

**SAN JUAN COUNTY, COLORADO**  
**BOARD OF COMMISSIONERS MEETING AGENDA**  
January 08, 2025

**CALL TO ORDER:** 8:30 A.M.

**OLD BUSINESS:**

Consider Bills and Authorize Warrants  
BOCC Meeting Minutes December 13, 2024  
8:35 - Public Hearing To Amend 2024 Budget  
Other Business  
Adjourn

Oath of Office – Austin Lashley and Scott Fetchenhier

**CALL TO ORDER**

**BOARD REORGANIZATION**

**APPOINTMENTS:**

9:00 A.M. - Rusty Melcher, Road Supervisor  
9:30 A.M. - Martha Johnson, Social Service Director  
10:30 A.M. - Public Hearing: Improvement Permit Preliminary/Final Plan Application submitted by Charles V. and Bruce A. Hoch, for the development of a single-family dwelling, shed, driveway and associated utility improvements on the Gladstone Girl MS 17271 in Minnehaha area adjacent to CR 51  
11:00 A.M. - Terry Morris CAG  
11:30 A.M. - Becky Joyce, Public Health Director

**CORRESPONDENCE:**

**NEW BUSINESS:**

Appointments to Boards and Offices  
Designate Courthouse Entrance for Official Posting of Meetings  
Personnel Policy  
November Financial Report  
Treasurer's Report  
Public Comment  
Commissioner Reports

**OTHER:**

**ADJOURN: Next Regular Meeting – 6:30 PM, January 22, 2025**

**Times listed above are approximate.**

**Discussion of an agenda item may occur before or after the assigned time.**

Join Zoom Meeting

<https://zoom.us/j/92136473203>

By Telephone: Dial 1 669-900-6833 and enter the Webinar ID 92136473203 when prompted.

Meeting ID: 921 3647 3203

You Tube (live and recorded for later viewing, does not support public comment):

<https://www.youtube.com/@sanjuancountycolorado/streams>

SAN JUAN COUNTY BOARD OF COMMISSIONERS MET JANUARY 8, 2025  
 AND THE FOLLOWING BILLS WERE APPROVED FOR PAYMENT.

25599	ANTHEM BLUE CROSS	MEDICAL INSURANCE	21456.36
25630	IDS	REG, TITLE BILL	38.21
25631	KIM BONNER	ELECTION HELP	4992.50
25632	CENTURY LINK	SHERIFFS BILL	345.93
25633	CO ASSESSORS ASSOCIATION	2025 ASSESSORS DUES	690.00
25634	GARY DAVIS	REIMB MILEAGE (OCT 24)	357.00
25635	SILVERTON FIRE AUTHORITY	WILDLAND ADMIN HOURS	10000.00
25636	SOUTHWEST RADON	PRE SCHOOL ELIMINATORS	7306.00
25637	CITIZENS STATE BANK	ANVIL PAYMENT	6770.33
DD	ABIGAIL H. ARMISTEAD	SHERIFFS DEPUTY WAGES	3796.71
DD	ADAM D. CLIFTON	SHERIFFS DEPUTY WAGES	3864.71
DD	AMIE R. GARDINER	SHERIFF-NURSE ASSIST WAGES	3413.93
DD	ANTHONY D. EDWARDS	COMMUNICATIONS WAGES	4582.97
DD	ARTHUR J. DONOVAN	EPD WAGES	4725.50
DD	AUSTIN P. LASHLEY	COMMISSIONERS WAGES	2289.98
DD	BRUCE T. CONRAD	SHERIFF WAGES	4331.98
DD	CHARLES A. LANIS	CLERK DEPUTY WAGES	2676.77
DD	DEANNA M.JARAMILLO	TREASURERS WAGES	3685.79
DD	GARY L. DAVIS	VETS OFFICER WAGES	1004.20
DD	JOHN A. JACOBS	SHERIFFS DEPUTY WAGES	2021.54
DD	KERI METZLER	CORONER WAGES	1002.02
DD	KIMBERLY A. BUCK	ASSESSORS WAGES	4254.98
DD	KRISTINA L. RHOADES	SOCIAL SERVICE WAGES	3103.91
DD	LADONNA L. JARAMILLO	COUNTY CLERK WAGES	3756.59
DD	PETER C. MAISEL	COMMISSIONERS WAGES	2192.02
DD	REBECCA B. JOYCE	COUNTY NURSE WAGES	4398.89
DD	REBECCA J. RHOADES	CUSTODIAN WAGES	1825.69
DD	STEPHEN W. LOWRANCE	UNDERSHERIFF WAGES	4263.01
25638	SCOTT L. FETCHENHIER	COMMISSIONERS WAGES	2149.02
25639	WILLIAM A. TOOKEY	ADMINISTRATOR WAGES	5610.52
25640	CITIZENS STATE BANK	FEDERAL TAXES WITHHELD	22435.28
25641	CITIZENS STATE BANK	STATE TAXES WITHHELD	3603.00
25642	GREAT-WEST LIFE	GROUP RETIREMENT	6407.20
25643	CITIZENS STATE BANK	H S A SAVINGS	2075.00
25644	KANSAS CITY LIFE	DENTAL & LIFE INSURANCE	880.76
25645	AMWINS GROUP BENEFITS	VISION INSURANCE	180.19
25646	AFLAC	INDIVIDUAL INSURANCE	295.14
25647	KERI METZLER	TOWARDS AAA SALARY	925.00
25648	VISA	SUPPLIES	6790.79
25649	SILVERTON GROCERY	FOOD COLLECTIVE (NURSE)	632.20
25650	ALSCO UNIFORMS	CUSTODIANS BILL	150.64
25651	VERIZON	SHERIFFS BILL	122.16
25652	SILVERTON LP GAS	CO-FD-HOSP TANK FILL UPS	6373.48
25653	CO COUNTY CLERKS ASSOC	CLERKS 2025 DUES	876.65

25654	SPRUCE ELECTRICAL SERVICE	ANVIL APARTMENT #1B BILL	145.00
25655	CENTURY LINK	SHERIFF BILL	72.22
25656	KENNY SCHAAF	COUNTY SURVEYOR PAY	2500.00
25657	SILVERTONS FARMERS MKT	GOOD FOOD COLLECTIVE	300.00
25658	VERO	BILLS	968.46
25659	CENTURY LINK	CUSTODIAN BILL(ELEVATOR)	97.91
25660	MISTI ANDERSON	GOOD FOOD COLLECTIVE	1000.00
25661	SILVERTON CLINIC	REIMB HERSHEY (ASSIST)	1057.97
25662	REXEL	HOSPITAL ELECTRICAL	5512.20
25663	SILVERTON AMBULANCE	MONTHLY PAYMENT	49133.33
25664	ACCA	ADMIN 2025 DUES	100.00
25665	CO CUSTOM ELEVATOR	PM SERVICE COURT HOUSE	550.00
25666	CO CUSTOM ELEVATOR	PM SERVICE HOSPITAL	725.00
25667	IMAGENET CONSULTINT	COPIER USAGE	601.02
25668	COLORADO PARKS & WILD	RETURN GRANT BALANCE	12058.89
25669	SAUS'S CREEK ENGINEERING	MAINT-SUPPORT-INTERNET	4560.00
25670	CALPHO	2025 DUES (NURSE)	235.04
25671	CASSANDRA ROOF	SENIOR YOGA	1750.00
25672	ROBERT ROOF, LPC	COMMUNITY COUNSELING	200.00
25673	LEE COPENHAGEN, MSW	THERAPY SESSIONS	300.00
25674	DAYNA KRANKER	NURSE ASSISTANT PAY	1300.00
25675	BRUCE E. HARING, MA, LPC	PSYCHOTHERAPY PAY	5100.14
25676	DEANNE GALLEGOS	AUG-NOV 24 EMS BILLS	5510.00
25677	SJ REGIONAL PLANNING	DONATION 2024	400.00
25678	AREA AGENCY ON AGING	DONATION 2024	6000.00
25679	CLUB 20	DONATION 2024	300.00
25680	VOLUNTEERS OF AMERICA	DONATION 2024	300.00
25681	CEMETERY	DONATION 2024	250.00
25682	SILVERTON FIRE DEPT	SANTA DONATION	100.00
25683	SILVERTON FIRE DEPT	FIREWORKS DONATION	250.00
25684	SJ DEVELOPMENT ASSOC	DONATION 2024	6000.00
25685	CO SMALL BUSINESS DEVEL	DONATION 2024	211.00
25686	AXIS MENTAL HEALTH	DONATION 2024	500.00
25687	MSI	DONATION 2024	1000.00
25688	SILVERTON YOUTH CENTER	DONATION 2024	500.00
25689	ANGELES MT CONSTRUCT	DEC 24 SNOW REMOVAL	987.50
25690	SILVERTON HARDWARE	SUPPLIES	121.13
25691	AMAZON BUSINESS	SUPPLIES	78.07
25692	SJ DEVELOPMENT ASSOC	REIMB SUPPLIES	510.00
25693	CO PARKS & WILDLIFE	RETURN BUDGETED GRANT	12058.89
25694	KERI METZLER	REIMB TRAINING	513.00
25695	CTSI VOLUNTEER INSURANCE	FOR JIM DONOVAN	277.00
			296788.32

ROAD

7508 ANTHEM BLUE CROSS	MEDICAL INAURANCE	4181.34
7518 VOID		
7519 SILVER SAN JUAN	COUNTY SHOP BOILER	258.75
7520 4RIVERS EQUIPMENT	DIAGNOSE 17 JOHN DEERE	3446.57
7521 GRAND JUNCTON BISHOP LIFT	SUPPLIES	1710.32
DD MATHEW ZIMMERMAN	ROAD OPERATOR WAGES	3602.38
DD MICHAEL W. KRISNOW	ROAD FOREMAN WAGES	4188.60
DD RUSTY D. MELCHER	ROAD OVERSEER WAGES	4759.68
7522 CITIZENS STATE BANK	FEDERAL TAXES WITHHELD	4386.48
7523 CITIZENS STATE BANK	STATE TAXES WITHHELD	680.00
7524 GREAT-WEST LIFE	GROUP RETIREMENT	683.42
7525 KANSAS CITY LIFE	DENTAL & LIFE INSURANCE	193.08
7526 AMWINS GROUP BENEFITS INC	VISION INSURANCE	27.66
7527 CITIZENS STATE BANK	H S A SAVINGS	375.00
7528 DEERE FINANCIAL	JD GRDR PAYMENT	6589.95
7529 GRAND JUNCTON BISHOP LIFT	BILL	1468.18
7530 SILVERTON LP GAS	TANK FILL UP	1018.50
7531 SILVERTON HARDWARE	SUPPLIES	218.82
7532 FOUR CORNERS WELDING	KOX-MAC	45.00
7533 VISA	SUPPLIES	595.55
TOTAL ROAD		38429.28

TOURISM

1093 SAN JUAN CO TOURISM BOARD 2024 PAYMENT 20000.00

GENERAL 296788.32  
ROAD 38429.28  
TOURISM 25000.00  
TOTAL 360217.60

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AUSTIN P. LASHLER, CHAIRMAN

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SCOTT L. FETCHENHIER, COMMISSIONER

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PETER C. MAISEL, COMMISSIONER

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LADONNA L. JARAMILLO, CLERK

SAN JUAN COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING FRIDAY, DECEMBER 13, 2024  
AT 8:30 A.M.

Call to Order: The meeting was called to order by Commissioner Scott Fetchenhier. Present were Commissioners Pete Maisel and Austin Lashley via Zoom, and Attorney Dennis Golbright and Administrator William Tookey.

Payment of Bills: Commissioner Maisel moved to authorize payment of the warrants as presented. Commissioner Lashley seconded the motion. The motion passed unanimously.

Minutes: Commissioner Lashley moved to approve the minutes of November 20, 2024. Commissioner Maisel seconded the motion. The motion passed unanimously.

Road Supervisor Rusty Melcher was present to provide the Commissioners with a monthly report. It was the consensus of the Commissioners that the Road Department purchase Garmins, Beacons and Probes.

A Public Hearing was held to receive comment on the Preliminary/Final Improvement Permit Application submitted by Travis Mohrman for the development of a 20' X 8' 160 sq. ft. storage shed to be located on the GW Lode MS 1132 (Opus Hut) and for a Variance Request to Section 4-110.20 Square Footage Limitation. Upon completion of the public hearing Commissioner Lashley moved to approve the Improvement Permit Application and variance with the following conditions:

1. That the applicant acknowledges that emergency services will not be available in a timely manner and perhaps not at all.
2. All improvements to the GW Lode shall fully and completely comply with, and strictly conform to, all terms, conditions and restrictions contained in the San Juan County Zoning and Land Use Regulation, all permits issued, and all applicable State and Federal rules and regulations.
3. The applicant shall fully and completely comply with the San Juan County Zoning and Land Use Regulation 4-110 Design and Development Standards for all Improvement and Use Permits.
4. If any historic artifacts are discovered on site during the excavation or construction, all work on the project will be stopped immediately until the Historic Review Committee or qualified archeologist can visit the site to document and preserve those artifacts.
5. That the proposed improvements are identified and staked on site.
6. That the Land Use Administrator or designee visits the site after the proposed improvement has been identified and staked on site
7. The failure to comply with these conditions shall be grounds for the revocation of this Improvement Permit.
8. That the applicant acknowledges that this is an amendment to the currently approved Improvement Permit and that all such approvals, restrictions and conditions will remain valid.

Commissioner Maisel seconded the motion. The motion passed unanimously.

A Public Hearing was held to receive comment on the Improvement Permit Application by Barbara Nolan For The Construction Of An 18' X 20' 360 Sq. Ft. Addition To Her Cabin Located 1325 CR4A On A Portion Of The

Una Mill Site, M.S. 10036B And Emma Lode M.S. 10036A. Upon completion of the public hearing Commissioner Lashley moved to consolidate the Sketch, Preliminary and Final plans and to approve the Improvement Permit Application and with the following conditions:

1. That the applicant acknowledges that emergency services will not be available in a timely manner and perhaps not at all.
2. All improvements to the consolidated Una Mill Site, M.S. 10036B and Emma Lode M.S. 10036A tract shall fully and completely comply with, and strictly conform to, all terms, conditions and restrictions contained in the San Juan County Zoning and Land Use Regulation, all permits issued, and all applicable State and Federal rules and regulations.
3. The applicant shall fully and completely comply with the San Juan County Zoning and Land Use Regulation 4-110 Design and Development Standards for all Improvement and Use Permits.
4. That the cabin be professionally designed and constructed for protection from powder avalanche loads as identified in the Mears Avalanche Study of September 23, 2005.
5. That the applicants retain as many trees as possible for screening purposes while still complying with County wildfire safety regulations. If necessary, as determined by the County Commissioners, the applicant agrees to plant additional vegetation to reduce the visual impact.
6. That the historic Silverton Northern railroad grade be preserved and protected. If any historic artifacts are discovered on site during the excavation or construction, all work on the project will be stopped immediately until the Historic Review Committee or qualified archeologist can visit the site to document and preserve those artifacts.
7. That the Land Use Administrator visits the site after the proposed improvements have been located and staked on site prior to construction.
8. That the applicant be placed on the Town of Silverton's Utility billing system for refuse.
9. The failure to comply with these conditions shall be grounds for the revocation of this Improvement Permit.
10. That the applicant acknowledges that this is an amendment to the properties current approved Improvement Permit and that all such approvals, restrictions and conditions will remain valid.

Commissioner Maisel seconded the motion. The motion passed unanimously.

Silverton Family Learning Director Sara Mordecai was present to provide additional information concerning radon remediation for the preschool building. Commissioner Maisel moved to approve up to \$8000.00 for the radon remediation to come from the Lodging Tax workforce housing and preschool fund. Commissioner Lashley seconded the motion. The motion passed unanimously.

Social Services Director Martha Johnson was present to provide the Commissioners with an update on Social Services. Commissioner Maisel moved to approve the MOU #2 between the Colorado department of Early Childhood and San Juan County Department of Social Services. Commissioner Lashley seconded the motion. The motion passed unanimously.

Commissioner Maisel moved to approve Transmittal #11 in the amount of 9097.20. Commissioner Lashley seconded the motion. The motion passed unanimously.

Resolution 2024 – 13 A Resolution of The Board of County Commissioners of San Juan County, Colorado, Approving and Adopting The San Juan County Emergency Operations Plan was presented to the Commissioners for their review. Emergency Manager Jim Donovan and DeAnne Gallegos were present to present the proposed Emergency Operating Plan. Commissioner Lashley moved to Adopt Resolution 2024-13 as presented. Commissioner Maisel seconded the motion. The motion passed unanimously.

The Commissioners discussed the previous power and communications outages and discussed meeting with representatives from VERO, San Miguel Power, CenturyLink and Tri-State to discuss mitigating future outages.

Jim Donovan presented the Commissioners with a draft letter of support for the AIM Action, Implementation and Mitigation Grant. It was the consensus of the Commissioners to sign the letter of support as presented.

Public Health Director Becky Joyce and County Treasurer Deanna Jaramillo were present to discuss the Vital Statistic Records. Currently the Treasurer keeps the Death Certificates. Commissioner Maisel moved to transfer the Vital Statistic Records to the State of Colorado and to clarify home burials. Commissioner Lashley seconded the motion. The motion passed unanimously.

The Commissioners recessed the meeting at 12:15 pm for lunch.

The meeting was reconvened at 1:30 pm.

Resolution 2024 – 12 A Resolution of The San Juan County Board of Commissioners Establishing a Purchasing Policy For San Juan County was presented to the Commissioners for their review. Commissioner Maisel moved to Adopt Resolution 2024-12 with the following changes: Level One – Up to \$5000; Level Two between \$5000 and \$50,000. Commissioner Lashley seconded the motion. The motion passed unanimously.

Housing Authority Director Anne Chase was present to provide the Commissioners with an update concerning workforce housing and to request reimbursement in the amount of \$6350 for the appraisal and survey of the Anvil Mountain Townhomes. Commissioner Lashley moved to approve the request for \$6350. Commissioner Maisel seconded the motion. The motion passed unanimously.

The Proposed 2025 Budget was presented to the Commissioners for the consideration.

Commissioner Lashley moved to approve Resolution 2024-09 A Resolution Summarizing Expenditures And Revenues For Each Fund And Adopting A Budget For The County Of San Juan, Colorado, For The Calendar Year Beginning On The First Day Of January 2025, And Ending On The Last Day Of December 2025. Commissioner Maisel seconded the motion. The motion passed unanimously.

Commissioner Lashley moved to approve Resolution 2024-10 A Resolution Levying General Property Taxes For The Year 2025, To Help Defray The Costs Of Government For The County Of San Juan, Colorado, For The 2025 Budget Year. Commissioner Maisel seconded the motion. The motion passed unanimously.

Commissioner Lashley moved to approve Resolution 2024-11 A Resolution Appropriating Sums Of Money To The Various Funds And Spending Agencies, In The Amount And For The Purpose As Set Forth Below, For The County Of San Juan, Colorado, For The 2025 Budget Year. Commissioner Maisel seconded the motion. The motion passed unanimously.

Commissioner Maisel moved to Certify the Mill Levies and Revenues for 2025 as follows:

**MILL LEVIES**

	Assessed Valuation	Mill Levy	Revenue
<b>SAN JUAN COUNTY</b>			
General Fund	73,362,974.00	19.000	1,393,897
Road & Bridge	73,362,974.00	0.350	25,677
Social Services	73,362,974.00	0.291	21,349
Temporary Reduction	73,362,974.00	0.000	0
Refunds/Abatements	73,362,974.00	0.000	0
<b>TOTAL</b>	<b>73,362,974.00</b>	<b>19.641</b>	<b>1,440,922</b>
<b>SCHOOL DISTRICT</b>			
Mill Levy per HB20-1418	73,362,974.00	15.009	1,101,105
HB20-1418 Tax Credit	73,362,974.00	0.044	3,228
HB20-1418 Net Mill Levy	73,362,974.00	14.965	1,097,877
Authorized Override	73,362,974.00	0.270	19,808
Abatement	73,362,974.00	0.023	1,687
Bond Redemption	73,362,974.00	1.250	91,704
<b>TOTAL</b>	<b>73,362,974.00</b>	<b>16.508</b>	<b>1,211,076</b>
<b>TOWN OF SILVERTON</b>			
General Operating	40,431,051.00	10.560	426,952
Obligation Bonds	40,431,051.00	0.000	0
Refunds/Abatements	40,431,051.00	0.000	0
<b>TOTAL</b>	<b>40,431,051.00</b>	<b>10.560</b>	<b>426,952</b>
<b>SOUTHWEST WATER</b>			
General Operating	73,362,974.00	0.407	29,859
Temporary Reduction	73,362,974.00	-0.027	-1,981
Refunds/Abatements	73,362,974.00	0.000	0
<b>TOTAL</b>	<b>73,362,974.00</b>	<b>0.380</b>	<b>27,878</b>
<b>DURANGO FIRE PROTECTION</b>			
General Operating	9,726,308.00	8.200	79,756
Bond	0.00		0
Refunds/Abatements	0.00	0.000	0
<b>TOTAL</b>	<b>9,726,308.00</b>	<b>8.200</b>	<b>79,756</b>

Commissioner Lashley seconded the motion. The motion passed unanimously.

Commissioner Maisel moved to approve the 2025 Law Enforcement Contract. Commissioner Lashley seconded the motion. The motion passed unanimously.



Commissioner Maisel moved to approve the 2025 Governmental Services Agreement. Commissioner Lashley seconded the motion. The motion passed unanimously.

