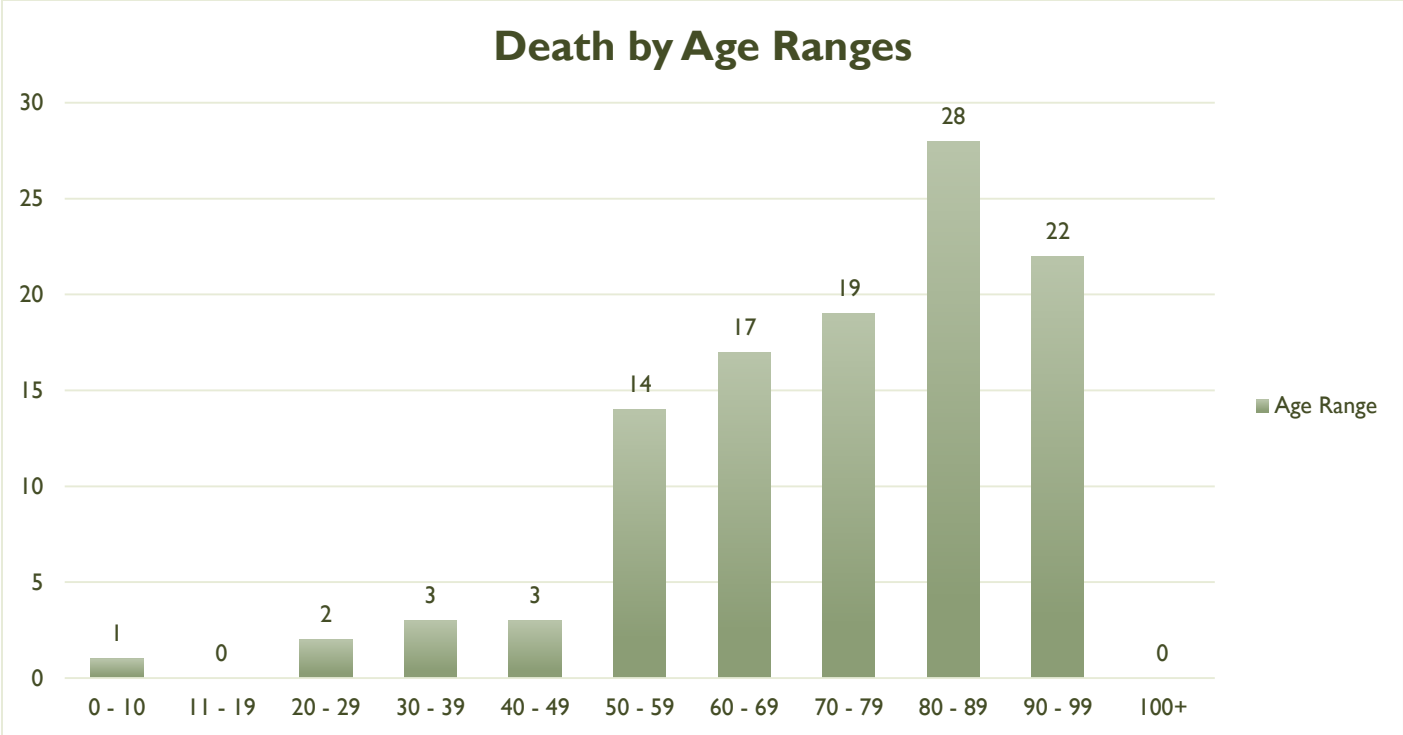


## MANNER OF DEATHS

There was a total of 109 Deaths: 95 Naturals, 10 Accidents, 2 Suicides, 2 Homicide, zero Undetermined and zero pending in 2023. There was a total of 72 males and 37 females who passed in our county.



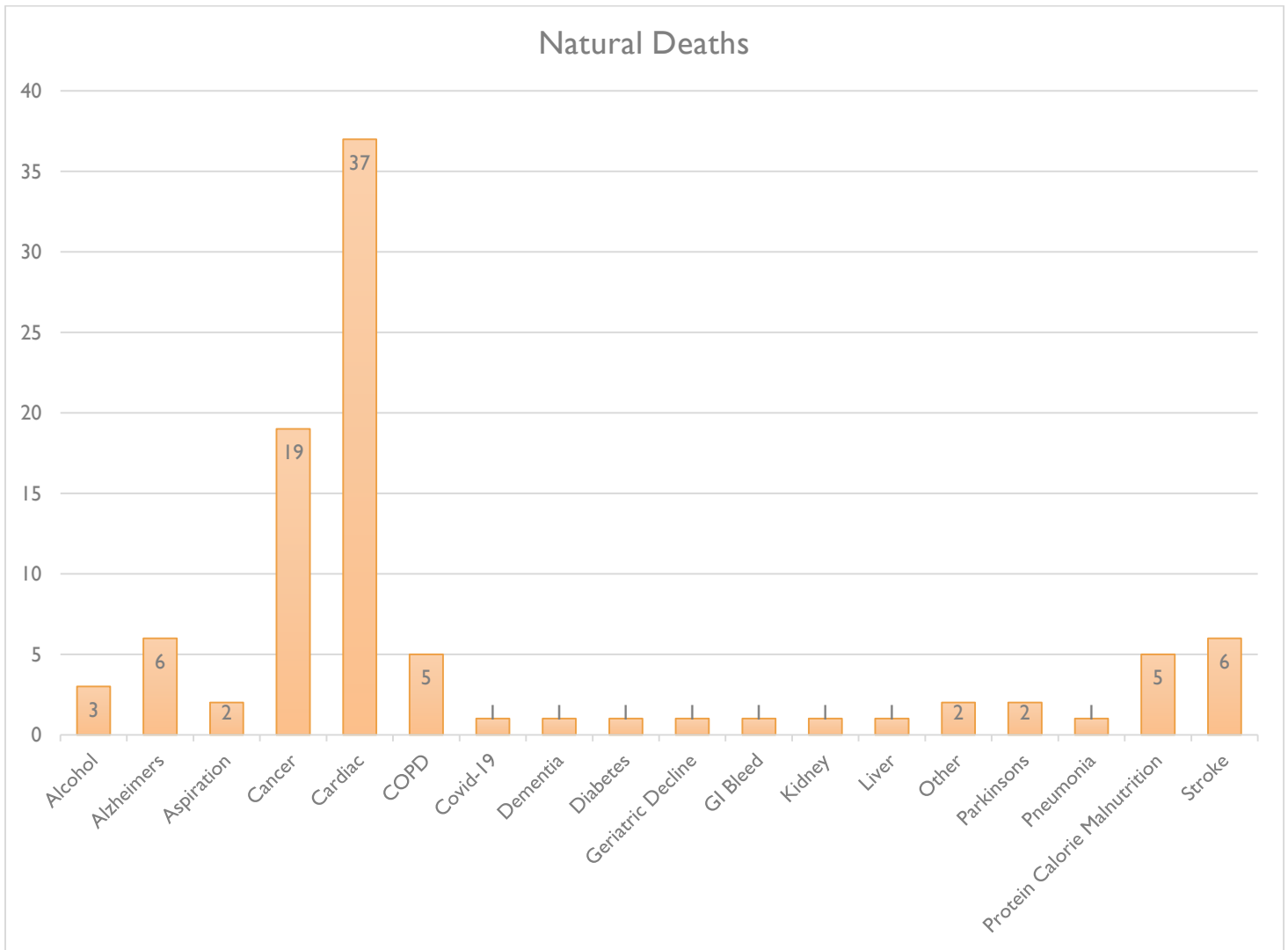


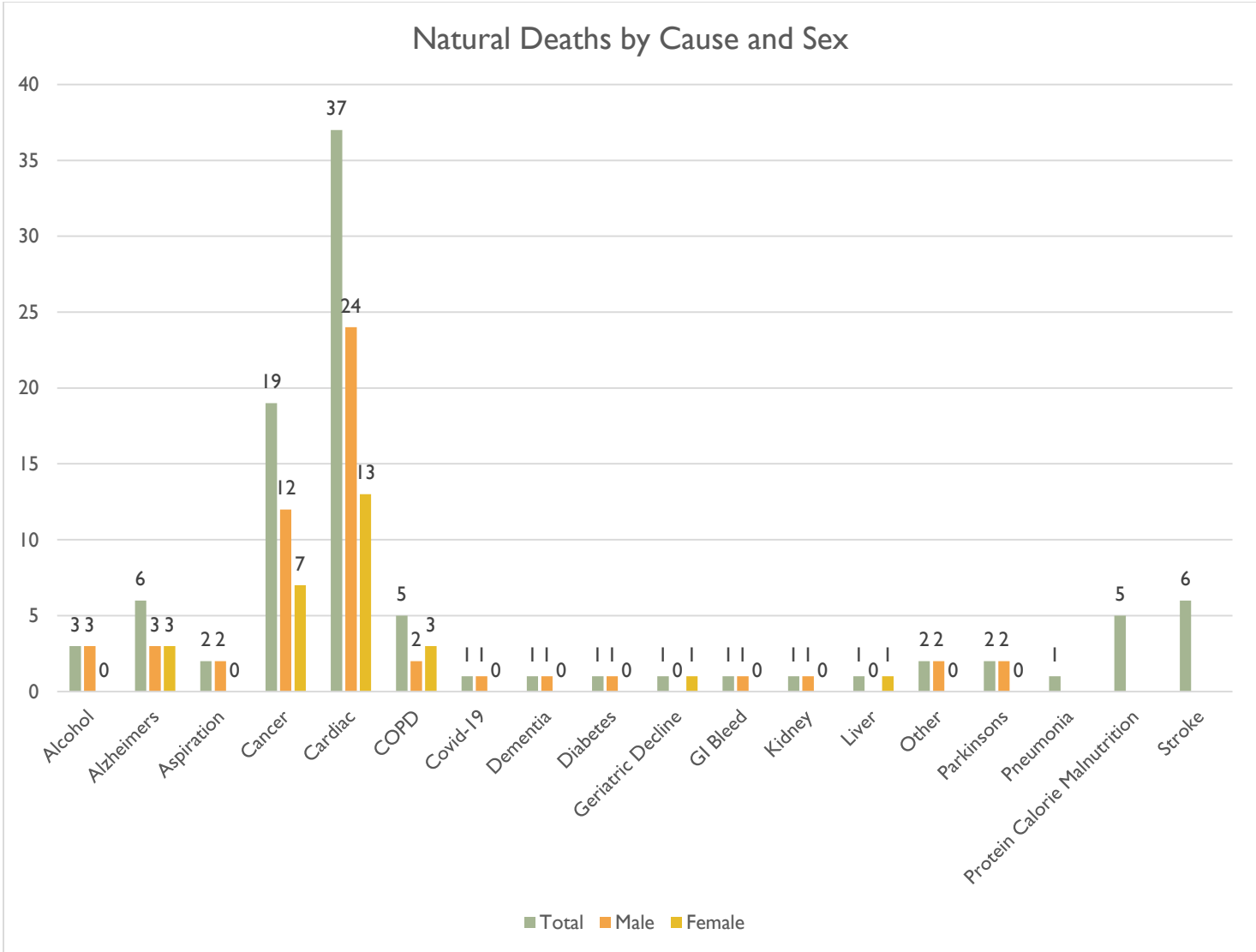


## NATURALS

Natural deaths are any deaths that occur solely by disease. This includes, but is not limited to, heart disease, cancer, strokes, sepsis, diabetes, Alzheimer’s, etc. If a natural death is hastened by

an injury or any other non-natural event, such as a fall resulting in fractures or brain bleeds, then it is not considered to be a natural death. If the terminal disease process is caused by a non-natural event, such as pneumonia due to long term bed confinement as a result of a motor vehicle accident, then the manner will not be considered natural. Many people who die from a natural cause do not necessarily have only one disease but have several co-morbidities. We have taken the primary cause of death that was assigned by the attending physician or coroner as the main cause in our analysis, with the understanding that there may have been additional diseases an individual had. In Huerfano County, the predominate natural death (37 cases) was due to cardiac disease. Cardiac disease can include but is not limited to hypertension, high cholesterol, coronary artery disease, atrial fibrillation, congestive heart failure. The number of cancer deaths went were 19, a slight increase from previous years. The types of cancer included but not limited to: breast; bones; blood; prostate; pancreas; renal; esophageal. Chronic Obstructive Pulmonary Disease (COPD) was the primary cause of death in respiratory illnesses.





## COVID-19 DEATHS

There was a total of 2 deaths attributed to the Covid-19 disease. In 1 of the cases, it was pneumonia caused by Covid-19. In the other case, there were multiple comorbidities that attributed to the death including but not limited to morbid obesity, diabetes and cardiac hypertrophy.

## ACCIDENTS

An Accident is a death that occurs when there is no evidence of intent. This includes but is not limited to motor vehicle crash (MVC), falls, drownings, accidental drug overdoses.

In 2023, there were a total of 10 accidental deaths.

