



BOARD OF COUNTY COMMISSIONERS SPECIAL MEETING AGENDA

April 18, 2023 at 10:00 AM

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

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

9:00 AM - MEETING WITH CTSI

10:00 AM - PUBLIC MEETING

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

1. PLEDGE OF ALLEGIANCE

2. AGENDA APPROVAL

3. APPOINTMENTS

a. Nick Faris - Waste Transfer Station

4. ACTION ITEMS

a. Judicial Center Tempered Glass Replacement

b. Quote for 4th of July Firework Display

c. Comprehensive Plan Change Order

d. NEOGOV Applicant Tracking System Agreement

e. Extension Request for Gardner Sewer CDBG Grant

f. Computers for Patrol Vehicles

g. Accounting Consulting Invoice

5. EXECUTIVE SESSION

6. ADJOURNMENT

7. UPCOMING MEETINGS

a. 11 AM - Board of Human Services

b. 12 Noon - Public Information Strategic Planning

PURCHASE ORDER
Huerfano County

Item 4a.

Purchase Order#: 81

Purchase OrderDate: 4/14/2023

Vendor: **CIMARRON GLASS, INC. / 8219**
47 MAGNETO DRIVE
PUEBLO WEST, CO 81007

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

Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
	1	\$2,026.00	\$2,026.00	001-50200-51820
		TOTAL:	\$2,026.00	

NOTES:

APPROVALS:

Approving Authority:

Budget Officer:

Cimarron Glass, Inc.

Pueblo West, CO 81007

47 N. Magneto Dr.

Pueblo West, Co. 81007

Ph. (719) -547-1972 Fax. (719) 547-1975

Item 4a.
Proposal

Date	Proposal #
7/27/2022	7235R1

Name / Address

HUERFANO COUNTY JUDICIAL BUILDING
201 W 5TH ST
WALSENBURG, CO 81089
CHRIS- 719-621-8127

Description

JOB: SUN SHADE GLASS REPLACEMENT

SCOPE OF WORK:

SUPPLY AND INSTALL ONE NEW 46" X 66'- 1/2" CLEAR TEMPERED LAMINATED GLASS WITH 8 HOLES AND FLAT POLISHED EDGES AND ONE 1/2" X 1 1/4" STAINLESS GLASS STANDOFF ON EXISTING SUN SHADE. BROKEN GLASS WILL BE REMOVED AND NEW STANDOFF INSTALLED. NEW GLASS INSTALLED ONTO STANDOFFS. THE USE OF SCAFFOLDING WILL BE NEEDED TO SAFELY GET GLASS INTO PLACE. ALUMINUM JOINT COVER RE INSTALLED AND CAULKED. WE WILL NEED TO CLOSE OF LEFT SIDE ENTRY DOORS FOR SAFETY PURPOSES.

TOTAL INCLUDES MATERIALS, LABOR AND TRIP, NO TAX

PLEASE SIGN AND RETURN PROPOSAL TO ORDER

001-50200-1820
Judicial Building
maintenance

PRICE GOOD FOR 15 DAYS

Subtotal

\$2,026.00

Total

\$2,026.00

Signature _____

PURCHASE ORDER
Huerfano County

Item 4b.

Purchase Order#: 82

Purchase OrderDate: 4/14/2023

Vendor: **INTERGALACTIC FIREWORKS / 8314**
1480 EAST LICOLN HIGHWAY
LANGHORNE, PA 19047

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

Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
4TH OF JULY	1	\$6,672.61	\$6,672.61	010-50100-51220
		TOTAL:	\$6,672.61	

NOTES:

APPROVALS:

Approving Authority:

Budget Officer:

Intergalactic Fireworks

1480 East Lincoln Highway
 Langhorne, P.A. 19047
 Phone: 215-752-5600
 Fax: 215-752-5602
www.intergalacticfireworks.com



INVOICE

4/7/2023

Invoice #

[2023001]

Customer ID

[001]

CUSTOMER

Conor Boynton
 Huerfano Youth Conservation Corps Coordinator
 928 Russell Ave
 Walsenburg, CO 81089
 Cell: 719-989-8252 719-738-3000 x112
 corr@huerfano.us