Commissioner Lashley moved to Approve the 2025 Meeting and Holiday Schedules. Commissioner Maisel seconded the motion. The motion passed unanimously.

The 2023 Auditors Report was presented to the Commissioners for their review. Commissioner Lashley moved to accept the 2023 Auditors Report as presented. Commissioner Maisel seconded the motion. The motion passed unanimously.

The Commissioners received a request from Aaron Friedland to post an Avalanche Warning Sign at the end of the plowed road in Eureka. It was the consensus of the Commissioners to allow for the sign provided that he coordinate the installation with County Road Supervisor Rusty Melcher.

A request was received from Hinsdale County Commissioner Kristie Borchers to schedule a joint county picnic on Engineer Pass for July or August 2025.

The Sales Tax Report was provided to the Commissioners for their review.

Administrator Tookey presented the Commissioners with the October Financial Report. Commissioner Maisel moved to approve the report as submitted. Commissioner Lashley seconded the motion. The motion passed unanimously.

The County Treasurer's Report was provided to the Commissioners for their review.

Having no other business, the Commissioners meeting was adjourned at 3:26 P.M.



RESOLUTION 2024-14

A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE COUNTY OF SAN JUAN, COLORADO, TO AMEND THE 2024 BUDGET YEAR.

WHEREAS, the County of San Juan has adopted the 2024 annual budget in accordance with the Local Government Budget Law, on December 15, 2023; and,

WHEREAS, the County of San Juan has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and,

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the County; and

WHEREAS, unforeseen expenditures have occurred in the Anvil Mountain Workforce Housing Fund the Social Services Fund and the Emergency Services Fund; and

WHEREAS, this contingency could not have been reasonably foreseen at the time of the adoption of the budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of San Juan, Colorado that the 2024 appropriations for the following are increased as follows:

That the 2024 appropriation for the Anvil Mountain Workforce Housing Fund is hereby increased from \$145,000.00 to \$193,250.00. Furthermore, the sum of \$48,250.00 is hereby transferred from unappropriated and unrestricted surpluses in the Anvil Mountain Workforce Housing Fund Balance to the Anvil Mountain Workforce Housing Fund.

That the 2024 appropriation for the Social Services Fund is hereby increased from \$168,500.00 to \$185,000.00. Furthermore, the sum of \$16,500.00 is hereby transferred from unappropriated and unrestricted surpluses in the Social Services Fund Balance to the Social Services Fund.

That the 2024 appropriation for the Emergency Services Fund is hereby increased from \$817,728.00 to \$1,007,500.00. Furthermore, the sum of \$188,594.93 is hereby transferred from unappropriated and unrestricted surpluses in the Emergency Services Fund Balance to the Emergency Services Fund.

READ, PASSED AND ADOPTED this 8th day of January, A.D. 2025,

\_\_\_\_\_  
Austin Lashley, Chair

Attest:

\_\_\_\_\_  
Scott Fetchenhier

\_\_\_\_\_  
Ladonna, Jaramillo, Clerk & Recorder

\_\_\_\_\_  
Pete Maisel

**2024 AMENDED BUDGET  
SAN JUAN COUNTY, COLORADO**

	Estimated Beginning Balance	Estimated Revenue	Estimated Expenditures	Estimated Ending Balance
Total General Operation	1,377,664	3,293,826	3,385,620	1,285,870
Road & Bridge Operation	200,571	556,146	597,736	158,982
Contingency	54,554	-	10,000	44,554
TABOR Emergency	30,000	-	-	30,000
Social Services	74,379	168,309	185,000	57,688
Conservation Trust	13,039	1,200	6,000	8,239
County Lodging Tax	507,767	160,000	203,717	464,050
Emergency Services	1,538,969	1,068,200	1,007,500	1,599,669
Noxious Weed Management	1,988	-	1,988	1,988
Anvil Mountain Workforce Housing	195,000	230,000	193,250	231,750
Escrow Accounts (Below)	1,060,126	442,760	611,000	891,886
	<b>5,054,057</b>	<b>5,920,441</b>	<b>6,201,811</b>	<b>4,774,676</b>

**2024 AMENDED BUDGET  
SAN JUAN COUNTY, COLORADO**

**FUND EXPENDITURES**

	2021	2022	Budget 2023	Year End Est.	Budget 2024	Amended Budget 2024
General Operation Total	2,553,257	2,732,590	3,010,770	2,942,142	3,385,620	3,385,620
General Operation	1,902,190	2,155,772	2,509,570	2,451,916	2,676,771	2,676,771
General Operation Grants	451,657	408,896	390,000	406,526	330,649	330,649
Road & Bridge Operation	584,914	609,313	692,737	716,062	597,736	597,736
Contingency	0	0	10,000	0	10,000	10,000
County Lodging Tax	85,000	103,733	100,000	100,000	203,717	203,717
Conservation Trust	0	0	6,000	0	6,000	6,000
Emergency Services Fund	742,514	866,576	930,878	925,015	941,728	1,007,500
Noxious Weed Management	0	0	0	0	1,988	1,988
TABOR Emergency	0	0	0	0	0	0
Social Services	129,000	153,190	167,588	0	161,264	185,000
Anvil Mountain Workforce Housing	156,856	124,680	110,000	117,000	145,000	193,250
Escrow Accounts (Below)	443,325	170,000	318,932	187,150	611,000	611,000
<b>TOTAL</b>	<b>4,694,866</b>	<b>4,760,082</b>	<b>5,346,905</b>	<b>4,987,369</b>	<b>6,064,053</b>	<b>6,201,811</b>

**2024 AMENDED BUDGET  
SAN JUAN COUNTY, COLORADO**

**ANVIL MOUNTAIN WORKFORCE HOUSING - EXPENDITURES**

	2021	2022	Budget 2023	Year End Est.	Budget 2024	Amended Budget 2024
<b>TOTAL</b>	<b>156,856</b>	<b>124,680</b>	<b>110,000</b>	<b>117,000</b>	<b>145,000</b>	<b>193,250</b>

**2024 AMENDED BUDGET  
SAN JUAN COUNTY, COLORADO**

**SOCIAL SERVICES - EXPENDITURES**

	2021	2022	Budget 2023	Budget 2024	Amended Budgt 2024
Personnel	Distributed	Distributed	Distributed	Distributed	Distributed
Regular Administration	59,503	68,006	71,000	72,000	82,000
Adult Protection	1,353	0	1,440	500	500
Child Care	619	0	600	360	360
Child Support	315	182	324	204	204
Child Wifare	685	2,079	1,000	1,200	1,200
CSBG Grant	0	0	1,000	1,000	1,000
Colorado Works	39,919	57,165	67,000	57,000	57,000
Core Services	25,849	24,000	24,000	24,000	24,000
LEAP	735	1,758	1,200	5,000	5,000
OAP	22	0	24	0	13,736
Miscellaneous					
<b>TOTAL</b>	<b>129,000</b>	<b>153,190</b>	<b>167,588</b>	<b>161,264</b>	<b>185,000</b>

**2024 AMENDED BUDGET  
SAN JUAN COUNTY, COLORADO**

EMERGENCY SERVICES FUND - EXPENDITURES

	2021	2022	Budget 2023	Year End Est.	Budget 2024	Amended Budgt 2024
Ambulance Assoc.	86,400	86,400	86,400	86,400	86,400	86,400
Emergency Service Sales Tax	460,000	460,000	503,200	503,200	503,200	503,200
Transfer to Escrow	10,000	10,000	10,000	10,000	10,000	10,000
<b>Insurance</b>						
Ambulance Total	556,400	556,400	599,600	599,600	599,600	599,600
Fire Authority	37,572	41,900	49,900	49,900	54,750	54,750
Fireman's Pension	19,713	30,000	30,000	30,000	30,000	30,000
Truck Payment	30,000	20,000	20,000	20,000	20,000	20,000
Building Lease Purchase	25,677	25,678	25,678	25,678	25,678	25,678
Building O and M	14,878	12,598	15,000	14,950	15,000	15,000
Insurance	10,592	12,563	10,000	14,517	16,000	16,000
Transfer to Escrow	20,000	20,000	20,000	20,000	20,000	20,000
Fire Total	158,432	162,739	170,578	175,045	181,428	181,428
Emergency Service Other*	27,682	35,214	125,000	125,000	125,000	190,772
Transfer to Escrow		5,000	15,000	15,000	15,000	15,000
Fire Station Mezzanine	93,386	93,386	-	-	-	-
Tax Refund			10,000		10,000	10,000
Emergency Fire Fund			700		700	700
Insurance				18658	20,000	20,000
Administration .01%		13,838	10,000	10370	10,000	10,000
<b>TOTAL</b>	<b>742,514</b>	<b>866,576</b>	<b>930,878</b>	<b>925,015</b>	<b>941,728</b>	<b>1,007,500</b>



## **PUBLIC NOTICE**

Notice is hereby given that a proposed 2024 amended budget has been submitted to the Board of County Commissioners; that a copy of such proposed 2024 amended budget has been filed in the office of the San Juan County Clerk, where same is open for public inspection; and that a public hearing on such proposed budget will be held at a meeting of the Board of County Commissioners at the San Juan County Courthouse on Wednesday January 8, 2025 at 8:35 A.M.

Any interested elector of San Juan County may inspect the proposed 2024 amended budget and file or register any objection thereto at any time prior to the closure of the Public Hearing scheduled to occur on January 8, 2025.

Published in the Silverton Standard

**SAN JUAN COUNTY  
2024  
ROAD REPORT**

## COUNTY ROAD 2

### Town to Eureka

D6T 30 hrs

#1 772G grader 205 hrs

#2 772g grader 230 hrs

Gmc miles 2,000 miles

Chevy Silverado 2,000 miles

D6n 20 hrs

936 loader 80 hrs

Water Truck 1,397 miles

International Dump Truck 800 miles

Peterbilt dump Truck 800 miles

Air Tilt Deck Trailer 100 miles

### Summer 2

958,000 gallons of water applied to road surface

143 Dump Truck Loads of Gravel = 2,145 tons

Cleared 6 mudslides

Replaced Two culverts

Replaced signs and worked on delineators

Cut hazard tree's hanging over roadway

Recut a lot of ditch and cleaned a lot of ditch

Rebuilt shoulder lost to mudslides

Patched pot holes in the pavement around pound 4

## Winter 2

Pushed back with tractor

Cut ice

Plowed and pushed back with graders

No slides down on county road 2 in year of 2024



## County Road 22 Lower River Road

D6t 16 hrs

#1 772G grader 12 hrs

Pickups 110 miles

Clean 18 mudslides off road surface

Rebuilt shoulder to road, from County Road 2 to the Arrastra bridge

## County Road 21 Arrastra Gulch

#1 772G grader 10 hrs

Pickup's 180 miles

Repaired 4 culverts

A little blading in areas

Some Ditch work

Rocks rolled down remove from roadway



### County Road 4 Cunningham Gulch

#2 772g grader 25 hrs

Pickups 205 miles

936 loader 15 hrs

Ditch work

Bladed Loop twice

Bladed up to sheep corrals

Repaired 6 culverts

Removed big rocks from road Above Highland Marry Mill

### County Road 15 Chattanooga Corner

#2 772g grader 5 hrs

Pickups 60 miles

Rescue stranded people when road washed out cut new road and diverted river back to its original place

### County Road 7A Clear Lake Road

50 miles

Cleaned Culverts out by hand

## County Road 3 Stony Pass

D6n 140 hrs

Pickups 1200 miles

Replaced Two culverts

Reworked Ditch from Pole Creek to top of pass

Fixed two spots washed out

Fixed sand build up at Rio Grand crossing

Rebuilt switchbacks across from Quartzite

Caught 6 Vehicles starting a new road at top of pass towards Highland Mary Lakes, Push up berm to stop others from doing the same. Notified BLM of problem



## County Road 25 Lake Emma

D6n 15 hrs

Pickups 70 miles

Cleaned 6 mudslides off

Bladed lower part

Added a culvert

Repaired a culvert

### County Road 7 South Mineral

#1 772G grader 120 hrs

#2 772g grader 90 hrs

Pickups 1,500 miles

Repaired culverts

Bladed

Some ditch work

Cleared with winch, logs in Bandora concert culvert

### County Road 10 Hurricane pass

D6t 15 hrs

Pickups 180 miles

Reworked ditch, road surface in front of the Queen Ann

New culvert

Rebuilt Ditch

Rebuilt shoulder

### County Road 30 Little Moles Lake

#1 772G grader 8 hrs

Bladed road in spring



County Road 31 Pittsburg Road

#1 772G grader 8 hrs

Bladed and Reworked ditch

County Road 1 Lime Creek Road

Pickups 150 miles

Inspected rock slide move some by hand need to take tractor in to clear by stone staked guard rails

Bladed south side of lime creek

County Road 99 Picayune Gulch

D6t 4 hrs

Pickups 50 miles

Took out failing culvert put water crossing back in

County Road 19 Fresco Mill

D6t 6 hrs

Pickups 50 miles

Replace culvert at the Fresco Mill

County Road 7 Bandora

Pickups 50 miles

Cleaned Boulders off the road

## County Road 110

D6T 30 hrs

#1 772G grader 180 hrs

#2 772g grader 130 hrs

Gmc miles 2,000 miles

Chevy Silverado 2,000 miles

936 loader 80 hrs

Pc 138 Excavator 20 hrs

Air Tilt Deck Trailer 60 miles

## Summer

Screened 400 yards of clay

Bladed and pulled ditch

Worked on signs and delineators

Cleared mudslides and dry stacked the material

Cut hazard tree's

Built bike parking lot

## Winter

Plowed, topped, pulled ditch

Pushed back

Cut slush and ice

No slides down on 110 in year 2024 only bank slips

## Opening Passes

Started Passes April 22th finished June 28th

Opened Cinnamon twice do to wind

Mild winter deepest cut was California Pass

Major Whistle Pigs problems, Chewed harness in D6n 3 times, Chewed lights off of D6t

Wanted to fix Mineral Creek road this summer Couldn't find the time, Probably wont open to county line this year, do to narrow spot in cliffs, is to hard to get tractor pass. Washed out in summer of 2023

County line in Mineral Creek



First day of starting pass



Denver Lake



Starting up Picayune



London Mine On Engineer Pass



California Pass



## Maintenance

### Work performed

Repairs and maintenance to all county equipment, Shop maintenance and repairs to buildings, welding repairs to loader bucket, welded and repaired wings, welded on ice grousers to tractors. New shocks and breaks in gmc, New valve cover on loader, New clutch in Peterbuilt dump truck.

## Maintenance work that needs to be done this coming year

### D6t

Had tracks and undercarriage inspected on d6t, undercarriage is in good shape but tracks need replaced this Year ! Could be around \$20,000 for tracks, also rock guards need to be reinstalled to keep undercarriage in good shape

### Grader

Need to replace both wings on graders this year, both wings are over 20 years old and are falling apart, we weld on them almost once a month to keep them together.

### Pickup's

Gmc has 83,000 miles, going to need to be replace this year or the being of next year. Starting to take a lot of money to keep it going

Road and Bridge Comp Time/ Vacation Time

Rusty Melcher Accumulated 198hrs Taken 152hrs  
balance 46hrs

Michael Krisnow Accumulated 48hrs taken 30 hrs  
balance 18

Mathew Zimmerman accumulated 208hrs  
taken 166hrs balance 42hrs

Sick days taken

Rusty 4 days

Mathew 2 days

Michael 1 day

Vacation days taken

Rusty 7 days

Mathew 7 days

Michael 0 days

## Snow Removal for Town Of Silverton

Plow from 15th on green street to town limits on County road 110 and County Road 2,

County plows Intersection, Bridge, Roads And residences along this section, All road and bridge employees have witness town Employees going to water plant with there blades up. Town should reimburse County for this snow removal.

**2025 COUNTY ROAD EQUIPMENT**

<u>EQUIPMENT</u>	<u>SERIAL/VIN NUMBER</u>	<u>HOURS/MILEAGE</u>
2022 Air tilt deck trailer		5,000
1984 Hyster 20 Ton Tilt Deck Trailer		2,000,000
1987 Peterbilt Dump Truck		1,400,000 Miles
1990 936E Caterpillar Loader	3Z04772	1695 Hours
1995 International 9400 Dump Truck		534,263 Miles
2016 D6T Caterpillar Tractor	WES00376	4665 Hours
2018 John Deere 772G Road Grader #1	DW772GXHF685276	3358 Hours
2018 John Deere 772G Road Grader #2	DW772GXPHF685720	3130 Hours
2019 D6N Caterpillar Tractor	N00598	1,309 Hours
2023 Kenworth Water Truck 4000		5,374 Miles
2024 138 Komatsu excavator		943 hrs
Rock screen		922 hrs
2024 Bobcat Skidsteer		44 hrs
1999 Ford F250 Super Duty		108,000 Miles
2000 Ford F150		154,545 Miles
2006 GMC 2500		83,814 Miles
2018 Chevrolet 2500HD		35,401 Miles





**SAN JUAN COUNTY  
DECEMBER 2024  
ROAD REPORT**

**EQUIPMENT TIME**

D6T 9 hrs

#1 772G grader 27 hrs

#2 772g grader 21 hrs

Gmc 118 miles

Chevy Silverado 488 miles

D6n 2 hrs

936 loader 8 hrs

## **COUNTY ROAD 2**

#1 772g grader 15 hrs

#2 772g grader 10 hrs

Chevy Silverado 244 miles

Gmc 50 miles

Cut ice on county road 2 at mile marker 1.0, plowed all of county road 2 twice, Cut more ice to make converts take water

## **COUNTY ROAD 110**

#1 772g grader 12 hrs

#2 772g grader 11 hrs

Chevy Silverado 244 miles

Gmc 68 miles

D6T 9 hrs

Plowed county road 110 3 times, pushed back and topped once.

## **SUMMARY OF DECEMBER**

Put all new lights on d6t, 4,500 hr service to d6t, welded new post hole drivers. Clean and organized the pickup trucks, did full service on GMC and Chevy pickup trucks. Cleaning and organizing shop, going through parts and finding out what is usefully and what needs to be thrown away.

After cutting ice on county road 2





# Street Inventory Report for: San Juan Co

FIPS Code :111 All Segments

Route	Route Name	Seg ID From Feature	Dir To Feature	Len	Surface	Width	Ln Qty	AdminCl	Jur Split	FuncI	Overlay Thick	Cond	InspYr	ProjYr
1	LIME CREEK	100 SH 550	NE WIDCH	6.400	15	16	2	2	0	6	0	P	2006	
1	LIME CREEK	200 WIDCH	N SH 550	4.740	15	20	2	2	0	6	0	P	2006	
10	HURRICANE PASS	100 CR 110	N END	4.100	15	10	1	2	0	7	0	F	1997	
100	OLD QUIET RD	100 CR 8	N SH 550	1.780	14	12	1	2	0	7	0	F	2001	2001
10A	ROSS BASIN	100 CR 10	SE END	1.080	14	10	1	2	0	7	0	P		2002
10B	ALASKA BASIN	100 CR 10	NW END	1.220	14	12	1	2	0	7	0	F	1999	
11	CORKSCREW PASS	100 COLI	E CR 10	1.030	14	10	1	2	0	7	0	F	1987	
110	GLADSTONE	100 CL	NE SRFCH	0.600	1	24	2	1	0	6	0	G	2003	2003
110	GLADSTONE	200 SRFCH	N CR 52	5.350	1	24	2	1	0	6	0	G	2003	2003
110A	CR 110 TRUCK ROUTE	100 CR 110	E CR 2	0.400	1	20	2	2	0	6	0	F	1999	
11B	DRY GJLCH	100 CR 11	SW END	0.860	14	12	1	2	0	7	0	F	2001	2001
12	CLEAR LAKE	100 CR 7	W END	4.650	14	10	1	2	0	6	0	F	1997	
13	BIG HORN GULCH	100 CR 14	S END	0.700	14	10	1	2	0	7	0	F	2001	2001
14	US BASIN BROOKLYNS	100 SH 550	SE SH 550	5.930	15	10	1	2	0	7	0	F	1990	
16	BLACK BEAR PASS	100 COLI	E SH 550	3.270	14	10	1	2	0	7	0	F	1997	
17	MINERAL CREEK	200 COLI	E CR 2	3.510	14	10	1	2	0	7	0	F	1992	
18	MINERAL POINT	110 CR 2	W NFOR	1.350	14	10	1	2	0	7	0	F	1988	
* 18	MINERAL POINT	300 NFOR	N NFOR	0.520	14	10	1	8	0	7	0	P	1992	
* 18	MINERAL POINT	400 NFOR	N CR 17	0.550	14	10	1	8	0	7	0	P	1992	
18A	LONDON MINE	100 CR 18	W END	1.290	14	10	1	2	0	7	0	F		2002
19	CALIFORNIA GULCH PASS	100 BGN	NE CR 2	3.920	14	10	1	2	0	7	0	F	1999	2001
2	ANIMAS RIVER	50 CL	E 110A	0.100	1	24	2	1	0	6	0	G	2003	2003
2		75 110A	NE STR	1.490	16	24	2	1	0	6	0	G	1977	
2	HOWARDSVILLE	100 STR	NE STR	2.040	16	24	2	1	0	6	0	G	2007	
2		200 STR	NE STR	0.180	16	24	2	1	0	6	0	G	1977	
2	EUREKA	500 STR	NE WIDCH	3.320	16	24	2	1	0	6	0	G	1977	
2		700 WIDCH	NE STR	0.240	16	16	2	1	0	6	0	G	1977	
2		800 STR	NE SRFCH	2.510	15	16	2	1	0	6	0	G	1999	
2		900 SRFCH	N CR 5	1.880	14	10	1	1	0	6	0	G	1977	
2	ANIMAS FORKS	950 CR 5	NW CR 19	0.700	14	16	1	2	0	7	0	G	1987	
2		1000 CR 5	NE COLI	2.890	14	10	1	1	0	7	0	G	1977	
20	TV TOWER	100 CR 2	SE STR	0.160	16	10	1	2	0	7	0	F	1999	
20	TV TOWER	300 STR	S SRFCH	0.590	15	10	1	2	0	7	0	F	1999	
20	TV TOWER	400 SRFCH	S END	2.240	15	10	1	2	0	7	0	F	1988	

