

**PROWERS COUNTY, COLORADO BOARD OF COMMISSIONERS  
JULY 25, 2023**

**COMMISSIONERS' BOARD ROOM, 2<sup>nd</sup> FLOOR OF COURTHOUSE  
301 S. MAIN STREET, LAMAR, CO 81052**

8:00 a.m. Board of Human Services, Lanie Meyers-Mireles  
8:30 a.m. Board of Health, Meagan Hillman

**WORK SESSION**

9:00 a.m. Staffon Warn, Prowers County OEM/Rural Fire  
- Update

9:30 a.m. Judy Wittman, County Treasurer  
- Financial Update

10:00 a.m. May Valley Water Association and Granada Water Association  
- Discussion on water authorities

10:30 a.m. Kari Linker, Regional Director - US Senator John W. Hickenlooper  
- Update

11:00 a.m. Jesse Trujillo, HCPF - Program Manager OPC  
- LTC contract extension discussion

2:00 p.m. Michael Alcala - General Manager Lamar Ledger  
- Update and Discussion on Lamar Ledger newspaper

2:30 p.m. Prowers County Elected Officials  
- Discussion of County Policies and Updates

## MEETING AGENDA

1:00 p.m.

Invocation

Pledge of Allegiance

Call Meeting to Order

Roll Call

### CONSENT AGENDA ACTION ITEMS:

1. Consider approval of Adoption of Agenda
2. Consider approval of Payment of Bills Presented and of Voiding Checks, if any
3. Consider approval of July 11, 2023 BOA Meeting Minutes
4. Consider approval of July 11, 2023 BOCC Meeting Minutes

### Public Appearances

- Anyone wishing to address the BOCC may do so at the discretion of the Board and subject to a three minute limitation.

### Paula Gonzales

- County Finance Director Re: County Engage Wellness Program Drawing

### Mark Westhoff

- County Administrator Update

### Rose Pugliese, Esq.

- County Attorney Update

### **ACTION ITEMS:**

1. Consider approving Purchase of Service Agreement for Protective Services Nurse Consultant Program between Prowers County Department of Human Services and Prowers County Public Health and Environment in the amount of \$41,828.80, with a term of July 1, 2023 through June 30, 2024 and authorizing Department Directors, Lanie Meyers-Mireles and Meagan Hillman to execute the Agreement.
2. Consider approval of amending to the Prowers County Drug and Alcohol Policy for Prowers Area Transit to designate County Employee Representative Marilyn Stuart as Assistant DER.
3. Consider approval of 2023 Semi Annual Report of the Prowers County Treasurer, January 1, 2023 through June 30, 2023.
4. Consider ratifying 7-13-2023 email poll approval to grant the request for Sand & Sage Round-Up Fair Board to host a Beer Garden at the County Fairgrounds for the DuVall Family Benefit Concert on September 2, 2023.
5. Consider ratifying 7-13-2023 email poll approval of a Letter of Authorization for Sand & Sage Round-Up Fair Board to host a Beer Garden at the County Fairgrounds for the DuVall Family Benefit Concert on September 2, 2023.
6. Consider approval of Underground and Utility Permit No. 955 for Prosperity Lane Water Association, installing new water and sewer service at 6111 County Rd. HH.7 and no permit fee is assessed.
7. Consider approval of Underground and Utility Permit No. 956 for Prosperity Lane Water Association, installing new water service on County Rd. 2 approximately 1,300 ft. South of County Road HH and no permit fee is assessed.
8. Consider approval of correction to action item for Understanding of Services with rfarmer,llc, approved by the BOCC on 7-11-2023 to correctly read as follows: Consider approval of a Representation Letter to rfarmer, llc for the Prowers County 2022 Financial Audit ending December 31, 2022.
9. Consider approval of understanding of services from rfarmer, llc who audited the governmental activities, each major fund, and the aggregate remaining fund for year-end December 31, 2022, in addition to the audit a prepared Form 990 for Sand and Sage Fair indirect cost will not exceed \$19,100 and \$1,500 and for Public Health Department indirect cost report will not exceed \$1,750.00.
10. Consider ratifying 7-13-2023 email poll approval of applying for a SIPA Microgrant in the amount of \$6,500.00 to aid in the cost of upgrading the county's website to meet the accessibility requirements under HB21-1110 and authorizing Mark Westhoff, County Administrator to apply electronically.

11. Consider ratifying 7-17-2023 email poll approval to amend the Physical Security Improvements Grant Application in the amount of \$15,531.24 for County Department of Human Services to increase the grant application amount to \$45,701.24 for the purpose of including a new bid for two glass doors at the County Annex Building for Project Work Plan July 1, 2023 – June 30, 2024 and authorizing Lanie Meyers-Mireles, Director of Human Services to update the Grant Application.
12. Consider approval of The Lamar Ledger as the Newspaper in which the Treasurer shall Publish the Delinquent Tax List of Prowers County.
13. Consider ratifying 7-17-2023 email poll approval for Payment of Bills and Voided Checks, if any, presented for County General in the amount of \$200,886.56, DHS in the amount of \$179,294.52, WHC in the amount of \$8,523.67 and with a Certification date of 7-19-23.
14. Consider approving Purchase of Service Agreement for Protective Services Nurse Consultant Program between Prowers County Department of Human Services and Prowers County Public Health and Environment, Contract amount \$41,828.80 and authorizing Lanie Meyers-Mireles, Director of Department Human Services and Meagan Hillman, Director of Public Health to execute the document.
15. Consider approval of Business Subscription Agreement between Prowers County and NE Colorado Cellular Inc DBA Viaero Wireless, from 7/15/2023 to 7/18/2024 and then month-to-month after that, to provide data service to five tablets for use on Prowers Area Transit buses, totaling \$150 / month, and authorizing Ron Cook, Chairman of the Board to execute the document.

**PREVIOUSLY TABLED ACTION ITEMS:**

1. NONE

***NOTE: This Agenda is provided for informational purposes only. Action may be taken on any or all of the items. All times are approximate. If any given item is finished earlier than anticipated, the Commissioners may move on to the next item. The only exceptions are public hearings on items which have had published notices of a specific hearing time; those items will not begin until the specific time or after.***

***If you need assistance in participating in this meeting due to a disability as defined under the Americans with Disabilities Act, please call 719-336-8030 at least three days prior to the scheduled meeting to request an accommodation.***

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Department of Human Services

**Submitted to the County Administration Office on:** 7-6-2023

**Return Originals to:** Department of Human Services

**Number of originals to return to Submitter:** 1

**Contract Due Date:** ASAP

**Item Title/Recommended Board Action:**

Consider approving Purchase of Service Agreement for Protective Services Nurse Consultant Program between Prowers County Department of Human Services and Prowers County Public Health and Environment in the amount of \$41,828.80, with a term of July 1, 2023 through June 30, 2024 and authorizing Department Directors, Lanie Meyers-Mireles and Meagan Hillman to execute the Agreement.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$\_\_\_\_\_

**Federal:** \$\_\_\_\_\_

**State:** \$\_\_\_\_\_

**Other:** \$\_\_\_\_\_

**Approved by the County Attorney on:**

**PURCHASE OF SERVICE AGREEMENT FOR PROTECTIVE SERVICES NURSE  
CONSULTANT PROGRAM**

This agreement is made by and between the Prowers County Department of Human Services, located at 1001 S. Main St., Lamar, CO 81052, hereinafter referred to "PCDHS" and Prowers County Public Health and Environment, located at 1001 S. Main St., Lamar, Colorado, 81052, hereinafter referred to as "PCPHE".

WHEREAS, the above parties are specifically authorized to enter into agreements for the purpose of providing Prowers County Protective Services Nurse Consultant, hereinafter "PSNC" program; and

WHEREAS, the Prowers County Public Health Director is responsible for County-wide Public Health functions and policy; and

WHEREAS, the Director of Human Services is responsible for County-wide functions to PCDHS; and

WHEREAS, PCPHE will perform the PSNC for the Child Welfare population of PCDHS; and

WHEREAS, it is in the best interest of the County to collaborate with Nurses and Caseworkers to enhance services being delivered to our community families; and

WHEREAS, because PCPHE will serve child welfare families in collaboration with PCDHS on behalf of the County, it is in the best interest of both entities that this Agreement be entered into;

NOW, THEREFORE, the undersigned parties hereby covenant and agree as follows:

**ROLES AND RESPONSIBILITIES:**

**RESPONSIBILITIES OF PCDHS**

PCDHS will provide PCPHE with a service authorization (PSNC Referral) regarding type and length of service requested. PCDHS shall provide information as necessary or requested by PSNC to enable full performance under this Agreement. PCDHS shall provide referrals for eligible families coordinate and cover costs of any training that is collectively deemed necessary, and provide assistance and direction on reporting outcomes. PCDHS will provide PCPHE with an authorization to release information between PCDHS and PCPHE.

**RESPONSIBILITIES OF PCPHE/PSNC**

PSNC staff shall provide consultation, expertise, education and support to caseworkers and clients (biological, foster or kinship parents/families) so they can better plan for the needs of the children. Services may include, but not necessarily limited to, the following:

**Evaluations:**

- Nurse health evaluation-physical and developmental issues, immediate health concerns;
- Family health evaluation and provide appropriate referrals;
- Provide consultation to protective services staff;
- Research and help interpret medical terminology, diagnosis, and treatment to caseworker staff and families;
- Complete paternity testing training and conduct paternity testing for DHS child welfare clients.

Education for clients/family members/community:

- Pregnancy prevention and family planning education with youth in transition or emancipated youth or other families/individuals referred by DHS;
- Assist DHS staff to incorporate medical information into Family and Individual Service Plans. Nurse will attend Family Engagement Meetings, Permanency Roundtables, and RED Team meetings, if available, as requested by caseworker.
- Resource and referrals;
- Assistance in communicating with doctors and medical professionals;
- Provide education and educational materials for families, expecting mothers, and youth for all substance including vaping. Education materials will include health effects to self, effects to exposing children in-utero, in the home, as well as long-term impact on the developing and adolescent brain. Education will also include safe storage of marijuana products.
- Provide Narcan and associated training for individuals with SUD and their family members or care givers.

Collaboration:

- DHS staff;
- About F.A.C.E. partners
- Health care providers – act as a liaison between DHS staff and medical community to expedite referrals and access and understand medical information;
- Other community resources to enhance community contacts and increase public health knowledge and prevention;
- Assist DHS staff to incorporate medical information into Family and Individual Service Plans. Nurse will attend Family Engagement Meetings, if available, as requested by caseworker.
- Collaborate with The Cornerstone Resource Center to advance parenting knowledge in area of nutrition and health care.
- Collaborate with the FIRE (Fatherhood) Program Coordinator to advance knowledge for fathers on public health programming, prevention and other areas of expertise. This includes promoting fatherhood engagement and referring to the Father Advocate.
- Participate with the Adult & Family Services unit in meetings with Mathematica related to the Breakthrough Learning Services on Engaging Fathers in the Child Welfare system.