There were 6 motor vehicle crashes:

One crash was at Interstate 25 between mile marker 58 and 59. It was a single vehicle crash. Both the driver and passenger were unrestrained, and both had alcohol in their systems. They were both in their 40s.

One male, 57 years old, was a pedestrian in a hit and run crash. Took place on 7<sup>th</sup> Street. The pedestrian did have alcohol in his system.

One crash involved a semi-truck driven by a 31-year-old male. He was restrained. The single vehicle crash occurred on Highway 69 at mile marker 26.5.

One crash involved a 67-year-old unrestrained driver. The single vehicle crash occurred at Highway 69 and County Road 524. The driver did have marijuana in his system.

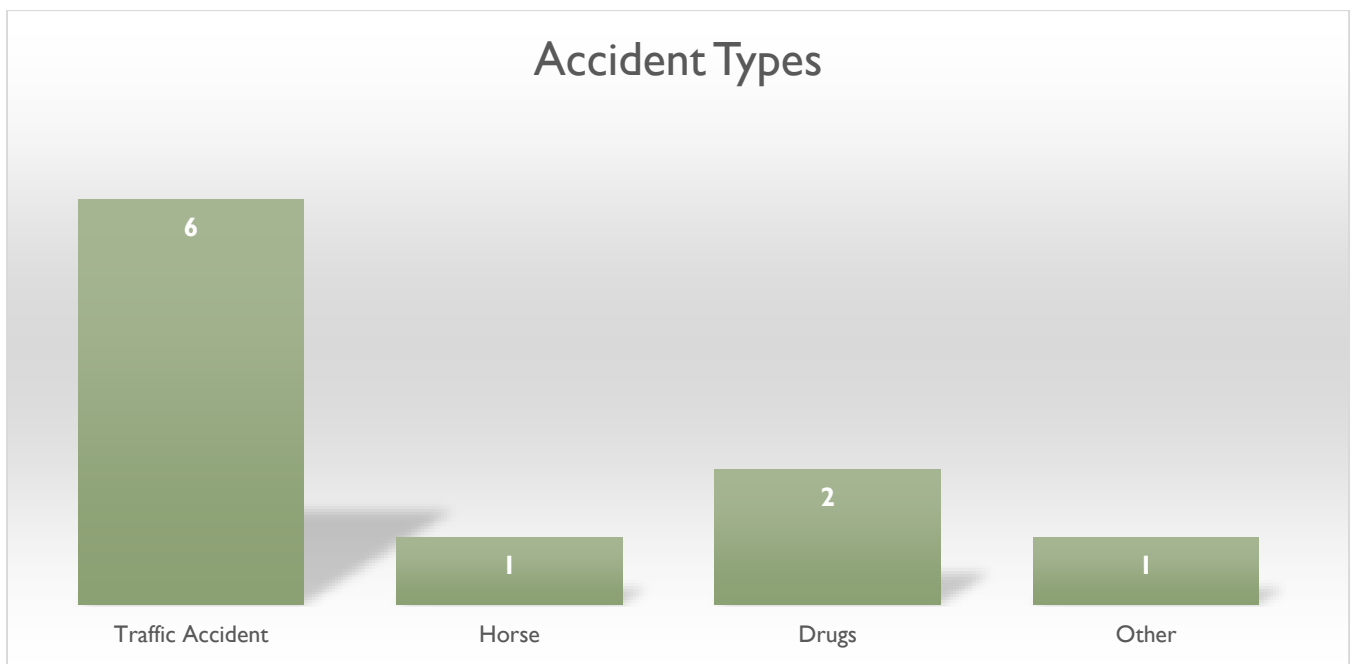
One crash involved a 24-year-old unrestrained driver. The single vehicle crash happened on northbound Interstate 25. The driver had fentanyl, marijuana, amphetamine and methamphetamine in his system.

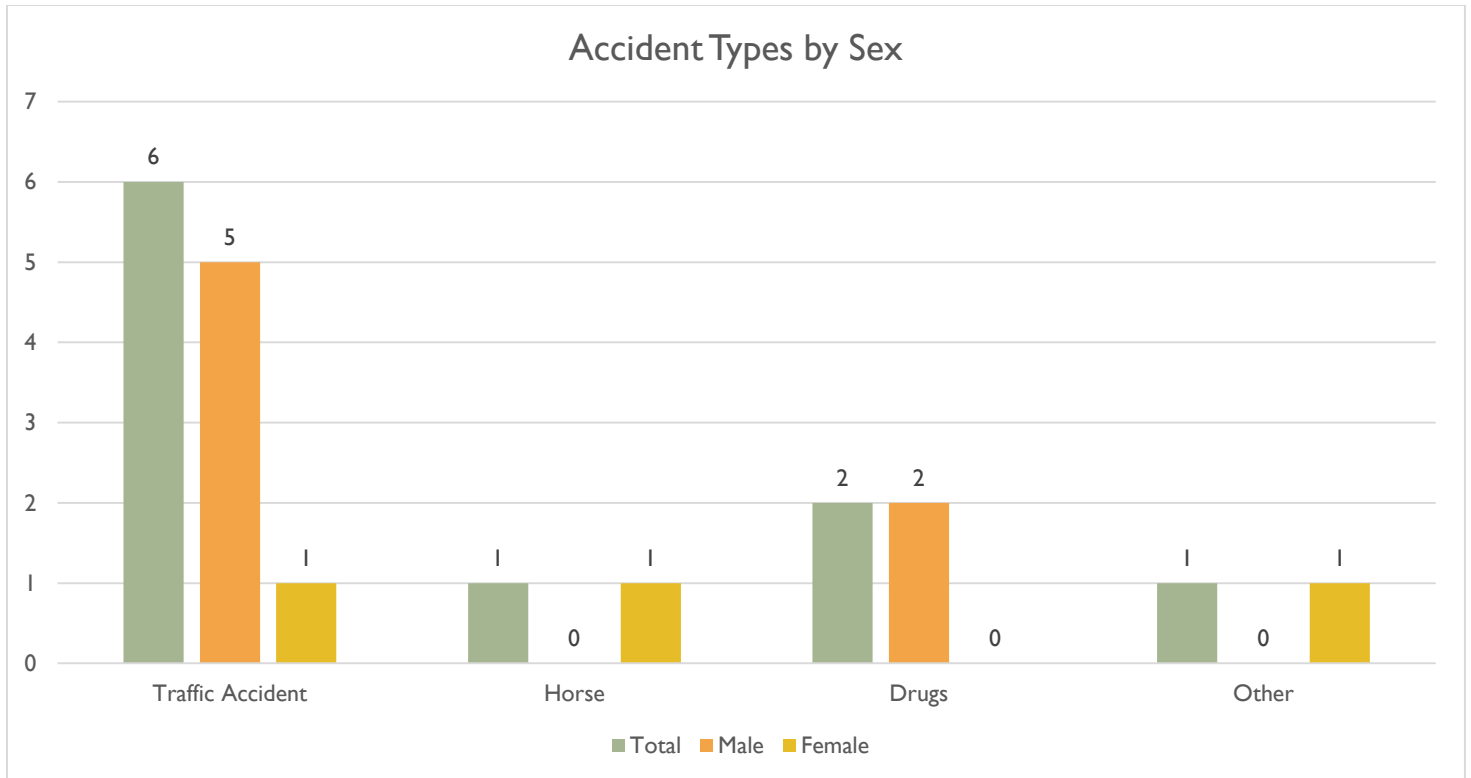
One of the accidents involved a 56-year-old female who was kicked by a horse and sustained head trauma and rib fractures.

One of the incidents involved a 32-year-old female who had preeclampsia, was pregnant and had a methamphetamine intoxication.

One incident involved a 64-year-old who died from a mixture of cocaine and alcohol intoxication.

One incident involved a 27-year-old who died from the toxic effects of fentanyl.





## SUICIDES

A suicide is a type of death that is a result of a purposeful action set in motion to end one's life. A suicide note may or may not be present in a suicide. There were two suicides in Huerfano County in 2023. One suicide was a male who sustained a gunshot wound to the head. He was a 62-year-old. He was positive for alcohol. One suicide was a female who sustained a gunshot to the head. She was a 44-year-old. She was positive for methamphetamines and amphetamines.

## HOMICIDES

A homicide is a death resulting from injuries inflicted by another person (explicit or implicit). There were 2 homicides in all of 2023. One was a 69-year-old male who sustained blunt force trauma to the chest. One was a 64-year-old female who sustained blunt force trauma.

## UNDETERMINED

An undetermined death is one that is assigned when there is insufficient evidence or information, especially about intent, to assign manner. This is commonly used in skeletal remains that have no obvious trauma but could include circumstances that are not clear during the investigation. In 2023, there were no undetermined deaths.

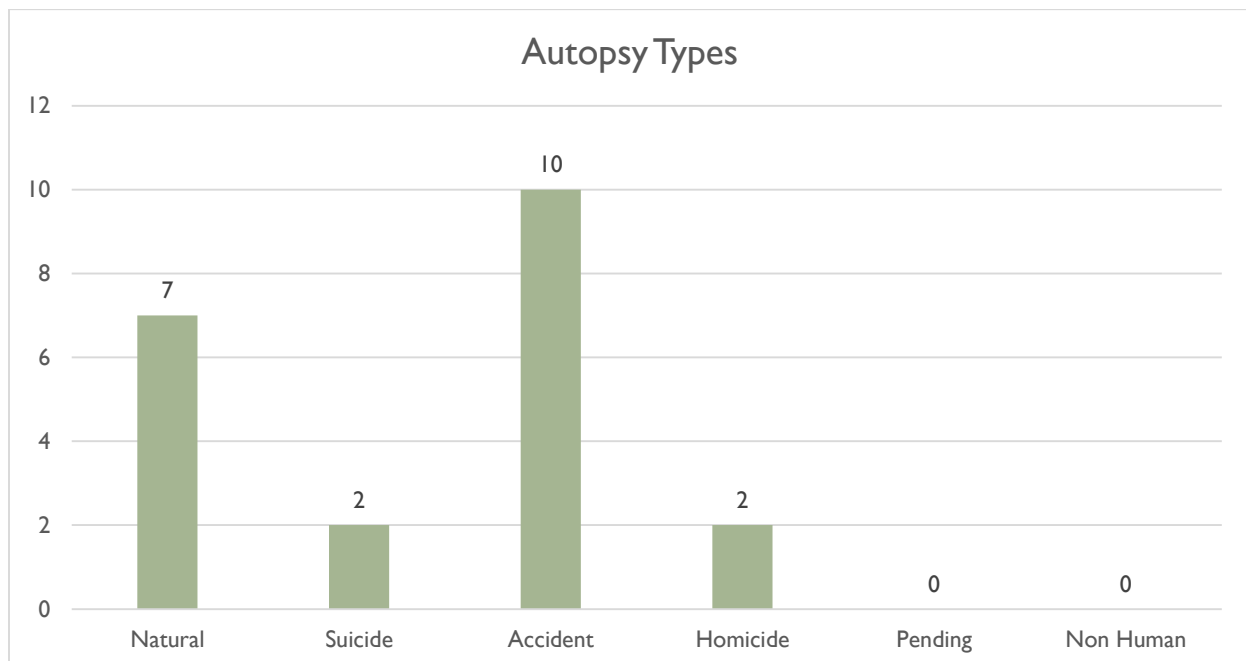
Undetermined can be changed if more information is obtained.

## PENDING

In 2023, there were no open cases being investigated.

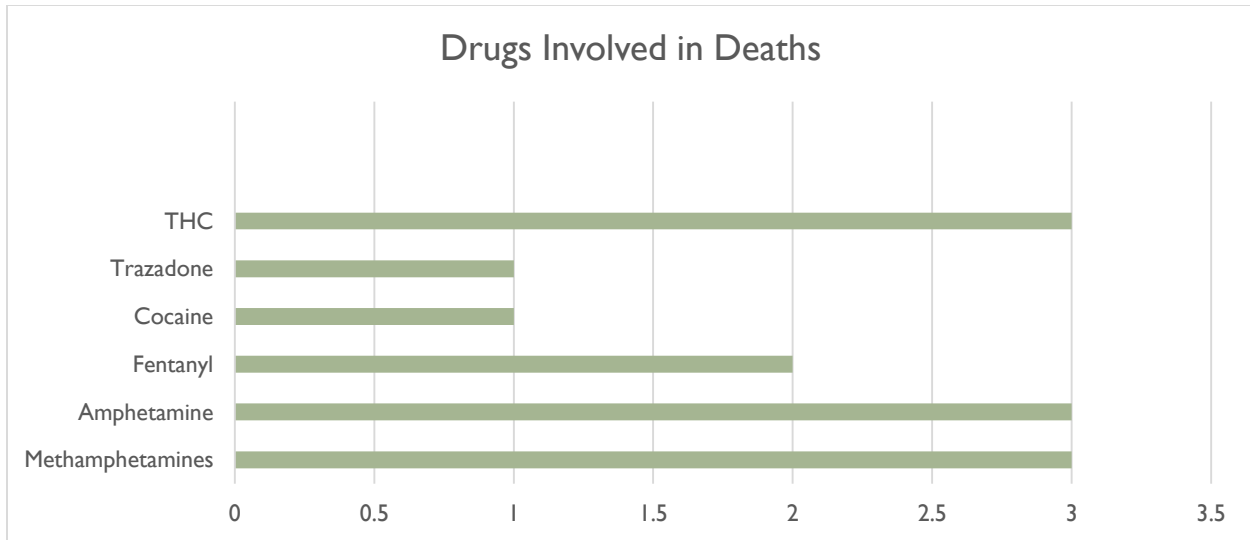
## AUTOPSY INFORMATION

Of the 109 reportable deaths in Huerfano County, 44 cases were considered Coroner calls. These are the cases where the Coroner has to go to the scene and do further investigation. This type of call can take anywhere from 4–10 hours of scene investigation, coroner's report, next of kin notification and follow-up. When a case is then determined that it needs further investigation, the case is sent for a forensic autopsy. A full autopsy including toxicology is performed. Due to the size of Huerfano County, we have contracted with the El Paso County Coroner's Office to have our autopsies performed. They have four board certified Forensic Pathologists on staff and one of only three accredited toxicology labs in the state. With their assistance, we are able to have forensic autopsies performed on any case that is required and or determined by law. There were 21 autopsies in 2023.