SHIPPING DETAILS

Freight Type T-FORCE FREIGHT
 Est Ship Date [Date]
 Est Gross Weight 2060
 net explosive weight 515
 Total Packages 49
 Pallets 2

Name	Brand	DESCRIPTION	QTY	UNIT PRICE	TAX	TOTAL AMOUNT
		Opening of Show				-
Living Color			1	122.10		122.10
Marble Madness			1	66.00		66.00
Zombie Land			1	99.00		99.00
Geometric			1	125.40		125.40
Rebellion	Sky Painter		1	125.40		125.40
Fever Pitch			1	125.40		125.40
		Body of show				-
Night Prowler	200 grams		1	123.75		123.75
Silver attack	200 grams		1	115.50		115.50
Final Victory	200 grams		1	107.25		107.25
Out of Control	200 grams		1	99.00		99.00
Glitter Sweet	200 grams		1	141.90		141.90
Power Failure	200 grams		1	148.50		148.50
						-
Fashion	500 Grams		1	112.20		112.20
Galagans	500 Grams		1	112.20		112.20
Towering Infierno	500 Grams		1	128.70		128.70
Unicorn Apocalypse	500 Grams		1	135.30		135.30
Mary Jane	500 Grams		1	118.80		118.80
Rings	500 Grams		2	95.70		191.40
Lethal Weapons	500 Grams		1	99.00		99.00
Stupefy	500 Grams		1	117.15		117.15
Mammoth Crackle	500 Grams		1	140.25		140.25
Mammoth Brocade	500 Grams		1	140.25		140.25
Sub woofer	500 Grams		1	117.15		117.15
Planet Morph	500 Grams		1	133.65		133.65
Alien Fish	500 Grams		1	132.00		132.00
Monster Squad	500 Grams		1	132.00		132.00
Man on Fire	500 Grams		1	90.75		90.75
The atomic	500 Grams		1	115.50		115.50
Casino Night	500 Grams		1	125.40		125.40
Memorial Day	500 Grams		1	122.10		122.10
Fury	500 Grams		1	120.45		120.45
Crimson	500 Grams			115.50		-
		Shells throughout the show				-
Dank	Artillery Shells		1	231.00		231.00

Light Saber	Artillery Shells		1	222.75		222.75
						-
		FOR FINALE OF THE SHOW				-
Battle Front			1	163.35		163.35
Galactic Battle			1	165.00		165.00
Battle of the Bands		Price was incorrect on price list	2	185.00		370.00
Happy Ending Artillery Shells			1	194.70		194.70
Colliding Planets			1	138.60		138.60
Whomping Willow			2	135.30		270.60
Blazin			1	148.50		148.50
Basshead			1	133.65		133.65
						-
packs of fuse			5	14.95		74.75

TERMS OF SALE AND OTHER COMMENTS			Subtotal		5,896.35
			Taxable		-
			Tax rate		0.000%
			Tax		-
BATTLE OF BANDS (1 OF OUR BEST PIECES)			Freight		1,189.00
(474 SHOTS)(PRICE WAS WRONG ON PRICELIST)			7% discount		(412.74)
IF LIFT GATE NEEDED, ITS AN ADDITIONAL \$105					-
			TOTAL	\$	6,672.61
			Currency		USD



Project Change Order Request

Project Title: Huerfano County Cooperative Planning Projects - Comprehensive Plan
Client: Huerfano County, Colorado
Project Number/PO: 22161001
Project Manager: Gabby Voeller

	Contract Total
Current Contract Amount	\$38,300.00
Proposed Amendment	\$63,700.00
Proposed Contract Amount	\$102,000.00

Identify Change:

This Change Order includes additional fees associated with the following:

1. The phases of the Comprehensive Plan past the existing conditions phase and initial public engagement (see additional scope sheet).
2. This is just one part of the larger Cooperative Planning Projects, so the total for all 3 projects is now \$292,005.
3. I just want to clarify this does still not include a plan for La Veta.

This Project Change Order Request is in accordance with the contract.