**NUMBERS SERVED**

PCPHE will meet with DHS quarterly to report on activities and establish more specific duties and outcomes. PCPHE will provide a quarterly written report to DHS on all items outlined under Reporting Requirements.

**REPORTING REQUIREMENTS**

The program will report annually to the Child Protection Team and About F.A.C.E. program the following:

- Number of referrals received
- Number of interactions with clients where education/educational materials were provided
- Number of paternity tests conducted
- Number of FEM & PRT meetings attended
- Number of RED Team meetings attended
- Number of Narcan kits distributed

**TERM**

The term of this agreement shall be from July 1, 2023 through June 30, 2024.

**PAYMENT AND FEE SCHEDULE**

- PCDHS shall pay PCPHE for .5 FTE/20 hours per week salary, beginning July 1, 2023 through June 30, 2024 for a total contracted amount of \$41,828.80 paid at \$3,485.74 a month. Payments will include a flat rate of \$3,485.74 per month.
- Funding of the costs incurred pursuant to this Agreement is expressly contingent upon the availability of federal and/or state funds to the Colorado Department of Human Services and PCDHS.

**BINDING EFFECT**

This Agreement is binding upon the parties and their respective successors and permitted assigns. This Agreement is only for the benefit of the parties hereto, and no third party shall have any right, claim or interest hereunder. There is no implied covenant of good faith and fair dealing in this Agreement; rather it will be enforced as written.

**Prowers County Public Health & Environment**

\_\_\_\_\_  
Meagan Hillman, Director

\_\_\_\_\_  
Date

**Prowers County Department of Human Services**

\_\_\_\_\_  
Lanie Meyers-Mireles, Director

\_\_\_\_\_  
Date

**Prowers County Board of Commissioners**

\_\_\_\_\_  
Ron Cook, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wendy Buxton-Andrade, Vice-Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tom Grasmick

\_\_\_\_\_  
Date



# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Darren Glover, PATS Director

**Submitted to the County Administration Office on:** 7-6-2023

**Return Originals to:** Darren Glover & Jana Coen

**Number of originals to return to Submitter:** 1

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider approval of Amending to the Prowers County Drug and Alcohol Policy for Prowers Area Transit to designate Employee Representative Marilyn Stuart as the Assistant DER.

**Justification or Background:**

**Fiscal Impact: This item is budgeted in the following account code:**

**County:** \$\_\_\_\_\_

**Federal:** \$\_\_\_\_\_

**State:** \$\_\_\_\_\_

**Other:** \$\_\_\_\_\_

**Approved by the County Attorney on:**



*Prowers Area Transit*  
200 East Hickory St.  
Lamar, Colorado 81052

719-336-8034 Fax: 719-336-8018

**ADMENDMENT TO THE PROWERS COUNTY DRUG AND ALCOHOL  
POLICY**

With the hiring of an Operation Manager we need to update the positions of Designated Employee Representative for Prowers Area Transit and Prowers County Road & Bridge Department.

Currently the DER and Assistant DER for these two departments are as follows:

Designated Employee Representative: Darren L Glover  
Assistant DER: Diana Davis

Proposed Change is to the Assistant Designated Employee Representative:  
Designated Employee Representative: Darren L Glover  
Assistant DER: *Marilyn Stuart*

Approved on this date \_\_\_\_\_ by the Prowers County  
Board of County Commissioners as an amendment to the current Drug and Alcohol  
Policy.

Darren L Glover  
Director  
Prowers Area Transit  
Prowers County DER

\_\_\_\_\_  
Ron Cook  
Chairman  
Prowers County Board of  
County Commissioners

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7/25/2023

**Submitter:** Judy Wittman

**Submitted to the County Administration Office on:** 7/11/2023

**Return Originals to:** Judy Wittman

**Number of originals to return to Submitter:** 2

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider Approval of 2023 Semi Annual Report of the Prowers County Treasurer, January 1, 2023 through June 30, 2023.

**Justification or Background:** §30-25-111(2) It is the duty of the board of county commissioners of each county to publish in some legal newspaper published in the county the semiannual financial statement furnished to the board of county commissioners by the county treasurer.

**Fiscal Impact:** This item is budgeted in the following account code: \_\_\_\_\_

County: \$ \_\_\_\_\_ Federal: \$ \_\_\_\_\_ State: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**Approved by the County Attorney on:**

**Additional Approvals (if required):**

**PLEASE ATTACH THIS SHEET TO ALL AGENDA ITEMS WHEN SUBMITTING TO  
COUNTY ADMINISTRATION.**

**THANK YOU!**

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NORTH LAMAR SANITATION DISTRICT		0.00	18,221.20	30.27		1,468.25	-19,172.17
-547.55	0.00						
WILEY FIRE DISTRICT		0.00	38,814.87	11.75		3,208.13	-40,869.95
1,164.80	0.00						
EAST PROWERS WEED CONTROL		0.00	73,251.76	16.23	1,034.71	5,834.96	-77,929.26
2,208.40	0.00						
HOLLY FIRE AND AMBULANCE		0.00	48,597.47	12.47	276.24	3,924.68	-51,349.79
1,461.07	0.00						
HI-PLAINS WATER		14.91					
14.91							
BRISTOL-GRANADA CEMETERY DISTRICT		0.00	24,121.24	5.87	646.76	1,940.07	-25,983.66
-730.28	0.00						
EAST-PROWERS CEMETERY DISTRICT		0.00	106,454.76	27.51	476.68	8,511.42	-112,271.13
3,199.24	0.00						
BENT-PROWERS CEMETERY DISTRICT		0.00	23,802.25	7.68		1,935.93	-25,031.56
-714.30	0.00						
HOLLY DRAINAGE		0.00	24,502.33	5.00			-24,407.33
-100.00	0.00						
WILEY DRAINAGE		0.00	8,445.03	2.52			-8,347.55
-100.00	0.00						
GRANADA DRAINAGE		9,999.61	8,782.76				-562.00
-100.00	18,120.37						
PLEASANT-VALLEY DRAINAGE		2,585.68	539.09	.01			
-25.00	3,099.78						
PROSPERITY DRAINAGE		417.11					
417.11							
MAY VALLEY DRAINAGE		53.27					
53.27							
VISTA DEL RIO DRAINAGE		27.92					
27.92							
VISTA DEL RIO DRAINAGE INTEREST		35.00					
35.00							
LAMAR SPECIAL ASSESSMENT		0.00		7.17	4,950.44		-4,957.61
0.00							
PROWERS CTY SPEC ASSESSMENT		0.00			870.72		
-870.72	0.00						
COLORADO NEW ENERGY IMPROVEMENT DI		0.00			37,122.49		-37,122.49
0.00							
MISCELLANEOUS TREASURERS FEES		0.00			187,927.01	325.00	
-188,252.01	0.00						
TAX ADMINISTRATIVE FEE		0.00	9,070.00	50.00			
-9,120.00	0.00						
ADVERTISING		0.00			74.00		
-74.00	0.00						
REFUNDS		0.00			9,832.26	276.87	-10,109.13
0.00							
INTEREST ON INVESTMENTS		0.00			105,709.88		
-105,709.88	0.00						
CAFETERIA INSURANCE FUND		12,183.22			10,743.25		-18,103.88
4,822.59							
SUSPENSE ACCOUNT FUND		6,217.74	-670.76		1,399.80		
-1,690.59	5,256.19						
REDEMPTION FUND		0.00			16,989.96	444.03	-17,433.99
0.00							
TREASURERS DEED ESCROW FUND		4,262.53			2,518.09		-4,662.22
-1,143.32	975.08						
TREASURER'S ESCROW - PUBLIC TRUSTE		56.41					
56.41							
PUBLIC TRUSTEE E-RECORDING FUND		4,000.00					
4,000.00							
SEARCH AND RESCUE FUND		1,268.25					
1,268.25							
ADVANCE TAX FUND		159,958.61			123,467.69		
-283,070.71	355.59						
S O TAX		0.00			515,644.38		
-515,644.38	0.00						
TAX A		0.00			255,083.10		
-255,083.10	0.00						
REGISTRATION FEES		0.00			26,821.00		
-26,821.00	0.00						
SALES TAX		0.00			201,743.72		-201,743.72
0.00							
COUNTY CLERK MOTOR VEHICLE		0.00			623,116.24		-623,116.24
0.00							
CLERK'S ELECTRONIC RECORDING FUND		13,928.78			1,152.00		
-11.52	15,069.26						
COUNTY SHERIFF'S BOOKING FEES		10,422.00			3,123.13		-12,091.38
-31.23	1,422.52						
PROWERS CTY PUBLIC HEALTH AGENCY		1,298,262.23			1,370,461.65		-1,185,063.70
1,734.36	1,475,925.82						

SCHOOL DIST RE-1 GENERAL-GRANADA	0.00	418,189.08	101.51	11,182.41	33,568.84	-461,996.12	-
1,045.72	0.00						
RE-1 ABATEMENT REFUND	0.00	108.14	.03		8.71	-116.61	
-.27	0.00						
SCHOOL DIST RE-2 GENERAL - LAMAR	0.00	1,967,084.74	721.40	3,372.04	190,038.85	-2,156,297.50	-
4,919.53	0.00						
SCHOOL DISTRICT RE-2 INT/BOND FUND	0.00	312,979.42	113.71			-313,093.13	
0.00							
SCHOOL DISTRICT RE-3 GENERAL-HOLLY	0.00	727,731.02	187.89	4,346.74	58,156.66	-788,602.52	-
1,819.79	0.00						
RE-3 ABATEMENT REFUND	0.00	779.50	.20		62.46	-840.21	
-1.95	0.00						
SCHOOL DISTRICT RE-3 INT/BOND FUND	0.00	241,783.35	62.60		19,364.00	-261,209.95	
0.00							
SCHOOL DIST RE-13 GENERAL - WILEY	0.00	249,109.26	128.38		20,346.17	-268,960.73	
-623.08	0.00						
RE-13 ABATEMENT REFUND	0.00	2,089.55	1.07		171.80	-2,257.19	
-5.23	0.00						
RE - 2 ABATEMENT REFUND	0.00	14,440.63	5.03		1,177.42	-15,586.97	
-36.11	0.00						
TREASURERS SALES & USE TAX	5,885,085.20			1,489,882.28		-2,500,000.00	
4,874,967.48							
<hr/>							
GRAND TOTALS	22,574,052.16	9,549,224.66	3,626.23	13,147,837.90	3,851,258.87	-23,704,377.77	-
183,189.38 -1,387,479.71 23,850,952.96							

# CUSTODY OF FUNDS

true statement	
Checking Accounts	4,152,622.73
for the 2nd	
Investments	5,700,647.96
books and	
County Sales Tax	4,874,967.48
R/B Highway 196 Investments	9,122,314.79
Cash Items	400.00
the seal of my	
TOTALS	23,850,952.96

I, Judy Wittman, County Treasurer in and for the County of Prowers in  
The State of Colorado do hereby certify that the above is a  
of the receipts and expenditures of Prowers County, Colorado  
half of the year ending June 30, 2023 as it appears on the  
accounts of this office.  
IN WITNESS WHEREOF, I have hereunto set my hand and affixed  
office on this 25th day of July A.D. 2023.