## INFORMATION REGARDING DEATHS THAT INVOLVED DRUGS

Although drugs, both illicit and prescription, have played a role in an increasing number of deaths over the years across the country, in Huerfano County, for the 2023 year, it has been a very small number, being only .055% of all direct deaths. In a total of 6 deaths, drugs were found in the system.



### 2023 MISCELLANEOUS CORONER CALLS AND INFORMATION

The Huerfano County Coroner's Office covered 5 Green Burials on private land in 2023. The Office of the Coroner has to ensure the burials are GPS recorded. The burials are overseen by the Office to ensure all state and local statutes are complied with. The burials are recorded with the County Clerk to maintain record of all burials in the county.

The Coroner and her deputies participated in continued education throughout the year, including the annual Colorado Coroners Association training. Ms. Valdez was an elected member of the Colorado Coroner's Association Board of Directors. She helps provide a voice for smaller counties in Colorado. Ms. Valdez does peer review for coroner cases from other coroner offices. She also assists with coroner education for the active coroners and deputy coroners in the state.

### ACKNOWLEDGMENTS

The Coroner, Vonnie Valdez, would like to thank her deputies for their time and energy. She would like to thank the Huerfano County Sheriff's Office and CBI for their assistance in investigating cases. Thanks to the forensic pathologists of El Paso County Coroner's Office with all of our autopsies. She would like to thank the Huerfano County Commissioners, the County Administrator and the community for their continued support of the Office of the Coroner.

### EMPLOYEE BIOGRAPHIES

Vonnie Maier-Valdez, was elected Huerfano County Coroner in November 2014. She has been a Registered Nurse for over 37 years and holds a BSN and a Master's Degree in Organizational Management. Vonnie is a certified death investigator and has completed the basic crime scene class, taught by CBI. She is a sitting board member for the Colorado Coroners Association. Vonnie lives on a cattle ranch with her husband and enjoys the outdoors and all her animals. Vonnie enjoys traveling and new adventures.

Marc Biggins has been a Deputy Coroner since 2014. He also has served as a Nationally Registered Paramedic and Flight Medic for over 28 years both in Las Vegas, Nevada and Colorado. He is also a certified death investigator. Additionally, Marc is also a Huerfano County Sheriff's Deputy and when he finds the time assists his wife, Liorah, managing their working Sheep and Cattle ranch near LaVeta.

Norma Mower resides in LaVeta with husband, Dave. She is a registered nurse for over 30 years and a Certified Physician Assistant for over 18 years. She also is a volunteer EMT for LaVeta Fire Protection District for a total of 24 years. She has been a Huerfano County Deputy Coroner 23 years, and a Certified Death Investigator. Hobbies include: going to the ocean, hunting, fishing and Camping.

Dave Mower also resides in LaVeta. He has 31 years as a firefighter, 28 years as a Professional Fire Fighter/ Deputy Fire Chief and 3 years as Assistant Fire Chief for LaVeta Fire Protection District. Dave is now on the LaVeta Fire Protection Board of Directors. Nationally Registered Paramedic for 27 Years and EMT prior to that. Huerfano County Deputy Coroner for 22 Years and Certified Death Investigator. Hobbies: hunting, fishing and spending time with family.

Becky Brown resides in the La Veta area. She has a Bachelor of Science, a Bachelor of Chemistry, a Master in Marketing and attended medical school later in life. She has a great interest in forensic science and is working on furthering her death investigation education. Becky loves her dogs, traveling and being outdoors.

Craig Lessar is the newest Deputy Coroner and from Walsenburg. He is a native of Huerfano County. He is a Captain for Huerfano County Sheriff's Office and has been with them for 21 years. He is also the head of Search and Rescue. He enjoys hunting and fishing. He rides a motorcycle and loves to cruise. He recently got married and has a 15-year-old son.





401 Main Street,  
Walsenburg, CO 81089

719-738-1220 Ext.103

<b>BULK-24-0006</b>	<b>Bulk Water Application</b>
SITE ADDRESS: CO RD 620.1 # 01180 PROJECT NAME: von Boeckman- Bulk Water <span style="float: right;">EXPIRES: 01/25/2025</span>	

**PARCEL: 10157**

**Permit Request:**  
Barndominium living area

<b>APPLICANT:</b>	VON BOECKMAN, DONALD DAVID JR 1986 BADGER SPUR GOLDEN, CO 80403-0000 720-298-0042	<b>OWNER:</b> VON BOECKMAN, DONALD DAVID JR 1986 BADGER SPUR GOLDEN, CO 80403-0000
-------------------	---	---

<b>PERMIT INFO:</b>	
User Type	Non County Resident
Full-time resident	No, I Am A Part Time Or Seasonal Resident
Residence on property	No
Electrical Service	Yes

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

**Action by the Authorized Permitting Authority**

Approved     
  Conditional Approval     
  Denial

<b>Name</b>		<b>Signature</b>		<b>Date:</b>	
<b>Comments</b>		<b>Title</b>			



**Huerfano County**  
**Land Use Department**  
**401 Main Street, Suite 304**  
**Walsenburg, Colorado 81089**  
**719-738-1220, ext 103**

July 31, 2024

This Letter is concerning Donald von Boeckman, TWP 26 RNG 69 SEC 24 in Gardner (Parcel number 10157). The property has one residence. The property was investigated, there are no code violations on this property.

The applicant wants to have residential use water.

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

Best Regards,

**Cheri Chamberlain**

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

**Ryan Sablich**

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

ACCOUNT FILE MAINTENANCE

INQUIRY ONLY

Account Name: VON BOECKMAN, DONALD DAVID JR  
 Address 1: TWP 26 RNG 69 SEC  
 Address 2: 24:SE4NE4, TWP 26 RNG 68  
 Address 3: PO BOX 1018, SEC 19: LOT 2, LOT 3, LOT 4, T/A 162.74  
 Address 4: GOLDEN, 377-679-680-686-687  
 State/Zip: CO 80402 0000, 413-607 #388759  
 Property: CO RD 620.1 # 01180  
 Map Num: 28-4877-241-00-088  
 Pre Name1: AGUIRRE, BERNICE SURVIVOR'S TRUST  
 Pre Name2: AGUIRRE FAMILY TRUST

Acres  
 Item 6a.

Use	4147	City	00000	Subdv	00000	VALUES-ASSD	TAXABLE	EXEMPT
Anlys	000	Tax/Dst	1GS	Zone	00	LAND	1090	
Exempt		Late Filing		Advrt Y	BNKRPT N	IMPROVMENT	4592	
ACRES: Master	00000016274	Legal	000	Value	16274	TOTALS	5682	
						Ignore PP \$	14508	Exemption N
						NOV #	NOD #	

CHANGES

Parcel On	06/06/2024	By	COHUBDEB	CMD1-Value Change	CMD2-Legal Change
Name On	06/06/2024	By	COHUBDEB	CMD3-Both Changes	CMD4-Sales Change
Values On	03/28/2023	By	COHUMELI		
Legal On	01/29/2020	By	COHUPTON	CMD22-Abort Entry	HELP-More Details

**RESOLUTION NO. 24 - 36**

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

**A RESOLUTION TO REVISE THE ORGANIZATIONAL STRUCTURE OF THE  
HUERFANO COUNTY GOVERNMENT FOR CALENDAR YEAR 2024**

WHEREAS, C.R.S. § 30-11-107(1)(n), as amended, authorizes the Board of County Commissioners to establish, by resolution duly adopted, such offices as, in its judgement, are required for the efficient management of the business and concerns of the County; and,

WHEREAS, the Board of County Commissioners desires to create a resilient and efficient governmental organization that effectively delivers services and is responsive to the needs of County residents; and,

WHEREAS, the Board of County Commissioners desires to designate the appointment of certain roles and offices, including the roles of County Administrator and Budget Officer; and

WHEREAS, the Board of County Commissioners find it necessary to designate the creation and organization of certain departments and offices; and,

WHEREAS, the Board of County Commissioners find it both necessary and appropriate to regularly review the organizational structure of the County; and

WHEREAS, the Board of County Commissioners believe that the regular review of the County’s organizational structure will provide opportunities to increase operational efficiency.

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

**Section 1. Board of County Commissioner’s Departments.**

The Board of County Commissioners (“BOCC”) hereby reaffirms its appointment of the County Administrator in accordance with C.R.S. § 30-11-107(1)(n), as amended. The County Administrator will serve as the chief executive officer and county manager of the County to directly oversee and manage the operations of all offices and departments reporting to the BOCC except the County Attorney. Those offices and departments will consist of the following:

1. **Office of Administration.** This office is responsible for the general management of the County’s financial and human resources as well as providing support to the Board of County Commissioners, other County elected officials, the County Attorney, and all County Departments. The senior staff in the Office of Administration, reporting directly to the County Administrator, are:
  - a. Finance Officer; and
  - b. Human Resources Officer.
2. **Emergency Management Department.** The Emergency Management Director leads the Department and reports directly to and is supervised by the County Administrator. The Emergency Management Department consists of the following offices and functions, which report directly to the Emergency Management Director:

- a. Emergency Management;
  - b. 911 Dispatch Office; and
  - c. Hazard Mitigation.
3. **Human Services Department.** The Human Services Director leads the Department and reports directly to and is supervised by the County Administrator. The Human Services Department consists of the following offices and functions, which report directly to the Human Services Director:
  - a. Adult Protective Services;
  - b. Assistance Payments;
  - c. Child Protective Services;
  - d. Family Resource Center; and
  - e. Veteran's Services
4. **Public Works Department.** The Public Works Director leads the Department and reports directly to and is supervised by the County Administrator. The Public Works Department consists of the following offices and functions, which report directly to the Public Works Director:
  - a. Gardner Public Improvement District;
  - b. Parks and Recreation;
  - c. CSU Extension;
  - d. Facilities Maintenance.
5. **Office of Information Technology.** The Information Technology Director leads the Office and reports directly to and is supervised by the County Administrator.
6. **Road and Bridge Department.** The Road and Bridge Superintendent leads the Department and reports directly to and is supervised by the County Administrator. Road and Bridge Department consists of the following offices and functions, which report directly to the Road and Bridge Superintendent:
  - a. Walsenburg Road and Bridge District;
  - b. La Veta Road and Bridge District;
  - c. Gardner Road and Bridge District;
  - d. Noxious Weeds;
  - e. Crusher Operations;
  - f. Spanish Peaks Regional Airport;
  - g. Waste Transfer Station; and
  - h. Fleet Management.
7. **Land Use and Building Department.** The Land Use Director leads the Office and reports directly to and is supervised by the County Administrator. Public Works Department consists of the following functions, which report directly to the Land Use Director:
  - a. Planning and Zoning;
  - b. Building Inspection; and
  - c. Code Enforcement.

The County Administrator shall have the authority to reorganize or reassign reporting for the above departments, offices, and functions as deemed necessary throughout the fiscal year and any revisions shall be reviewed in the next organizational resolution.

**Section 2. Other Duties and Responsibilities of the County Administrator.**

The Board of County Commissioners hereby appoints the County Administrator as the County Budget Officer pursuant to C.R.S. § 29-1-105, as amended.

**Section 3. County Attorney.**

The Board of County Commissioners hereby reaffirms its appointment of the County Attorney in accordance with Article XIV, Section 8, of the Colorado Constitution, and C.R.S. § 30-11-118, as amended. The County Attorney shall serve as the Chief Legal Officer of the County and is empowered to recommend to the Board the hiring of outside counsel as situations merit. The County Attorney, and any attorney hired as Special Counsel or to represent a County Department will report to the Board of County Commissioners

**Section 4. Graphic Representation.**

The attached Exhibit “A” is an unofficial graphic representation of the above.