Impact To:

Budget: \$63,700, raising the Comprehensive Plan portion to \$102,000 out of a total 3 project budget of \$292,005.

Schedule: No change to schedule or reflect schedule change

Other:

Authorization to Proceed With Change:



 Gabby Voeller, Senior Community Planner
 Date:

 John Galusha, County Commissioner
 Date:

Additional Scope for Project Change Order, Huerfano County Comprehensive Plan Update April 4, 2023

Task C: Public Engagement (Updated)

This task outlines all the public engagement planned for the Comprehensive Plan project.

During this task, The consultant team will start to coordinate with local business owners and civic/non-profit organizations and institutions (churches, libraries, COG, schools, etc.) to help with outreach to traditionally underrepresented groups. We will find key “ambassadors” that can help with word-of-mouth outreach to different groups within the community. We will work with the County staff on a county-wide mailing if feasible. We will ensure there are paper and online options for surveys. The survey will combine questions from all three projects to streamline outreach efforts.

Other joint-plan public engagement efforts include stakeholder interviews, focus groups, and Steering Committee meetings where particular subject-matter experts and stakeholders are asked to join as ad hoc members for the purpose of that day’s discussion topics.

In order to create efficiencies with the other two projects, three public engagement opportunities have been planned at strategic points in 2023. The first is for after the existing conditions assessment is completed. This event will be an open house to understand the issues, opportunities, and vision for Huerfano County residents.

The second event will focus on homing in on feedback for the initial plan recommendations. This feedback on the framework (Task D) will create the bones that build the plan document.

The purpose of the final event will be to get feedback on the draft plan and the future land use map component. All public engagement efforts will be advertised and documented on the County website and advertised throughout the community.

Task D: Goals, Objectives, Actions Framework

Based on the outcomes from Task B and the first public engagement event, the consulting team will work closely with the Steering Committee to build the Plan Framework, which includes a Vision Statement, Plan Themes, Goals and Objectives for the final plan.

This is an important step because this is where community buy-in is most important and where organization and structure will be important with multiple jurisdictions. This task will be key in understanding the outline of the plan and connecting all the elements to a larger theme.

Task E: Draft Plan and Future Land Use Map

The Draft Plan will flesh out the Task D deliverable into full chapters, with background information, context, and specific actions and implementation strategies for each plan element.

In addition to this, future land use maps and three-mile plans will be created to be included as a key element in the Land Use chapter. The draft will be discussed at multiple Steering Committee meetings and be reviewed by the public.

Task F: Final Plan

The final plan will include feedback from the Steering Committee and public engagement efforts. Everything will be compiled into a concise, graphic-rich document. This task also anticipates meetings for each the planning commission and commissioners to adopt the final plan.

NEOGOV



HUMAN RESOURCES MANAGEMENT SUITE

for the public sector

Exhibit A Order Form

NEOGOV

NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Wesley Taylor

Huerfano, County of (CO)
401 Main St Ste 201
Walsenburg, CO
USA

Quote Valid From: 3/30/2023
Quote Valid To: 4/30/2023

Quote Number: Q-10095
PaymentTerms: Annual,Net 30
Subscription Term in Months: 24

Employee Count: 115
Order Summary

Year 1

Service Description	Start Date	End Date	Term Price
Custom Bundle			\$3,333.00
Includes Insight License, Candidate Text Messaging (CTM),			
Year 1 TOTAL:			\$3,333.00

Year 2

Service Description	Start Date	End Date	Term Price
Custom Bundle			\$6,666.00
Includes Insight License, Candidate Text Messaging (CTM),			
Year 2 TOTAL:			\$6,666.00

Year 1

Service Description	Start Date	End Date	Term Price
Custom Bundle Setup and Training			\$2,500.00
Year 1 TOTAL:			\$2,500.00

ORDER TOTAL: **\$12,499.00**

A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

"Huerfano, County of (CO)"

Signature:

Print Name:

Date:

John Galusha, Chairman
 Arica Andreatta, Commissioner
 Karl Sporleder, Commissioner