\* = ineligible segment

Route	Route Name	Seg ID From Feature	Dir To Feature	Len	Surface Width	Ln Qty	AdminCl	Jur Split	FunCl	Thick	Overlay	Cond	InspYr	ProjYr
20A	ASPEN RD	100 CR 20	NE CR 21	1.680	14	12	1	2	0	7	0	P	1987	
21	ARRASTRA GULCH	100 CR 2	SE STR	0.210	15	10	1	2	0	7	0	G	1999	
21	ARRASTRA GULCH	200 STR	SE STR	1.420	15	10	1	2	0	7	0	G	1999	
21	ARRASTRA GULCH	300 STR	SE END	1.570	14	10	1	2	0	7	0	F	1999	
21A	LITTLE GIANT BASIN	100 CR 21	SE END	2.920	14	10	1	2	0	7	0	F	2001	2001
22	RIVER RD	100 CR 21	E CR 2	1.710	14	12	1	2	0	7	0	F	1997	
22A	EAST ANIMAS RD	100 CR 2	NE END	1.920	14	12	1	2	0	7	0	F	2001	2001
23	MAGGIE GULCH	100 CR 2	E END	4.150	14	10	1	2	0	7	0	F	1988	
23A	MASCOT MINE	100 CR 23	E MASCOT MINE	1.380	14	10	1	2	0	7	0	F	1999	
24	MINNIE GULCH	100 CR 2	E CR 57	1.600	15	10	1	2	0	6	0	G	1999	
24	MINNIE GULCH	200 CR 57	SE END	1.440	14	10	1	2	0	7	0	G	1999	
25	EUREKA GULCH	100 BGN	N CR 2	3.730	14	10	1	2	0	7	0	F	1977	
25A	MIDWAY MILL	100 CR 25	N MIDWAY MILL	0.450	14	12	1	2	0	7	0	F	1999	
27	CASCADE CREEK	100 SH 550	NW STR	0.780	14	10	1	2	0	6	0	G	1997	
* 27	CASCADE CREEK	300 STR	NW END	1.210	14	8	1	8	0	6	0	G	1977	
* 29	ANDREWS LAKE	100 SH 550	W END	0.640	1	14	1	8	0	7	0	G	1995	
2A	EUREKA CAMPGROUND	100 CR 2	N END	0.500	14	12	1	2	0	7	0	F	2001	2001
2B	EUREKA CAMPGROUND	100 CR 2A	NW CR 2A	0.200	14	12	1	2	0	7	0	F	2001	2001
3	STONY PASS	100 CR 4	NE NFOR	0.400	14	10	1	2	0	7	0	G	1997	
3	STONY PASS	200 NFOR	SE NFOR	3.530	15	10	1	2	0	7	0	F	1997	
3	STONY PASS	300 NFOR	SE SYSCH	0.890	15	10	1	2	0	7	0	F	1997	
3	STONY PASS	400 SYSCH	E COLI	4.740	14	10	1	2	0	7	0	F	1997	
30	LITTLE MOLAS LAKE	100 SH 550	NW END	0.880	16	24	2	2	0	7	0	G	2007	2007
31	PITTSBURG MINE	100 BGN	N CL SILVERTON	0.610	14	12	1	2	0	7	0	F	1999	
* 31	PITTSBURG MINE	200 CL	NW SH 550	0.380	15	12	1	0	0	7	0	G	1999	
31A	31A	100 BGN	NE CL SILVERTON	0.360	15	16	2	2	0	7	0	G	1987	
* 31A	31A	200 CL	NW RRX	0.020	16	30	2	0	0	7	0	G	1977	
33	KENDALL MT	100 SECL	SE END	5.300	14	10	1	2	0	7	0	P	1997	
33A	DEER PARK	100 CR 33 - KENDALL MT	SE END	2.470	14	12	1	2	0	7	0	F	2006	2006
34A	34A	100 CR 110	NE CEMETARY GATE	0.120	16	20	2	2	0	7	0	G	1977	
34B	BOULDER CREEK	100 34A	NE END - CREEK	1.780	14	10	1	2	0	7	0	F	2006	2006
35	PROSPECT GULCH	100 END	NE CR 110	1.940	14	10	1	2	0	7	0	P	1999	
35A	RED M/T #3	100 CR 35	N END	1.000	15	10	1	2	0	7	0	F	1993	
36	SOUTH MINERAL CAMPRND	100 CR 7	SW CR 36	0.470	16	10	1	2	0	7	0	G	1977	
* 37	37	100 COLI	NW CR 38	1.250	16	20	2	8	0	7	0	F	1997	
* 37	37	150 CR 38	E SRFCH	1.130	16	20	2	8	0	7	0	F	1977	

Route	Route Name	Seg ID From Feature	Dir To Feature	Len	Surface Width	Ln Qty	AdminCl	Jur Split	FuncI	Thick	Overlay	Cond	InspYr	ProjYr
* 37	37	200 SRFCH	NE END	7.430	15	20	2	8	0	7	0	F	1977	
38	RELAY CREEK	100 CR 37	NW END	10.360	15	20	2	2	0	7	0	G	1990	
* 39	39	100 COLI	E COLI	0.740	16	16	2	8	0	7	0	F	1977	
* 39	39	200 COLI	N CR 40	1.200	14	16	2	8	0	7	0	F	1977	
* 39	39	300 CR 40	N COLI	6.960	14	16	2	8	0	7	0	F	1977	
* 39A	39A	100 CR 39	NE END	0.840	14	8	1	8	0	7	0	F	1977	
3B	BUFFALO BOY	100 CR 3	NE ROCKY GULCH	1.470	14	12	1	2	0	7	0	P	1999	
3D	OLD STONEY TRAIL RD	100 CR 3	W END	0.420	14	10	1	2	0	7	0	P	2001	2001
4	CUNNINGHAM GULCH	100 CR 2	SE SRFCH	1.880	16	28	2	1	0	6	0	G	1977	
4	CUNNINGHAM GULCH	200 SRFCH	S SRFCH	1.500	15	22	2	1	0	6	0	G	1977	
4	4	300 SRFCH	S END	1.060	14	12	1	2	0	7	0	F	2001	2001
* 40	40	300 4WD	E CR 39	0.900	14	18	2	8	0	7	0	P	1977	
4A	4A	100 CR 4	N CR 4	1.540	15	24	2	2	0	7	0	G	1997	
5	CINNAMON PASS	100 CR 2	NE COLI	2.590	14	12	1	2	0	6	0	F	1999	
51	MINNEHAHA BASIN	100 CR 53	E END	2.520	14	12	1	2	0	7	0	F	2001	2001
51A	LEAD CARBONATE	100 CR 51	S END	0.500	14	10	1	2	0	7	0	P	2001	2001
52	COLORADO BASIN	100 BGN	S CR 10	1.730	14	12	1	2	0	7	0	F	1988	
53	MOGU_ MINE	100 CR 52	N END	1.590	14	10	1	2	0	7	0	F	1988	
54	OLD RD	100 CR 53	N CR 10	0.290	14	10	1	2	0	7	0	F	2001	2001
55	EZRA RD	100 BGN	N CR 21	0.680	15	10	1	2	0	7	0	F	1997	
57	KITTY WACK MINE	100 CR 24	NE END	1.670	14	12	1	2	0	7	0	F	2000	
59	HORSESHOE LAKE	100 CR 2	E END	1.010	14	10	1	2	0	7	0	F	2002	
6	SHRINE RD	100 SH 550	NE CL	0.370	14	28	2	1	0	7	0	G	1977	
* 6	SHRINE RD	200 CL	NE CL SILVERTON	0.370	15	28	2	0	0	7	0	G	1999	
6	SHRINE RD	300 NECL	NE NWCL	0.300	14	28	2	1	0	7	0	G	1977	
* 6	SHRINE RD	400 CL	NE SNOWDEN ST	0.270	14	28	2	0	0	7	0	G	1977	
61	PORCUPINE GULCH	100 CR 110	SW END	1.160	14	10	1	2	0	7	0	F	1987	2001
62	GEORGIA GULCH	100 CR 110	NW END	0.600	14	10	1	2	0	7	0	F	1987	
63	CEMENT CREEK LN	100 CR 110	N CR 110	1.070	14	12	1	2	0	7	0	F	2001	2001
64	SODA GULCH	100 CR 110	NW END	0.200	14	12	1	2	0	7	0	F	2001	2001
65	BULLION KING	100 SH 550	SW END	2.750	14	10	1	2	0	7	0	G	1990	
65A	KING BEAR	100 CR 65	E CR 16	0.500	14	10	1	2	0	7	0	P	2001	2001
66	OHIO GULCH	100 CR 61	W END	0.290	14	12	1	2	0	7	0	P	2001	2001
7	SOUTH MINERAL	100 SH 550	NW STR	1.020	16	20	2	1	0	6	0	G	1977	
7	SOUTH MINERAL	300 STR	W CR 36	3.380	16	20	2	1	0	6	0	G	1977	
7	SOUTH MINERAL	400 CR 36	NW END	2.380	14	10	1	2	0	7	0	F	1988	



Route	Route Name	Seg ID From Feature	Dir To Feature	Len	Surface Width	Ln Qty	AdminCl	Jur Split	FuncI	Overlay Thick	Cond InspYr	ProjYr
8	OPHIR PASS	100 COLI	E STR	4.090	15	1	1	0	7	0	G	1999
8	OPHIR PASS	300 STR	E SH 550	0.230	15	1	1	0	7	0	G	1999
8A	RUBY BASIN	100 CR8	NE END	0.900	14	1	2	0	7	0	F	1997
8B	OLD RD	100 CR8	NW CR8	0.330	14	8	2	0	7	0	P	1997
8C	BONNER MINE	100 CR 8	SW END	0.400	14	1	2	0	7	0	P	2001
9	PLACER GULCH LP	100 CR 2	NW CR 2	7.840	15	1	2	0	7	0	F	1999
99	PICAYUNE-TOLTEC	100 CR 9	SW CR 9	2.480	14	1	2	0	7	0	F	2002
9A	ECLIPSE SMELTER RD	100 CR 2	N END	0.610	14	1	2	0	7	0	P	1999
9B	BURNS GULCH	100 CR 2	SE END	1.370	14	1	2	0	7	0	F	1987
9D	SOUND DEMOCRAT MILL	100 CR 9	NE END	0.410	14	1	2	0	7	0	P	2001



# Colorado Department of Transportation San Juan Co Signature Sheet

FIPS Code : 111

1/2/2025

- 33.370 miles of arterial streets
- 150.790 miles of local streets
- 184.160 total miles of H.U.T. eligible streets
- 24.410 miles of non H.U.T. eligible streets - Maintained by others
- 0 miles of non H.U.T. eligible streets - Not maintained

This mileage is the certified total as of December 31, 2024

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

The Colorado Department of Transportation can contact the following person with questions regarding this report:

Commissioner	Date
Commissioner	Date
Commissioner	Date
Commissioner	Date
Commissioner	Date

Name \_\_\_\_\_ Phone \_\_\_\_\_

Submit this signed copy with your annual mileage change report to the Colorado Department of Transportation.

We are required to inform you that a penalty of perjury statement is required pursuant to section 18-8-503 C.R.S. 2005, concerning the removal of requirements that certain forms be notarized.





Department of Social Services  
Phone 970-387-5631 \* Fax 970-387-5326  
Martha Johnson, Director  
11/30/2024

Date 12/30/2024  
Transmittal No. 11

Vendor	Date	Num	Amount
San Juan Cty	11/30/2024	11705	\$ 5,020.66
La Plata County	11/30/2024	11703	\$ 324.11
The Law office of Dennis R. Golbricht	11/30/2024	11706	\$ 214.50
Rhoades, Krissy	11/30/2024	11704	\$ 80.40
<b>TOTAL</b>			<b><u>\$ 5,639.67</u></b>

I, MARTHA JOHNSON, Director of Social Services of San Juan County of Colorado, hereby certify that the payments listed above are available for inspection and have been paid to the payees listed.

  
MARTHA JOHNSON

1-6-2025

I, Austin Lashley, Chairman of the San Juan County Board of Commissioners, hereby certify that the payments as set forth above have this date been approved and warrants in payment thereof issued upon the Social Services Fund.



Austin Lashley

## San Juan County Social Services Profit & Loss Budget vs. Actual January 1 through December 30, 2024

	TOTAL													
	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 30, 24	Budget	
<b>Ordinary Income/Expense</b>														
<b>Income</b>														
400.001 REVENUE-State Alloc	7,298.35	7,188.94	7,298.55	7,838.49	3,026.42	6,694.77	41,569.97	7,412.10	6,726.10	7,724.93	1,210.99	103,989.61	141,175.48	
400.010 Property Tax Current	0.00	159.03	5,599.24	2,142.51	5,902.43	1,836.91	2,524.13	1,128.72	808.47	222.87	571.07	20,895.38	22,149.00	
400.020 Specific Ownership tax	99.34	100.87	146.43	139.64	125.27	146.30	179.91	0.00	145.41	166.29	69.82	1,319.28	1,196.77	
400.030 Delinquent Property Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
400.040 Penalties/Int on Tax	0.00	0.00	0.00	0.98	0.48	6.57	5.02	33.01	26.63	10.61	33.84	117.14	119.68	
400.145 REVENUE-CSGB Grant	506.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	506.76	1,000.00	
400.180 REVENUE-EOC	281.25	0.00	0.00	188.01	0.00	0.00	93.75	0.00	0.00	0.00	240.00	803.01	897.58	
400.220 REVENUE-Program Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	935.00	
<b>Total Income</b>	<b>8,185.70</b>	<b>7,448.84</b>	<b>13,044.22</b>	<b>10,309.63</b>	<b>9,054.60</b>	<b>8,684.55</b>	<b>44,372.78</b>	<b>8,573.83</b>	<b>7,706.61</b>	<b>8,124.70</b>	<b>2,125.72</b>	<b>127,631.18</b>	<b>167,473.51</b>	
<b>Expense</b>														
500.100 EXPENSE-Administration	6,587.49	6,661.46	6,792.50	7,082.45	7,528.85	7,569.90	11,080.57	6,150.23	5,978.91	6,859.20	3,053.93	75,365.49	71,806.45	
500.110 EXPENSE-Adult Protectio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	498.70	
500.120 EXPENSE-Child Care	386.20	0.00	39.71	26.66	50.01	172.30	0.00	27.88	0.00	0.00	204.87	907.63	359.03	
500.130 EXPENSE-Child Support	460.91	88.58	34.03	34.03	160.26	249.05	292.50	717.32	36.18	54.27	36.26	2,143.39	203.45	
500.140 EXPENSE-Child Welfare	180.12	235.25	0.00	73.34	0.00	0.00	0.00	0.00	0.00	0.00	39.00	527.72	1,196.77	
500.145 EXPENSE-CSGB Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	
500.150 EXPENSE-Colorado Works	145.44	140.00	330.77	228.99	148.01	0.00	24,247.20	0.00	0.00	0.00	0.00	25,240.41	56,354.84	
500.160 EXPENSE-Core Services	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	22,000.00	23,935.48	
500.200 EXPENSE-LEAP	0.00	0.00	0.00	0.00	0.00	0.00	10,996.22	0.00	58.68	183.73	305.61	11,544.24	4,980.42	
500.210 EXPENSE-OAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Expense</b>	<b>9,760.16</b>	<b>9,125.30</b>	<b>9,197.01</b>	<b>9,445.47</b>	<b>9,887.13</b>	<b>9,991.25</b>	<b>48,616.49</b>	<b>8,995.43</b>	<b>8,073.77</b>	<b>9,097.20</b>	<b>5,639.67</b>	<b>137,728.88</b>	<b>160,335.14</b>	
<b>Net Income</b>	<b>-1,574.46</b>	<b>-1,676.46</b>	<b>3,847.21</b>	<b>864.16</b>	<b>-832.53</b>	<b>-1,306.70</b>	<b>-4,243.71</b>	<b>-321.60</b>	<b>-367.16</b>	<b>-972.50</b>	<b>-3,513.95</b>	<b>-10,097.70</b>	<b>7,138.37</b>	

**San Juan County**  
**CDHS Allocation and Expenditures report**  
For State Fiscal Year 2024-25  
**11/30/2024**

FIPS

111

Program	Allocation	Expenditures	Remaining	% of Fiscal Year	
				% Remaining	Year Remaining
CDHS County Admin	88,006	14,101	73,905	83.98%	58.33%
HCPF Regular	23,708	2,073	21,635	91.26%	58.33%
HCPF Enhanced	48,783	8,213	40,570	83.16%	58.33%
APS Admin	30,000	427	29,573	98.58%	58.33%
APS Client	2,000	0	2,000	100.00%	58.33%
Child Care	8,867	3,463	5,404	60.95%	58.33%
Colorado Works	44,697	7,894	36,803	82.34%	58.33%
Child Welfare 80/20	55,445	14,426	41,019	73.98%	58.33%
<b>Child Welfare 100%</b>	<b>2,155</b>	<b>2,159</b>	<b>-4</b>	<b>-0.19%</b>	<b>58.33%</b>
<b>CORE 80/20</b>	<b>10,351</b>	<b>0</b>	<b>10,351</b>	<b>100.00%</b>	<b>58.33%</b>
<b>CORE 100%</b>	<b>18,869</b>	<b>10,000</b>	<b>8,869</b>	<b>47.00%</b>	<b>58.33%</b>
SEAP	444	0	444	100.00%	58.33%
<b>LEAP L300.5200</b>	<b>530</b>	<b>184</b>	<b>346</b>	<b>65.33%</b>	<b>83.33%</b>
LEAP L305.5200	0	0	0	#DIV/0!	83.33%
Locked-in PHE Enhanc (M215.5400)	1,926	0	1,926	100.00%	58.33%
Locked-in PHE Enhanc (M216.5405)	6,262	0	6,262	100.00%	58.33%
<b>Total</b>	<b>342,043</b>	<b>73,290</b>	<b>268,753</b>		



## MEMORANDUM

January 8, 2025

TO: San Juan County Commissioners  
FR: William A. Tookey  
RE: Gladstone Girl/Golden Eagle

Charles and Bruce Hoch have submitted an Improvement Permit application for the development of a 1000 Sq. Ft. cabin, storage shed, driveway and associated utility improvements on the Gladstone Girl MS 17271. The property is located near Gladstone and will be accessed by Country Road 51.

The property is currently owned by Charles V. Hoch and Bruce A. Hoch. They also own the adjoining Golden Eagle.

The application fees have been paid.

The Sketch Plan was previously reviewed by the San Juan Regional Planning Commission and recommended to the Board of County Commissioners for conditional approval. Upon completion of a Public Hearing the County Commissioners conditionally approved the Sketch Plan with the following conditions:

1. That the applicant acknowledges that emergency services will not be available in a timely manner and perhaps not at all.
2. All improvements to the Gladstone Girl shall fully and completely comply with, and strictly conform to, all terms, conditions and restrictions contained in the San Juan County Zoning and Land Use Regulation, all permits issued, and all applicable State and Federal rules and regulations.
3. That an On-Site Wastewater Treatment Permit application be submitted to the La Plata County Public Health Department.
4. The Land Use Administrator visits the site prior to the Preliminary/Final review.
5. That the Gladstone Girl and Golden Eagle properties be consolidated into one property.
6. That the proposed improvements are identified and staked on site by a Colorado Licensed Surveyor.
7. The driveway will need to be staked by a Colorado Licensed Surveyor. Grade and width specification concerning the driveway be provided and that the visual impact of the driveway be considered.



8. The public trail will need to be identified and added to the certified survey plat.
9. A Cumulative Impact Report will need to be completed prior to Preliminary/Final Plan Appearance.
10. That a geotechnical study be completed to determine adequate foundation and construction prior to the issuance of a building permit.
11. That the applicant be placed on the Town of Silverton's Utility billing system for refuse.
12. The failure to comply with these conditions shall be grounds for the revocation of this Land Use Permit.

The applicant has agreed to the conditions as listed above.

The Land Use Administrator and the Building Inspector visited the site with the applicant.

Story poles were installed. Th visual impact should be very minimal. (see photos)

The Gladstone Girl and Golden Eagle have been surveyed to reflect one consolidated property. Therefore, the property exceeds the 5-acre minimum, and the applicant is in compliance with that requirement.

The public trail has been identified as an old mining road and located on the survey plat.

A Cumulative Impact Report was provided.

The geotechnical report will be provided after the completion of the access road and prior to the issuance of a building permit.