**Section 5. Repealer.**

Resolution 24-07 is hereby repealed and replaced with this resolution. Any and all resolutions or parts of resolutions in conflict with this Resolution shall be, to the extent of such conflict, hereby repealed.

**Section 6. Effective Date.**

This Resolution shall be in full force and effect upon adoption and until the effective date of a resolution for the succeeding fiscal year.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 13<sup>th</sup> day of AUGUST 2024.



ATTEST:

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

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_  
Arica Andreatta, Chairman

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

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



**RESOLUTION NO. 24-37**

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

**A RESOLUTION TO ADOPT INTERNAL CONTROLS POLICIES**

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

WHEREAS, the County Treasurer acts as the County’s banker and is responsible for receiving and depositing all county revenues, including property taxes, as well as for investing and safeguarding these funds pursuant to state statute until they are disbursed for county expenditures; and,

WHEREAS, C.R.S. § 29-1-101, et seq. (“the Local Government Budget Law of Colorado”) requires the Board of County Commissioners to annually adopt a balanced budget and provides that no officer, employee, or spending agency may expend or contract to expend money in excess of the amounts appropriated; and,

WHEREAS, Pursuant to C.R.S. § 30-11-121 the Board of County Commissioners is responsible for the maintenance of the general accounting records of the County; and,

WHEREAS, C.R.S. § 30-1-112 et. seq. and C.R.S. § 30-10-102 require that all money received by the County and County officials must be delivered to the County Treasurer; and,

WHEREAS, C.R.S. § 30-10-711 and C.R.S. § 30-25-110 provide that the Board may approve the issuance of warrants and orders to be paid by the County Treasurer; and,

WHEREAS, the Board of County Commissioners and the County Treasurer believe that it is in the best interest of Huerfano County and the residents it serves to formally adopt internal controls policies to improve the County’s financial management; and

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

1. The internal controls policies attached as “Exhibit A” are hereby adopted.
2. That the County Administrator is instructed to implement these policies with all due haste and by the end of 2024.
3. Copies of these policies shall be provided to each County Elected Official and Department Head.

INTRODUCED, READ, APPROVED AND ADOPTED THIS 13<sup>th</sup> day of AUGUST 2024.



ATTEST:

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

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_

Arica Andreatta, Commissioner

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

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

Exhibit "A"  
Huerfano County Internal Control Policies  
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## **Section 1. Accounting Policy**

### **1.01 Overview**

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

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

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

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

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

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

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

#### **1.04 Reconciliations**

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

#### **1.05 Required Security**

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



## 1.06 Accounting Structure

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

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

## **Section 2. Operating Budget**

### **2.01 Overview**

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

## 2.02 Funds

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

## 2.03 Budget Appropriation and Compliance

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

## 2.04 Guidelines

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

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

## **2.05 Basis of Budgeting**

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

## **2.06 Budget Preparation**

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

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

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

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

## **2.08 Budget Management**

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

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

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

#### **3.01 Overview**

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

#### **3.02 Vendors**

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

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

### **3.03 Purchase Orders**

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

### **3.04 Accounts Payable**

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



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

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

- (a) Required Segregation of Duties

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

### **3.06 Expenditure Authority Delegation**

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

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

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

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

## **Section 4. Accounts Receivable**

### **4.01 Overview**

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

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

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

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

#### **4.03 Internal Controls**

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

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

#### **4.04 Cash Collections**

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

#### **4.05 Check Payments**

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

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

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

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

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

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

#### **4.08 Refunds**

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

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

#### **5.01 Introduction**

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

#### **5.02 Policies**

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

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





## MEMORANDUM

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

**MEETING DATE:** August 13, 2024

**ITEM NAME:** American Rescue Plan Act Funds for Housing

**SUBMITTED BY:** Carl Young, County Administrator

**SUMMARY:** This is a request to grant \$100,000 of American Rescue Plan Act State and Local Assistance Funds to the Huerfano County Housing Authority for Countywide Housing Projects. This amount was re-obligated for Housing Projects during your June 25<sup>th</sup> Meeting. Funds will be used as match for grants the County has been awarded from the Department of Local Affairs.

**RECOMMENDATION:** Motion to grant \$100,000 of American Rescue Plan Act State and Local Assistance Funds to the Huerfano County Housing Authority for Countywide Housing Project.

**BACKGROUND:** The County has been awarded two DOLA grants for housing related projects, a Strong Communities Planning Grant in the amount of \$126,000 and a Local Planning Capacity Grant in the amount of \$116,000. We have received the contract for the Stronger Communities Planning Grant and I am working to pull together the work orders to execute that scope of work, which includes development of revolving loan funds and other housing incentives, revisions to the land use code, and updates to the GPID regulations.

**BOARD ACTION TAKEN:**

APPROVED

DENIED

OTHER

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

NOTES:

**Cash Requirement Summary (APLT30)**

**Huerfano County**

<b>Fund</b>	<b>Cash Account</b>	<b>Cash Balance</b>	<b>AP Cash Pending</b>	<b>GL Cash Pending</b>	<b>Cash Available</b>
001 GENERAL FUND	001-00000-10200	\$2,194,619.44	(\$47,144.08)	\$0.00	\$2,147,475.36
002 ROAD & BRIDGE FUND	002-00000-10200	\$307,817.01	(\$84.85)	\$0.00	\$307,732.16
004 SPECIAL PROJECT FUND	004-00000-10200	(\$579,346.46)	(\$216,202.18)	\$0.00	(\$795,548.64)
051 P.I.L.T.	051-00000-10200	\$1,045,657.15	(\$7,500.00)	\$0.00	\$1,038,157.15
068 WASTE TRANSFER ENTERPRISE	068-00000-10200	\$4,083.48	(\$70.36)	\$0.00	\$4,013.12
069 EMERGENCY SERVICES FUND	069-00000-10200	\$1,534,425.01	(\$7,204.96)	\$0.00	\$1,527,220.05
070 GARDNER PUBLIC IMP DISTRICT	070-00000-10200	\$91,178.22	(\$3,544.71)	\$0.00	\$87,633.51
071 DISASTER RECOVERY FUND	071-00000-10200	\$787,976.74	(\$18,050.05)	\$0.00	\$769,926.69
<b>Grand Totals:</b>		<b>\$5,386,410.59</b>	<b>(\$299,801.19)</b>	<b>\$0.00</b>	<b>\$5,086,609.40</b>

Approved by-----

Approved on Date: \_\_\_\_\_

County Commissioner: \_\_\_\_\_

County Commissioner: \_\_\_\_\_

County Commissioner: \_\_\_\_\_

# Invoices Selected for Payment - By Fund

Vendor Name	Invoice	Description	Amount
<b>Fund: 001 - GENERAL FUND</b>			
<b>Ledger: 001-40124-51306 - REF &amp; DED</b>			
TRIED AND TRUE	AUGUST 2024	REFUND OF CONSTRUCTION PERMIT	\$200.00
			<b>\$200.00</b>
<b>Ledger: 001-40127-51303 - AUDITOR</b>			
HINKLE & COMPANY, PC	15912	Fieldwork for 2023 Audit	\$5,000.00
			<b>\$5,000.00</b>
<b>Ledger: 001-40127-51304 - ADVERTISING AND PROMOTION</b>			
ADPRO	8581	public relations/4th of July flyer	\$600.00
			<b>\$600.00</b>
<b>Ledger: 001-40127-51305 - PUBLISHING</b>			
WORLD JOURNAL	73124	classified ad for employment and legal notices	\$642.60
			<b>\$642.60</b>
<b>Ledger: 001-40127-51310 - PROFESSIONAL SERVICES</b>			
MACDOUGALL & WOLDRIDGE, P.C.	162950	professional fees	\$1,599.00
			<b>\$1,599.00</b>
<b>Ledger: 001-40127-51814 - LEASE AGREEMENT</b>			
CANON FINANCIAL SERVICES INC	33826435	Meter Usage and Contract charge	\$223.31
CANON FINANCIAL SERVICES INC	33826436	meter usage and contract charge	\$482.87
CANON FINANCIAL SERVICES INC	33826721	meter usage and contract charge	\$67.43
			<b>\$773.61</b>
<b>Ledger: 001-40400-51310 - PROFESSIONAL SERVICES</b>			
ValueWest Inc.	2721	july nvoice	\$2,250.00
			<b>\$2,250.00</b>
<b>Ledger: 001-40400-51814 - LEASE AGREEMENT</b>			
AVENU INSIGHTS & ANALYTICS	INVB 055097	July Invoice	\$2,846.13

**Invoices Selected for Payment - By Fund**

**Huerfano County**

Vendor Name	Invoice	Description	Amount
			<b>\$2,846.13</b>
<b>Ledger: 001-40600-51220 - OPERATING SUPPLIES</b>			
HD Supply/ HOME DEPOT PRO	816775993	item # SCA290088 tork matic towel & item # KCC41482 kitchen roll towel	\$188.26
HD Supply/ HOME DEPOT PRO	816776009	Item # 309116312 bath tissue & item # REN66016CA renown lnr	\$210.24
HD Supply/ HOME DEPOT PRO	817015969	item # 310413436 paper twl & item # 309116312 bath tissue	\$451.80
			<b>\$850.30</b>
<b>Ledger: 001-40600-51310 - PROFESSIONAL SERVICES</b>			
MORNING STAR ELEVATOR	1277	maintenance	\$650.00
			<b>\$650.00</b>
<b>Ledger: 001-40600-51311 - SEWER/WATER/TRASH</b>			
GARDNER PUBLIC IMPROVEMENT	August2024	Water and Sewer Billing	\$75.43
WASTE CONNECTIONS OF CO, INC	5158608v316	Community Center Trash	\$398.23
			<b>\$473.66</b>
<b>Ledger: 001-40600-51370 - UTILITIES</b>			
CITY OF WALSENBURG	August2024	Utility billing for period of 6/11/24 to 7/10/24	\$2,046.38
SAN ISABEL ELECTRIC	3468000Aug2024	DTR Towr Sheep Mtn Utility Billing 6/23/24 to 7/23/24	\$447.70
SAN ISABEL ELECTRIC	926500Aug2024	28 CO Road 632 Utility billing 6/23/24 to 7/23/24	\$50.44
SAN ISABEL ELECTRIC	926800Aug2024	28 CO Road 632 Utility billing 06/23/24 to 7/23/24	\$89.54
			<b>\$2,634.06</b>
<b>Ledger: 001-40600-51380 - REPAIRS/MAINTENANCE</b>			
HD Supply/ HOME DEPOT PRO	814806071	item # 3559963 door closer	\$48.58
HD Supply/ HOME DEPOT PRO	815056098	item # 3559963 door closer	\$24.29
WALSENBURG LUMBER COMPANY	363553	Oil	\$6.70
			<b>\$79.57</b>

**Invoices Selected for Payment - By Fund**

Vendor Name	Invoice	Description	Amount
<b>Ledger: 001-40600-51773 - CSWD (UTILITY)</b>			
CUCHARAS SANITATION &	Aug2024	water and sani billing for period of 6/30/24 to 7/31/24	\$445.00
			<b>\$445.00</b>
<b>Ledger: 001-41510-51370 - UTILITIES</b>			
CITY OF WALSENBURG	August2024	Utility billing for period of 6/11/24 to 7/10/24	\$134.40
			<b>\$134.40</b>
<b>Ledger: 001-42110-51310 - PROFESSIONAL SERVICES</b>			
PRO COM	110719	Post-Accident drug test	\$45.00
			<b>\$45.00</b>
<b>Ledger: 001-42110-51330 - TRAVEL &amp; MEALS</b>			
Cathy Pineda	CP-080824	Evidence to CBI in Pueblo	\$159.46
			<b>\$159.46</b>
<b>Ledger: 001-42110-51335 - FLEET FUEL</b>			
LA VETA OIL LLC	26031	R1 Fuel	\$27.01
LA VETA OIL LLC	26270	R1 Fuel	\$44.10
			<b>\$71.11</b>
<b>Ledger: 001-42110-51380 - REPAIRS/MAINTENANCE</b>			
DANIEL'S TOWING & AUTO REPAIR	5070	BSJ192: Tow from Promasters to County Shop	\$500.00
			<b>\$500.00</b>
<b>Ledger: 001-42110-51382 - REP. EQUIP/FIXTURES</b>			
DIGITCOM ELECTRONICS, INC	121005109-1	XTS 2500 Radio Repairs	\$332.79
DIGITCOM ELECTRONICS, INC	121005110-2	XTS 2500 Radio Repair	\$62.50
DIGITCOM ELECTRONICS, INC	121005111-1	Repairs/Program XTX 2500 radio	\$62.50
			<b>\$457.79</b>
<b>Ledger: 001-42110-51393 - TRAINING</b>			
Sabina Brink	SB-073124	Travel and Meal Voucher	\$129.10