TREASURER

JUDY WITTMAN, COUNTY

Filed in the office of the County Clerk and Recorder of Prowers County,  
Colorado on 25th day of July A.D. 2023

EXAMINED AND APPROVED THIS 25th day of July A.D. 2023  
BOARD OF COUNTY COMMISSIONERS of Prowers County, Colorado

Commissioner  
Commissioner

County Clerk

By Chairman

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Mark Westhoff, County Administrator

**Submitted to the County Administration Office on:** 7-13-2023

**Return Originals to:** N/A

**Number of originals to return to Submitter:** N/A

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider ratifying 7-13-2023 email poll approval to grant the request for Sand & Sage Round-Up Fair Board to host a Beer Garden at the County Fairgrounds for the DuVall Family Benefit Concert on September 2, 2023.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$\_\_\_\_\_

**Federal:** \$\_\_\_\_\_

**State:** \$\_\_\_\_\_

**Other:** \$\_\_\_\_\_

**Approved by the County Attorney on:**

**PROWERS COUNTY  
AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Mark Westhoff, County Administrator

**Submitted to the County Administration Office on:** 7-13-2023

**Return Originals to:** N/A

**Number of originals to return to Submitter:** N/A

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider ratifying 7-13-2023 email poll approval of a Letter of Authorization for Sand & Sage Round-Up Fair Board to host a Beer Garden at the County Fairgrounds for the DuVall Family Benefit Concert on September 2, 2023.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$\_\_\_\_\_

**Federal:** \$\_\_\_\_\_

**State:** \$\_\_\_\_\_

**Other:** \$\_\_\_\_\_

**Approved by the County Attorney on:**





# Board of County Commissioners

## Prowers County

301 South Main, Suite 215  
Lamar, Colorado 81052-2857  
(719) 336-8025 FAX: (719) 336-2255

THOMAS GRASMICK  
FIRST DISTRICT

RON COOK  
SECOND DISTRICT

WENDY BUXTON-ANDRADE  
THIRD DISTRICT

July 13, 2023

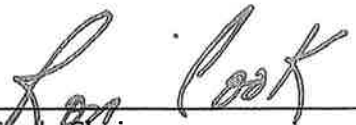
City Council of Lamar  
102 E. Parmenter Street  
Lamar, Colorado 81052

RE: Authorization for Beer Garden on County Fairgrounds

Dear City Council Members:

On July 12, 2023, the Prowers County Board of Commissioners voted to allow the Sand & Sage Round-Up Fair Board to hold a Beer Garden on the Prowers County Fairgrounds during the DuVall Family Benefit Concert on September 2nd, 2023.

Sincerely,  
PROWERS COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Ron Cook, Chairman

  
\_\_\_\_\_  
Wendy Buxton-Andrade, Vice-Chairman

  
\_\_\_\_\_  
Thomas Grasmick, Commissioner

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Mark Dorenkamp, R&B Director

**Submitted to the County Administration Office on:** 7-13-2023

**Return Originals to:** Jana Coen and County Administration Office

**Number of originals to return to Submitter:** 2

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider approval of Underground and Utility Permit No. 955 for Prosperity Lane Water Association, installing new water and sewer service at 6111 County Rd. HH.7 and no permit fee is assessed.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$ \_\_\_\_\_

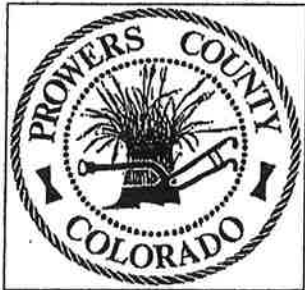
**Federal:** \$ \_\_\_\_\_

**State:** \$ \_\_\_\_\_

**Other:** \$ \_\_\_\_\_

PERMIT NUMBER

955



**UNDERGROUND AND UTILITY PERMIT  
BOARD OF COUNTY COMMISSIONERS  
PROWERS COUNTY, COLORADO  
301 SOUTH MAIN STREET, SUITE 215  
LAMAR, COLORADO 81052  
Phone: (719)336-8025  
Fax: (719)336-2255**

**PERMITTEE'S NAME:** Prosperity Lane Water **DATE:** 7-10-23  
**ADDRESS:** PO Box 389 Lamar CO 81052

Your request for permission to install a new water and sewer service e  
6111 H.H. 7

is granted, subject to the following terms and conditions:

IT IS UNDERSTOOD that the PERMITTEE will cause the installation to be fully completed at no expense whatsoever to PROWERS COUNTY and that the PERMITTEE will own and maintain the same after installation. PROWERS COUNTY makes no warranty of title, either expressed or implied.

The installation shall be installed beneath the surface of the right-of-way at a minimum depth of 36 inches, and the disturbed portion of the roadway and right-of-way shall be restored to its original condition. No part of the installation will be above the surface unless specifically approved by PROWERS COUNTY herein. The back filling shall be made in six inch lifts and mechanically tamped and packed, and the last twelve inches of the back fill shall be of stable granular material such as crushed rock or gravel. If PROWERS COUNTY so requires, PERMITTEE shall mark this installation with markers acceptable to PROWERS COUNTY at the location or locations designated by PROWERS COUNTY.

Where the installation crosses the roadway, it shall be encased in pipe of larger diameter and the crossing shall be as nearly perpendicular to the roadway as physically possible. This installation shall be installed by the method of boring or jacking through beneath the road surface; however, open cut shall be allowed up to the edge of the surfaced portion of the highway. No water shall be used in the boring and no tunneling shall be permitted.

Where the installation crosses any ditches, canals or water carrying structures, the installation shall be pushed through and beneath in a pipe of larger diameter thereby eliminating the necessity of trenching. In no case shall the flow of water be impaired or interrupted. PROWERS COUNTY will review proposed irrigation lines and, upon request, may waive the sleeve requirement based on the review.

The work must be accomplished in accordance with accepted good practices and conform to the strictest recommendations of any applicable National Safety Code and to such Colorado statutes as are applicable.

**SPECIAL PROVISIONS:**

**UNDERGROUND AND UTILITY PERMIT**  
**Page 2**  
**BOARD OF COUNTY COMMISSIONERS**  
**PROWERS COUNTY, COLORADO**

**Underground and Utility Permit**

**Permit Number** 955

The PERMITTEE shall maintain the installation at all times and agrees to indemnify and hold PROWERS COUNTY, the agencies thereof and their officers, employees and agents harmless from any and all loss and damage which may arise out of or be connected with the installation, maintenance, repair and replacement of any facility connected therewith.

This work shall be completed within 160 days from the above date. No work shall be allowed on Saturdays or Sundays. No open trench shall be permitted on or near a traveled roadway after dark, unless otherwise specified in special provisions.

PERMITTEE will be required to shut off lines and remove all materials on or near the highway right-of-way when requested to do so by PROWERS COUNTY because of necessary highway construction or maintenance operations. Permits involving encroachment on the National System of Interstate Defense Highways may require concurrence by the U.S. Bureau of Public Roads or other Federal Agencies. Permits involving encroachment on the Colorado Dept. of Transportation Highways may require concurrence by the Colorado Dept. of Transportation or other Colorado Agencies prior to the issuance of a permit by PROWERS COUNTY.

The public must be protected during this installation with proper warning signs or signals both day and night. Warning signs and signals shall be installed by and at the expense of the PERMITTEE and in accordance with directions given by the Supervisor or the Supervisor's representatives.

In the event any changes are made to this highway in the future or other circumstances arise that would necessitate removal or relocation of this installation, PERMITTEE will do so promptly at PERMITTEE'S own expense upon written request from PROWERS COUNTY. PROWERS COUNTY, whether negligent or otherwise, shall not be responsible for any damage that may result from the maintenance or use of the highway and right-of-way to the installation placed inside the right-of-way limits of PROWERS COUNTY.

This permit shall bind the parties and their respective heirs, successors, personal representatives and assigns, including but not limited to the provisions excluding liability of PROWERS COUNTY. Any action necessary to construe, interpret, or enforce the provisions of this Agreement shall be brought and maintained in the District Court in and for Prowers County, Colorado, and in the event PROWERS COUNTY is the substantially prevailing party therein, PROWERS COUNTY shall be entitled, as a matter of contract law and agreement, to recover its costs and expense therein incurred, including reasonable attorney and expert witness fees and costs.

**PROWERS COUNTY, COLORADO**

**PROWERS COUNTY, COLORADO**

By [Signature] 7-13-2013  
Road & Bridge Supervisor (Date)

By \_\_\_\_\_  
Chairman, Board of Commissioners (Date)

In accepting this Permit the undersigned, representing the PERMITTEE, verifies that the undersigned has read and understands all of the foregoing provisions, that the undersigned has authority to sign for and bind the PERMITTEE, and that by virtue of the undersigned's signature the PERMITTEE is bound by all the conditions set forth herein.

PERMITTEE Signature: [Signature] DATE: 7-10-23

# Untitled Map

Write a description for your map.