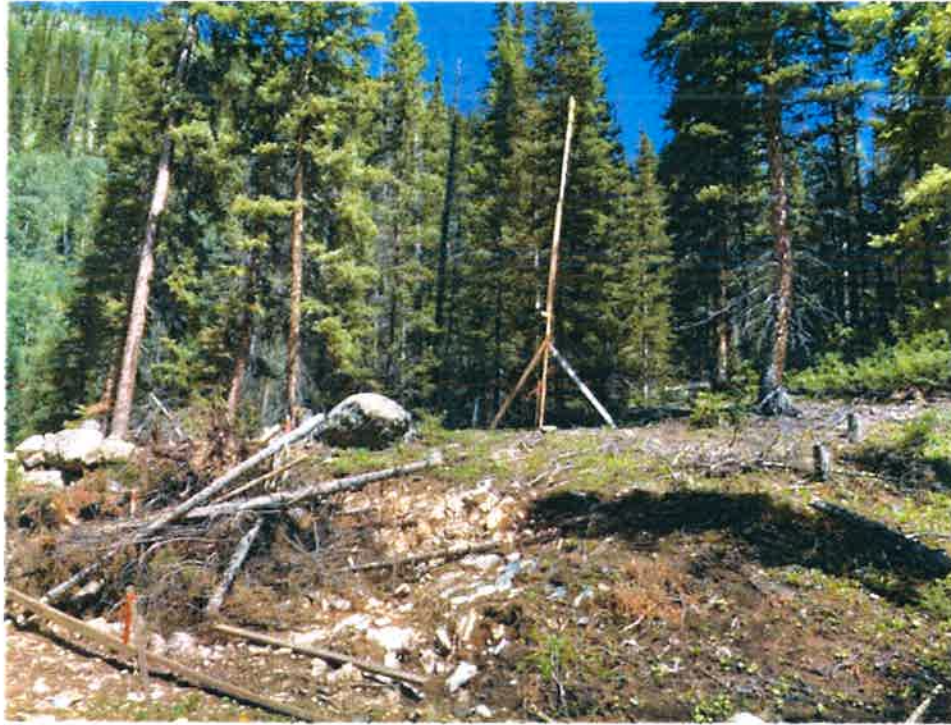
The Planning Commission has reviewed the Preliminary/Final Plan Application and have recommended that the application be approved to allow for the construction of a 1000 Sq. Ft. single-family dwelling, storage shed, driveway and associated utility improvements on the consolidated Gladstone Girl/Golden Eagle, with the following conditions:

1. That the applicant acknowledges that emergency services will not be available in a timely manner and perhaps not at all.
2. All improvements to the consolidated Gladstone Girl/Golden Eagle shall fully and completely comply with, and strictly conform to, all terms, conditions and restrictions contained in the San Juan County Zoning and Land Use Regulation. all permits issued, and all applicable State and Federal rules and regulations.

3. The applicant shall fully and completely comply with the San Juan County Zoning and Land Use Regulation 4-110 Design and Development Standards for all Improvement and Use Permits.
4. That an On-Site Wastewater Treatment Permit application be submitted to the La Plata County Public Health Department.
5. That the applicant acknowledge that the public trail identified on the certified survey plat is a historic trail that shall remain open for public use.
6. That a geotechnical study be completed to determine adequate foundation and construction prior to the issuance of a building permit.
7. That the applicant be placed on the Town of Silverton's Utility billing system for refuse.
8. The failure to comply with these conditions shall be grounds for the revocation of this Land Use Permit.



**Cabin Site Story Boards**



**Cabin Site Story Boards**



**Cabin Site**



**Access Road/Historic Trail**

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For your convenience the following information was previously provided as part of the Sketch Plan Application.

**Mountain Zoning District** requires a minimum parcel or lot area of 5 acres with a setback of 20 feet from public lands and 30 feet from private property lines.

**The Gladstone Girl is specified by the applicant to be 4.82 acres. The Gladstone Girl survey specifies that the acreage is 3.59 neither meets the minimum lot area.**

**The proposed cabin would exceed the setback requirements.**

**The proposed development is above 11,000 feet in elevation and will need to meet the limitations of floor area of 1000 sq. ft. for the cabin and 200 sq. ft for the shed.**

**The proposed development is located within the Historic Preservation Zone.**

The applicant has substantially met the requirements for application submittals as required by 3-102 Requirements for Uses and Improvements.

All applications for review will be examined initially to determine whether the proposal is consistent with the County's Master Plan.

**Master Plan Strategy LU-2.1 Encourages future development in the economic corridors which include the upper Animas Valley from Silverton to Eureka, Cement Creek from Silverton to Gladstone and the South County Line to just above the Mill Creek Subdivision. And Strategy LU-2.2 Identify areas in the growth corridors that are suitable for residential use considering natural hazards, habitat resources, scenic impacts and sensitivity to residential land uses. The proposed development is not located in the identified growth corridors. However, the Master Plan notes that private property rights are respected in San Juan County. The Plan also states that residential development on mining claims are to be built in low-visibility places outside of environmentally sensitive areas, leaving visible ridgelines and other scenic resources undeveloped and minimizing the impacts on the environment. I believe this application is attempting to meet the intent of the Master Plan.**

- a. Adequate potable water is available or can be developed to safely support the proposed use.

**The applicant has obtained conditional approval for surface water rights from Minnehaha Creek. The applicant would divert water to a holding pond. The applicant would demonstrate use and file for absolute water rights. If for some reason the applicant is unable to secure absolute water rights they would install a storage tank and haul water to the property.**

- b. Adequate sewage disposal can be provided to support the proposed use.

**The applicant will install an engineered and permitted septic system on the site. The applicant will need to submit a permit application to La Plata County Public Health.**

- c. Will the proposed use have any adverse impact on public or private property in the vicinity of the development?

**The proposed improvements should have minimal impact on the adjoining properties. Adjoining property owners have been notified and at this time I have not received any comments from them.**

- d. Will the proposed use have any adverse effect on scenic values, historic sites or structures, air or water or environmental quality, wildlife, erosion or other geological conditions?

- 1. The applicant has included a scenic quality report. It appears that the cabin has been located to minimize the visual impact. The applicant**

**should construct a story pole on the cabin site equal to the maximum height of the cabin to better determine what the potential visual impact may be. The driveway may create a visual impact on the area as well.**

- 2. I do not believe that the site has any historic significance, but I have not may a visit to the site. If it appears that there is any potential that the site has any historical significance or historic artifacts on site, the Historic Review Committee would need to visit the site for review and recommendation prior to the issuance of the permit. If any artifacts are discovered during construction the project would be shut down until the Historic Review Committee has the opportunity to review the site.**
  - 3. The improvements should create minimal adverse impacts upon wildlife. All solid waste, garbage and refuse must be kept within the building, in a separate secure enclosed area or in wildlife/bear-resistant containers until it is properly disposed of at the Transfer station.**
- e. Adequate road access exists or can be developed to ensure access appropriate to the use.

**The applicant will access the property via CR 51. An Easement has been granted to the applicant to allow for access via the Gold Bar No. 3 Lode.**

- f. The design and development of the site shall preserve, insofar as possible, the natural terrain and drainage of the land, the existing topsoil and existing vegetation. Disturbed areas shall be revegetated with native plant species certified weed free as soon as possible after disturbance in order to prevent the establishment and dominance of non-native invasive species.

**The proposed improvement will preserve, insofar as possible, the natural terrain and drainage of the land. All disturbances will be revegetated with native plant species certified to be weed free.**

- g. Sites subject to hazardous conditions, for example avalanche, flood, land slide, rock fall, mud flow, open mine shaft, corrosive water, etc., shall be identified and shall not be built upon or used until satisfactory plans have been approved by the County for eliminating or appropriately mitigating such hazards. The provisions of Chapters 8, 9, 10 and 11 shall govern the evaluation of those natural hazards covered by such provisions.

**It appears that the property is not located within an avalanche zone.**

**It appears that the proposed development is identified on the Geologic Hazard Map as csa-Accelerated colluvial slopes. Accelerated colluvial slopes are the most continuously active of the colluvial slopes. The soil experiences**

continuous creep or episodic surface erosion from gullying during summer thunderstorms and remains thin over all but the base area of the slope. It is recommended that a geotechnical study be completed to determine adequate foundation and construction.

**The Wildfire Hazard requires that the applicant be in compliance with 4-110.13 and 4-110.15. of the Zoning and Land Use Regulations.**

- h. The applicant shall permit continued public access to any historic public trails that cross the property.

**I am not aware that there are any public trails that cross the property. I will need to do a site visit to identify any historic public trails that may cross the property. If any trails are identified, they will need to be added to the certified survey plat.**

- i. Individual building sites shall be placed on the Town of Silverton's utility billing system for water and refuse when water is hauled to the site., Any applicant who shows that it is obtaining water from an approved permitted well or is purchasing water from an acceptable source of potable water other than the Town of Silverton may be permitted to be placed on the Town of Silverton's billing system for refuse only.

**The applicant will be required to be placed on the Town's utility billing system for refuse. Should the applicant haul water to the site they will then be required to be placed on the Town's utility billing system for water.**

**The applicant has also requested a Variance or an Exemption to the minimum 5 acre requirement. The County has previously approved such variances for properties that are slightly less than the minimum 5 acre requirement. Section 1-111.5 of the Zoning and Land Use Regulations allows that "Nonconforming lots, pursuant to pre-existing subdivision plats of record at the time of passage of this resolution, may be built upon providing that all other relevant district requirements are met." While the property in question is not part of a pre-existing subdivision the purpose of the regulation has been used to justify allowing development on a parcel that is slightly smaller than required. However, 3.59 acres is considerably smaller than previously approved parcels.**

**The applicant also owns the adjoining Golden Eagle property. To meet the minimum lot area, it is staff's recommendation that the applicant consolidate the Gladstone Girl and Golden Eagle MS #17271 into one parcel. This would bring the application into compliance with the minimum lot area it would also help to minimize impacts to the area. Also, Section 1-107.1 requires if an applicant has an existing residential property in the Mountain Zone, any land use application cannot be processed as a use subject to review but must be reviewed using the criteria of the subdivision regulations in Chapter 7. As**

**long as both properties are under current ownership it could be extremely difficult to develop the Golden Eagle.**

The Planning Commission has two separate items to make a recommendation on. The first is the improvement permit to allow for the construction of a single-family dwelling. The second is for a variance or exemption concerning minimum land area. The Planning Commission has the option to recommend approval as submitted, denial, or approval with condition.

Should the Planning Commission choose to recommend approval of the improvement permit to construct a single-family dwelling on the Gladstone Girl, they should do so with the following conditions prior to the issuance of an Improvement Permit:

1. That the applicant acknowledges that emergency services will not be available in a timely manner and perhaps not at all.
2. All improvements to the Gladstone Girl shall fully and completely comply with, and strictly conform to, all terms, conditions and restrictions contained in the San Juan County Zoning and Land Use Regulation, all permits issued, and all applicable State and Federal rules and regulations.
3. That a On-Site Wastewater Treatment Permit application be submitted to the La Plata County Public Health Department.
4. The Land Use Administrator visits the site prior to the Preliminary/Final review.
5. That the proposed improvements are identified and staked on site by a Colorado Licensed Surveyor.
6. The driveway will need to be staked by a Colorado Licensed Surveyor. Grade and width specification concerning the driveway be provided and that the visual impact of the driveway be considered.
7. A Cumulative Impact Report will need to be completed prior to Preliminary/Final Plan Appearance.
8. That a geotechnical study be completed to determine adequate foundation and construction prior to the issuance of a building permit.
9. That the applicant be placed on the Town of Silverton's Utility billing system for refuse.
10. The failure to comply with these conditions shall be grounds for the revocation of this Land Use Permit.
11. Any other conditions that the Planning Commission deems necessary.



## **PUBLIC HEARING**

Notice is hereby given to the members of the general public that the San Juan County Colorado Board of County Commissioners will hold a Public Hearing at the San Juan County Courthouse, 1557 Greene St., Silverton, CO, at 10:30 AM on Wednesday, January 8, 2025 in person and via Zoom to receive public comments on a County Improvement Permit Application for a proposed cabin on the Gladstone Girl MS 17271, County Road 51, Minnehaha area. The Applicant is Charles V. and Bruce A. Hoch. The purpose of the Application is to request approval of the proposed residential use of a mining claim. Application can be reviewed at [https://sanjuancounty.colorado.gov/proposed\\_additions\\_applications](https://sanjuancounty.colorado.gov/proposed_additions_applications).

NOTICE is further given that all persons may present oral/written testimony regarding this Application prior to/during the Public Hearing. Comments may be sent by email to [admin@sanjuancolorado.us](mailto:admin@sanjuancolorado.us), by mail to San Juan County, PO Box 466, Silverton CO 81433, or hand-delivered to the County Courthouse. Interested persons may contact the Land Use Administrator at 970-387-5766 with any questions or comments about the Application.

Join Zoom Meeting

<https://zoom.us/j/92136473203>

by Phone - 1 669 900 6833

Meeting ID: 921 3647 3203

Published in the Silverton Standard & Miner: December 26, 2024

**San Juan Regional  
Planning Commission**  
SAN JUAN COUNTY TOWN OF SILVERTON  
Silverton, Colorado 81433  
P.O. Box 223

December 10, 2024

Board of County Commissioners  
San Juan County  
Silverton, CO 81433

Members of the Commission:

RE: County Improvement Permit Application  
Preliminary/Final Plan Gladstone Girl  
MS 17271 For Single-family dwelling, shed,  
driveway and associated utility  
improvements located in Minnehaha area  
adjacent to CR 51.

At the regular meeting of the San Juan Regional Planning Commission on December 10, 2024, members of that Commission held a meeting to discuss the Proposed County Improvement Permit Application as a continuation of a process initiated by the Sketch Plan submitted on December 13, 2023, and conditionally approved during a regular San Juan County Commissioners meeting on February 14, 2024. This the next step in the process, the application for a Preliminary/Final Plan for the development of a single-family dwelling, storage shed, driveway and associated utility improvements on the Gladstone Girl MS 17271.

The owners Charles V. Hoch & Bruce A Hoch were present to answer questions.

After discussion and background of the project, questions and presentations from William Tookey, Land use Administrator, and the applicants, the Planning Commission voted unanimously to recommend to the San Juan County Commissioners that you approve the proposed County Improvement Permit Application and Preliminary/Final Plan with the 8 proposed conditions of approval. The motion passed unanimously.

Thank you for considering these recommendations.

Sincerely,  
The Planning Commission Members and  
James Weller, Chairman

**November 25th, 2023**

**San Juan County Planning Commission  
ATTN: Willy Tookey, County Administrator  
1557 Greene St  
PO Box 466, Silverton, CO 81433**

**Subject: Application for Improvement Permit – Preliminary/Final Application**  
Proposed Hoch Cabin located at Gladstone Girl Lode Mining Claim, Mineral Survey No. 17271,  
Eureka Mining District, San Juan County, Colorado.

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Dear Willy and Commissioners,

This submittal has been prepared as a continuation of the process initiated by the Sketch Plan submitted on December 13th, 2023 and conditionally approved by the San Juan County Commissioners during their regular meeting on February 14, 2024 to allow for the construction of a cabin not to exceed 1000 sq ft, storage shed, driveway, and associated utility improvements on the Gladstone Girl MS17271 with the conditions of approval shown in the attached letter below.

This submittal addresses all of the points listed in the conditional approval letter.

Thank you for your consideration of this application for improvements. Please contact Charles Hoch if you have any questions.

Sincerely,

Two handwritten signatures in black ink. The signature on the left is cursive and appears to be 'CH'. The signature on the right is also cursive and appears to be 'BAH'.

Charles V Hoch & Bruce A Hoch  
970-759-5960

# Application for Improvement Permit

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**Preliminary / Final Approval**

**The Hoch Cabin**

TBD CR 51 Gladstone Girl MS #17271

San Juan County, CO



**Applicants:**

**Charles V Hoch**  
26 Boulder View Dr  
Durango, CO 81301  
970-759-5960

**&**

**Bruce A Hoch**  
42 Boulder View Dr  
Durango, CO 81301  
970-769-2117



# SAN JUAN COUNTY COLORADO

1557 GREENE STREET  
P.O. BOX 466  
SILVERTON, COLORADO 81433  
PHONE/FAX 970-387-5766    [admin@sanjuancolorado.us](mailto:admin@sanjuancolorado.us)

February 20, 2024

Charles V. Hoch and Bruce A. Hoch  
26 boulder View Dr.  
Durango, CO 81301

Mr. Charles and Bruce Hoch:

This letter is to inform you that the proposed Gladstone Girl Improvement Permit Sketch Plan Application was conditionally approved by the San Juan County Commissioners during their regular meeting of February 14, 2024. To allow for the construction of a cabin not to exceed 1000 sq. ft., storage shed, driveway and associated utility improvements on the Gladstone Girl MS17271 with the conditions of approval as follows:

1. That the applicant acknowledges that emergency services will not be available in a timely manner and perhaps not at all.
2. All improvements to the Gladstone Girl shall fully and completely comply with, and strictly conform to, all terms, conditions and restrictions contained in the San Juan County Zoning and Land Use Regulation, all permits issued, and all applicable State and Federal rules and regulations.
3. That an On-Site Wastewater Treatment Permit application be submitted to the La Plata County Public Health Department.
4. The Land Use Administrator visits the site prior to the Preliminary/Final review.
5. That the Gladstone Girl and Golden Eagle properties be consolidated into one property.
6. That the proposed improvements are identified and staked on site by a Colorado Licensed Surveyor.
7. The driveway will need to be staked by a Colorado Licensed Surveyor. Grade and width specification concerning the driveway be provided and that the visual impact of the driveway be considered.
8. The public trail will need to be identified and added to the certified survey plat.
9. A Cumulative Impact Report will need to be completed prior to Preliminary/Final Plan Appearance.
10. That a geotechnical study be completed to determine adequate foundation and construction prior to the issuance of a building permit.
11. That the applicant be placed on the Town of Silverton's Utility billing system for refuse.
12. The failure to comply with these conditions shall be grounds for the revocation of this Land Use Permit.

In addition to the above listed conditions of approval you will need to complete the following:

1. Provide a survey plat completed and signed by a Colorado licensed surveyor, showing the land consolidation of the Gladstone Girl and the Golden Eagle MS 17271. A vicinity map showing the surveyed boundaries of the property depicted on a USGS 1:24000 topographic map identifying all improvements to the property. That would include the cabin site, shed, driveway, onsite wastewater treatment system, water storage, etc. Also needed are the surveyed boundaries of the property depicted on the San Juan County Avalanche Map and Geologic Hazard Map. All survey plats, maps etc. need to be provided in a full size 24x36 inch format. The plats, maps etc. should be printed in an 11x17 in format for the 15 packets.
2. Any other necessary requirements as identified in the San Juan County Zoning and Land Use Regulations.

The next step in the process would be for the applicant to submit a Preliminary/Final plan for review and recommendation by the San Juan Regional Planning Commission as specified in Section 4-106 and 4-107 of the Zoning and Land Use Regulation.

Zoning and Land Use Regulation Section 0-109 Vested Property Rights states: *Approval of a zoning or rezoning application, a permitted use, or an Improvement Permit will not establish a vested property right unless and until final approval thereof has been granted by the Board of County Commissioners or by the designated official allowed to grant such permit under the terms of this Code, or, if applicable a final plat is approved by the Board of County Commissioners under the subdivision, zoning or other regulations of the county.*

If you have any questions, contact me at your convenience.

Sincerely,



William A. Tookey  
Land Use Administrator

The applicants responses to the below items are listed below.

*1. That the applicant acknowledges that emergency services will not be available in a timely manner and perhaps not at all.*

Yes, the applicant acknowledges that emergency services will not be available.

*2. All improvements to the Gladstone Girl shall fully and completely comply with, and strictly conform to, all terms, conditions and restrictions contained in the San Juan County Zoning and Land Use Regulation, all permits issued, and all applicable State and Federal rules and regulations.*

Yes, the applicant shall fully and completely comply with, and strictly conform to, all terms, conditions and restrictions contained in the San Juan County Zoning and Land Use Regulation, all permits issued, and all applicable State and Federal rules and regulations.

*3. That an On-Site Wastewater Treatment Permit application be submitted to the La Plata County Public Health Department.*

Yes, the applicant has submitted an On-Site Wastewater Treatment Permit application to the La Plata County Public Health Department.

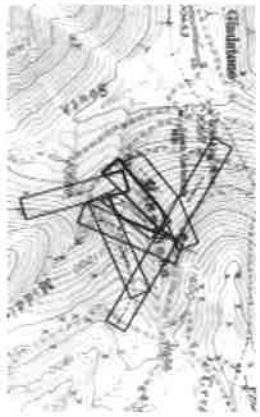
*4. The Land Use Administrator visits the site prior to the Preliminary/Final review.*

Yes, the Land Use Administrator and the town Building Inspector visited the site on July 1st, 2024 with the applicant.

*5. That the Gladstone Girl and Golden Eagle properties be consolidated into one property.*

Yes, the Gladstone Girl and Golden Eagle have been consolidated into one property as seen on the below property survey maps created by Southwest Land Survey LLC.