**Invoices Selected for Payment - By Fund**

Vendor Name	Invoice	Description	Amount
			<b>\$129.10</b>
<b>Ledger: 001-42120-51220 - OPERATING SUPPLIES</b>			
BOB BARKER COMPANY, INC.	INV2048551	Indigent Inmate Supplies	\$475.51
F & C SAWAYA WHOLESALE CO	106019	Cleaning Supplies for Jail	\$309.97
F & C SAWAYA WHOLESALE CO	106230	Jail - cleaning supplies	\$184.14
SAM'S CLUB/SYNCHRONY BANK	7834-072524	Purchases: supplies 6/26/24 - 7/25/24	\$548.16
			<b>\$1,517.78</b>
<b>Ledger: 001-42120-51310 - PROFESSIONAL SERVICES</b>			
Idemia Identity & Security USA LLC	171590	Livescan Annual Maintenance Agreement 7/25/2024 - 7/24/2025	\$4,196.00
			<b>\$4,196.00</b>
<b>Ledger: 001-42120-51311 - SEWER/WATER/TRASH</b>			
DEEP ROCK	15325605 071324	Artesian water for 6/20/24 - 7/11/24	\$111.92
			<b>\$111.92</b>
<b>Ledger: 001-42120-51313 - MEALS</b>			
SAM'S CLUB/SYNCHRONY BANK	7834-072524	Purchases: meals 6/26/24 - 7/25/24	\$735.84
SPANISH PEAKS REGIONAL	SPRHC-13	Invoice for service dates 6/02/24 - 7/01/24: pymts 11, 12, 13	\$3,058.36
			<b>\$3,794.20</b>
<b>Ledger: 001-42120-51370 - UTILITIES</b>			
CITY OF WALSENBURG	August2024	Utility billing for period of 6/11/24 to 7/10/24	\$854.61
			<b>\$854.61</b>
<b>Ledger: 001-42120-51380 - JAIL REPAIRS</b>			
The Computer Kernel	3188	Replaced intercom buttons in jail	\$176.15
			<b>\$176.15</b>
<b>Ledger: 001-42120-51381 - REPAIRS/REMODELING</b>			
WALSENBURG LUMBER COMPANY	370771	glue/cord/ tape	\$126.94

**Invoices Selected for Payment - By Fund**

Vendor Name	Invoice	Description	Amount
			<b>\$126.94</b>
<b>Ledger: 001-44110-51316 - HEALTH PAYMENTS</b>			
DISTRICT HEALTH DEPT.	Aug24	Monthly Allocation per 2024 budget	\$13,000.00
			<b>\$13,000.00</b>
<b>Ledger: 001-46400-51370 - UTILITIES</b>			
CITY OF WALSENBURG	August2024	Utility billing for period of 6/11/24 to 7/10/24	\$93.38
			<b>\$93.38</b>
<b>Ledger: 001-47900-51210 - OFFICE SUPPLIES</b>			
ShredAmerica	CO89629	4 week service	\$13.20
			<b>\$13.20</b>
<b>Ledger: 001-47900-51310 - PROFESSIONAL SERVICES</b>			
SHULTZ LAW OFFICE, LLC	1097	PS JULY 2024	\$351.00
			<b>\$351.00</b>
<b>Ledger: 001-47900-51330 - TRAVEL &amp; TRANSPORTATION</b>			
ANTHONY LUGINBILL	72224	Mileage Reimbursement (Tower Issue -  Sheep Mtn )	\$49.05
ANTHONY LUGINBILL	72324	Mileage reimbursement to Sheep Mtn on 7-23-24 to address a Door Issue	\$49.05
			<b>\$98.10</b>
<b>Ledger: 001-47900-51457 - CELLULAR PHONE SERVICE</b>			
Kimberly Sue Trujillo	48780VD	Reissue check 48780 that was voided due to frozen account because fo fraud (Phone stipend May 24)	\$40.00
			<b>\$40.00</b>
<b>Ledger: 001-49500-51680 - COMPUTER/IT</b>			
SECOM INC	1629Aug2024	Internet Services	\$115.47
WALSENBURG LUMBER COMPANY	364622	Fasteners	\$10.44
			<b>\$125.91</b>
<b>Ledger: 001-50100-51220 - OPERATING SUPPLIES</b>			

**Invoices Selected for Payment - By Fund**

Vendor Name	Invoice	Description	Amount
HUERFANO COUNTY	JULY 2024	2007 POLARIS RANGER	\$947.05
			<b>\$947.05</b>
<b>Ledger: 001-50100-51380 - REPAIRS/MAINTENANCE</b>			
HUERFANO COUNTY	JULY 2024	2007 POLARIS RANGER	\$947.05
			<b>\$947.05</b>
<b>Ledger: 001-50100-51889 - DEPOSIT REFUND GARDNER CC</b>			
Toni Martinez	72024	Gardner Community Center Deposit Refund	\$150.00
			<b>\$150.00</b>
<b>Subtotal for Fund 001 :</b>			<b>\$47,084.08</b>
<b>Fund: 002 - ROAD &amp; BRIDGE FUND</b>			
<b>Ledger: 002-43080-51311 - SEWER/WATER/TRASH</b>			
GARDNER PUBLIC IMPROVEMENT	August2024	Water and Sewer Billing	\$68.00
			<b>\$68.00</b>
<b>Ledger: 002-43080-51370 - UTILITIES</b>			
CITY OF WALSENBURG	August2024	Utility billing for period of 6/11/24 to 7/10/24	\$16.85
			<b>\$16.85</b>
<b>Subtotal for Fund 002 :</b>			<b>\$84.85</b>
<b>Fund: 004 - SPECIAL PROJECT FUND</b>			
<b>Ledger: 004-45100-51850 - DISPATCH CONSTRUCTION RESERV</b>			
McKinstry Essention, LLC	20073885	129 Kansas Ave Tasks 3, 4, and 5	\$91,175.00
McKinstry Essention, LLC	20073885	129 Kansas Ave	\$0.00
			<b>\$91,175.00</b>
<b>Ledger: 004-45100-51907 - RETAIL POP-UP EDA GRANT EXP</b>			
HUERFANO COUNTY ECONOMIC	HCED2021-0801	JULY EDA EXPENDITURES	\$18,806.33
			<b>\$18,806.33</b>
<b>Ledger: 004-45100-51909 - LATCF - LOCAL ASST. &amp; TRIBAL</b>			



**Invoices Selected for Payment - By Fund**

Vendor Name	Invoice	Description	Amount
ROCKY MOUNTAIN MICROFILM AND I	23414	Comm Board Meeting minutes pickup, prep, scan and destruction	\$189.84
			<b>\$189.84</b>
<b>Ledger: 004-45100-51912 - EPC- EIAF GRANT</b>			
McKinstry Essention, LLC	20074078	EPC JULY BILLING	\$105,936.01
			<b>\$105,936.01</b>
<b>Ledger: 004-45100-51920 - DOLA INNOVATIVE HOUSING(IHOP)</b>			
SE GROUP	40567	PS 6-2-2024 TO 7-6-2024	\$95.00
			<b>\$95.00</b>
<b>Subtotal for Fund 004 :</b>			<b>\$216,202.18</b>
<b>Fund: 051 - P.I.L.T.</b>			
<b>Ledger: 051-47200-51341 - DUES (COG)</b>			
SOUTH CENTRAL COG	10307	2024 Memebership Dues	\$7,500.00
			<b>\$7,500.00</b>
<b>Subtotal for Fund 051 :</b>			<b>\$7,500.00</b>
<b>Fund: 068 - WASTE TRANSFER ENTERPRISE</b>			
<b>Ledger: 068-40800-51370 - UTILITIES</b>			
CITY OF WALSENBURG	August2024	Utility billing for period of 6/11/24 to 7/10/24	\$70.36
			<b>\$70.36</b>
<b>Subtotal for Fund 068 :</b>			<b>\$70.36</b>
<b>Fund: 069 - EMERGENCY SERVICES FUND</b>			
<b>Ledger: 069-42100-51310 - PROFESSIONAL SERVICES</b>			
CIARLO'S EMERGENCY MANAGEME	Aug2024	Contract to end of year	\$7,000.00
			<b>\$7,000.00</b>
<b>Ledger: 069-49000-51370 - UTILITIES</b>			
CITY OF WALSENBURG	August2024	Utility billing for period of 6/11/24 to 7/10/24	\$172.96

**Invoices Selected for Payment - By Fund**

Vendor Name	Invoice	Description	Amount
			<b>\$172.96</b>
<b>Ledger: 069-49000-51393 - TRAINING</b>			
DARREN SANCHEZ	73024	Reimbursement for CPR recertification	\$32.00
			<b>\$32.00</b>
<b>Subtotal for Fund 069 :</b>			<b>\$7,204.96</b>
<b>Fund: 070 - GARDNER PUBLIC IMP DISTRICT</b>			
<b>Ledger: 070-49100-51220 - OPERATING SUPPLIES</b>			
USA BLUE BOOK	PO 246	Pressure logger	\$0.00
USA BLUE BOOK	PO 246	Pressure logger	\$694.95
			<b>\$694.95</b>
<b>Ledger: 070-49100-51310 - PROFESSIONAL SERVICES</b>			
Core&Main	u773347	Neptune Renewal	\$1,775.71
			<b>\$1,775.71</b>
<b>Ledger: 070-49100-51370 - UTILITIES</b>			
SAN ISABEL ELECTRIC	919000Aug2024	Treatment Plant utility billing 6/15/24 to 7/15/24	\$184.90
SAN ISABEL ELECTRIC	925100Aug2024	Gardner Utility billing 6/23/24 to 7/23/24	\$118.15
SAN ISABEL ELECTRIC	931100Aug2024	Gardner Well 3 Utility billing 6/23/24 to 7/23/24	\$36.00
			<b>\$339.05</b>
<b>Ledger: 070-49100-51691 - TESTING</b>			
SANGRE DE CRISTO LABORATORY	24640	testing	\$445.00
SANGRE DE CRISTO LABORATORY	24687	water testing	\$290.00
			<b>\$735.00</b>
<b>Subtotal for Fund 070 :</b>			<b>\$3,544.71</b>
<b>Fund: 071 - DISASTER RECOVERY FUND</b>			
<b>Ledger: 071-50000-51861 - AMER RESCUE PLAN RELIEF FUND</b>			
CONVERGINT	IN00219654	Cameras	\$18,050.05

**Invoices Selected for Payment - By Fund**

Vendor Name	Invoice	Description	Amount
			<b>\$18,050.05</b>
		<b>Subtotal for Fund 071 :</b>	<b>\$18,050.05</b>
		<b>Grand Total :</b>	<b>\$299,741.19</b>

<b>Fund Totals</b>		
Fund	Fund Name	Fund Total
001	GENERAL FUND	\$47,084.08
002	ROAD & BRIDGE FUND	\$84.85
004	SPECIAL PROJECT FUND	\$216,202.18
051	P.I.L.T.	\$7,500.00
068	WASTE TRANSFER ENTER	\$70.36
069	EMERGENCY SERVICES F	\$7,204.96
070	GARDNER PUBLIC IMP DI	\$3,544.71
071	DISASTER RECOVERY FU	\$18,050.05
	<b>Grand Total:</b>	<b>\$299,741.19</b>

# PURCHASE ORDER

## Huerfano County

Purchase Order#: 283

Purchase OrderDate: 8/2/2024

Vendor: **CivicPlus LLC / 8141**  
**PO Box 737311**  
**Dallas, TX 75373-7311**

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

### Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
MUNICODE PROOF FREE COD/RECOD	1	\$2,240.00	\$2,240.00	051-47200-52000
		TOTAL:	\$2,240.00	

### NOTES:

MUNICODE

### APPROVALS:

Approving Authority:

Budget Officer:

Updated Remittance Address:  
(FOR PAYMENTS ONLY)  
CivicPlus LLC  
PO Box 737311  
Dallas TX 75373-7311

#312795

7/31/2024

PO #

0514720052000

**Bill To**  
Carl Young  
Huerfano County Colorado  
401 Main Street  
Walensburg CO 81089

**TOTAL DUE**

**\$2,240.00**

**Due Date: 8/30/2024**

Terms	Due Date	PO #	Approving Authority
Net 30	8/30/2024		

Qty	Item	Start Date	End Date
1	Municode Proof Fee - Cod/Recod	6/28/2024	6/28/2024

<b>Total</b>	\$2,240.00
<b>Due</b>	<b>\$2,240.00</b>

To pay your invoice with a credit card [Click Here](#).

**Proofs / Submission of Draft Code - 6.28.2024**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC		

# PURCHASE ORDER

## Huerfano County

**Purchase Order#:** 286

**Purchase OrderDate:** 8/9/2024

**Vendor: CONVERGINT / 8384**  
**7330 SOUTH ALTON WAY**  
**CENTENNIAL, CO 80112**

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

### Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
SECURITY CAMERA	1	\$34,540.92	\$34,540.92	051-47200-51945
TOTAL:			\$34,540.92	

### NOTES:

VERKADA SECURITY CAMERAS- GRANT MONEY FROM HELP AMERICA VOTE ACT.