## Legend

Lamar



Google Earth

300 ft

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Mark Dorenkamp, R&B Director

**Submitted to the County Administration Office on:** 7-13-2023

**Return Originals to:** Jana Coen and County Administration Office

**Number of originals to return to Submitter:** 2

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider approval of Underground and Utility Permit No. 956 for Prosperity Lane Water Association, installing new water service on County Rd. 2 approximately 1300 ft. South of County Road HH and no permit fee is assessed.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$ \_\_\_\_\_

**Federal:** \$ \_\_\_\_\_

**State:** \$ \_\_\_\_\_

**Other:** \$ \_\_\_\_\_



PERMIT NUMBER

956



**UNDERGROUND AND UTILITY PERMIT  
BOARD OF COUNTY COMMISSIONERS  
PROWERS COUNTY, COLORADO  
301 SOUTH MAIN STREET, SUITE 215  
LAMAR, COLORADO 81052**

**Phone: (719)336-8025**

**Fax: (719)336-2255**

**PERMITTEE'S NAME:** Prosperity Lane Water **DATE:** 7-10-03  
**ADDRESS:** PO Box 389 Lamar CO 81052

Your request for permission to install a new water service on county road 2 approx 1300 ft south of HH is granted, subject to the following terms and conditions:

IT IS UNDERSTOOD that the PERMITTEE will cause the installation to be fully completed at no expense whatsoever to PROWERS COUNTY and that the PERMITTEE will own and maintain the same after installation. PROWERS COUNTY makes no warranty of title, either expressed or implied.

The installation shall be installed beneath the surface of the right-of-way at a minimum depth of 36 inches, and the disturbed portion of the roadway and right-of-way shall be restored to its original condition. No part of the installation will be above the surface unless specifically approved by PROWERS COUNTY herein. The back filling shall be made in six inch lifts and mechanically tamped and packed, and the last twelve inches of the back fill shall be of stable granular material such as crushed rock or gravel. If PROWERS COUNTY so requires, PERMITTEE shall mark this installation with markers acceptable to PROWERS COUNTY at the location or locations designated by PROWERS COUNTY.

Where the installation crosses the roadway, it shall be encased in pipe of larger diameter and the crossing shall be as nearly perpendicular to the roadway as physically possible. This installation shall be installed by the method of boring or jacking through beneath the road surface; however, open cut shall be allowed up to the edge of the surfaced portion of the highway. No water shall be used in the boring and no tunneling shall be permitted.

Where the installation crosses any ditches, canals or water carrying structures, the installation shall be pushed through and beneath in a pipe of larger diameter thereby eliminating the necessity of trenching. In no case shall the flow of water be impaired or interrupted. PROWERS COUNTY will review proposed irrigation lines and, upon request, may waive the sleeve requirement based on the review.

The work must be accomplished in accordance with accepted good practices and conform to the strictest recommendations of any applicable National Safety Code and to such Colorado statutes as are applicable.

**SPECIAL PROVISIONS:**

**UNDERGROUND AND UTILITY PERMIT**  
Page 2  
**BOARD OF COUNTY COMMISSIONERS**  
**PROWERS COUNTY, COLORADO**

**Underground and Utility Permit**

Permit Number 956

The PERMITTEE shall maintain the installation at all times and agrees to indemnify and hold PROWERS COUNTY, the agencies thereof and their officers, employees and agents harmless from any and all loss and damage which may arise out of or be connected with the installation, maintenance, repair and replacement of any facility connected therewith.

This work shall be completed within 130 days from the above date. No work shall be allowed on Saturdays or Sundays. No open trench shall be permitted on or near a traveled roadway after dark, unless otherwise specified in special provisions.

PERMITTEE will be required to shut off lines and remove all materials on or near the highway right-of-way when requested to do so by PROWERS COUNTY because of necessary highway construction or maintenance operations. Permits involving encroachment on the National System of Interstate Defense Highways may require concurrence by the U.S. Bureau of Public Roads or other Federal Agencies. Permits involving encroachment on the Colorado Dept. of Transportation Highways may require concurrence by the Colorado Dept. of Transportation or other Colorado Agencies prior to the issuance of a permit by PROWERS COUNTY.

The public must be protected during this installation with proper warning signs or signals both day and night. Warning signs and signals shall be installed by and at the expense of the PERMITTEE and in accordance with directions given by the Supervisor or the Supervisor's representatives.

In the event any changes are made to this highway in the future or other circumstances arise that would necessitate removal or relocation of this installation, PERMITTEE will do so promptly at PERMITTEE'S own expense upon written request from PROWERS COUNTY. PROWERS COUNTY, whether negligent or otherwise, shall not be responsible for any damage that may result from the maintenance or use of the highway and right-of-way to the installation placed inside the right-of-way limits of PROWERS COUNTY.

This permit shall bind the parties and their respective heirs, successors, personal representatives and assigns, including but not limited to the provisions excluding liability of PROWERS COUNTY. Any action necessary to construe, interpret, or enforce the provisions of this Agreement shall be brought and maintained in the District Court in and for Prowers County, Colorado, and in the event PROWERS COUNTY is the substantially prevailing party therein, PROWERS COUNTY shall be entitled, as a matter of contract law and agreement, to recover its costs and expense therein incurred, including reasonable attorney and expert witness fees and costs.

**PROWERS COUNTY, COLORADO**

**PROWERS COUNTY, COLORADO**

By [Signature] 7-17-23  
Road & Bridge Supervisor (Date)

By \_\_\_\_\_  
Chairman, Board of Commissioners (Date)

In accepting this Permit the undersigned, representing the PERMITTEE, verifies that the undersigned has read and understands all of the foregoing provisions, that the undersigned has authority to sign for and bind the PERMITTEE, and that by virtue of the undersigned's signature the PERMITTEE is bound by all the conditions set forth herein.

PERMITTEE Signature: [Signature] DATE: 7-10-23



# Untitled Map

Write a description for your map.

## Legend

Lamar

HH

2

Google Earth

400 ft



# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Jana Coen, Secretary to BOCC

**Submitted to the County Administration Office on:** 7-14-2023

**Return Originals to:** N/A

**Number of originals to return to Submitter:** N/A

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider approval of correction to action item for Understanding of Services with rfarmer,llc, approved by the BOCC on 7-11-2023 to correctly read as follows: Consider approval of a Representation Letter to rfarmer, llc for the Prowers County 2022 Financial Audit ending December 31, 2022.

**Justification or Background:**

**Fiscal Impact: This item is budgeted in the following account code:**

**County:** \$ \_\_\_\_\_

**Federal:** \$ \_\_\_\_\_

**State:** \$ \_\_\_\_\_

**Other:** \$ \_\_\_\_\_

**Approved by the County Attorney on:**

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Mark Westhoff, County Administrator

**Submitted to the County Administration Office on:** 7-13-2023

**Return Originals to:** 2

**Number of originals to return to Submitter:** 1

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider approval of understanding of services from rfarmer, llc who audited the governmental activities, each major fund, and the aggregate remaining fund for year-end December 31, 2022, in addition to the audit a prepared Form 990 for Sand and Sage Fair indirect cost will not exceed \$19,100 and \$1,500 and for Public Health Department indirect cost report will not exceed \$1,750.00.

**Justification or Background:**

Annual audit of Prowers County governmental activities for year-end December 31, 2023

**Fiscal Impact: This item is budgeted in the following account code:**

**County:** \$ \_\_\_\_\_

**Federal:** \$ \_\_\_\_\_

**State:** \$ \_\_\_\_\_

**Other:** \$ \_\_\_\_\_

**Approved by the County Attorney on:**

***rfarmer, llc***  
***a certified public accounting and consulting firm***

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June 21, 2023

Prowers County  
Board of County Commissioners  
310 South Main, Suite 215  
Lamar CO 81052

Board of County Commissioners:

We have audited the financial statements for Prowers County as of and for the year ended December 31, 2022, and have issued our report thereon dated June 21, 2023. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter for the year ended December 31, 2022, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the County solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

**Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

We have complied with all relevant ethical requirements regarding independence.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the County is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the current year. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are depreciation and allowance for doubtful accounts.

Management's estimates of the above accounting estimates are based on management's review of the estimated useful lives of depreciable assets and whether accounts are collectible. We evaluated the key factors and assumptions used to develop the annual depreciation expense and the allowance accounts and determined that both are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

## **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. The attached schedule summarizes uncorrected financial statement misstatements, if any, whose effects in the current

and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

There were not any uncorrected misstatements for the year ended December 31, 2022.

#### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the County's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

#### **Representations Requested from Management**

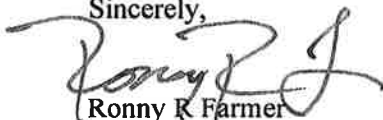
We have requested certain written representations from management, which are included in the management letter dated June 21, 2023. The letter can be obtained from management.

#### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

This report is intended solely for the information and use of Prowers County and management of Prowers County and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



Ronny R Farmer  
rfarmer, llc

***rfarmer, llc***  
***a certified public accounting and consulting firm***

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June 21, 2023

Prowers County  
301 South Main, Suite 215  
Lamar CO 81052

The following represents our understanding of the services we will provide Prowers County:

You have requested that we audit the governmental activities, each major fund, and the aggregate remaining fund information of Prowers County as of December 31, 2023, and for the year then ended and the related notes, which collectively comprise the County's basic financial statements as listed in the table of contents. Our audit services will not include auditing the Department of Human Services. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that supplementary information, such as management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Budgetary Information for required major funds

Supplementary information other than RSI will accompany the basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Combining Statements of Non-major Governmental Funds
- Schedules of Revenue, Expenditures, and Changes in Fund Balance—Budget and Actual Non-major Governmental Funds
- Local Highway Finance Report

## **Auditor Responsibilities**

We will conduct our audit in accordance with U.S. GAAS. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

## **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of [Entity Name]'s compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.



## **Management Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America.

For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and

To provide us with:

Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters.

Additional information that we may request from management for the purpose of the audit; and

Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor.

For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities.

For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and

For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.<sup>1</sup>

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

## **Reporting**

We will issue a written report upon completion of our audit of the basic financial statements. Our report will be addressed to the governing body of Prowers County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

## **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proof or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

## **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Ronny R Farmer is the engagement partner for the audit services specified in this letter. His responsibilities include supervising the firm's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, including actual out-of-pocket expenses. Invoices are payable upon presentation. In addition to the audit, we will also prepare the form 990 for Sand and Sage Fair, and the indirect cost report for Public Health. We estimate that our fee for the audit and Form 990 for Sand and Sage Fair will not exceed \$19,100 and \$1,500, respectively. The fee for the preparation of the Public Health indirect cost report will not exceed \$1,750 and will be billed to Public Health. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

Due to the change in financial software, that may include a change in account numbers, there may be additional time to group the accounts for the financial statements. The additional time should not exceed \$2,950 and is a one-time charge, if there is a change in financial software.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board of County Commissioners the following significant findings from the audit:

Our view about the qualitative aspects of the entity's significant accounting practices.

Significant difficulties, if any, encountered during the audit.

Uncorrected misstatements, other than those we believe are trivial, if any.

Disagreements with management, if any.

Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.

Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.

Representations we requested from management.

Management's consultations with other accountants, if any; and

Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of the firm and constitutes confidential information. However, we may be requested to make certain audit documentation available to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of the firm's personnel.