Board of County Commissioners

Ms. Tara Marshall
 Regional Manager
 Colorado Department of Local Affairs

tara.marshall@state.co.us

April 18, 2023

RE: Huerfano County/Gardner Public Improvement District
 Wastewater System Improvements - CDBG Project #22-522
 Award Letter Extension Request

Dear Ms. Marshall:

This correspondence is in reference to Huerfano County/Gardner Public Improvement District's Wastewater System Improvements project. Pursuant to the Award Letter dated June 10, 2022, the CDBG Award Letter was set to expire on July 1, 2023. Items to be accomplished in that Award Letter are as follows:

- Completing and submitting the remaining CDBG application related documents attached to the award letter email to your Regional Manager and Jodi Adkins, specifically the Assurances and Certification, Excessive Force Policy and Residential Anti-Displacement and Relocation documents;
- The project will likely require a Part 58 Environmental Assessment level of environmental review, based on information presented in your application. Please have the person/consultant preparing the environmental review contact Bret Hillberry at 303.864.7730 prior to initiating the review. All forms and instructions are available in the CDBG Guidebook on-line at www.dola.colorado.gov/environmentalreview
- Submission of a W-9
- Note: A Unique Entity Identifier (UEI, replacing the DUNS#) is required prior to contracting with DOLA. For information go to: <https://sam.gov/content/duns-uei>

This letter is requesting an extension from July 1, 2023 to June 30, 2024. We are working with our consulting engineer to get all of the required documentation noted above, completed. Unfortunately, with GMS, Inc.'s recent workload and deadlines, the EA was briefly placed on the backburner. The focus for this project has been the CDPHE process as the new discharge line from the WWTF requires a Site Application which is under internal review. The Signatory Delegation Form will be provided once the County has adopted a Council Resolution.

The EA letters will be sent out in April. This EA is at the top of GMS, Inc.'s list and will be completed and submitted to DOLA for review. We are requesting a full year; the additional time requested is to ensure these documents and letters may be completed in a timely manner.

401 Main Street, Suite #201 Walsenburg, CO 81089
 Office: 719-738-3000 Ext. 200 Fax: 719-738-3996

Thank you for your attention and time to this extension request. We request formal correspondence confirming the extension date. Should you have any questions, please feel free to contact me directly, or our Engineer, Jason Meyer with GMS, Inc., Consulting Engineers.

Sincerely,

John Galusha
Chairman
Huerfano County Board of County Commissioners

CC:
Mr. Flint Timmins, Regional Assistant, Colorado Department of Local Affairs
Ms. Dannah M. Koeniger, P.E., GMS, Inc., Consulting Engineers

SOLD-TO PARTY 10912142

HUERFANO COUNTY GOVERNMENT
 401 MAIN ST STE 203
 WALSENBURG CO 81089-2045

SHIP-TO

HUERFANO COUNTY GOVERNMENT
 401 MAIN ST STE 203
 WALSENBURG CO 81089-2045

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery: : FOB DESTINATION
Currency : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities).

Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Quotation	
Quotation Number	: 0226173552
Document Date	: 13-APR-2023
PO Number	:
PO release:	:
Sales Rep	: Dan Trivett
Email	: DAN.TRIVETT@INSIGHT.COM
Telephone	:
Sales Rep 2	: Randy Gunther
Email	: RANDY.GUNTHER@INSIGHT.COM
Telephone	: +14809021016

Material	Material Description	Quantity	Unit Price	Extended Price
QF1-00001	Microsoft Surface Pro 9 for Business - 13" - Core i5 1245U - Evo - 8 GB RAM - 256 GB SSD OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	12	1,162.73	13,952.76
8XB-00061	Microsoft Surface Pro Signature Keyboard - keyboard - with touchpad, accelerometer, Surface Slim Pen 2 storage and charging tray - QWERTY - English - platinum OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	12	158.14	1,897.68
Product Subtotal				15,850.44
TAX				0.00
Total				15,850.44

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Dan Trivett

DAN.TRIVETT@INSIGHT.COM

Randy Gunther
 +14809021016

RANDY.GUNTHER@INSIGHT.COM

PURCHASE ORDER
Huerfano County

Item 4f.