### APPROVALS:

Approving Authority: \_\_\_\_\_

Budget Officer: \_\_\_\_\_

# PURCHASE ORDER

## Huerfano County

**Purchase Order#:** 287

**Purchase OrderDate:** 8/9/2024

**Vendor: CONVERGINT / 8384**  
**7330 SOUTH ALTON WAY**  
**CENTENNIAL, CO 80112**

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

### Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
DOOR CONTROL AND CYBER HARDING	1	\$56,396.76	\$56,396.76	051-47200-51945
TOTAL:			\$56,396.76	

### NOTES:

HELP AMERICA VOTE ACT- GRANT MONEY FOR VERLADA CONTROL, SECURITY ADDED TO DOORS, AND CYBER HARDENING

### APPROVALS:

Approving Authority: \_\_\_\_\_

Budget Officer: \_\_\_\_\_



## MEMORANDUM

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

**MEETING DATE:** August 13, 2024

**ITEM NAME:** Community Change Grant Technical Assistance program

**SUBMITTED BY:** Carl Young, County Administrator

**SUMMARY:** This is a request to approve an application for technical assistance to assist the County in applying for an EPA Community Change Grant. The proposed scope of the grant could include: water system improvements, brownfields redevelopment, commercial or residential building improvements, and training programs. If we successfully apply and are awarded a Community Change Grant the maximum grant is \$20M and no match is required. There is no cost for the technical assistance.

**RECOMMENDATION:** Motion to approve an application for technical assistance toward applying for an EPA Community Change grant.

**BACKGROUND:** The Environmental Protection Agency (EPA) Community Change Grants (CCG) will support comprehensive community and place-based approaches to redressing environmental and climate injustices for communities facing legacy pollution, climate change, and persistent disinvestment. These concentrated local investments will fund community-driven, changemaking projects that center collaborative efforts for healthier, safer, and more prosperous communities.

The CCG program will award funds to communities via projects that fit into one of two Tracks. EPA will allocate most of the funding to Track I projects. Track I offers an unprecedented opportunity to reshape communities through significant funding dedicated to overcoming deep-rooted and historic environmental issues. Projects under Track I will significantly improve environmental, climate, pollution, and resilience conditions affecting disadvantaged communities. The EPA plans to award 150 of these grants in amounts ranging from \$10 to 20 million.

The EPA has contracted EnDyna as its Technical Assistance (TA) provider for the CCG program. EnDyna and its partners will provide communities with the necessary support, free of charge, to guide their projects from the idea stage to the submission of a grant proposal.



**BOARD ACTION TAKEN:**

APPROVED

DENIED

OTHER

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

**NOTES:**



## MEMORANDUM

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

**MEETING DATE:** August 13, 2024

**ITEM NAME:** Clean Energy to Communities (C2C) Expert Match program

**SUBMITTED BY:** Carl Young, County Administrator

**SUMMARY:** This is a request to approve an application for the C2C Expert Match Program. This program, suggested by DOLA and contractors for the US Department of Energy, would provide technical assistance on a project to link County Buildings that are in close proximity through a microgrid, enabling these buildings to operate on shared backup power. The buildings in our initial exploration would be the Courthouse, Mining Museum, Judicial Center, and Law Enforcement Center. There is no cost to the County to receive this technical assistance. San Isabel has participated in these discussions and is interested in how this could help the resiliency of their grid.

**RECOMMENDATION:** Motion to authorize an application for the Clean Energy to Communities Expert Match Technical Assistance Program for a backup power microgrid.

**BACKGROUND:** Through the U.S. Department of Energy's Clean Energy to Communities (C2C) program, NREL, other national laboratory experts, and select organizations provide Expert Match—free, short-term technical assistance to address near-term clean energy challenges and questions. Expert Match is most suitable for communities that could benefit from assistance to inform time-sensitive decisions and identify and understand the range of options for achieving clean energy goals. The Expert Match technical assistance timeframe is 40–60 hours over 3–4 months

**BOARD ACTION TAKEN:**

APPROVED

DENIED

OTHER

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

NOTES:

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



## Board of County Commissioners

The Honorable Pete Buttigieg  
US Department of Transportation  
1200 New Jersey Ave, SE  
Washington, DC 20590

August 13, 2024

RE: Support for Raton Pass Wildlife Reconnection and Protection (WRAP) Project discretionary grant application

Dear Secretary Buttigieg:

Huerfano County supports the Colorado Department of Transportation (CDOT) and the Raton Pass Wildlife Reconnection and Protection (WRAP) Project (“the Project”). The Project will construct a wildlife underpass along Interstate 25 (I-25) at Milepost 1.6, in conjunction with game fencing from MP 0 to Exit 2. The fencing will integrate with existing infrastructure between both Colorado and New Mexico to direct wildlife to the safe crossing location in order to promote habitat connectivity and tourism to the nearby Fishers Peak State Park (FPSP), while reducing wildlife-vehicle collisions.

The Project is located directly east of Raton Creek and along the FPSP, the state’s newest state park. FPSP serves as a protected connection point between two habitats - grasslands to the east and foothills and mountains to the west. The park provides habitats for large native mammal species including elk, mule deer, white-tailed deer, mountain lion and black bears. The park also supports other species including raptors and the endangered New Mexico meadow jumping mouse. CDOT is also investing time in an ongoing wildlife movement and habitat connectivity study that will reveal more insights about wildlife connectivity across I-25.

McBride Creek, which runs perpendicular to the highway, serves as a common travel route for elk, mule deer, white-tailed deer, black bear, and mountain lion, particularly during seasonal migrations between the eastern plains and the Sangre de Cristo mountain range to access breeding and wintering habitats.

The Project will reduce wildlife vehicle collisions (WVC) at the Colorado / New Mexico state line. WVCs are associated with costs of \$66.3 million annually in medical

expenses in the state of Colorado (Colorado Wildlife and Transportation Alliance, 2023). The crossing’s location targets a high WVC location along I-25, which has seen high collision rates with elk due to a nearby calving destination near the Colorado and New-Mexico border. The Project will tie-in to recently installed wildlife fencing in New Mexico to ensure that rerouted wildlife crosses the interstate at designed and intentional crossings.

We whole-heartedly support this project and request USDOT to prioritize Wildlife Crossing Pilot Program grant funding for this worthy proposal.

Sincerely,

HUERFANO COUNTY  
BOARD OF COUNTY COMMISSIONERS

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Arica Andreatta, Chairman

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Karl Sporleder, Commissioner

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Mitchell Wardell, Commissioner

# Agreement for Application Hosting and Technology Support Services

## Amendment No. 4

**Avenu Enterprise Solutions, LLC**  
**Huerfano County, Colorado**

This fourth amendment (“Amendment No. 4”) is made by and between **Avenu Enterprise Solutions, LLC**, 5860 Trinity Parkway, Suite 120, Centreville, VA 20120 (“Avenu”) and **Huerfano County**, 401 Main Street, Walsenburg, CO 81089 (“Client”).

### RECITALS

**WHEREAS** Client and Avenu executed the Agreement for Application Hosting and Technology Support Services (“Agreement”), for the NewVision Application Software and services for the County Finance, Assessor and Treasurer’s Offices, effective January 1, 2020 through December 31, 2022; and

**WHEREAS** the parties executed Amendment No. 1 effective October 1, 2021 to increase the number of users of the software; and

**WHEREAS** the parties executed Amendment No. 2 effective January 1, 2023 to extend the Term for two (2) years through December 31, 2024 and remove the Finance Office and associated products and services from the Agreement; and

**WHEREAS** the parties desire to extend the term of the Agreement with this Amendment No. 4 for an additional three (3) year period through December 31, 2027;

**WHEREAS**, the parties desire to amend and replace Schedule A (Statement of Work), Section B.1 (Base Monthly Fee and Payment Schedule).

**NOW, THEREFORE**, Avenu and Client (each individually a “party” and collectively, the “parties”) agree as follows:

1. This Amendment No. 4 is effective on January 1, 2025 (“Amendment Effective Date”).
2. The Term of the Agreement is extended for an additional three (3) year period through December 31, 2027.
3. Schedule A (Statement of Work), Section B.1 (Base Monthly Fee and Payment Schedule), as revised under Amendment No. 3, is deleted and replaced with the following:

**1. Base Monthly Fee and Payment Schedule**

Client shall pay Avenu the base monthly fee set forth in the tables below:

January 1, 2025 – December 31, 2025	Monthly SaaS Fee	Annual SaaS Fee	Annual Forms Amount
Assessor	\$ 2,808.63	\$ 33,703.56	\$ 2,157.80
Treasurer	\$ 2,414.20	\$ 28,970.40	\$ 3,454.74



January 1, 2026 – December 31, 2026	Monthly SaaS Fee	Annual SaaS Fee	Annual Forms Amount
Assessor	\$ 2,949.06	\$ 35,388.72	\$ 2,265.69
Treasurer	\$ 2,534.91	\$ 30,418.92	\$ 3,627.48

January 1, 2027 – December 31, 2027	Monthly SaaS Fee	Annual SaaS Fee	Annual Forms Amount
Assessor	\$ 3,096.51	\$ 37,158.12	\$ 2,378.97
Treasurer	\$ 2,661.66	\$ 31,939.92	\$ 3,808.85

4. All other terms and conditions of the Agreement, except as modified by this Amendment No. 4, shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned authorized representatives of Avenu and Client have executed this Amendment No. 4.

**Avenu Enterprise Solutions, LLC**

**Huerfano County**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

15-DPT-EX  
REV 07/17

STATE OF COLORADO  
DIVISION OF PROPERTY TAXATION  
DEPARTMENT OF LOCAL AFFAIRS  
1313 SHERMAN RM 419  
DENVER, CO 80203

072524  
PHONE (303) 864-7780  
TTY (303) 864-7758

### NOTICE OF FORFEITURE

OWNER NAME AND ADDRESS:	REFERENCE INFORMATION:
<b>COLO SPRINGS ASTRONOMICAL SOCIETY, INC.</b> <b>P.O. BOX 16318</b> <b>COLORADO SPRINGS CO 80835-6318</b>	<b>File No. 28-01101-01</b> <b>County: HUERFANO</b> <b>Parcel: 27421</b>

**FINAL DECISION:**

The owner of the property described below has failed to file an adequate and timely report of exempt property as required by Colorado Revised Statutes, Title 39, Article 2, Section 117 (3). Such failure is hereby declared to be a forfeiture of any right to claim general exemption of such property. The listed owner and the assessor, treasurer, and board of county commissioners of the named county are hereby notified that such property must be placed on the assessment roll as taxable effective JANUARY 1, 2024.

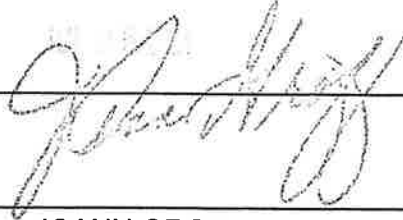
**LEGAL DESCRIPTION**

**TWP 25 RNG 70: SEC 26: NE4SW4 EXCEPT THAT PARTLYING EAST OF PRIVATE ROAD OF CENTERLN ON E BOUNDARYCONTAINING 3.97AC GRAND TOTAL ACRES 35.12**  
**Address: N/A**

**COMMENTS**

**If the property was sold prior to the date on this notice, the real property should be returned to the tax rolls as of the date of sale. The personal property should be returned to the tax roll as of the next assessment date, pursuant to C.R.S. 39-3-130 (1)(a)(II) and (1)(b)(II).**

DATED: \_\_\_\_\_



\_\_\_\_\_  
**JOANN GROFF**  
**PROPERTY TAX ADMINISTRATOR**

(SEE REVERSE SIDE FOR AN EXPLANATION OF YOUR RIGHTS AND OPTIONS)

## FORFEITURE INFORMATION

Item 8a.

C.R.S. 39-2-117 (3)(a) provides that each year, all owners of exempt property must submit:

- 1) A report for EACH currently exempt property, describing all uses of the property for the previous year. The forms that must be used for all necessary reporting are issued by the Division of Property Taxation each year; AND
- 2) A check for the appropriate filing fee. Fees are based on the PURPOSE for which the property was exempted, and the exempt PURPOSE as determined by our office is listed on the face of the Exempt Property Report form. By statute, as of July 1, 2024, fees and deadlines are as follows:
  - A. \$110.00 for EACH report filed by April 15 of the year issued; OR
  - B. \$300.00 for EACH report filed between April 16 and July 1 of the year issued, for properties exempt for SCHOOL OR STRICTLY CHARITABLE PURPOSES; OR
  - C. \$300.00 for EACH report filed between April 16 of the year issued and July 1 of the FOLLOWING YEAR, for properties exempt for RELIGIOUS PURPOSES; OR
  - D. No fee for properties exempt as owned and used for CHARITABLE-FRATERNAL/VETERANS PURPOSES, provided the property was used for less than 208 hours during the calendar year for purposes other than those exempt by statute, or such use resulted in gross rental income less than \$25,000.

The final deadline has passed, and the report for the property listed on the face of this document has not been properly filed. If submitted, it was received without the proper fees. The Division of Property Taxation issued notice that the report was not adequately filed, but the deficiency has not been remedied in an adequate or timely manner.