Please sign and return a complete copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities, preparation of the Form 990, preparation of the indirect cost report for Public Health, and the possibility of additional costs due to the change in financial software.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Sincerely,

  
Ronny R. Farmer

*rfarmer, llc*

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed to by:

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

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

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Mark Westhoff, County Administrator

**Submitted to the County Administration Office on:** 7-13-2023

**Return Originals to:** N/A

**Number of originals to return to Submitter:** N/A

**Contract Due Date:** 7-13-2023

**Item Title/Recommended Board Action:**

Consider ratifying 7-13-2023 email poll approval of applying for a SIPA Microgrant in the amount of \$6,500.00 to aid in the cost of upgrading the county's website to meet the accessibility requirements under HB21-1110 and authorizing Mark Westhoff, County Administrator to apply electronically.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$ \_\_\_\_\_

**Federal:** \$ \_\_\_\_\_

**State:** \$ \_\_\_\_\_

**Other:** \$ \_\_\_\_\_

**Approved by the County Attorney on:**

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Lanie Meyers-Mireles, DHS Director

**Submitted to the County Administration Office on:** 7-17-2023

**Return Originals to:** N/A

**Number of originals to return to Submitter:** N/A

**Contract Due Date:** ASAP

**Item Title/Recommended Board Action:**

Consider ratifying 7-17-2023 email poll approval to amend the Physical Security Improvements Grant Application in the amount of \$15,531.24 for County Department of Human Services to increase the grant application amount to \$45,701.24 for the purpose of including a new bid for two glass doors at the County Annex Building for Project Work Plan July 1, 2023 - June 30, 2024 and authorizing Lanie Meyers-Mireles, Director of Human Services to update the Grant Application.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$\_\_\_\_\_

**Federal:** \$\_\_\_\_\_

**State:** \$\_\_\_\_\_

**Other:** \$\_\_\_\_\_

**PROWERS COUNTY  
AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7/25/2023

**Submitter:** Judy Wittman

**Submitted to the County Administration Office on:** 7/17/2023

**Return Originals to:** Judy Wittman

**Number of originals to return to Submitter:**

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider Approval of The Lamar Ledger as the Newspaper in which the Treasurer shall Publish the Delinquent Tax List of Prowers County

**Justification or Background:** §39-11-105 It is the duty of the board of county commissioners of each county to select a newspaper of general circulation published or having a general circulation in said county, in which the treasurer shall publish the delinquent tax list of his county, and for such service the board shall also allow payment not exceeding the rate as provided by law.

**Fiscal Impact:** This item is budgeted in the following account code: \_\_\_\_\_

County: \$ \_\_\_\_\_ Federal: \$ \_\_\_\_\_ State: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**Approved by the County Attorney on:**

**Additional Approvals (if required):**

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Administration Office

**Submitted to the County Administration Office on:** 7-17-23

**Return Originals to:** Administration Office & Jana Coen

**Number of originals to return to Submitter:** 1

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider ratifying 7-17-2023 email Poll approval for Payment of Bills and Voided Checks, if any, presented for County General in the amount of \$200,886.56, DHS in the amount of \$179,294.52, WHC in the amount of \$8,523.67 and with a Certification date of 7-19-23.

**Justification or Background:**

**Fiscal Impact: This item is budgeted in the following account code:**

**County:** \$\_\_\_\_\_

**Federal:** \$\_\_\_\_\_

**State:** \$\_\_\_\_\_

**Other:** \$\_\_\_\_\_

## PROWERS COUNTY APPROVE TO PAY

APPROVE PAYMENTS AS HEREIN SET FORTH. CHECK NUMBERS AS LISTED BELOW ARE ALL  
INCLUSIVE, ARE SET OPPOSITE THEIR NAMES, AND TOTALING THE SUM OF: \$200,886.56  
DRAWN ON COUNTY GENERAL FUNDS. DATED AS OF: **July 19, 2023**

DATED AS OF: **July 19, 2023**

邦

	A/P	PAYROLL	FRINGES
COUNTY GENERAL FUND	\$ 117,653.85	-	-
ARPA FUND	\$ -	-	-
FSA ACCOUNT	\$ -	-	-
BOOKING FEES ACCOUNT	\$ -	-	-
PUBLIC HEALTH AGENCY	\$ 7,271.66	-	-
ROAD & BRIDGE FUND	\$ 70,132.44	-	-
SALES & USE TAX FUND	\$ -	-	-
CONSERVATION TRUST FUND	\$ 1,092.50	-	-
CAPITAL FUND	\$ -	-	-
OTHER AGENCIES FUND	\$ -	-	-
LODGING TAX FUND	\$ -	-	-
CRMC FUND	\$ 2,418.17	-	-
OPC FUND	\$ 2,317.94	-	-
<b>Totals</b>	<b>\$ 200,886.56</b>	<b>\$ -</b>	<b>\$ -</b>

**Totals**

DATE: July 19, 2023

DATE: July 19, 2023

DATE: July 19, 2023

DATE: July 19, 2023

BOCC CHAIRMAN

COMMISSIONER

# COMMISSIONER

CLERK TO THE BOARD

Total Paid Approve To Pay	\$	200,886.56
AP + Fringes	\$	200,886.56
Total Pd Certification - Payroll	\$	200,886.56
Total Payroll + Fringes	\$	-