Purchase Order#: 83

Purchase OrderDate: 4/14/2023

Vendor: **INSIGHT PUBLIC SECTOR INC. / 8096**
PO BOX 731072
DALLAS, TX 75373-1072

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

Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
MDT Sheriff Vehicles Comp.	1	\$1,320.87	\$1,320.87	001-42115-52000
MDT Sheriff Vehicles Comp.	1	\$1,920.57	\$1,920.57	004-45100-51909
MDT Sheriff Vehicles Comp.	1	\$12,609.00	\$12,609.00	069-49000-52000
TOTAL:			\$15,850.44	

NOTES:

APPROVALS:

Approving Authority:

Budget Officer:

PURCHASE ORDER
Huerfano County

Item 4g.

Purchase Order#: 84

Purchase OrderDate: 4/14/2023

Vendor: **DMC AUDITING AND CONSULTING, INC / 8315
PO BOX 791
BAILEY, CO 80421**

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

Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
FINANACIAL CONSULTING	1	\$18,360.00	\$18,360.00	004-45100-51735
		TOTAL:	\$18,360.00	

NOTES:

APPROVALS:

Approving Authority:

Budget Officer:

INVOICE

004 4510051735



AUDITING AND CONSULTING, LLC

(720) 422-1352

DMCauditingandconsulting@gmail.com

P.O. Box 791
Bailey, CO 80421
Phone: (720) 422-1352

INVOICE #	DATE
H001	4/6/2023

BILL TO

Huerfano County
 401 Main Street, Walsenburg, CO 81089
 Walsenburg, CO 81089
 719-738-3000
cyoung@huerfano.us

CUSTOMER ID	TERMS
2023-1	Due Upon Receipt

DESCRIPTION	HOURS	HOURLY RATE	AMOUNT
Treasurer/Payroll Reconciliations (September - December 2022) (in progress)	78.50	180.00	14,130.00
Internal control and process walkthroughs - HR and Payroll (Angela and Nancy)	2.00	180.00	360.00
Internal control and process walkthroughs - Accounts Payable (Kim and Nancy)	1.00	180.00	180.00
Internal control and process walkthroughs - Treasurer (Debbie)	1.50	180.00	270.00
Internal control and process walkthroughs - DHS (Sheila and Melva)	1.50	180.00	270.00
Bank reconciliations and cash summary (in progress)	3.00	180.00	540.00
CDHS reconciliation and summary for SEFA (in progress)	4.50	180.00	810.00
Review of 2021 correcting audit journal entries and correspondance	1.50	180.00	270.00
Accounts payable accrual - review of January 2023 invoices	4.50	180.00	810.00
General ledger review (in progress)	1.50	180.00	270.00
Capital asset worksheet (in progress)	2.50	180.00	450.00

Total Hours	102.00		
	TOTAL	\$ 180.00	\$ 18,360.00

Thank you for your business!

If you have any questions about this invoice, please contact
Dmitriy Chernyak, CPA - 720-422-1352, dmcauditingandconsulting@gmail.com

HUERFANO COUNTY
BOARD OF COUNTY COMMISSIONERS

PUBLIC NOTICE
REGARDING HUMAN SERVICES MEETING

DATE: April 18, 2023
TIME: 11:00 a.m.
PLACE: Huerfano County Courthouse
County Commissioner's Office
401 Main Street
Walsenburg, Colorado

HUMAN SERVICES AGENDA

- 1. Review and approval of the minutes of the March 21, 2023 meeting.**
- 2. Personnel/executive session matters, if needed.**
 - Green Sheet Olivia Cabrera promotion to an AP Tech II**
 - Green Sheet Melva Zagar promotion to Accountant II**
 - Pink Sheet Amy Hampton Termination**
 - Pink Sheet Anita Cordova Retirement**
 - Job posting for two Child Protection Caseworkers**
 - Director posting discussion**
- 3. Financial Reports**
 - a. Approval of the February 2023 monthly expenditures**
 - b. Review of the February 2023 financial statements**
- 4. Approval of the Senior Companion Program MOU**
- 5. Agency Updates:** **Digitization Assessment by the State**
Child Protection
Assistance Payments