Pursuant to C.R.S. 39-2-117(3)(a)(II) & (III), failure to timely file such annual report operates as a forfeiture of any right to claim exemption of previously exempt property from general taxation. Our office is required by statute to issue the Notice of Forfeiture of Right to Claim Exemption printed on the face of this document. Notice of the forfeiture will be distributed to the taxing authorities, and taxes will be levied against the property.

## OWNER'S REMEDIES TO THIS NOTICE OF FORFEITURE

- 1) The owner may reapply for a new exemption for this property by filing an application for property tax exemption under the appropriate statute. **However, pursuant to Rule I.B.33, such exemption will only be effective as of the date the application is filed, leaving the property taxable between the date of forfeiture and the date the application is filed.** If you choose this option, you may get an application at <https://www.colorado.gov/dola/property-taxation>. The filing fee is \$200.00.
- 2) C.R.S. 39-9-109(5) permits the State Board of Equalization to waive the final filing deadline if it finds that the interests of justice and equity are served thereby. The owner must contact the SBOE through the Division of Property Taxation in order to request consideration. The SBOE meets in October of each year and otherwise as needed. If the final filing deadline is waived, the annual report would be due, along with the \$250 late filing fee, in order for exemption to be retained. **Under this option, exemption can be restored effective as of the date of forfeiture.** The form needed to petition the SBOE may also be found at the Division's website <https://www.colorado.gov/dola/property-taxation>. Click on Remedies for Recipients of Notice of Forfeiture of Right to Claim Exemption.
- 3) C.R.S. 39-2-117(5)(b) provides, "An appeal from any decision of the administrator may be taken by the board of county commissioners of the county wherein such property is located, or by any owner of taxable property in such county, or by the owner of the property for which exemption is claimed if exemption has been denied or revoked in full or in part. Any such appeal shall be taken to the board of assessment appeals no later than thirty days following the decision of the administrator." Forms and instructions for appeal may be obtained from the Board of Assessment Appeals, 1313 Sherman St. #315, Denver, CO 80203. Phone (303) 864-7710 or <https://www.colorado.gov/dola/board-assessment-appeals-baa>.





November 8, 2022

Board of County Commissioners

Huerfano County

401 Main Street

Walsenburg, CO 81089

Dear Commissioners Sporleder, Andreatta and Galusha,

The Spanish Peaks Library District Board of Trustees held their annual meeting on June 25, 2024 where the Officers of the Board were elected. They are as follows:

President – Evondia Woessner

Vice-President – Laura Hutchinson

Secretary – Helen Nuce

Treasurer – Norine Copland

These officers will serve two year terms as we also amended our bylaws, which you will receive in a separate letter.

Thank you in advance.

Sincerely,

Evondia Woessner, President, SPLD BoT



**Dina L. Medina**

Vice President & Asst. Branch Manager  
dina.medina@fnbtrinidad.com

August 7, 2024

Huerfano County Government  
County Commissions  
401 Main Street  
Walsenburg, CO 81089

Thank you so much for your generous donation to our school supply drive. Your \$250.00 donation was matched by the Huerfano County Branch, FNBT and used for \$500.00 worth of school supplies. Students in five area schools will benefit from this program by receiving the supplies they need to start the school year. Each year we receive several letters from teachers, parents and students in appreciation for the funds for supplies they have received. Your donation will go far in helping many students prepare to learn.

Thank you again for your contribution!

Sincerely,

Dina Medina  
Vice President &  
Assistant Branch Manager



# TECHNICAL UPDATE

Volume 28 Number 30 | July 23, 2024

## 2025 HSA CONTRIBUTION LIMITS

The IRS has announced the 2025 Health Savings Account (HSA) contribution limits. The self-only limit increased by \$150 from 2024, while the family limit increased by \$250. The IRS also provided the minimum deductible and maximum out-of-pocket expenses for high-deductible health plans (HDHPs) that function with HSAs. The rates consider inflation, cost-of-living adjustments, and rounding the rules under Internal Revenue Code Section 223.

### CONTRIBUTIONS AND OUT-OF-POCKET LIMITS FOR HEALTH SAVINGS ACCOUNTS AND HIGH DEDUCTIBLE HEALTH PLANS

	FOR 2024	FOR 2025	CHANGE
HSA Contribution Limit (employer & employee)	Self-Only \$4,150 Family \$8,300	Self-Only \$4,300 Family \$8,550	Self-Only +\$150 Family +\$250
HSA catch-up contribution (age 55 or older)*	\$1,000	\$1,000	No change (set by statute)
HDHP minimum deductibles	Self-Only \$1,600 Family \$3,200	Self-Only \$1,650 Family \$3,300	Self-Only +\$50 Family +\$100
HDHP maximum out-of-pocket amounts (deductibles, copays, and other amounts, but not premiums)	Self-Only \$8,050 Family \$16,100	Self-Only \$8,300 Family \$16,600	Self-Only +\$250 Family +\$500

\* Catch-up contributions can be made anytime during the year when the HSA participant turns 55 or older.



HSAs are always set up under an individual's name and are never held jointly. When the HSA is linked to a family or an employee plus one HDHP, the HSA is subject to the higher family coverage contribution limit. The IRS has not established an "employee plus one" category for contribution limits.

#### WHAT THIS MEANS FOR COUNTIES

Individuals enrolled in "employee plus one" coverage will be subject to the family contribution limit. The County Health Pool will provide updates regarding IRS contribution limits for upcoming years. For any questions or more information, please contact CTSI at (303) 861-0507.



# TECHNICAL UPDATE

Volume 28 Number 31 | July 30, 2024

## FLAGGER CERTIFICATION FOR ROAD AND BRIDGE EMPLOYEES

Flaggers are individuals trained to control traffic on construction sites. The Traffic and Safety Engineering Branch, part of the Colorado Department of Transportation (CDOT), manages the flagger program in Colorado. To become certified as a flagger, an individual must complete training with an entity certified by the state and pass a proctored test with a score of at least 80%. Flagger certification is valid for two years from the date of certification. After that, flaggers must retake and pass the certification test again.

### CTSI FLAGGER TRAINING

County Road and Bridge employees must be trained in and hold a Flagger Certification to control traffic in county work zones legally. CTSI's Loss Control Team are Certified Proctors for CDOT's Flagger Certification Program and can provide the required training for county employees. The flagger certification course includes the written test. Certification cards are issued to those who score at least 80% on the written test.

### TRAINING IS CRUCIAL

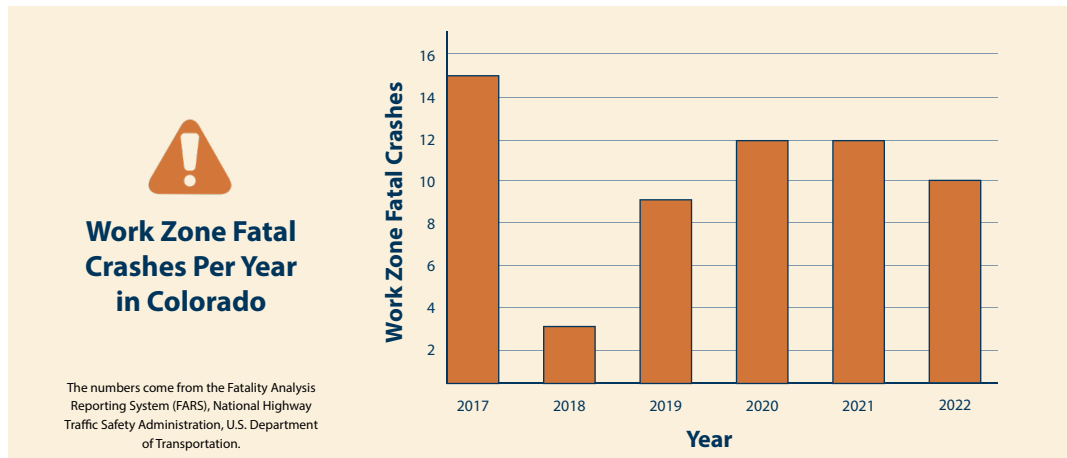
According to the Center for Construction Research and Training, 1,462 construction workers were killed in road construction and maintenance work zones from 2011 to 2022. Most of them were struck by vehicles or mobile equipment, such as dump trucks or paving equipment. Flaggers had the highest risk of being killed, which is why training for these workers is so crucial to protect them and mitigate liability and risk.


If a vehicle accident or any related public injury occurs in a county's roadway work zone due to a non-certified flagger's decision or actions, the county and the CAPP Pool could be placed in a difficult position to defend against potential negligence claims. It also may affect CAPP's ability to successfully assert Governmental Immunity on the county's behalf.



### WHAT THIS MEANS FOR COUNTIES

CTSI highly recommends that all county road and bridge departments maintain their Flagger Certifications to conduct work zone traffic control activities safely and legally. As an alternative, CTSI recommends counties consider sub-contracting work zone traffic control and flagger duties to a qualified and licensed traffic control or other contractor who employs Certified Flaggers staff. Contact any CTSI Loss Control Team member for more information or to schedule a Flagger Certification Class. For more information, contact CTSI at (303) 861-0507.



  
**Work Zone Fatal Crashes Per Year in Colorado**

The numbers come from the Fatality Analysis Reporting System (FARS), National Highway Traffic Safety Administration, U.S. Department of Transportation.





# TECHNICAL UPDATE

Volume 28 Number 32 | August 6, 2024

## TIMELY REPORTING OF CWCP CLAIMS

CTSI is constantly working with our member counties to reduce the days from when the county is notified of a work-related injury until the claim is received. We aim to have all claims reported within three days of the employer receiving notification of a claim.

### EARLY REPORTING MATTERS

Studies have consistently shown that early reporting of claims tends to lower the overall cost of the claim. The following findings highlight the importance of prompt reporting:

- Claims reported two weeks after the date of an accident cost an average of 18% more than those reported during week one.
- Claims reported 30 days following an injury are 45% more expensive.
- Back injuries, in general, are 35% more expensive if not reported within one week.
- Soft tissue strains and sprains are 13% more expensive if not reported within one week.
- Repetitive motion injuries are 11% more expensive when not reported promptly.

Given the significant impact of prompt reporting on cost reduction, filing your county's workers' compensation claim early is crucial. Remember, each claim should be filed when the incident is reported. Reporting a claim the day it is received is just as easy as filing it a week later. But even a week's delay can escalate the cost of the claim.

When a claim is filed, an adjuster evaluates the claim right away to determine the best course of action. They can work with the claimant to get appropriate medical treatment and implement an efficient return-to-work program that can bring employees back to a productive work status. Litigation is less likely for claims reported immediately. A National Council on Compensation Insurance study showed that the percentage of litigated claims doubled when reported more than 31 days after the injury.

### HOW TO FILE A CLAIM

Claim forms are available at [www.ctsi.org](http://www.ctsi.org), or you can contact the CTSI workers' compensation claims staff for copies. Claims of a serious nature are to be reported by phone immediately. We do not need all of the information before reporting the loss; additional information can be submitted once reported.

**New Claims should be sent to [wccclaims@ctsi.org](mailto:wccclaims@ctsi.org).** After taking this initial step, CWCP members will be notified of what to do next. Please set up a claim file and keep all information together for future use and reference.



### WHAT THIS MEANS FOR COUNTIES

When an injury occurs on the job, a workers' compensation claim should be filed when the injury is reported. Filing early allows CTSI to manage the claimant's treatment more effectively and offers significant cost savings to CWCP. For more information on filing claims, contact CTSI at (303) 861-0507.

# County Technical Services, Inc.

Commitment  
Technology  
Service  
Innovation

Solutions for the road ahead. Not just insurance.

**The counties of Colorado rely on CTSI for high-quality insurance products, cutting-edge loss control, superior communications, and outstanding technical and consulting services tailored to meet their needs.**

In the mid-1980s, when Colorado counties faced extremely high commercial insurance costs, Colorado county commissioners united to form their own self-insurance pools. The counties pooled their resources and formed the County Health Pool, the County Workers' Compensation Pool and the Colorado Counties Casualty and Property Pool. CTSI administers the three pools and provides technical services beyond those specifically related to insurance. We provide improved risk management and loss control services, training and employee education, human resources assistance, grant writing and county administration services and other value-added services, such as management and regulatory consulting. New services are added regularly to satisfy county needs.

Because CTSI's Board of Directors is comprised of elected officials and county staff from throughout Colorado, we have our finger on the pulse of county activities and can respond quickly to meet the service and training needs of members. CTSI has proven to be extremely valuable to members. CTSI helps counties both by addressing their day-to-day insurance and loss control needs, and by guiding them through the rough spots when the unexpected happens. Members benefit from CTSI's expertise at keeping today's loss costs in check, which in turn keeps insurance rates down. CTSI's insurance

expertise, coupled with other CTSI value-added services, provides counties with the means to manage numerous other operational costs.

When your county needs assistance, call CTSI. We have the expertise, resources and experience to develop programs designed to meet your particular needs. Most of our services are offered to members at no cost. Non-members are welcome to use CTSI services on a fee-for-service basis.