**Results of Survey**  
**MS 17271 Golden Eagle and Gladstone Girl**  
 Suspended Township 42 North, Range 7 West, of the New Mexico Principal Meridian  
 San Juan County, Colorado



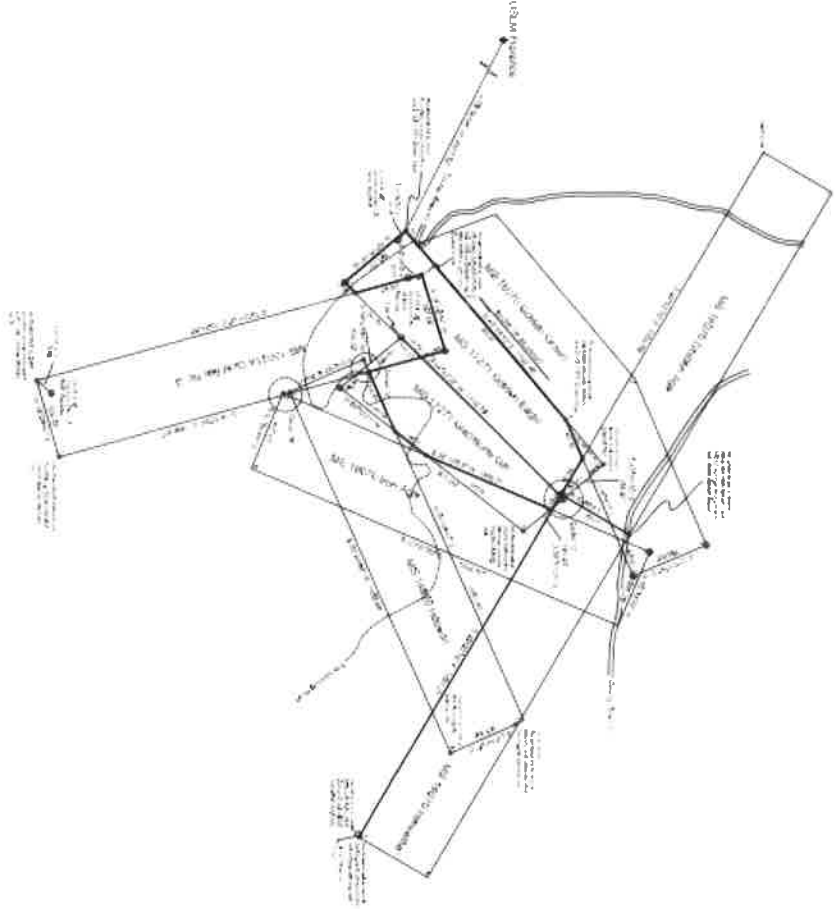
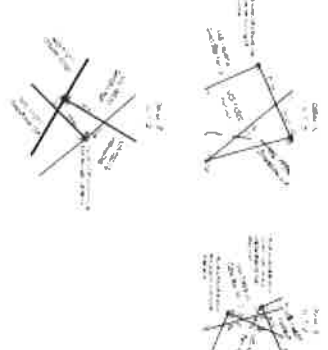
Locality Map N T S

**DATA COLLECTED BY THE SURVEY**

The survey was conducted on the 15th day of August, 1900, and the results are as follows: The area surveyed is a tract of land containing approximately 100 acres, situated in the Township 42 North, Range 7 West, of the New Mexico Principal Meridian, San Juan County, Colorado.

**DESCRIPTION OF THE SURVEY**

The survey was conducted by the undersigned, a duly qualified and licensed Surveyor, and the results are as follows: The area surveyed is a tract of land containing approximately 100 acres, situated in the Township 42 North, Range 7 West, of the New Mexico Principal Meridian, San Juan County, Colorado.



**ADDITIONAL NOTES**

The survey was conducted on the 15th day of August, 1900, and the results are as follows: The area surveyed is a tract of land containing approximately 100 acres, situated in the Township 42 North, Range 7 West, of the New Mexico Principal Meridian, San Juan County, Colorado.



**LEGEND**  
 --- Boundary of Survey  
 --- Boundary of Township  
 --- Boundary of Range  
 --- Boundary of Section  
 --- Boundary of Quarter Section  
 --- Boundary of Half Section  
 --- Boundary of Quarter Quarter Section

S. J. ANDERSON, SURVEYOR		SOUTHWEST LAND SURVEYING, ETC.	
No. 17271		S. J. ANDERSON, SURVEYOR	
August 15, 1900		S. J. ANDERSON, SURVEYOR	
San Juan County, Colorado		S. J. ANDERSON, SURVEYOR	
T. 42 N., R. 7 W., S. 10 E.		S. J. ANDERSON, SURVEYOR	
Section 10		S. J. ANDERSON, SURVEYOR	
Quarter Section 10		S. J. ANDERSON, SURVEYOR	
Half Section 10		S. J. ANDERSON, SURVEYOR	
Quarter Quarter Section 10		S. J. ANDERSON, SURVEYOR	



Vicinity Map N T S



# Results of Survey

## MS 17271 Golden Eagle and Gladstone Girl Suspended Township 42 North, Range 7 West, of the New Mexico Principal Meridian San Juan County, Colorado

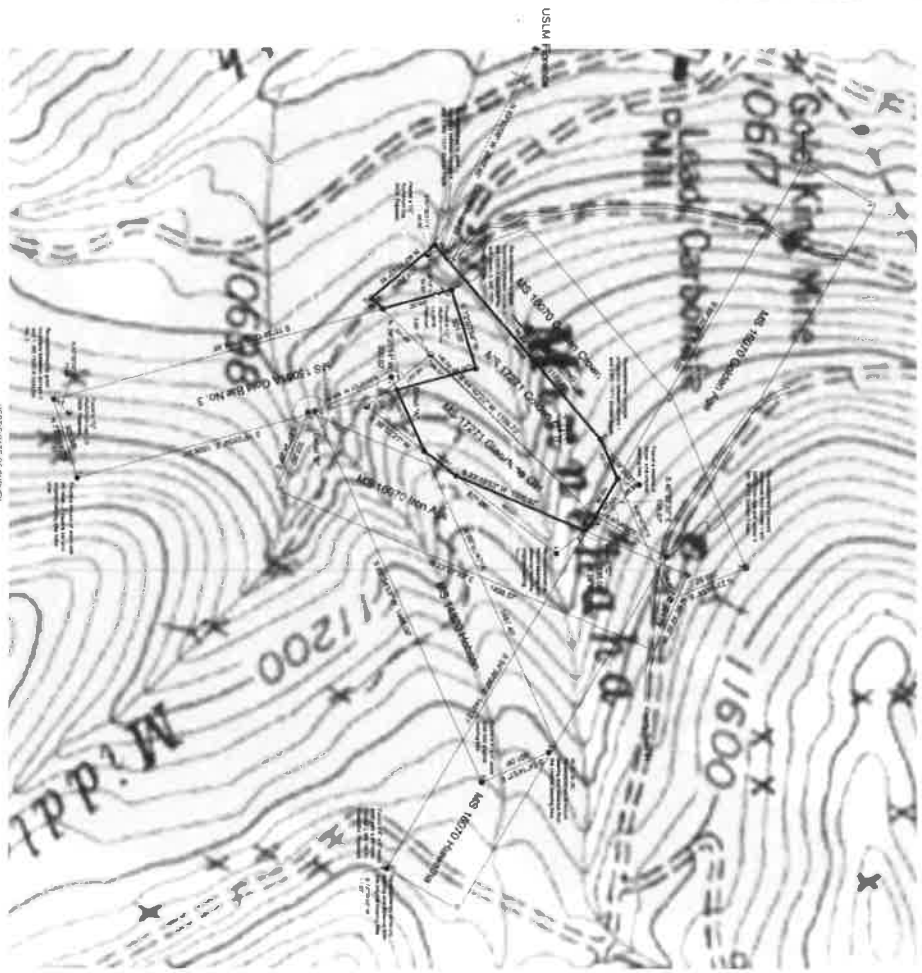
**FIELD BOOKING INSTRUMENTS**

1. Theodolite, Model 8, by theodolite, No. 10,100.
2. Level, No. 1, and leveling rod, by theodolite, No. 10,100.
3. Steel tape, 100 feet, by theodolite, No. 10,100.
4. Surveying compass, No. 10,100.
5. Surveying transit, No. 10,100.

**GENERAL NOTES**

1. All bearings were taken on the ground.
2. All distances were taken on the ground.
3. All corners were marked with iron pins.
4. All corners were marked with iron pins.
5. All corners were marked with iron pins.

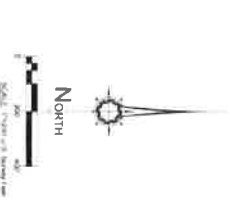
The survey was performed under the supervision of the undersigned, who is a duly licensed and qualified surveyor in the State of Colorado. The survey was performed on the 10th day of August, 1910. The results of the survey are shown on the accompanying map and plat. The survey was performed in accordance with the provisions of the Colorado Surveying Act of 1909. The survey was performed in accordance with the provisions of the Colorado Surveying Act of 1909. The survey was performed in accordance with the provisions of the Colorado Surveying Act of 1909.



**CERTIFICATE OF SURVEY**

I, the undersigned, being a duly licensed and qualified surveyor in the State of Colorado, do hereby certify that the above is a true and correct copy of the original survey as shown on the accompanying map and plat. The survey was performed in accordance with the provisions of the Colorado Surveying Act of 1909.

Scale: 1" = 200'



**TABLE OF RESULTS**

Section	Bearing	Distance	Area (Acres)
10667	N 10° 00' 00" E	100.00	1.00
10668	N 10° 00' 00" E	100.00	1.00
10669	N 10° 00' 00" E	100.00	1.00
10670	N 10° 00' 00" E	100.00	1.00
10671	N 10° 00' 00" E	100.00	1.00
10672	N 10° 00' 00" E	100.00	1.00
10673	N 10° 00' 00" E	100.00	1.00
10674	N 10° 00' 00" E	100.00	1.00
10675	N 10° 00' 00" E	100.00	1.00
10676	N 10° 00' 00" E	100.00	1.00
10677	N 10° 00' 00" E	100.00	1.00
10678	N 10° 00' 00" E	100.00	1.00
10679	N 10° 00' 00" E	100.00	1.00
10680	N 10° 00' 00" E	100.00	1.00
10681	N 10° 00' 00" E	100.00	1.00
10682	N 10° 00' 00" E	100.00	1.00
10683	N 10° 00' 00" E	100.00	1.00
10684	N 10° 00' 00" E	100.00	1.00
10685	N 10° 00' 00" E	100.00	1.00
10686	N 10° 00' 00" E	100.00	1.00
10687	N 10° 00' 00" E	100.00	1.00
10688	N 10° 00' 00" E	100.00	1.00
10689	N 10° 00' 00" E	100.00	1.00
10690	N 10° 00' 00" E	100.00	1.00

<b>Southwest Land Surveying LLC</b>	
<b>Principal of Survey</b>	<b>Charles H. Hart</b>
<b>Surveyor</b>	<b>Surveyor</b>
<b>Surveyor</b>	<b>Surveyor</b>
<b>Surveyor</b>	<b>Surveyor</b>

*6. That the proposed improvements are identified and staked on site by a Colorado Licensed Surveyor.*

Yes, a story pole for the proposed Cabin site was constructed by the applicant and reviewed by a Colorado Licensed Surveyor. The applicant has made arrangements with Southwest Land Survey for them to return to the site to stake out the proposed improvements once the proposed driveway is constructed.

*7. The driveway will need to be staked by a Colorado Licensed Surveyor. Grade and width specification concerning the driveway be provided and that the visual impact of the driveway be considered.*

Yes, the driveway was staked by a Colorado Licensed Surveyor. Grade and width specifications were outlined in the applicants Sketch Plan Application and the visual impact of the driveway has been thoroughly considered. The assessment on the visual impact is that the driveway will have minimal visual impact as it most likely will only be viewable from Silverton Mountain Ski Area due to sufficient tree coverage and thoughtful planning by the applicant and Colorado Licensed Surveyor.

*8. The public trail will need to be identified and added to the certified survey plat.*

Yes, the public trail, which is an old mining road, has been identified and added to the certified survey plat.

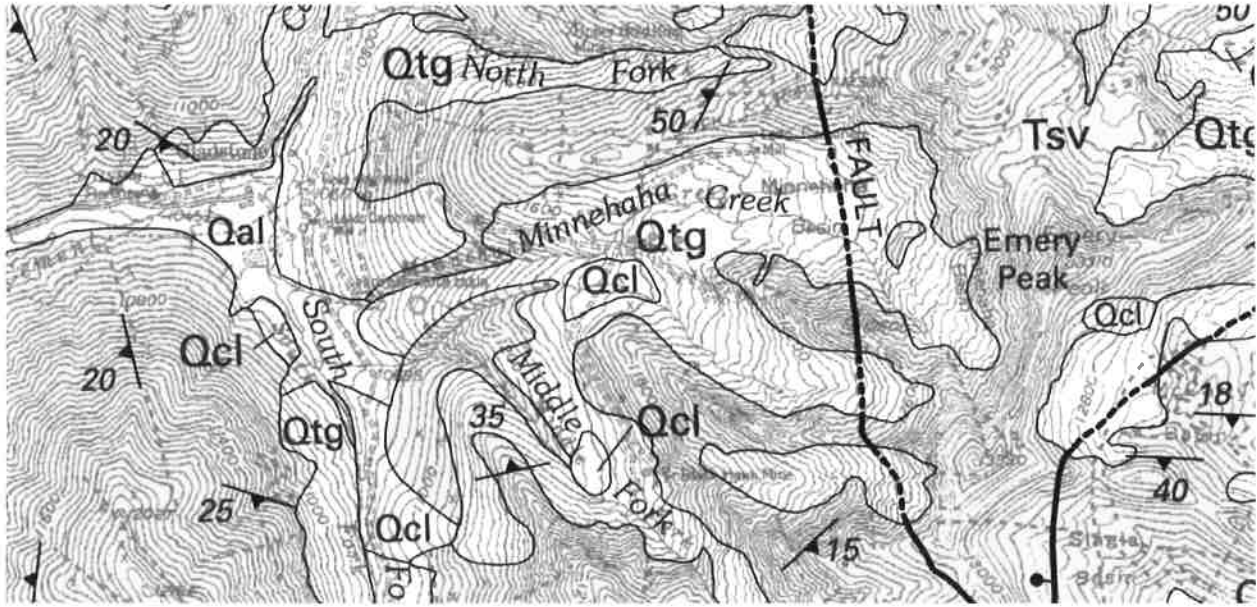
*9. A Cumulative Impact Report will need to be completed prior to Preliminary/Final Plan Appearance.*

Yes, a Cumulative Impact Report has been completed and attached below for reference.

*10. That a geotechnical study be completed to determine adequate foundation and construction prior to the issuance of a building permit.*

The applicant requests approval to build the proposed driveway prior to completing the geotechnical study. The applicant has contacted local companies to complete the geotechnical study and the requirement of equipment to dig adequate holes is restricting us from completing the study at this time. The applicant has shown below a Generalized Geologic Map from USGS of which the applicant has marked the proposed Hoch Cabin site as well as 4 other cabins in the vicinity within the Minnehaha Gulch. As you can see, the soil is of the same condition that other cabins in the vicinity are constructed on. Based on this, the applicant is confident that the results of a future geotechnical study will be positive in determining adequate foundation and construction for the proposed improvements.

Soil Map: Purple dots indicate currently constructed cabins and the proposed Hoch Cabin site.



11. That the applicant be placed on the Town of Silverton's Utility billing system for refuse.

Yes, the applicant intends on being placed on the Town of Silverton's Utility billing system for refuse

The applicant has provided a survey plat completed and signed by a Colorado licensed surveyor, showing the land consolidation of the Gladstone Girl and the Golden Eagle MS 17271. A vicinity map showing the surveyed boundaries of the property depicted on a USGS 1:24000 topographic map identifying all improvements to the property. That would include the cabin site, shed, driveway, onsite wastewater treatment system, water storage, etc. Also provided are the surveyed boundaries of the property depicted on the San Juan County Avalanche Map and Geologic Hazard Map. All survey plats, maps etc. have been provided in full size 24x36 inch format. The plats, maps etc. have also been printed in 11x17 format for the 15 packets.

# CUMULATIVE IMPACT REPORT

**PROPOSED HOCH CABIN  
TBD CR 51 Gladstone Girl MS #17271  
San Juan County, CO**

**Prepared by Applicant/Owner**  
Charles and Bruce Hoch  
26 Boulder View Drive  
Durango, CO 81301  
(970) 759 5960

Prepared On:  
August 1st, 2024

## Introduction

This is a Cumulative Impact Report for the proposed Hoch Cabin located on the Gladstone Girl Lode, County Road 51 in San Juan County, Colorado

County Administrator, Willy Tookey, noted on our Sketch Plan Conditional Approval Letter that a Cumulative Impact Report is required for this County Improvement Permit Application.

## County Zoning and Land Use Regulations Section 4-103

We have prepared this report in accordance with the County Zoning and Land Use Regulations Section 4-103.

A Cumulative Impacts Report is required for this project, according to the County regulations. The range of area to be considered was changed in recent years from all properties within a two-mile radius to a "relevant area."

Section 4-103, regarding cumulative impacts, is on the following two pages for your review.

## Scope of Report

The County regulations above (section 4-103) requires:

*...the County shall consider all proposals in the context of all existing or potential uses of other properties in the vicinity of the proposed use. Unless a greater or lesser distance is required by the unique characteristics of a particular area, the vicinity of a proposed use shall be defined to be within the relevant area of the proposed use or development.*

The "proposal" currently being reviewed by the County is a proposed cabin on the Gladstone Girl Lode, owned by Charles and Bruce Hoch.

This report contains information on the existing and potential development in the vicinity of the project site.

For the purposes of this report we first have an overview of the "proposal." Then we have attempted to address the feedback provided by the San Juan County Administrator in the Supplement to Improvement letter. Then the criteria listed in the County regulations were used to evaluate the proposal and potential impacts.

The scope of this report is to allow the County to review this proposal ... *in the context of all existing or potential uses of other properties in the vicinity of the proposed use.*

## 1. The "Proposal"

The "Proposal," as described in County regulations section 4-103 above, is the proposed Hoch Cabin, to be located on the Gladstone Girl Lode, on County Road 51, in Minnehaha Gulch, near Gladstone, in San Juan County, Colorado.

An Application for Improvement Permit – Sketch Plan Review was been prepared by the Applicants/Owners which was submitted to the County Administrator on December 13th, 2023, it was recommended for approval by both the Town Planning Committee and the San Juan County Commissioners with a list of required contingencies for the owners to complete. A copy of the Conditional Approval Letter was attached above for reference.

For additional information please refer to the Sketch Plan Application binder, and the Preliminary-Final Plan Application.

A summary of the "Proposal" is construction of one proposed single family residential cabin, accessed via a proposed driveway junctioned from County Road 52, with a proposed "engineered" septic system, a proposed shed, and a cistern for domestic water. The site comprises 2 adjacent lodes, Gladstone Girl MS 17217 and Golden Eagle MS 17217, which has been consolidated into 1 lode per the recommendation of the County Administration. The combined site is approximately **9.31 acres**.

Please refer to the previously submitted documents and attached documents for additional information regarding the "Proposal."

## **2. The "Vicinity"**

The "relevant area" we have selected for the "vicinity," in order to evaluate development potential surrounding the project site, includes the properties located within the Minnehaha gulch generally accessed from County Road 51 and 52.

The "relevant area" or the "vicinity" includes the private properties in Minnehaha gulch, from County Road 52, accessed via County Road 51, to the far upper reaches of the relatively compact Minnehaha Gulch drainage basin.

As an overview of the properties in the vicinity of the project site, we have included some maps and plans on the following five pages. Maps and plans for your reference on the following pages include the following:

- Adjacent Landowner Map
- USGS Topo Quad Map with Relevant Area Marked
- Minnehaha Gulch Property Map with Topographic Contours
- Minnehaha Gulch Property Map on Aerial Photo
- Minnehaha Gulch County Avalanche Hazards Map
- Minnehaha Gulch County Geohazards Map
- Map from Assessor Website showing Minnehaha Gulch Road System
- County Roads Map
- County/CDPHE Environmental Remediation Documents

The plans and documents following this page were used to evaluate the approximate existing and potential development of properties in the "relevant area" or vicinity of the project site.



Checklist Question #6 from the SJC Checklist:

*How many properties/parcels/claims are located within a relevant area for determination of cumulative impacts under (4-103.1 and .2)? Describe the area deemed to be relevant and the basis for that determination.*

A one-mile radius was used to determine the relevant area around the proposed cabin, which is shown on the map below. There are 125 properties/parcels/claims in this radius according to the San Juan County Property Map and GIS.