Ending Check No.	69672
Beginning Check No.	69624

	1
Total Number of Checks:	49

STATE OF COLORADO }  
                              } SS:  
COUNTY OF PROWERS }

Powers County Treasurer's Office



# Accounts Payable

## Computer Check Proof List by Vendor

User: paula  
 Printed: 07/17/2023 - 2:30PM  
 Batch: 00102.07.2023 - 07-18-2023

## PROWERS COUNTY GOVERNMENT



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ACA2 19150 19151	A Cut Above Pest Control LLC Maintenance - DA Maintenance - Welcome Home	88.00 140.00	07/18/2023 07/18/2023	Check Sequence: 1 01-11-429400 01-11-429810	ACH Enabled: False
Check Total:		228.00			
Vendor: AIII 5500606596	Airgas Intermountain Inc. R&B Shop Supplies	671.81	07/18/2023	Check Sequence: 2 02-43-437900	ACH Enabled: False
Check Total:		671.81			
Vendor: amazon I6JX-4DV7-L-FJF IHTY-4XYT-VNYN INCX-TT9K-7MVI	Amazon Capital Services Office Supplies Office Supplies Office Supplies	193.39 25.99 15.49	07/18/2023 07/18/2023 07/18/2023	Check Sequence: 3 01-05-430100 01-09-430100 01-05-430100	ACH Enabled: False
Check Total:		234.87			
Vendor: AVAI 18551 18581	Ark Valley Auto Service Bus Repair Bus Repairs	1,355.42 233.21	07/18/2023 07/18/2023	Check Sequence: 4 01-25-430200 01-25-430200	ACH Enabled: False
Check Total:		1,589.03			
Vendor: avds PT62071 PT62083 PT62084	Arkansas Valley Diesel Service, Inc R&B Equipment Repair R&B Equipment Repair R&B Equipment Repair	44.39 444.99 476.18	07/18/2023 07/18/2023 07/18/2023	Check Sequence: 5 02-43-425400 02-43-425400 02-43-425400	ACH Enabled: False
Check Total:		965.56			
Vendor: ACSI INVB-046034	Avenu Insights & Analytics Treasurer Software	2,800.00	07/18/2023	Check Sequence: 6 01-09-440400	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: brew 000331	Check Total:	2,800.00			
	Brew Unit Others			Check Sequence: 7	ACH Enabled: False
	Illuminate / Cape Expense	79.90	07/18/2023	11-17-470260	
	Check Total:	79.90			
Vendor: BSL 34397040 Admin 34397040 CL	Business Solutions Leasing			Check Sequence: 8	ACH Enabled: False
	Canon Lease	103.11	07/18/2023	01-05-440400	
	Canon Lease	103.11	07/18/2023	01-07-440400	
	Check Total:	206.22			
Vendor: BRS1 0091781070123	Charter Communications			Check Sequence: 9	ACH Enabled: False
	Telephone Internet	97.96	07/18/2023	01-22-420100	
Vendor: lam1 11731 623 1615415895 22752 6-23	Check Total:	97.96			
	City of Lamar			Check Sequence: 10	ACH Enabled: False
	Utilities Transit	241.79	07/18/2023	01-25-437810	
	Utilities Fire Station	310.86	07/18/2023	01-32-421600	
Vendor: LAM3 23949 23950	Utilities URHN	155.04	07/18/2023	11-17-465040	
	Check Total:	707.69			
	City of Lamar			Check Sequence: 11	ACH Enabled: False
	3rd Qtr Ambulance Contract	30,000.00	07/18/2023	01-02-426600	
Vendor: CAT2 6-23	3rd Qtr E911	38,194.00	07/18/2023	01-02-424500	
	Check Total:	68,194.00			
	Co Assoc of Tax Appraiser			Check Sequence: 12	ACH Enabled: False
	Meeting Expense	220.00	07/18/2023	01-10-421100	
Vendor: cctas3 2023	Check Total:	220.00			
	Colorado County Treasurer & Public Trustee Assoc			Check Sequence: 13	ACH Enabled: False
	Dues	350.00	07/18/2023	01-09-422400	
	Check Total:	350.00			
Vendor: CDFI 23-64733	Colorado Division of Fire Prevention and Control			Check Sequence: 14	ACH Enabled: False
	Education	20.00	07/18/2023	01-32-421400	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	20.00			
Vendor: del1	ColoradoLand Tire & Service			Check Sequence: 15	ACH Enabled: False
20965	Bus Repair	23.89	07/18/2023	01-25-430200	
	Check Total:	23.89			
Vendor: del2	Deloach's Water Condition			Check Sequence: 16	ACH Enabled: False
80039	Misc	43.00	07/18/2023	14-47-421700	
80040	Misc	33.00	07/18/2023	13-46-421700	
80363	Misc	38.00	07/18/2023	14-47-421700	
80365	Misc	43.00	07/18/2023	13-46-421700	
80533	Office Supplies	25.00	07/18/2023	11-33-430100	
80555	Maintenance	11.00	07/18/2023	01-11-429100	
80669	Misc	28.00	07/18/2023	14-47-421700	
80672	Misc	33.00	07/18/2023	13-46-421700	
80711	Building Expense	18.00	07/18/2023	01-22-423200	
85300 623	Misc	20.00	07/18/2023	01-11-429100	
CRMC 7-23	CRM/C Misc	20.05	07/18/2023	13-46-421700	
OPC 7-23	OPC Misc	14.00	07/18/2023	14-47-421700	
	Check Total:	326.05			
Vendor: DSS1	Department of Human Services			Check Sequence: 17	ACH Enabled: False
DSS-2002	Office Supplies	452.18	07/18/2023	11-17-430100	
	Check Total:	452.18			
Vendor: EPC3	El Paso County			Check Sequence: 18	ACH Enabled: False
23010882-R1	Autopsy	1,500.00	07/18/2023	01-15-420600	
	Check Total:	1,500.00			
Vendor: GRAHAM	Phillip Graham			Check Sequence: 19	ACH Enabled: False
7-23	SERHCC Expense	5,416.66	07/18/2023	11-17-437200	
7-23 2	SERHCC Expense	158.75	07/18/2023	11-17-437200	
	Check Total:	5,575.41			
Vendor: granite	Granite Telecommunications			Check Sequence: 20	ACH Enabled: False
608945314	Misc	28.54	07/18/2023	13-46-421700	
	Check Total:	28.54			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: gfa 34326936	GreatAmerica Financial Services Office Equipment	357.35	07/18/2023	Check Sequence: 21 14-47-430200	ACH Enabled: False
Vendor: HOCL 070123	Check Total: Courtney Holt-Rogers FSA Payout	357.35 507.50	07/18/2023	Check Sequence: 22 01-02-415520	ACH Enabled: False
Vendor: Langua 11048609	Check Total: Language Line Services Language Line	507.50 170.56	07/18/2023	Check Sequence: 23 14-47-421700	ACH Enabled: False
Vendor: LUNDY 23-274	Check Total: Janet Lundy Professional Services	170.56 112.50	07/18/2023	Check Sequence: 24 01-07-420600	ACH Enabled: False
Vendor: mirage	Check Total: Mirage Technologies IT Services	112.50 2,969.46	07/18/2023	Check Sequence: 25 01-14-420600	ACH Enabled: False
Vendor: MRSI 124318 124319 124321	Check Total: Mobile Record Shredders, LLC Shred Shred Shred	2,969.46 768.00 28.00 28.00	07/18/2023 07/18/2023 07/18/2023	Check Sequence: 26 13-46-420800 01-05-430100 14-47-420800	ACH Enabled: False
Vendor: MWPI 358022	Check Total: My Wholesale Products Supplies	824.00 129.70	07/18/2023	Check Sequence: 27 01-25-437810	ACH Enabled: False
Vendor: PAMI 58003	Check Total: Parker Mechanical Maintenance DA	129.70 78.75	07/18/2023	Check Sequence: 28 01-11-429400	ACH Enabled: False
Vendor: PSLI 7866941	Check Total: Pistop Oil, LLC Mileage Expense	78.75 43.81	07/18/2023	Check Sequence: 29 01-10-421100	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: PLAINS 15848 15984	Check Total:	43.81			
	Plains Disposal, LLC			Check Sequence: 30	ACH Enabled: False
	OPC	160.00	07/18/2023	14-47-421700	
	CRM	162.00	07/18/2023	13-46-421700	
	Check Total:	322.00			
Vendor: PMOI 1983052 1983585 978838 978840 981418 982264 983846 984733 984737	Prairie Mountain Media			Check Sequence: 31	ACH Enabled: False
	Legal Notices	24.80	07/18/2023	01-02-421300	
	Legal Notices	16.80	07/18/2023	01-36-421300	
	Legal Notices	48.50	07/18/2023	01-02-421300	
	Legal Notices	189.15	07/18/2023	01-02-421300	
	Legal Notices	51.20	07/18/2023	01-08-421300	
	Legal Notices	17.60	07/18/2023	01-02-421300	
	Legal Notices	115.20	07/18/2023	01-02-421300	
	Legal Notices	48.50	07/18/2023	01-02-421300	
	Legal Notices	189.15	07/18/2023	01-02-421300	
Vendor: REACH 2023-2987	Check Total:	700.90			
	Reach Out & Read Colorado			Check Sequence: 32	ACH Enabled: False
	Office Supplies	517.08	07/18/2023	11-17-430100	
Vendor: farl 755	Check Total:	517.08			
	rfarmer,lle			Check Sequence: 33	ACH Enabled: False
	Audit Expense	19,385.00	07/18/2023	01-02-427400	
Vendor: RPII 71285	Check Total:	19,385.00			
	Robinson Printing			Check Sequence: 34	ACH Enabled: False
	Advertising	45.00	07/18/2023	01-08-421300	
Vendor: SEEI 4758	Check Total:	45.00			
	SE & EC Recycling Association			Check Sequence: 35	ACH Enabled: False
	Qtr Billing	1,000.00	07/18/2023	01-02-424800	
Vendor: SEOI 1177 05 6-23 1177 07 6-23	Check Total:	1,000.00			
	SECOM			Check Sequence: 36	ACH Enabled: False
	Telephone Admin	103.95	07/18/2023	01-05-420100	
AP-Computer Check Proof List by Vendor (07/17/2023 - 2:30 PM)	Telephone Clerk	59.40	07/18/2023	01-07-420100	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1177 09-6-23	Telephone Treasurer	14.85	07/18/2023	01-09-420100	
1177 10-6-23	Telephone Assessor	103.95	07/18/2023	01-10-420100	
1177 13-6-23	Telephone Sheriff	296.93	07/18/2023	01-13-420100	
1177 13-6-23	Telephone CRMC	1,153.45	07/18/2023	13-46-420100	
1177 13-6-23 In	Internet CRMC	177.13	07/18/2023	13-46-420110	
1177 14-6-23	Internet SECOM	750.07	07/18/2023	01-14-420111	
1177 14-6-23	Telephone OPC	1,309.08	07/18/2023	14-47-420100	
1177 14-6-23 In	Internet OPC	169.95	07/18/2023	14-47-420110	
1177 JBBS 6-23	Internet SECOM	64.95	07/18/2023	01-13-454900	
594505 623	Internet Transit	79.90	07/18/2023	01-14-420111	
623505 623	Utilities URHN	79.90	07/18/2023	11-17-465040	
Check Total:		4,363.51			
Vendor: sld1	State of Colorado			Check Sequence: 37	ACH Enabled: False
10303	Professional Services	84.72	07/18/2023	01-07-420600	
10303	Postage	601.83	07/18/2023	01-07-420200	
10656	Professional Services	86.35	07/18/2023	01-07-420600	
10656	Postage	613.47	07/18/2023	01-07-420200	
11470	Professional Services	67.16	07/18/2023	01-07-420600	
11470	Postage	531.82	07/18/2023	01-07-420200	
Check Total:		1,985.35			
Vendor: SYMMI	Symmetry Energy Solutions			Check Sequence: 38	ACH Enabled: False
16740894	Utilities Sheriff	133.92	07/18/2023	01-13-421600	
16740894 Annex	Utilities Annex	0.41	07/18/2023	01-11-421600	
16740894 Courth	Utilities Courthouse	0.41	07/18/2023	01-11-421600	
Check Total:		134.74			
Vendor: THESIGN	The Sign Shop			Check Sequence: 39	ACH Enabled: False
05182023	Signs	529.20	07/18/2023	02-43-430200	
Check Total:		529.20			
Vendor: thinair	ThinAir Communications, Inc.			Check Sequence: 40	ACH Enabled: False
4654-001-CO	Tower Repair	1,092.50	07/18/2023	06-01-425400	
Check Total:		1,092.50			
Vendor: HOLI	Town of Holly			Check Sequence: 41	ACH Enabled: False
707000 623	Utilities	277.02	07/18/2023	02-43-421600	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	277.02			
Vendor: tefl	Tri-County Ford			Check Sequence: 42	ACH Enabled: False
6350	2023 S-Dry F-550	67,588.00	07/18/2023	02-43-455100	
POW101269	Equipment Repair	100.85	07/18/2023	02-43-425400	
	Check Total:	67,688.85			
Vendor: turner	Janene Turner			Check Sequence: 43	ACH Enabled: False
623		100.00	07/18/2023	01-15-420630	
	Check Total:	100.00			
Vendor: URSI	UBEO Business Services			Check Sequence: 44	ACH Enabled: False
4168657	Maintenance Contract	118.80	07/18/2023	01-10-421500	
	Check Total:	118.80			
Vendor: USIMAG	US Imaging			Check Sequence: 45	ACH Enabled: False
21730	ERT Grant #3	11,436.15	07/18/2023	01-07-440600	
	Check Total:	11,436.15			
Vendor: VMFI	Valley Memorial Funeral Chapel			Check Sequence: 46	ACH Enabled: False
1813	Autopsy Transport	700.00	07/18/2023	01-15-420600	
	Check Total:	700.00			
Vendor: VERI	Verizon Wireless			Check Sequence: 47	ACH Enabled: False
9938764013	Telephone	441.75	07/18/2023	01-25-420100	
9938764014	Telephone	196.82	07/18/2023	01-25-420100	
	Check Total:	638.57			
Vendor: VIAI	Viaero Wireless			Check Sequence: 48	ACH Enabled: False
308263 723 NFP	Cell Phones/Tablets	25.29	07/18/2023	11-35-425900	
308263 723 OLTC	Cell Phones/Tablets	261.86	07/18/2023	11-33-425900	
	Check Total:	287.15			
Vendor: WALI	Wallace Gas & Oil Inc			Check Sequence: 49	ACH Enabled: False
A27182	CBCAP Expense	100.00	07/18/2023	11-17-436360	
	Check Total:	100.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	200,886.56			
	Total of Number of Checks:	49			



PROWERS COUNTY DEPARTMENT OF HUMAN SERVICES  
PAYROLL CERTIFICATION  
MONTH: JULY 2023

PAYROLL TYPE DHS:	DATE	CHECK NUMBERS	AMOUNT
SALARY			
FRINGE			
OPERATING	07/19/23	66803-66816	9,222.52
QUALITY & CAPACITY	07/19/23	66769-66773	170,072.00
AID DEPEND. CHILD:			
CHILD CARE:			
AID NEEDY DISABLED:			
CHILD WELFARE:			
LEAP:			
OAP:			
WORK PROGRAM			
FOOD ASSISTANCE:			
WHC:			
SALARY			
FRINGE			
OPERATING	07/19/23	8548-8550	8,523.67
COUNTY OF PROWERS)			

I, RON COOK, CHAIRMAN OF THE BOARD OF HUMAN SERVICES OF PROWERS COUNTY, COLORADO, HEREBY CERTIFY THAT EBT AUTHORIZATIONS IN THE AMOUNT OF \$0.00 HAVE BEEN APPROVED. OTHER PAYMENTS IN THE FORM OF CHECKS IN THE AMOUNT OF \$187,818.19 ARE APPROVED TO BE PAID FROM THE HUMAN SERVICES FUND.