County owned and operated, CTSI is an integral resource to county governments. Our varied products and services, and our unflagging commitment to counties have propelled CTSI into a membership success story.





# County Technical Services, Inc.

## *More Than Insurance*



### **CTSI OFFERS A WIDE RANGE OF PRODUCTS AND SERVICES, INCLUDING:**

CTSI, the service arm of county government, is here to help you.

- Management consulting services
- Risk Management
- Loss Control Services
- COBRA and HIPPA Administration
- Workers' compensation insurance through the County Workers' Compensation Pool
- Property and liability insurance through the Colorado Counties Casualty and Property Pool
- Health care coverage through the County Health Pool
- Ancillary insurance programs
- Workers' compensation claims administration
- Property and liability claims administration
- Third-party claims administration services for self-insured governmental entities
- Claim consultation and review
- Health Awareness newsletter
- Technical Updates on legal and regulatory issues
- A library of reference books, videos and other training aids.
- Information on rules, regulations and requirements
- Latest case law affecting county practices
- Human resources services
- Salary surveys
- Review of county policies and practices
- Health, safety and regulatory training for elected officials and county employees
- Grant writing
- County administration services
- Review of proposed building plans



800 Grant Street  
Suite 400  
Denver, CO 80203  
303.861.0507  
[www.ctsi.org](http://www.ctsi.org)

***AND SO MUCH MORE...***

# **“Controlled privatization” Public sector control with private sector performance.**

Item 8j.

**County owned and operated – you can’t get a more efficient use of local tax dollars.**

Insurance pools for health,  
workers’ compensation, property and liability  
Pool administration  
Risk management  
Claims administration  
Loss control  
Grant writing  
County management and operations consultation

**CTSI value-added services are provided to member counties at no additional cost to the counties’ general funds, saving local tax dollars.**

Human resources personnel training  
Salary surveys  
Contract and policy review  
Health, safety and regulatory training  
Reference and training aids library

CTSI Communicator  
Technical Updates  
Health Awareness newsletter  
Review of county policies and practices  
Employment practices consultation

*and more!*



# Your County-Owned Pools—You Can't Get More Local!

Item 8j.

Members pay insurance contributions to pool for claims administration and risk management services.

Funds for future claims liability are deposited in banks throughout the state; thereby increasing the local banks' financial holdings and ability to provide personal and business loans to the community.

Interest income from local banks is returned to pool members as a credit toward contributions, saving local tax dollars.

Local businesses provide services for county claims such as medical care, property restoration, and vehicle repair generating local profit and taxable revenue.

Pools pay their own county-owned, not-for-profit, organization, CTSI, for administrative services at cost, which includes the cost for Grant St. office space.



Member equity (excess funds not used to pay claims) is returned to pool members as a credit toward contributions, saving local tax dollars.

Pools share equity in CTSI assets including the Grant St. office building.

CAPP earned interest income on the Grant St. building mortgage. This income was returned to pool members as a credit toward contributions, saving local tax dollars.

As an investment, Colorado Counties Casualty & Property Pool (CAPP) held the mortgage note for CTSI's purchase of the Grant St. office building which is now paid.

**The value of your contribution dollar is unsurpassed with the pools' "closed loop" cash flow model.**

# Sales Summarized by Product

Site: **Spanish Peaks Airport**

Created on (UTC):

Terminal: M4000-4000155

Start Date: 1/1/2024

End Date: 7/31/2024

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Name	Total Amount	Total Units	Total Count
100LL	\$40028.18	7948.410	257
Jet A	\$3583.12	707.160	20

## Running Totals

**Number of Sales: 277**

**Sale Total: \$43611.30**

**Units Total: 8655.570**

# Huerfano County, Colorado

## Activity Summary Report By Site For Account

Date Range From: 1/1/2024 12:00:01 AM To: 7/31/2024 10:19:07 AM

Account	Account Name	Transactions	Total Quantity	Total Amount
<b>Site Id: 001</b>	<b>Site Name: Huerfano County</b>	<b>1038 Russel St, Walsenburg, Colorado, NA, 81089</b>		
1	Road and Bridge	501	20,989.100	\$73,380.05
10	Emergency Management	60	685.500	\$1,857.16
11	Public Works	55	922.700	\$2,502.07
12	Waste Transfer Station	87	2,226.500	\$8,015.40
13	Communications	4	40.800	\$114.24
2	Las Animas Huerfano County Health Dept	30	344.600	\$949.50
3	Huerfano County Sheriffs Office	421	5,550.000	\$14,870.57
4	Huerfano County Administration	4	56.000	\$156.80
5	Huerfano County Assessor	13	118.000	\$326.20
6	Huerfano County Recreation	13	115.300	\$317.16
7	Department of Human Services	84	922.700	\$2,483.28
8	Building Department	25	283.700	\$770.87
9 IT-GIS	IT-GIS	1	3.900	\$10.92
<b>Site Totals:</b>		<b>Transactions: 1,298</b>	<b>32,258.800</b>	<b>\$105,754.22</b>
<b>Grand Totals:</b>		<b>Transactions: 1,298</b>	<b>32,258.800</b>	<b>\$105,754.22</b>

## Huerfano County, Colorado

### Activity Summary Report By Account For Product

Date Range From: 1/1/2024 12:00:01 AM To: 7/31/2024 10:25:02 AM

Product ID	Product Name	Transactions	Total Quantity	Total Amount
<b>Account: 1</b>		<b>Account Name: Road and Bridge</b>		
01	UNLEADED	134	2,410.200	\$6,496.01
06	#2 DIESEL	367	18,578.900	\$66,884.04
<b>Totals for Account:</b>			<b>20,989.100</b>	<b>\$73,380.05</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 10</b>		<b>Account Name: Emergency Management</b>		<i>Item 8l.</i>
01	UNLEADED	60	685.500	\$1,857.16
<b>Totals for Account:</b>			<b>685.500</b>	<b>\$1,857.16</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 11</b>		<b>Account Name: Public Works</b>		<i>Item 8l.</i>
01	UNLEADED	53	904.800	\$2,437.63
06	#2 DIESEL	2	17.900	\$64.44
<b>Totals for Account:</b>			<b>922.700</b>	<b>\$2,502.07</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 12</b>		<b>Account Name: Waste Transfer Station</b>		<i>Item 8l.</i>
06	#2 DIESEL	87	2,226.500	\$8,015.40
<b>Totals for Account:</b>			<b>2,226.500</b>	<b>\$8,015.40</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 13</b>		<b>Account Name: Communications</b>		Item 8l.
01	UNLEADED	4	40.800	\$114.24
<b>Totals for Account:</b>			<b>40.800</b>	<b>\$114.24</b>



Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 2</b>		<b>Account Name: Las Animas Huerfano County Health Dept</b>		<i>Item 8l.</i>
01	UNLEADED	30	344.600	\$949.50
<b>Totals for Account:</b>			<b>344.600</b>	<b>\$949.50</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 3</b>		<b>Account Name: Huerfano County Sheriffs Office</b>		<i>Item 8l.</i>
01	UNLEADED	421	5,550.000	\$14,870.57
<b>Totals for Account:</b>			<b>5,550.000</b>	<b>\$14,870.57</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 4</b>		<b>Account Name: Huerfano County Administration</b>		<i>Item 8l.</i>
01	UNLEADED	4	56.000	\$156.80
<b>Totals for Account:</b>			<b>56.000</b>	<b>\$156.80</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 5</b>		<b>Account Name: Huerfano County Assessor</b>		Item 8l.
01	UNLEADED	13	118.000	\$326.20
<b>Totals for Account:</b>			<b>118.000</b>	<b>\$326.20</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 6</b>		<b>Account Name: Huerfano County Recreation</b>		Item 8l.
01	UNLEADED	13	115.300	\$317.16
<b>Totals for Account:</b>			<b>115.300</b>	<b>\$317.16</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 7</b>		<b>Account Name: Department of Human Services</b>		Item 8l.
01	UNLEADED	84	922.700	\$2,483.28
<b>Totals for Account:</b>			<b>922.700</b>	<b>\$2,483.28</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 8</b>		<b>Account Name: Building Department</b>		Item 8l.
01	UNLEADED	25	283.700	\$770.87
<b>Totals for Account:</b>			<b>283.700</b>	<b>\$770.87</b>

Product ID	Product Name	Transactions	Total Quantity	Total
<b>Account: 9 IT-GIS</b>		<b>Account Name: IT-GIS</b>		<i>Item 8l.</i>
01	UNLEADED	1	3.900	\$10.92
<b>Totals for Account:</b>			<b>3.900</b>	<b>\$10.92</b>



**Report Product Totals**

<b>Product ID</b>	<b>Product Name</b>	<b>Transactions</b>	<b>Total Quantity</b>	<b>Total Amount</b>
01	UNLEADED	842	11,435.500	\$30,790.34
06	#2 DIESEL	456	20,823.300	\$74,963.88
		<b>Totals For Report:</b>	<b>32,258.800</b>	<b>\$105,754.22</b>

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

Item 9a.



## HUERFANO COUNTY GOVERNMENT ADMINISTRATOR’S REPORT

**Date:** August 13, 2024  
**To:** Huerfano County Board of County Commissioners  
**From:** Carl Young, County Administrator  
**Re:** Report for the August 13<sup>th</sup> Regular BOCC Meeting

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

### Open Positions

- Part Time Administrative Assistant – Closes August 23<sup>rd</sup>
- Adult Services Case Aide – Closes August 16<sup>th</sup>
- Deputy Officer – Open Until Filled
- Detention Officer – Open Until Filled

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

### Notes to the Board

- On Thursday, August 15<sup>th</sup>, the County will release ITB 2024-03 for replacement of the County Road 543 Bridge over the Huerfano River. The Solicitation will close on
- At 4:30PM on Thursday, August 15<sup>th</sup> we have a meeting with the City of Walsenburg on the Law Enforcement Services Agreement. Meeting will be held in the Conference Room of the Huerfano County Community Center.
- As of July 31<sup>st</sup>, the contract for the sale of the second portion of the Thorne Ranch has expired. This portion is 610.64 acres generally south of CO-69. The first portion, containing 603.94 acres closed earlier this year for \$800,000. The County is retaining the remaining 562.95 acres, which is north of CO-69. The portion the County is retaining is now referred to as Badito Ranch on the River and contains the irrigated acreage for the ranch.

### Activities

- July 24, 2024 — Met with Enterprise Fleet Management about anticipated future vehicle needs.
- July 24, 2024 — Met with Lexipol about grant writing services for the Sheriff's Office. This is an still on my list to discuss with the SO during budget season.
- July 25, 2024 — Met with Ken Clayton and Sal Pace about a DOLA Energy Impact Grant for Cuchara Mountain Park

- July 25, 2024 — Attended Spanish Peaks Airfield Lighting and Signage Improvements Pre-Bid Conference.
- July 25, 2024 — Met with Heather Hernandez who is consulting with the Museum of Friends on an exit strategy and sustainability plan.
- July 26, 2024 — Met with Huerfano Parks and Recreation District Board Members and Chris Aaby from GoCo about Fiesta Park and other ideas about Parks and Recreation in the County.
- July 29, 2024 — Met with Tara Marshall from Department of Local Affairs about potential Energy Impact Grant applications for Cuchara Mountain Park and the Gardner Sewer System Project.
- July 31, 2024 — Attended Wheelhouse Management Meeting
- July 31, 2024 — Met with Gabby Voeller and Julia Randall to discuss the County Comprehensive Plan and changes requested by the Planning Commission
- July 31, 2024 — Attended Huerfano County Economic Development Inc. Meeting
- July 31, 2024 — Submitted DOLA Energy Impact Grant for Cuchara Mountain Park
- August 1, 2024 — Met with Lola Spradley and Carlton Croft from Huerfano County Economic Development Inc. to discuss collaboration on Housing Projects
- August 1, 2024 — Met with Dannah Koeniger from GMS about the GPID Sewer Project.
- August 1, 2024 — Met with Ryan Sundberg from KLJ about the advertisement and schedule for the replacement of the County Road 543 Bridge over the Huerfano River.
- August 5, 2024 — Met with Roy Daniels and Jake Hoban from Garver to go over next steps on the Airfield Lighting and Signage Improvements Project
- August 7, 2024 — Attended Wheelhouse Management Meeting
- August 8, 2024 — Met with the County Sheriff and his staff along with the County Treasurer, Finance Officer, and Management Fellow to discuss internal controls and related procedures
- August 8, 2024 — Opened Bids for Airfield Lighting and Signage Improvements Project. We received two bids and the Project Engineer, Garver, will review the submissions for completeness and make a recommendation.
- August 9, 2024 — Met with Convirgent about the Judicial Center Security Project. We expect installation of equipment to begin in the next couple of weeks.

- August 9, 2024 — Met with Town Clerk Heather Hillis, City Administrator Roger Tinkleburg, and representatives from Humane Society of the Pikes Peak Region to discuss best practices and resources for potential collaboration on animal sheltering.