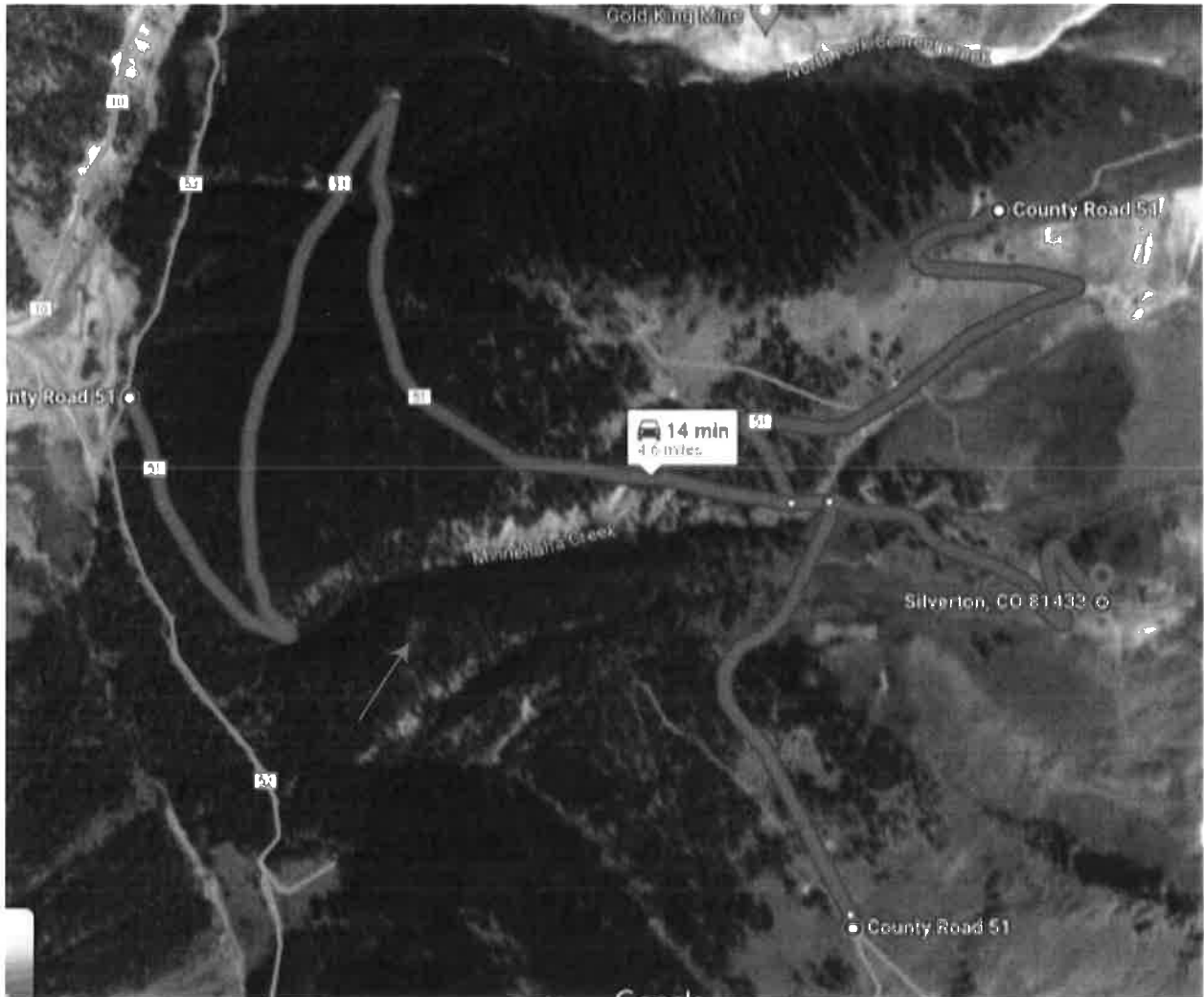
## List of Adjacent Landowners within Approximately 1,500 ft Radius

- JOY MANUFACTURING CO C/O JOY GLOBAL INC, 135 S 84TH ST STE 300 - MILWAUKEE, WI 53214
- MARSHALL BERTRAND A LLC, PO BOX 856 - SILVERTON, CO 81433-0856
- CORE MOUNTAIN ENTERPRISES LLC, PO BOX 856 - SILVERTON, CO 81433-0856
- JAA MOUNTAIN LLC, PO BOX 856 - SILVERTON, CO 81433-0856
- WILLIAMSON LORENA J REV TRUST, 409 PASADENA DR - LAWRENCE, KS 66049-1993
- HIGH MOUNTAIN PROPERTIES LLC, 205 W 17TH ST APT E - TULSA, OK 74119-4645
- BEAVIS ROBERT K, 5605 COMETA PL NE - ALBUQUERQUE, NM 87111-1411
- BONANNO THOMAS & JACQUELINE, 250 E PARK AVE - DURANGO, CO 81301-5041
- BEHNKEN TRUST / BEHNKEN JAMES G & ANNALISA P, 1605 MONTE LARGO DR NE - ALBUQUERQUE, NM 87112-4892
- SPEAR FRANKLIN M, 5728 92ND ST - LUBBOCK, TX 79424-4537
- PERCE REVOCABLE LIVING TRUST / GEORGE S & KAREN LEE PERCE, PO BOX 1264 - TUBAC, AZ 85646-1264
- AIKEN JAMES AND ROSEMARY, PO BOX 764 - IGNACIO, CO 81137-0764
- RENOUX, PO BOX 4922 - RIO RICO, AZ 85648-4922
- 3 PANDAS LLC, 6225 HOOD MESA TRL - FARMINGTON, NM 87401-2391
- MINNEHAHA ALPINE LLC, 5612 128TH ST SW - MUKILTEO, WA 98275-5538
- SEELY BRIAN DAVID / LOUGEE RYAN, PO BOX 8003 - ASPEN, CO 81612-8003
- KAISER JAMES D & NANCY, 68095 TUMBLEWEED RD - MONTROSE, CO 81403-8679
- SPORL JEFF & ABBIE, 157 FANTANGO RD - DURANGO, CO 81301-7022
- TINKLE REVOCABLE TRUST C/O GRETCHEN TINKLE, 7720 BAXTER DR - BELLEVILLE, IL 62223-2663

Question #6A from the SJC Checklist:

*How many other parcels are accessed via the same road?*

There are approximately 36 parcels accessed off County Road 51, as it is shown in the map below. There are 9 existing cabins accessed off County Road 51, and the remainder of these parcels are undeveloped at this time.



Question #6B from the SJC Checklist:

*How many other parcels are located within the same drainage basin or other relevant area and might be affected by drainage from the property?*

There are approximately 7 parcels located in the drainage path from the proposed cabin to Minnehaha Creek where it joins Cement Creek near Gladstone.

Question #6C from the SJC Checklist:

*How many other parcels are located within the same air shed?*

There are approximately 32 parcels located in the Minnehaha Basin vicinity.

Question #6D from the SJC Checklist:

*Are any other parcels likely to obtain water from any underground source which is interconnected with any underground water source which is proposed to be tapped for water use on the property?*

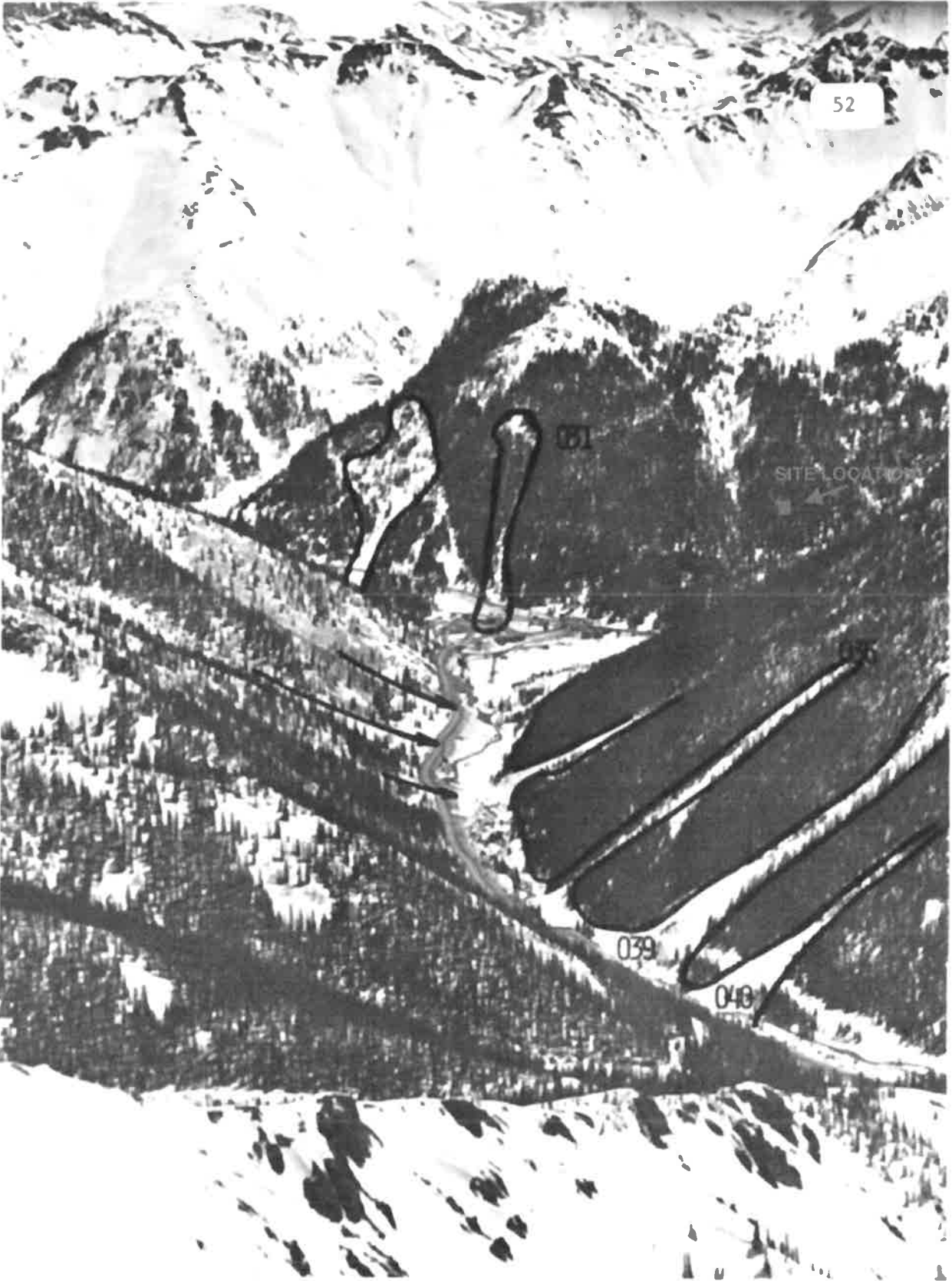
N/A, no water is proposed to be tapped on the property.

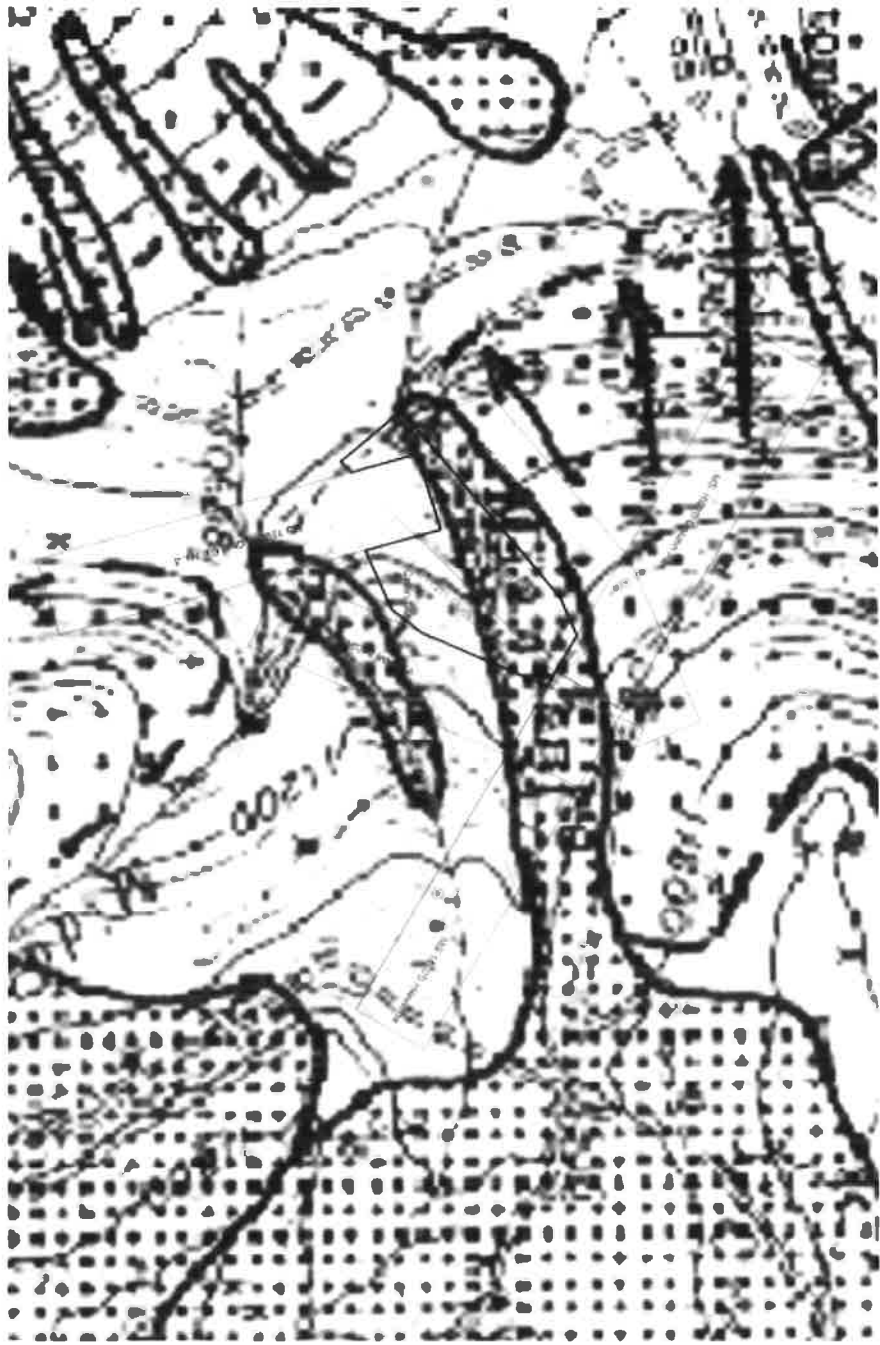


# Map Reference

San Juan County Avalanche Atlas 1976.pdf







1. [Illegible text]

2. [Illegible text]

3. [Illegible text]

4. [Illegible text]

5. [Illegible text]

6. [Illegible text]

7. [Illegible text]

8. [Illegible text]

9. [Illegible text]





Scale 1:50,000  
Vertical Exaggeration 10x  
Projection UTM  
Datum WGS 84  
Contour Interval 20m  
Spot Height Interval 5m  
Magnetic Declination 1985  
Magnetic Declination 2015

Scale 1:50,000  
Vertical Exaggeration 10x  
Projection UTM  
Datum WGS 84  
Contour Interval 20m  
Spot Height Interval 5m  
Magnetic Declination 1985  
Magnetic Declination 2015

### **3. Evaluation of the "Proposal" Using the Criteria Listed in the County Regulations**

The County regulations require the County to evaluate the "proposal" (the Proposed Hoch Cabin on the Gladstone Girl Lode) *"in the context of all existing or potential uses of other properties in the vicinity of the proposed use."*

The individual factors listed in the County regulations to be evaluated for the "proposal" (in the context of the existing and potential vicinity development) are the following:

- *if the proposal will have any adverse impact on public health, safety, morals or welfare*
- *if adequate potable water is available or can be developed to safely support the proposed use, including fire control and suppression*
- *if adequate sewage disposal can be provided to support the proposed use*
- *if the proposed use will have any adverse effect on public or private property in the vicinity*
- *if the proposed use will have any adverse effect on scenic values, historic sites or structures, air or water or environmental quality, wildlife (including habitat, food sources, migration routes, hunting, etc.), erosion or other geological condition*
- *if adequate road access exists or can be developed to ensure access appropriate to the use, including access for emergency services*
- *if adequate utilities are or can be made available for the proposed use, unless deemed unnecessary or not practical*
- *if adequate emergency services exist to serve the proposed use, unless deemed unnecessary or not practical*
- *if there are natural hazards which may adversely affect the site or the proposed use of the site*

The County regulations state that

*An ...Improvement Permit must be issued by the County when the County finds that the applicant has sustained the burden of proof that the proposed development, activity or use, including best management practices, if any, does not present or create an adverse effect to the resources sought to be protected or utilized...*

This section of the report includes evaluation of the above listed criteria.

#### **Impact of the Proposal on Public Health, Safety, Morals, and Welfare**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if the proposal will have any adverse impact on public health, safety, morals or welfare.*

The "proposal" is the Proposed Hoch Cabin on the Gladstone Girl Lode. The overall impacts to public health, safety, morals and welfare which could be caused by approval of this project are expected to be negligible. The septic system for the proposed cabin will be designed in accordance with the State and local regulations. It can be assumed that there will be very little traffic generated by the owner of the proposed cabin. We do not expect that the Applicant will be doing anything in the proposed cabin which would negatively affect the morals or welfare of the public. The proposed cabin, if approved, could generate some local jobs, and an increase in sales tax/County taxes, which could positively affect the public welfare. We believe that all proposed activities and uses will have some impact or effects. For the purposes of the County review process, we believe the County could consider if a project is relatively modest and reasonable, and if the Applicant has taken steps to minimize all of the impacts which are possible to control. Overall this project can probably be expected to have a negligible impact on public health, safety, morals, and welfare.

### **Adequate Water**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if adequate potable water is available or can be developed to safely support the proposed use, including fire control and suppression*

The "proposal" includes conditional approval for an increment of the Animas Service Area in surface water right to use surface water and the Minnehaha Creek to be diverted and held in a cistern as their primary water source for their cabin. Overall, the Applicant is attempting to provide adequate potable water to safely support the proposed use.

### **Adequate Sewage Disposal**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if adequate sewage disposal can be provided to support the proposed use.*

The proposal includes a proposed "engineered" septic system, including a below-grade septic leach field. Overall, adequate sewage disposal can be provided to support the proposed use.

### **Effect of the Proposal on Public or Private Property in the Vicinity**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if the proposed use will have any adverse effect on public or private property in the vicinity.*

The section of County regulations above asks, will this project have any adverse impact on public or private property? The cabin will be only partially visible from the nearby County Road system only in particular locations, which is not expected to be an impact to the nearby public and private land. Utilizing the avalanche expert's information and considering minimal visual impact, the Applicant has selected the least visible location, orientation, and structural design, in an attempt to minimize the visual impact. Overall, the project is designed to be modest, with the anticipated impacts to the nearby public and private lands expected to be minimal or non-existent.

### **Effect of the Proposal on Scenic Values, Historic Sites and Structures**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if the proposed use will have any adverse effect on scenic values, historic sites or structures, ...*

The Applicant has selected the least visible location for the proposed structure, using the area of on-site existing vegetation to minimize visual scenic impact. Overall the impact to scenic values, historic sites and structures is expected to be minimal or non-existent.

### **Effect of the Proposal on Air, Water and Environmental Quality**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if the proposed use will have any adverse effect on ... air or water or environmental quality, ...*

Since the Applicant is required to be in compliance with all applicable Local, State, and Federal regulations, regarding air, water, and the environment, the impacts of the proposal to the air, water, and environmental quality are expected to be minimal or non-existent.

## **Effect of the Proposal on Wildlife, Erosion, and Geological Conditions**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if the proposed use will have any adverse effect on ... wildlife (including habitat, food sources, migration routes, hunting, etc.), erosion or other geological condition.*

All existing/proposed activities/uses have some sort of impact. The effects of this project, however, on wildlife, hunting, migration routes, habitat, and animal food sources are expected to be minimal.

## **Adequate Road Access**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if adequate road access exists or can be developed to ensure access appropriate to the use, including access for emergency services.*

County Road 51 connects to the Golden Eagle providing access to the property where the proposed driveway would begin. The site has legal access via the existing County Road system. The proposed cabin will be accessed from an existing road which crosses BLM. The applicant has also obtained a BLM Right of Way. Adequate road access exists to ensure access appropriate to the use.

## **Adequate Utilities**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if adequate utilities are or can be made available for the proposed use, unless deemed unnecessary or not practical.*

Water will be diverted and placed into a proposed cistern, and a proposed septic system is being designed by a Licensed Professional Engineer. Overall it appears that adequate utilities can be made available for the proposed use.

## **Adequate Emergency Services**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if adequate emergency services exist to serve the proposed use, unless deemed unnecessary or not practical.*

Access for emergency services is comparable or better than most other developed claims, and appears relatively adequate for the proposed use. There will be times of no vehicular access, due to avalanche/debris flow related County Road closures of County Road 110, and non-plowing of County Road 51. The applicant acknowledges that emergency services will not be available in a timely manner and perhaps not at all.

## **Natural Hazards**

The County regulations require that you consider the following:

*...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

*...if there are natural hazards which may adversely affect the site or the proposed use of the site.*

There are no direct natural hazards at the site, including avalanche hazard, which has been deemed able to be mitigated by a qualified expert, such that the nearby avalanche area is not expected to preclude development or adversely affect the proposed structure.

## **6. Summary**

This is a Cumulative Impacts Report for the proposed Hoch Cabin, located on the Gladstone Girl Lode, on County Road 51, Minnehaha Gulch, in San Juan County, Colorado.

The Sketch Plan application for a San Juan County Improvement Permit Application was prepared by the Applicants/Owners. A Preliminary-Final Plan application for a San Juan County Improvement Permit Application is being submitted at the time of submitting this Cumulative Impact Report to the County Administrator on November, 2024. An Improvement Permit is required in order to use a mining claim for residential use. This Cumulative Impacts Report has been prepared to accompany the information prepared by the Applicant Charles and Bruce Hoch of Gladstone Girl.

County Zoning and Land Use Regulations Section 4-103 requires that all proposals be reviewed *...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...*

The properties in the vicinity of the project site have been evaluated for development potential. We evaluated 32 properties in Minnehaha Gulch. Our evaluation was cursory based on Assessor information, original mineral surveys available on the BLM GLO website, and available

maps. Closer evaluation of an individual property including a survey could produce different results.

We found that eight nearby property is known to have an existing cabin, one property (the project site) is likely to be approved for residential use, two additional properties could possibly support a cabin sometime in the future, four properties appear possibly buildable but are unlikely to be sold individually by the mining environmental trust legal firm, and the remainder of the properties in Minnehaha Gulch appear to be unbuildable. Development evaluation criteria generally included: access, avalanche hazards, acreage, prevalence of treeless tundra, and the ownership. In summary, we would anticipate that perhaps only three cabins are likely to be constructed in the future in Minnehaha Gulch, one of which would be the Proposed Hoch Cabin on the Gladstone Girl Lode, the Project Site. The majority of the parcels near the project site appear unlikely to ever be developed, mostly due to a combination of obstacles such as avalanche, tundra, ownership, and lack of access.