July 19, 2023

GRAND TOTAL \$ 187,818.19

7-17-23 *[Signature]* CHAIRMAN

7-17-23 *[Signature]* CHAIRMAN

DATE 7-17-23 COMMISSIONER *[Signature]* COMMISSIONER

DATE 7/19/23 *[Signature]* DIRECTOR

BALANCE AS OF 7/17/23 \$1,180,438.45

# PROWERS COUNTY TREASURER CERTIFICATION OF EXPENDITURES

**DATE:** July 19, 2023

**PROWERS COUNTY DEPARTMENT OF HUMAN SERVICES FUND**

**Prepared by:**  
**Mindy Maestas**

**SALARY**

FRINGE

<b>OPERATING</b>	66803-66816	9,222.52
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QUALITY & CAPACITY	66769-66773	170,072.00
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**WHC SALARY**

WHC FRINGE

WHC OPERATING	8548-8550	8.523.67
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TOTAL:\$	187,818.19
----------	------------

Information Only  
VOIDED CHECKS #'s:

  
Lanie Mireles, Director

7/17/23  
2:39:08 PM

**PROWERS COUNTY DEPT. OF SOCIAL SERVICES**

Page: 1

AP Check Register (Current by Bank)

Check Dates: Greater than or Equal To 6/1/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: FNB - FRONTIER BANK</b>					<b>101.1000</b>
66769	06/30/23	P	CHJAIM	MICHELLE JAIME	\$5,400.00
66770	06/30/23	P	CHKLIP	MARILYN KLIPPERT	\$5,400.00
66771	06/30/23	P	CHHOLL	HOLLY RE-3 DAYCARE CENTER	\$17,100.00
66772	06/30/23	P	CHLITT	LITTLE PEOPLE'S PRESCHOOL	\$13,500.00
66773	06/30/23	P	CHWHC	WELCOME HOME CENTER	\$128,672.00
<b>BANK FNB REGISTER TOTAL:</b>					<b>\$170,072.00</b>
<b>GRAND TOTAL :</b>					<b>\$170,072.00</b>

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( Void Date ); "A" - Application; "E" - EFT  
\*\* Denotes broken check sequence.

7/17/23  
2:38:04 PM

**PROWERS COUNTY DEPT. OF SOCIAL SERVICES**

Page: 1

AP Check Register (Current by Bank)

Check Dates: Greater than or Equal To 7/12/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: FNB - FRONTIER BANK</b>					<b>101.1000</b>
66803	07/19/23	P	ADBUI	BUSINESS SOLUTIONS LEASING	\$145.61
66804	07/19/23	P	ADGOIB	GOBIN'S INC.	\$353.94
66805	07/19/23	P	ADVERI	VERIZON WIRELESS	\$930.40
66806	07/19/23	P	ADMOBI	MOBILE RECORD SHREDDERS	\$76.00
66807	07/19/23	P	ADRYON	RYON MEDICAL & ASSOC., LLC	\$660.00
66808	07/19/23	P	ADHCCC	HCCC	\$1,955.00
66809	07/19/23	P	ADCHSD	CHSDA	\$3,703.00
66810	07/19/23	P	ADCONW	CONTACT WIRELESS	\$261.03
66811	07/19/23	P	ADWALL	WALLACE GAS & OIL	\$39.50
66812	07/19/23	P	ADDWC	DELOACH'S WATER CONDITIONING	\$44.00
66813	07/19/23	P	ADLPAR	LAMAR PARTNERSHIP INC	\$550.00
66814	07/19/23	P	ADGAFS	GREAT AMERICAN FINANCIAL SVCS	\$252.99
66815	07/19/23	P	ADWALL	WALLACE GAS & OIL	\$41.05
66816	07/19/23	P	ADPFP	PARTNERSHIP FOR PROGRESS	\$210.00
<b>BANK FNB REGISTER TOTAL:</b>					<b>\$9,222.52</b>
<b>GRAND TOTAL :</b>					<b>\$9,222.52</b>

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( Void Date ); "A" - Application; "E" - EFT  
\*\* Denotes broken check sequence.

You could give your people

**Culligan Water**

**H<sub>2</sub>Ahhh.**

*When you think about everything that your family's tap water  
is used for, shouldn't it be as clean and healthy as possible?*

Account Number	532-00624593-2
Account Name	WELCOME HOME CENTER
Service Address	607 SAVAGE AVE LAMAR CO 81052-4166

STATEMENT SUMMARY	
Bill Date	06/30/23
Amount Due	30.00
Due Date	07/15/23

UPCOMING DELIVERIES	DELIVERY TIPS
	How to Avoid Missing Deliveries:

Date	Invoice Number	Invoice Description	Account	Invoice Amount	Amount Paid
07/13/23	AD.7.13.23	WHC - MAINTENANCE	444.9005	\$30.00	\$30.00

Vendor: ADDELO      Check #: 8548  
DELOACH'S WATER CONDIT

Check Date: 07/19/23

\$30.00

\$30.00

SFMS5001NL-1SA



REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR. IF UNKNOWN, CALL 800-523-2422

CD3F3F0020000 Y09SF008971

07C0JK SLK0K01 10/18/2022 09 11 -205

Past due balance is subject to a late charge of 5%. Maximum late charge is \$15.00.

AMOUNT DUE

30.00

Copyright Unco Data Systems, Inc 2010 DO NOT DUPLICATE

DETACH LOWER PORTION AND RETURN WITH PAYMENT

Jul 13 2023 10:20

RECEIVED 07/13/2023 11:34 7193367198  
my whole saleSOCIAL SERVICES  
7193360661 p.1

MY Wholesale Products

**Invoice**105 South Main Street  
Lamar, CO 81052  
Ph: (719) 336-0661

Due Date	Date	Invoice #
7/15/2023	6/15/2023	358029

Bill To
PROWERS COUNTY SOC SERVICES CHILD CARE CENTER P.O. Box 1157 Lamar, CO 81052 ATTN: MINDY /WELCOME HOME CENTER

P.O. No.
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Terms
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TANYA
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Net 30
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Item	Description	Qty	Rate	VENDOR #	Amount
107-7N25	7OZ. TRANSPARENT PLASTIC CUPS 100SL/2000CS	2	193.00	DCC7N25	386.00

Date	Invoice Number	Invoice Description	Account	Invoice Amount	Amount Paid
07/13/23	AD.7.13.23	SUPPLIES	444.9005	\$386.00	\$386.00

Vendor: ADMYW  
MY WHOLESALE PRODUCTS

Check #: 8549

Check Date: 07/19/23

\$386.00

\$386.00

SFMS5001NL-15A



REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR, IF UNKNOWN, CALL 800-523-2422

CD3F3F0020000 Y09SF008971

D7CUJK SLKDK01 10/18/2022 09:11

**PARKER MECHANICAL**

115 N 13th St

~~Lamar~~, CO 81052

719-336-7358

parker\_mechanical@hotmail.com

**INVOICE**

**BILL TO**

Prowers County  
301 S Main Suite 215  
Lamar, CO 81052 United  
States

**SHIP TO**

Welcome Home  
607 Savage Ave  
Lamar, CO 81052

**INVOICE # 58207**

**DATE 06/02/2023**

**DUE DATE 07/10/2023**

**TERMS NET 10TH**

**PO NUMBER**

West Classroom Minisplit

As Per Bid

1 8,107.67 8,107.67

Fujitsu Indoor Wall Unit  
M#ASU30RLE  
S#BWB006698

Fujitsu Outdoor Condenser  
M#AOU30RLXEH  
M#BWP006229

Includes equipment, materials, labor, and shipping.

SUBTOTAL	8,107.67
TAX	0.00
TOTAL	8,107.67
BALANCE DUE	<b>\$8,107.67</b>



7/17/23, 1:27 PM



Prowers County Mail - FW: Payment Notification for the Indoor Air Quality

Mindy Maestas <mmaestas@prowerscounty.net>

## FW: Payment Notification for the Indoor Air Quality Grant

Jill Hopper <jhopper@prowerscounty.net>

To: Judy Wittman <jwittman@prowerscounty.net>, Mindy Maestas <mmaestas@prowerscounty.net>, Lisa McCullough <lmcullough@prowerscounty.net>  
Cc: Courtney Holt <cholt@prowerscounty.net>

Tue, Jan 31, 2023 at 9:40 AM

Just an FYI from the stimulus grant team. JH

**From:** Colorado Early Childhood Stimulus Grants <coecstimulus@metrixiq.com>

**Sent:** Tuesday, January 31, 2023 9:36 AM

**To:** jhopper@prowerscounty.net

**Subject:** Payment Notification for the Indoor Air Quality Grant

Dear Child Care Provider,

Re: **License 41865**

Your one-time payment for the Improving Indoor Air Quality Grant will be deposited into your account on or around 1/31/2023. Please note the actual deposit date may vary based on your bank processing times.

**Total Grant Payment: \$18000**

For information on the grant, please reference the FAQ here

If you have any questions regarding your bids and approved projects, please contact Kristi Resler Kristi.resler@state.co.us

You may also visit the website at coecstimulus.com for additional resources.

Have a great day!

The CDEC Stimulus Grants Team



**PROWERS COUNTY  
AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 7-25-2023

**Submitter:** Department of Human Services

**Submitted to the County Administration Office on:** 7-17-2023

**Return Originals to:** Department of Human Services

**Number of originals to return to Submitter:** 1

**Contract Due Date:** ASAP

**Item Title/Recommended Board Action:**

Consider approving Purchase of Service Agreement for Protective Services Nurse Consultant Program between Prowers County Department of Human Services and Prowers County Public Health and Environment, Contract amount \$41,828.80 and authorizing Lanie Meyers-Mireles, Director of Department Human Services and Meagan Hillman, Director of Public Health to execute the document.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$ \_\_\_\_\_

**Federal:** \$ \_\_\_\_\_

**State:** \$ \_\_\_\_\_

**Other:** \$ \_\_\_\_\_

**Approved by the County Attorney on:**

**PURCHASE OF SERVICE AGREEMENT FOR PROTECTIVE SERVICES NURSE  
CONSULTANT PROGRAM**

This agreement is made by and between the Prowers County Department of Human Services, located at 1001 S. Main St., Lamar, CO 81052, hereinafter referred to "PCDHS" and Prowers County Public Health and Environment, located at 1001 S. Main St., Lamar, Colorado, 81052, hereinafter referred to as "PCPHE".