We then evaluated the "proposal" using the factors listed in the County regulations, which are to be considered *...in the context of all existing or potential uses of other properties in the vicinity of the proposed use...* These factors included impacts of the proposal to: public health, safety, morals, and welfare, public and private properties, scenic values, historic sites and structures, air, water, and environmental quality; adequate site access, water, sewer, utilities, and emergency services; and presence of natural hazards - when considered in the context of nearby existing and potential development. Overall, although we believe that all uses and activities of any kind cause some impact, it appears that the proposal has been thoughtfully designed by the Applicant to create as little as possible impact on the public health, safety, and welfare, and surrounding properties.

The County regulations state that

*An ...Improvement Permit must be issued by the County when the County finds that the applicant has sustained the burden of proof that the proposed development, activity or use, including best management practices, if any, does not present or create an adverse effect to the resources sought to be protected or utilized...*

It appears that the Applicant has sustained the burden of proof that the anticipated impacts will be relatively minimal, and that efforts have been taken to limit any impacts. We request that the Preliminary-Final Plan for the proposed Hoch Cabin on the Gladstone Girl Lode in Minnehaha Gulch can be approved by the County, in accordance with the San Juan County Zoning and Land Use Regulations Section 4-103.

Please contact Applicant/Owner Charles and Bruce Hoch if you have any questions.

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
**RIGHT-OF-WAY GRANT/TEMPORARY USE PERMIT**

Issuing Office  
**Gunnison Field Office**

Serial Number  
**COC-80283 (COCO105845960)**

1 A (right-of-way) (permit) is hereby granted pursuant to:

- a  Title V of the Federal Land Policy and Management Act of October 21, 1976 (90 Stat 2776; 43 U.S.C. 1761).
- b  Section 28 of the Mineral Leasing Act of 1920, as amended (30 U.S.C. 185).
- c  Other (describe) \_\_\_\_\_

2 Nature of Interest

- a By this instrument, the holder Charles Hoch 26 Boulder View Dr. Durango, CO 81301 receives a right to construct, operate, maintain, and terminate a access road on public lands (or Federal land for MLA Rights-of-Way) described as follows:

**New Mexico Principal Meridian, Colorado  
T. 42 N., R. 7 W.,**

**Protraction Block 57, NW1/4; unsurveyed (amended protraction diagram approved September 25, 2000)**

- b The right-of-way or permit area granted herein is 50 feet wide, 94.63 feet long and contains 0.109 acres, more or less. If a site type facility, the facility contains \_\_\_\_\_ acres.
- c This instrument shall terminate on December 31, 2050 years from its effective date unless, prior thereto, it is relinquished, abandoned, terminated, or modified pursuant to the terms and conditions of this instrument or of any applicable Federal law or regulation.
- d This instrument  may  may not be renewed. If renewed, the right-of-way or permit shall be subject to the regulations existing at the time of renewal and any other terms and conditions that the authorized officer deems necessary to protect the public interest.
- e Notwithstanding the expiration of this instrument or any renewal thereof, early relinquishment, abandonment, or termination, the provisions of this instrument, to the extent applicable, shall continue in effect and shall be binding on the holder, its successors, or assigns, until they have fully satisfied the obligations and/or liabilities accruing herein before or on account of the expiration, or prior termination, of the grant.

(Continued on page 2)



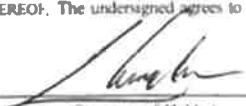
1 Rental

For and in consideration of the rights granted, the holder agrees to pay the Bureau of Land Management fair market value rental as determined by the authorized officer unless specifically exempted from such payment by regulation. Provided, however, that the rental may be adjusted by the authorized officer, whenever necessary, to reflect changes in the fair market rental value as determined by the application of sound business management principles, and in far as practicable and feasible, in accordance with comparable commercial practices.

4 Terms and Conditions

- a. This grant or permit is issued subject to the holder's compliance with all applicable regulations contained in Title 43 Code of Federal Regulations parts 2800 and 2880
- b. Upon grant termination by the authorized officer, all improvements shall be removed from the public lands within 90 days, or otherwise disposed of as provided in paragraph (4)(d) or as directed by the authorized officer
- c. Each grant issued pursuant to the authority of paragraph (1)(a) for a term of 20 years or more shall, at a minimum, be reviewed by the authorized officer at the end of the 20th year and at regular intervals thereafter not to exceed 10 years. Provided, however, that a right-of-way or permit granted herein may be reviewed at any time deemed necessary by the authorized officer.
- d. The stipulations, plans, maps, or designs set forth in Exhibit(s) A & B, dated 04/21/2020 attached hereto, are incorporated into and made a part of this grant instrument as fully and effectively as if they were set forth herein in their entirety
- e. Failure of the holder to comply with applicable law or any provision of this right-of-way grant or permit shall constitute grounds for suspension or termination thereof
- f. The holder shall perform all operations in a good and workmanlike manner so as to ensure protection of the environment and the health and safety of the public

IN WITNESS WHEREOF, The undersigned agrees to the terms and conditions of this right-of-way grant or permit.

  
\_\_\_\_\_  
(Signature of Holder)

  
\_\_\_\_\_  
(Signature of Authorized Officer)

\_\_\_\_\_  
(Title)

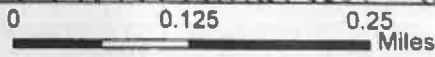
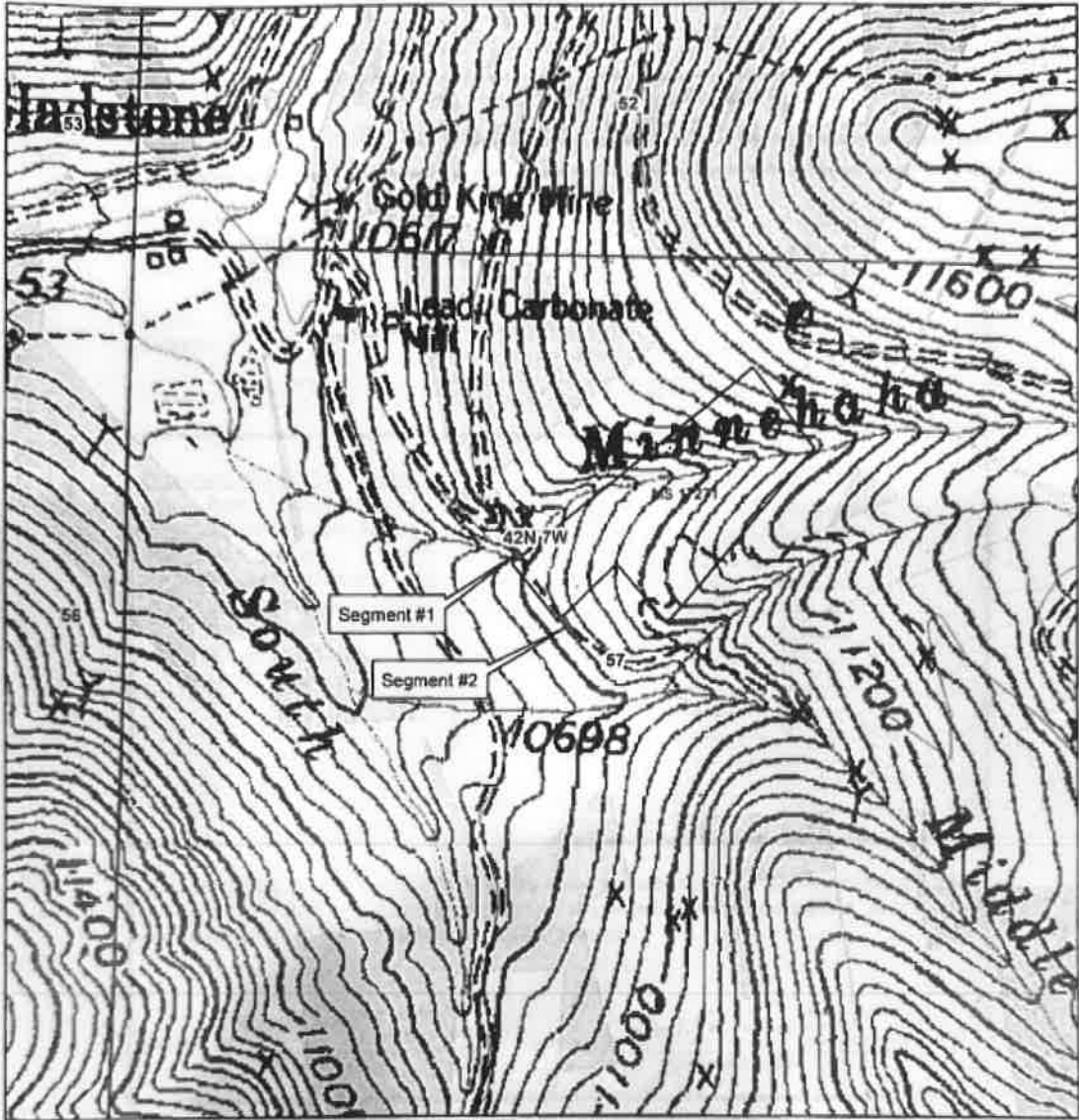
ACTING MANAGER  
\_\_\_\_\_  
(Title)

5/6/2024  
\_\_\_\_\_  
(Date)

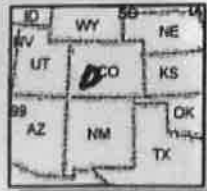
5/14/2024  
\_\_\_\_\_  
(Effective Date of Grant)

Exhibit B: COC-80283

User Name: rmedina  
Date Saved: 9/30/2020



No Warranty is made by the Bureau of Land Management as to the accuracy, reliability, or completeness of these data for individual use or aggregate use with other data.



- ROW
- Bureau of Land Management
- Private
- 1:8,000
- County Road
- Unmaintained Passenger Car Road
- Primitive Road

**SAN JUAN COUNTY, COLORADO**  
**APPOINTMENTS TO BOARDS AND OFFICES**  
**FOR THE CALENDAR YEAR 2025**

2024

Chairman	Austin Lashley
Chairman Pro Tem	Scott Fetchenhier
Road & Bridge Commissioner	Pete Maisel
Buildings and Grounds Commissioner	Scott Fetchenhier
Public Agency Liaison Commissioner	Austin Lashley
Elected Officials Liaison Commissioner	Austin Lashley
Colorado Counties, Inc. Commissioners	Austin Lashley
	Pete Maisel
Planning Commission	Austin Lashley
Planning Commission Alternate	Scott Fetchenhier
Ambulance Association / EMS Council	Scott Fetchenhier
Town Board of Adjustment	Scott Fetchenhier
Board of Adjustment Alternate	Pete Maisel
Housing Solutions for the Southwest	Scott Fetchenhier
Area Agency on Aging	Pete Maisel
Transportation Planning Committee	Pete Maisel
Cemetery Board	Scott Fetchenhier
Learning Center Council	Scott Fetchenhier
County Attorney	Dennis Golbricht
County Surveyor	Kenneth Schaaf
County Health Director	Becky Joyce
Veterans Service Officer	Tommy Wipf
Land Use Administrator	William Tookey
Budget Officer	William Tookey
County Auditor	Blair and Associates
Region 9 Economic District	William Tookey
Region 9 Alt.	
Southwest Colorado COG	William Tookey
Southwest Colorado COG Alt.	Austin Lashley
Club 20	Austin Lashley
Water Conservation Board	Charles Smith
San Juan Development Association	William Tookey
Official Newspaper	Silverton Standard

**SAN JUAN COUNTY, COLORADO**  
**APPOINTMENTS TO BOARDS AND OFFICES**  
**FOR THE CALENDAR YEAR 2025**

Avalanche Board Members	Open	2024
	Louis Girodo	2025
	Open	2024
		Alternate
Historic Impact Review Board	Scott Fetchenhier	2025
	David Singer	2025
	Steve Rich	2024
	Beverly Rich	Alternate
Board of Adjustment	Eileen Fjerstad	2024
	Paul Joyce	2024
	Casey Carroll	2024
	Todd Bove	2025
	David Singer	2025
		Alternate
Tourism Fund Board	Paul Zimmerman	2024
	Jim Lindaman	2024
	Tiffany deKay	2025
	Lisa Branner	2025
	Brooke Stillwell	2025
	Judy Graham Alt.	2024
Noxious Weed Management Board	Lisa Adair	2024
	Terry Kerwin	2024
	Open	2024
	Chris Tookey	2025
	Open	2023

Approved:

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Board of County Commissioners

# **San Juan County Personnel Policies**

Effective \_\_\_\_\_ 2025

## PREAMBLE

San Juan County adopts these Personnel Policies consistent with such principles as:

- Recruiting, selecting and advancing employees based on ability, knowledge, and skills, including open consideration of qualified applicants for initial appointments.
- Training employees, as needed, to the extent possible to assure high quality performance.
- Retaining employees based on the adequacy of the employee's performance, correcting inadequate performance and separating employees whose inadequate performance cannot be corrected.
- Assuring lawful treatment of applicants and employees in all aspects of personnel administration without regard to any protected classification set forth in state and/or federal law, regulation, etc.
- Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.
- Assuring fair and adequate compensation for all employees. Salaries and benefits will be periodically reviewed and adjusted for fairness and competitiveness, subject to the approval of the Board of County Commissioners.
- This Handbook applies to the Sheriff's Department only to the extent that it does not conflict with the Department's policies, Colorado Statute, state/federal law, case law, etc.

## Section 100 – General Policies

### Policy 100 – Definitions

1. **Appointed Officials.** Those persons that were appointed to County Office by the Board of Commissioners. Such people are compensated according to contract or agreement with the Board.
2. **Compensatory time (aka “Comp Time”).** When employees receive time off instead of overtime pay.
3. **Date of Hire.** Date Employee was most recently hired by the County and began performing services for the County.
4. **Elected Officials.** Those persons holding County offices as defined by Colorado Revised Statutes, by virtue of the vote of the electorate. Such persons are subject to the requirements of Resolution 95-1 regarding the days and hours that County offices shall be open to the public.
5. **Employee.** An individual employed by the County to provide services for the County in exchange for compensation, which individual is not an independent contractor. All Employees are classified either “Exempt” or “Non-exempt” and “Full-time” or “Part-time.
6. **Employer.** “Employer” means San Juan County (also referred to within these Policies as “the County”).
7. **Exempt Employee.** An “Exempt” Employee is not entitled to overtime pay or accrue “comp time.” Exempt Employees are paid on a salary basis with a minimum guaranteed salary set by as applicable, federal or state laws (to the extent applicable) and their job duties qualify them as exempt under the Fair Labor Standards Act (“FLSA”).
8. **Full-time Employee.** An Employee who is employed for an indefinite period and is regularly scheduled to work 35 hours or more hours per workweek.
9. **Non-exempt Employee.** A “Non-exempt” Employee receives overtime pay or “comp time” at the rate of 1.5 times their regular rate of pay for actual hours worked in excess of 40 per workweek. Non-exempt Employees are paid only for hours actually worked, designated holidays, or for paid leaves provided by the County or required by law. Only time actually worked is counted toward computing overtime. Leave time, whether paid or unpaid, does not count as hours actually worked when computing overtime.
10. **Office Days/Hours.** Monday through Friday from 8:00 to 4:00.
11. **Part-time Employee.** A “Part-time” Employee is employed for an indefinite period of time to work a regular schedule of less than 30 hours per week, or to work on an as-needed,

relief or fill-in basis. All Part-time Employees are paid on an hourly basis at a rate specified when hired, unless otherwise designed by the County. Part-time Employees receive no benefits other than those required by law and those specifically designed by the County (e.g., vacation, workers' compensation, paid sick leave under the Colorado Healthy Families & Workplaces Act ("HFWA")).

12. **Payday.** Payday will be at the end of every calendar month. If Payday falls on a Holiday, then Payday will be the last workday before such Holiday.
13. **Pay Period.** The pay period is one (1) month.
14. **Volunteers.** Those persons who periodically perform a service for the County under the supervision of an elected official or employee, and who are not normally compensated for such service. Such persons generally are not subject to the requirements of this personnel policy (unless otherwise specified herein), nor do volunteers receive the benefits identified in these Policies.
15. **Workweek.** The workweek is a seven-day period starting on Sunday morning at 12:00 a.m. and ending on Saturday evening at 11:59 p.m. The workweek is significant for purposes of computing overtime hours for Non-exempt Employees.

## **Policy 110 – Employment At-Will**

1. These Personnel Policies have been designed as a reference to give Employees a summary of most policies and benefits of San Juan County ("the County"). **THESE POLICIES ARE NOT INTENDED TO CREATE, AND SHALL NOT BE CONSTRUED TO CREATE, A CONTRACT BETWEEN EMPLOYEES AND THE COUNTY, EITHER EXPRESS OR IMPLIED. THE PERSONNEL POLICIES MAY BE CHANGED AT THE DISCRETION OF THE COUNTY WITHOUT PRIOR NOTICE TO, OR APPROVAL BY, EMPLOYEES.** Any modifications to these policies must be in writing and approved by the Board. No supervisor or other individual is authorized to modify the terms of these policies, either verbally or in writing. The Personnel Policies repeal and replace all prior Policies and prior verbal or written statements to the extent that they relate to the subjects covered by these Policies.
2. **ALL EMPLOYMENT WITH THE COUNTY IS AT-WILL, MEANING THAT EITHER THE EMPLOYEE OR THE COUNTY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.** No policy contained in these Policies is intended to change or can be interpreted as changing this basic nature of the employer-employee relationship, nor can verbal or written statements by supervisors or other management change the fact that employment with the County is at-will.
3. **Acceptance of Policies.** Employees accept the policies set forth in these Policies by continuing to accept employment with the County with knowledge of these Policies, even if Employee fails or refuses to read these Policies.



## **Policy 120 – New Hire Documents**

1. **W-4.** All new Employees must accurately complete a W-4 Form required by the federal government and provide all information, including social security number, necessary for the County to properly withhold and report income taxes on Employee's earnings with the County. Failure to complete a W-4 will result in the County withholding from Employee's earnings for income taxes as if Employee is single without any allowances or exemption. The W-4 must be updated whenever Employee's allowances or exempt-status change. It is the Employee's responsibility to report such changes to the County and revise the W-4.
2. **Social Security Number.** The County is required by the I.R.S. and Fair Labor Standards Act to record in its records the name and social security number of each Employee as they appear on the social security card.
3. **I-9 Form.** The County adheres to the requirements concerning verification of Employee eligibility to work in the United States set forth in the Federal Immigration Reform and Control Act of 1986, as amended. An I-9 Form (Employment Eligibility Verification Form) must be completed within the applicable period. The County is required to have all new hires provide documentation establishing identification and employment eligibility within three business days from the first day of work. The I-9 Form designates the types of documents acceptable for this purpose. If, for some reason, the new Employee is unable to present the required documentation, the Employee must produce within this 3-business-day period a receipt showing that he or she has applied for replacement documentation. If Employee cannot produce the actual documents required within 90 calendar days of hire, Employee will be terminated. Employees who have temporary immigration status must update the I-9 and provide documentation of any extensions of the temporary status by the expiration date. Employees who have temporary immigration status must update their authorization with the County Administrator and provide documentation of any extensions of the temporary status by the expiration date, as required.
4. **Accuracy of Application Information.** The County relies upon the representations of applicants prior to employment in deciding whether to make a job offer. If false information is provided on the application for employment, on the résumé, during the pre-employment interview, or otherwise in the hiring process, upon the County's discovery of the falsification, regardless of when this occurs, the Employee will most likely be discharged.

## **Policy 130 – Discrimination and Harassment Prohibition**

1. **Equal Employment Opportunity.** The County believes that all employees and volunteers should have an equal opportunity to succeed in the workplace and are entitled to a workplace that is safe and free from discrimination, harassment, and retaliation based on the employee's protected status. Further, the County believes that when employees and volunteers have a safe workplace that is free from discrimination, harassment, unfair treatment, and retaliation employees and volunteers are more productive and are more inclined to remain in the employee's job and that the County benefits from increased employee productivity and retention. To this end, the County adopts this equal

employment opportunity policy to prevent and disincentivize unlawful harassment, discrimination, and retaliation based on protected classifications.

2. **Policy.** There shall be no unlawful discrimination, harassment, or retaliation against Employees, volunteers, or applicants for employment because of hair, race or color, religion or creed, sex or gender, gender identity or gender expression, marital status, national origin or ancestry, age, sexual orientation, pregnancy, physical or mental disability, military status, genetic information, or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.
3. **Protected classifications.** The following are some of the identified protected classifications under federal and state law:
  - a. Age. Age as used above refers to the age group 40 and above, as specified by the Age Discrimination in Employment Act and the Colorado Antidiscrimination Act.
  - b. “Disability” includes physical and mental disabilities that substantially limit one or more major life activity. Disabled individuals must be otherwise qualified for the job and able to perform essential job functions with or without reasonable accommodations and without causing a direct threat to themselves or others.
  - c. Genetic Information. Genetic information includes: 1) information about a person’s genetic tests; 2) information about the genetic tests of that person’s family members; 3) a person’s family medical history (i.e., the manifestation of a disease or disorder in a person’s family members, often used to determine if a person has an increased risk of getting a disorder, disease or condition in the future); 4) a person’s request for, and receipt of, genetic services; 5) a person’s participation in clinical research that includes genetic services (or the person’s family members participation); 6) the genetic information of a fetus carried by a person or a family member of the person; 7) the genetic information of an embryo legally held by a person or a family member using assisted reproductive technology.
  - d. Hair and Race. “Race” includes the employee’s race and the personal characteristics associated with race (such as hair texture, skin color, or certain facial features). So, the term “race” includes, but is not limited to, hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race, such as but not limited to braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and/or headwraps. “Color discrimination” involves treating someone unfavorably because of skin color complexion.
  - e. “Marital status” means a relationship or a spousal status of an individual, including but not limited to being single, cohabitating, engaged, widowed, married, in a civil union, or legally separated, or a relationship or a spousal status of an individual who has had or is in the process of having a marriage or civil union dissolved or declared invalid.