WHEREAS, the above parties are specifically authorized to enter into agreements for the purpose of providing Prowers County Protective Services Nurse Consultant, hereinafter "PSNC" program; and

WHEREAS, the Prowers County Public Health Director is responsible for County-wide Public Health functions and policy; and

WHEREAS, the Director of Human Services is responsible for County-wide functions to PCDHS; and

WHEREAS, PCPHE will perform the PSNC for the Child Welfare population of PCDHS; and

WHEREAS, it is in the best interest of the County to collaborate with Nurses and Caseworkers to enhance services being delivered to our community families; and

WHEREAS, because PCPHE will serve child welfare families in collaboration with PCDHS on behalf of the County, it is in the best interest of both entities that this Agreement be entered into;

NOW, THEREFORE, the undersigned parties hereby covenant and agree as follows:

**ROLES AND RESPONSIBILITIES:**

**RESPONSIBILITIES OF PCDHS**

PCDHS will provide PCPHE with a service authorization (PSNC Referral) regarding type and length of service requested. PCDHS shall provide information as necessary or requested by PSNC to enable full performance under this Agreement. PCDHS shall provide referrals for eligible families coordinate and cover costs of any training that is collectively deemed necessary, and provide assistance and direction on reporting outcomes. PCDHS will provide PCPHE with an authorization to release information between PCDHS and PCPHE.

**RESPONSIBILITIES OF PCPHE/PSNC**

PSNC staff shall provide consultation, expertise, education and support to caseworkers and clients (biological, foster or kinship parents/families) so they can better plan for the needs of the children. Services may include, but not necessarily limited to, the following:

**Evaluations:**

- Nurse health evaluation-physical and developmental issues, immediate health concerns;
- Family health evaluation and provide appropriate referrals;
- Provide consultation to protective services staff;
- Research and help interpret medical terminology, diagnosis, and treatment to caseworker staff and families;
- Complete paternity testing training and conduct paternity testing for DHS child welfare clients.

Education for clients/family members/community:

- Pregnancy prevention and family planning education with youth in transition or emancipated youth or other families/individuals referred by DHS;
- Assist DHS staff to incorporate medical information into Family and Individual Service Plans. Nurse will attend Family Engagement Meetings, Permanency Roundtables, and RED Team meetings, if available, as requested by caseworker.
- Resource and referrals;
- Assistance in communicating with doctors and medical professionals;
- Provide education and educational materials for families, expecting mothers, and youth for all substance including vaping. Education materials will include health effects to self, effects to exposing children in-utero, in the home, as well as long-term impact on the developing and adolescent brain. Education will also include safe storage of marijuana products.
- Provide Narcan and associated training for individuals with SUD and their family members or care givers.

Collaboration:

- DHS staff;
- About F.A.C.E. partners
- Health care providers – act as a liaison between DHS staff and medical community to expedite referrals and access and understand medical information;
- Other community resources to enhance community contacts and increase public health knowledge and prevention;
- Assist DHS staff to incorporate medical information into Family and Individual Service Plans. Nurse will attend Family Engagement Meetings, if available, as requested by caseworker.
- Collaborate with The Cornerstone Resource Center to advance parenting knowledge in area of nutrition and health care.
- Collaborate with the FIRE (Fatherhood) Program Coordinator to advance knowledge for fathers on public health programming, prevention and other areas of expertise. This includes promoting fatherhood engagement and referring to the Father Advocate.
- Participate with the Adult & Family Services unit in meetings with Mathematica related to the Breakthrough Learning Services on Engaging Fathers in the Child Welfare system.

**NUMBERS SERVED**

PCPHE will meet with DHS quarterly to report on activities and establish more specific duties and outcomes. PCPHE will provide a quarterly written report to DHS on all items outlined under Reporting Requirements.

**REPORTING REQUIREMENTS**

The program will report annually to the Child Protection Team and About F.A.C.E. program the following:

- Number of referrals received
- Number of interactions with clients where education/educational materials were provided
- Number of paternity tests conducted
- Number of FEM & PRT meetings attended
- Number of RED Team meetings attended
- Number of Narcan kits distributed

**TERM**

The term of this agreement shall be from July 1, 2023 through June 30, 2024.

**PAYMENT AND FEE SCHEDULE**

- PCDHS shall pay PCPHE for .5 FTE/20 hours per week salary, beginning July 1, 2023 through June 30, 2024 for a total contracted amount of \$41,828.80 paid at \$3,485.74 a month. Payments will include a flat rate of \$3,485.74 per month.
- Funding of the costs incurred pursuant to this Agreement is expressly contingent upon the availability of federal and/or state funds to the Colorado Department of Human Services and PCDHS.

**BINDING EFFECT**

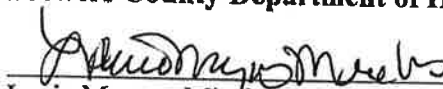
This Agreement is binding upon the parties and their respective successors and permitted assigns. This Agreement is only for the benefit of the parties hereto, and no third party shall have any right, claim or interest hereunder. There is no implied covenant of good faith and fair dealing in this Agreement; rather it will be enforced as written.

**Prowers County Public Health & Environment**

  
\_\_\_\_\_  
Meagan Hillman, Director

\_\_\_\_\_  
Date

**Prowers County Department of Human Services**

  
\_\_\_\_\_  
Lanie Meyers-Mirales, Director

\_\_\_\_\_  
Date

**Prowers County Board of Commissioners**

\_\_\_\_\_  
Ron Cook, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wendy Buxton-Andrade, Vice-Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tom Grasmick

\_\_\_\_\_  
Date

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 07/25/2023

**Submitter:** Mark Westhoff

**Submitted to the County Administration Office on:** 07/19/2023

**Return Originals to:** Mark Westhoff

**Number of originals to return to Submitter:** 1

**Contract Due Date:** N/A

**Item Title/Recommended Board Action:**

Consider approval of Business Subscription Agreement between Prowers County and NE Colorado Cellular Inc DBA Viaero Wireless, from 7/15/2023 to 7/18/2024 and then month-to-month after that, to provide data service to five tablets for use on Prowers Area Transit buses, totaling \$150 / month, and authorizing Ron Cook, Chairman of the Board to execute the document.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code: \_\_\_\_\_

County: \$ \_\_\_\_\_ Federal: \$ \_\_\_\_\_ State: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**Approved by the County Attorney on:** 7/14/2023

**Additional Approvals (if required):**



- c) Privacy Policy; and
- d) Open Internet Disclosure.

The Subscriber has been advised to review the Terms of Service. Subscriber acknowledges that the Services provided are part of an ever-changing industry with complex regulatory, legal and operational issues. With that understanding, the Subscriber acknowledges that the Terms of Service may change from time to time with or without notice. While the Company will try to provide notice to the Subscriber it is not required, and Subscriber agrees to review the Terms of Service located at [www.viaero.com/legal](http://www.viaero.com/legal) frequently.

**Additional Lines and Features.** Subscriber may add additional lines and features without signing a new contract. Additional lines shall, however, be subject to a new 1-year contract term.

**Taxes.** Subscriber represents that it is not liable for any franchise taxes or taxes to the income of Company. Subscriber represents that it is tax exempt and not responsible for any taxes.

**Severability.** Should any part or portion of this Agreement, including, without limitation, Exhibit A, the Internet Terms & Conditions, Service Terms & Conditions, Privacy Policy and Open Internet Disclosure, be found invalid, the balance of the provisions shall remain unaffected and shall be enforceable.

**Governing Law and Regulations.** This Agreement, including all matters relating to the validity, construction, performance, and enforcement thereof, shall be governed by applicable federal law, the regulations of the FCC, the laws and regulations of the state where Services are provided, and by any tariff required to be filed by the Company pursuant to such state's law. This Agreement is subject to amendment, modification or termination if required by such regulations or laws.

**Subscriber Copy.** Subscriber acknowledges that he/she is of legal age, has received a true copy of this Agreement, and has read and clearly understands the terms of this Agreement and if signing on behalf of a corporation or other entity, is fully authorized to sign on behalf of such entity. This represents the final and entire agreement of the Company and Subscriber and replaces and supersedes all prior or contemporaneous agreements, representations, negotiations, or contracts, verbal or written, between the parties hereto.

*[Signatures on following page]*



*Signature Page  
to the  
Business Subscription Agreement*

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first written above.

NE COLORADO CELLULAR, INC.

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

Name: MICHAEL FELICISSIMO

Title: PRESIDENT

Address for purposes of notice:

NE Colorado Cellular, Inc. d/b/a Viaero Wireless  
1220 West Platte Avenue  
Fort Morgan, CO 80701  
Attn: General Counsel  
Fax: 970-867-3589

Customer: PROWERS COUNTY TRANSIT  
#630872

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

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

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

Address for purposes of notice:

\_\_\_\_\_  
\_\_\_\_\_



**Exhibit A**  
**Subscriber Plan Details**

**Service Start Date:** \_\_\_\_\_ 7-18-2023 \_\_\_\_\_

**Service End Date:** \_\_\_\_\_ 7-18-2024 \_\_\_\_\_

**1. Subscriber Authorized Agent:**

\_\_\_\_\_

Authorized to add/delete  
lines/features:

YES / NO Initial: \_\_\_\_\_

Authorized to access account  
information:

YES / NO Initial: \_\_\_\_\_

Authorized form of communication

Email \_\_\_\_\_

Email address: \_\_\_\_\_

**2. Subscriber Authorized Agent:**

\_\_\_\_\_

Authorized to add/delete  
lines/features:

YES / NO Initial: \_\_\_\_\_

Authorized to access account  
information:

YES / NO Initial: \_\_\_\_\_

Authorized form of communication

Email \_\_\_\_\_

Email address: \_\_\_\_\_

**3. Early Termination Fees: [if applicable]**





Account Executive:  
 Cell:  
 Fax:  
 Email:  
[www.viaero.com](http://www.viaero.com)

**Viaero Proposal for:**

**Prowers County Transit**

**Date: 7/5/2023**

<b>Viaero Proposed Cost:</b>	<b>\$150.00</b>
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**Proposed Summary**

Qty	Base Price		Sub-Total	Monthly Cost
1	\$	30.00 Unlimited Best Primary Line	\$ 30.00	\$ 30.00
1	\$	30.00 Unlimited Best 2nd Dependent	\$ 30.00	\$ 30.00
3	\$	30.00 Unlimited Best 3rd or More Lines	\$ 90.00	\$ 90.00
<b>Total (excluding taxes, fees, and government surcharges)</b>			<b>\$ 150.00</b>	<b>\$ 150.00</b>

**Plan Includes:**

Unlimited Data