- f. Religion. Title VII defines “religion” to include “all aspects of religious observance and practice as well as belief,” not just practices that are mandated or prohibited by a tenet of the individual’s faith. Religion includes not only traditional, organized religions such as Christianity, Judaism, Islam, Hinduism, Sikhism, and Buddhism, but also religious beliefs that are new, uncommon, not part of a formal church or sect, only subscribed to by a small number of people, or that seem illogical or unreasonable to others. Further, a person’s religious beliefs “need not be confined in either source or content to traditional or parochial concepts of religion.” A belief is “religious” for Title VII purposes if it is “religious” in the person’s “own scheme of things,” i.e., it is a “sincere and meaningful” belief that “occupies a place in the life of its possessor parallel to that filled by . . . God.”
  
  - g. Sex, Gender Identity, Gender Expression, and Sexual Orientation. The terms “sex” and “gender” include an individual’s sex, gender identity, gender expression, pregnancy, or sexual orientation. Colorado law defines “sexual orientation” as “an individual’s identity, or another individual’s perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.” Colorado law defines “gender expression” as “an individual’s way of reflecting and expressing the individual’s gender to the outside world, typically demonstrated through appearance, dress, and behavior.” Finally, “gender identity” means “an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth.”
  
  - h. “Veteran.” The term “veteran” means individuals who have served in the Armed Forces as defined at 38 U.S.C.A. 4211.
4. **Harassment based on a Protected Classification.** As used in this Policy, the term “harass” or “harassment” means to engage in, or the act of engaging in any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual’s or group’s membership in, or perceived membership in a protected classification (as described in Section 1 and Section 3 of this Policy), which conduct or communication is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected classification. Factors that will be considered include, but are not limited to:
- a. The frequency of the conduct or communication, recognizing that a single incident may rise to the level of harassment;
  - b. The number of individuals engaged in the conduct or communication;
  - c. The type or nature of the conduct or communication recognizing that conduct or communication that, at one time, was or is welcome between two or more individual may become unwelcome to one or more of those individuals;

- d. The duration of the conduct or communication;
  - e. The location where the conduct or communication occurred;
  - f. Whether the conduct or communication is threatening;
  - g. Whether any power differential exists between the individual alleged to have engaged in harassment and the individual alleging the harassment;
  - h. Any use of epithets, slurs, or other conduct or communication that is humiliating or degrading; and
  - i. Whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected classification.
5. **“Unprofessional conduct.”** Conduct that does not rise to the level of harassment may, nevertheless, result in discipline or discharge (e.g., unprofessional or inappropriate conduct). Such conduct includes, but is not limited to sexual advances or propositioning, jokes of a sexual nature, unwelcome comments about someone’s clothing or appearance, intimate stories about one’s sex life, sexually explicit photographs or drawings, and unprofessional or inappropriate treatment toward an individual, no matter whether such conduct is based on a protected classification. Unprofessional conduct may result in discipline or discharge, regardless of whether it rises to the level of unlawful sexual harassment.
6. **Treat Unwelcome Conduct as Unwelcome.** If an Employee or volunteer finds someone’s conduct sexually harassing, or harassing on another protected basis, or unprofessional /inappropriate, the Employee or volunteer should not encourage that person to continue by indicating that the Employee or volunteer likes or approves of the conduct. Further, the Employee or volunteer should report the conduct to the County Administrator or the County Attorney.
7. **Reporting Discrimination or Harassment.** The County encourages the free reporting, discussion, and exposure of discriminatory, harassing, and retaliatory practices in order to better protect employees/volunteers and discourage discriminatory, harassing, retaliatory, or unfair behavior. Attempts to interfere with an Employee’s or volunteers or Employees’ ability to communicate about and report any of the behavior discussed in this Policy will lead to discipline, up to and including termination of employment. Accordingly, any Employee or volunteer who is subjected to or who observes conduct the Employee or volunteer honestly believes is in violation of this policy should report it to the County Administrator or the County Attorney. This includes conduct by co-workers, supervisors, management, directors or clients, volunteers, suppliers or others encountered during the course and scope of the Employee’s employment. It is the County’s desire to maintain a professional working environment and to prevent any unlawful discrimination or harassment in employment. Employees and volunteers are strongly advised that they should not quit employment because of conduct that violates this policy rather than

reporting such conduct. Please give the County a reasonable opportunity to investigate and correct any violations of this policy. Upon receiving a report of conduct that violates or may violate this policy, the County will take prompt, reasonable action to investigate or address alleged discriminatory, harassing, retaliatory, or unfair employment practices. The County will take prompt, reasonable remedial action, when warranted, in response to complaints of discriminatory, harassing, retaliatory, or unfair employment practices.

8. **Retention of Records / Repository of Complaints.** The State of Colorado requires the County to preserve any personnel or employment record the County made, received, or kept for at least five years after the later of: (a) the date the County made or received the record; or (b) the date of the personnel action about which the record pertains. “Personnel records” includes, but are not limited to:
- a. requests for accommodation;
  - b. written and oral employee complaints of discrimination, harassment, or unfair employment practices;
  - c. submitted job applications;
  - d. records related to hiring, promotion, demotion, transfer, layoff, termination, rates of pay or other terms of compensation, and selection for training or apprenticeship; and
  - e. records of training provided to or facilitated for employees.

Additionally, the State of Colorado also requires the County to maintain “an accurate, designated repository of all written or oral complaints of discriminatory, harassing, retaliatory, or unfair employment practices that includes, but is not limited to: (1) the date of the complaint; (2) the identity of the complaining party, if the complaint was not made anonymously; (3) the identity of the alleged perpetrator; and (4) the substance of the complaint.” The County will only share such information on a need-to-know basis and the County will not retaliate against any Employee that submits a complaint for inclusion in the repository because of such submission. The goal of such efforts is to prevent harassment and deter future harassers and protect employees from harassment.

9. **Discipline/Discharge.** An Employee or volunteer engaging in any unlawful discrimination or harassment against another Employee, as set forth above, shall be subject to disciplinary action that may include termination, demotion, suspension, or whatever disciplinary action the County deems appropriate under the circumstances. Employees/volunteers may be disciplined or discharged for unprofessional conduct in violation of this policy, even if the conduct is not unlawful conduct. Any Employee who is dishonest in reporting information that another person is engaging in conduct that violates this policy is similarly subject to discipline or discharge.

10. **Retaliation Prohibited.** Retaliation is defined as any adverse employment action taken against an Employee because the Employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy; and cooperating in investigations or proceedings arising out of a violation of this policy. Adverse employment action is an action or conduct that materially affects the terms and conditions of an Employee's employment or that is reasonably likely to deter an Employee from engaging in protected activity. No Employee shall be subject to adverse action because the Employee reports any behavior or conduct that the Employee believes is prohibited under this or any other policy in these Policies, even behavior or conduct believed to be unprofessional. Further, no Employee shall be subject to adverse action because an Employee assists in any investigation regarding behavior or conduct under this policy. The County will not tolerate such retaliation against any Employee who, in good faith, makes any report regarding behavior or conduct under this or any other policy. Any Employee or volunteer who believes the Employee/volunteer has been subject to retaliation should report it to the County Administrator or the County Attorney. Please give the County a reasonable opportunity to investigate and correct any violations of this policy. Any County Employee/volunteer who retaliates against anyone, as prohibited by this policy, will be subject to disciplinary action, up to and including termination of employment.
11. **Cooperation/No Retaliation.** Employees and volunteers must cooperate fully during an investigation and must provide the investigator with honest and complete responses. No Employee shall be retaliated against for making a report of conduct that the Employee honestly and reasonably believes is in violation of this policy or the law, or for participating in an investigation of such conduct. Any retaliatory conduct against the Employee must be reported using the above procedure for reporting discrimination and harassment. The County will investigate the circumstances and take appropriate action.
12. **Non-Employees.** Employees shall not, in the course or scope of their employment, unlawfully discriminate against, harass or engage in unprofessional conduct toward non-employees or clients based on the non-employee or client's protected status (listed in paragraph 1). Such conduct may result in discipline or discharge. Similarly, Employees who are subjected by non-employees to conduct prohibited by this policy in the course or scope of their employment should report this conduct to the County in the same manner as if the conduct were by an Employee. The County will investigate and take appropriate action.

## **Policy 140 -- Requests for Accommodations regarding Disability, Religion, Pregnancy and Pregnancy-Related Conditions**

1. **Policy.** The American with Disabilities Act, as amended, requires employers to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants of employment. Similarly, Title VI requires employers to reasonably accommodate an employee's requests for reasonable accommodation(s). Finally, state and federal law require organizations to provide reasonable accommodation to employees who

are pregnant or have pregnancy-related conditions. Employees seeking such accommodation(s) should contact the County Administrator.

2. **Disability and Religious Accommodation.** The County will provide reasonable accommodation for qualified individuals with known disabilities to allow the individual to satisfy and perform the essential functions of the employee's position. The County will also reasonably accommodate those Employees whose work requirements interfere with a sincerely held religious belief. The County will make such accommodation(s) unless doing so would result in an undue hardship to the County or create a direct threat to the Employee or others. Requests for reasonable accommodation must be directed to the County Administrator.
3. **Accommodations for Pregnancy and Pregnancy-Related Conditions.** The County will provide reasonable accommodation(s) to an applicant for employment, or an Employee, because of pregnancy, health conditions related to pregnancy or physical recovery from childbirth, absent an undue hardship on the County. And the County will not deny employment opportunities because of its need to make pregnancy-related reasonable accommodations. The County will not force an applicant or Employee affected by pregnancy-related conditions to accept accommodation(s) that she has not requested or that is unnecessary to perform the essential function of her job. Similarly, the County will not require a pregnant Employee to take leave if there is another reasonable accommodation that may be provided.

## **Policy 150 - Equal Pay for Equal Work.**

1. **Policy.** The County will not unlawfully discriminate between Employees on the basis of sex, sexual orientation, gender identity, or gender expression (hereinafter collectively referred to as "sex"), including by paying an Employee of one sex a wage rate less than the rate paid to an Employee of a different sex for substantially similar work, except where the wage differential is based on a seniority system; a merit system; a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training, or experience to the extent that they are reasonably related to the work in question; or travel, if the travel is a regular and necessary condition of the work performed. Accordingly, if you believe that your compensation does not comply with this requirement, please contact the County Administrator. Further, the County will not seek the wage rate history of a prospective Employee or require disclosure of wage rate or prior benefit information as a condition of employment; rely on a prior wage rate to determine a wage rate; discriminate or retaliate against a prospective Employee for failing to disclose the Employee's wage rate history; discharge or retaliate against an Employee for actions by an Employee in asserting the rights established by Colorado law against an employer; or discharge, discipline, discriminate against, or otherwise interfere with an Employee for inquiring about, disclosing, or discussing the Employee's wage rate.
2. **Posting Prior to Selection for a Job Opening.** The County also identifies that it will announce to all County Employees each job opportunity on the same calendar day and prior to the date on which the County makes a selection decision. Such posting shall include:

- a. The hourly or salary compensation or the range of the hourly or salary compensation;
  - b. A general description of benefits and other compensation applicable to the job opportunity; and
  - c. The date the application window is anticipated to close.
  - d. Priority for all job openings will be given first to existing staff, provided all necessary qualifications are met.
  - e. In the event there is not a qualified or acceptable employee for promotion or transfer, the opening will be filled in the following manner:
    - 1) Announcement of job opening will be posted at the County Courthouse, and will be published in a local newspaper
    - 2) Applications will be screened by the appropriate department head and the County Administrator for qualifications, and a list will be prepared of qualified applicants.
    - 3) Selection of person to be hired will be made from the list of qualified applicants, subject to final approval by the County Administrator and the Board of County Commissioners.
3. **Posting After a Selection for a Job Opening.** The County will also make reasonable efforts to announce, post, or otherwise make known, within thirty (30) calendar days after a candidate who is selected to fill a job opportunity begins working in the position the following information to those the County intends the selected candidate to work with regularly:
- a. The name of the candidate selected for the job opportunity;
  - b. The selected candidate's former job title if selected while already employed by the County;
  - c. The selected candidate's new job title; and
  - d. Information regarding how employees may demonstrate interest in similar job opportunities in the future, including identifying individuals or departments to whom the employees can express interest in similar job opportunities.



## **Policy 160 – Change of Personnel Information**

1. **Employee Personnel Records.** Employee personnel records, as required by law or as deemed essential for efficient operations, will be maintained by the County. Employees are to promptly report changes in the following personnel information, in writing to the County Administrator.
  - a. Name;
  - b. Address;
  - c. Telephone number/s;
  - d. Dependents;
  - e. Person/s to notify in case of emergency;
  - f. Health insurance coverage;
  - g. Status of any license, certification or other criteria required for the job;
  - h. Conviction of any crime;
  - i. Moving violations and/or loss of driver’s license;
  - j. Change in bank or bank account used by Employee for payroll direct deposit.
2. **Failure to Timely Report Changes.** Failure to timely report changes regarding the above information could result in loss of wages or benefits, liability to third parties (e.g., I.R.S., insurance), discipline, or discharge.
3. **Personnel Files are the Sole Property of the County.** Personnel files are the property of the County. Current Employees may, upon request and approval from the County, inspect and copy any part of his or her own personnel file once each year. The County may, at its own discretion, schedule that review for a time that is convenient to both parties and may deny the request of an Employee who has already inspected and/or copied the Employee’s personnel file that year. Further, the County may require the Employee to pay the reasonable cost of duplication of documents. The Employee’s “personnel file” is those records that are used or have been used to determine the Employee’s qualifications for employment, promotion, additional compensation, or employment termination or other disciplinary action.

## **Policy 170 – Safeguarding & Disposal of Personal Identifying Information**

1. **Purpose.** The County understands the importance of keeping personal identifying information secure. To that end, the County implements the following policy to ensure that personal identifying information is handled with care.
2. **Personal Identifying Information (PII) means:** a social security number; a personal identification number; a password; a pass code; an official state or government-issued driver’s license or identification card number; a government passport number; biometric data; an employer, student, or military identification number; or a financial transaction device.

3. **Safeguarding PII.** In order to protect PII, including that of Employees and volunteers, from unauthorized access, use, modification, disclosure, or destruction, the County limits access of PII to those individuals who need such information to perform their position with the County.
4. **Disposal of PII.** When paper or electronic documents containing PII are no longer necessary for the County's business purposes, the County will destroy or arrange for the destruction of the documents in its custody or control by shredding, erasing, or otherwise modifying the personal identifying information in the documents to make the information unreadable or indecipherable through any means.
5. **Notice of Security Breach.** The County will take no more than 30 days to provide Employees notice of a security breach that results in or is likely to result in the misuse of PII when the breach involves a Colorado resident's first name or first initial and last name in combination with: the individual's social security number; student, military, or passport identification number; driver's license number or identification card number; medical information; health insurance identification number; or biometric data; username or email address, in combination with a password or security questions and answers, that would permit access to an online account; or an account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to that account, when any of these data elements are not encrypted, redacted, or secured by any other method rendering the name or the element unreadable or unusable.

## **Policy 180 -Expense Reimbursement**

1. **Purpose.** The County will reimburse you for expenses you incur on behalf of the County where such expenses are reasonable and approved in advance by the County Administrator or the Board.
2. **Expense Report.** For all reimbursements, you must receive prior approval from the County Administrator or the Board. Employees should seek normal business accommodation, because extra costs for lavish or luxury services will not be reimbursed. Record expenses on a reimbursement request form and attach a receipt and an explanation for each expenditure, then submit the voucher to the County Administrator.
3. **Time Limits.** Employees must submit expense forms and supporting documentation within 30 calendar days of incurring the expense. The County has no obligation to reimburse Employees for expenses that are not properly reported and documented within this time.
4. **Reasonable expenses.** Expenses incurred and purchases must be reasonable amounts and shall not be for any alcohol or controlled substances.

## Policy 190 - Complaint Procedure

1. **General Work-Related Complaints.** To resolve general work-related complaints not involving violations of the County's policy on unlawful discrimination, harassment, and retaliation (see Policy 130), or other suspected unlawful conduct, the Employee or volunteer should first consider discussing the matter with the Employee/volunteer involved. Often an honest, open discussion is all that is needed to resolve a concern. If, however, you are uncomfortable discussing the situation with the other Employee/volunteer or such a discussion did not resolve the situation, the Employee/volunteer should seek assistance from his or her immediate supervisor. If the supervisor is unable to or fails to resolve the Employee's/volunteer's complaint, the Employee/volunteer should submit the complaint to the next level of management in writing, stating the efforts that were made to resolve this complaint.
2. **Complaints of Unlawful Conduct or Safety Issues.** Any complaint of violations of the policy on unlawful discrimination, retaliation, harassment, unfair employment practices, safety issues, or other illegal conduct must be reported to the County Administrator or the County Attorney. Further, supervisors that receive such complaints must report that complaint to the County Administrator. The complaint should be made in writing and include details regarding the nature of the conduct, place, time and date, and identity of any witnesses. Do not quit your employment over another person's illegal conduct without giving the County notice of the conduct and an opportunity to correct the situation. The complaint will be investigated. Employees and volunteers must cooperate fully with the investigation and provide honest and complete responses.
3. **Post-Investigation.** After an investigation regarding unlawful conduct, the Employee/volunteer who made the complaint and the Employee/volunteer accused will be informed of the County's determination. Any Employee/volunteer determined to be engaging in unlawful conduct or conduct that is unprofessional or otherwise in violation of the County's policy shall be subject to disciplinary action or discharge, depending on what the County deems, in its discretion, is appropriate under the circumstances.

## SECTION 200 – WORK HOURS & PAY POLICIES

### Policy 200 – Time Sheets and Pay Schedule

1. **Time Sheets.** Time sheets must be complete and correct at the end of his/her shift at the end of the workweek. All Non-exempt Employees are required to identify every hour worked during a workday, workweek, etc. Employees are not permitted to have someone else clock in or out for them. Employees **shall not perform any work before clocking in or after clocking out for the day**, and failure to comply with this requirement may lead to discipline, up to and including termination. Incomplete time sheets will not be approved or processed for payment. Failure to submit the time sheet properly and fully completed and approved by the due date may result in discipline or discharge. Employees shall not allow other people to complete their time sheets. Time sheets are important business

documents and must be accurate. They are subject to audit by regulatory agencies. Any falsification of a time sheet or failure to identify all hours worked may result in discipline or discharge from employment.

2. **Working “off the clock” is prohibited.** Non-exempt Employees are not permitted to perform work “off-the-clock” (i.e., without being clocked in or identifying that time as time worked on the timecard or the County’s timekeeping system). This means that if you are working for the County, you must be “clocked in” during that time or you must immediately report it to the County that you worked time that was not recorded. Further, the County requests that you immediately inform the County Administrator if anyone (e.g., co-Employee, supervisor, manager, etc.) requests that you work off-the-clock or that you perform work duties before or after clocking in. The County will make every effort possible to ensure that all Employees are paid for time worked.

### **Policy 210 – Overtime and Non-Work Time**

1. **Policy.** It is the policy of San Juan County that no employee work over 40 hours per week unless it is necessary for the safe and efficient operation of County services. Elected officials and supervisory personnel shall make every reasonable effort to avoid having employees work over 40 hours.
2. **Overtime.** Overtime shall not be worked without the expressed permission of elected official or supervisory personnel. Such permission shall be obtained in advance of working the overtime except in emergencies, in which case it shall be obtained as soon as possible.
3. **Working in excess of 40 hours in a workweek.** Non-exempt Employees who work in excess of 40 hours in a workweek will receive 1.5 times their regular rate of pay for the overtime worked. Salaried, non-exempt employees who are required by elected officials or supervisory personnel to work more than 40 hours in any given week shall be compensated by receiving time off (commonly referred to as “Comp Time”) at the rate of 1 and 1/2 hours for every hour worked in excess of 40. Comp time will be taken off, at the direction of the Department Head, County Administrator, and/or supervisor and within a year of the time during which it was earned, unless such time off would jeopardize the safe and efficient operation of County services. In such case, the employee is allowed to accrue comp time past the 4-week period only until such time can be taken off without jeopardy to the County. Under no circumstances will an employee be allowed to accrue more than 100 hours. Exempt employees do not receive overtime or “comp time”.
4. **Multiple Rates of Pay.** If the Employee has two or more job positions that are paid at different rates, the overtime rate is based on the average of the two rates. Exempt Employees do not receive additional pay for overtime, but they also do not have pay deducted from their guaranteed salary for a partial day’s absence, unless the deduction is permitted by the Fair Labor Standards Act (FLSA) for Exempt salary-basis Employees.

However, such Employees may be required to use accrued paid time off benefits for full-day or partial-day absences.

5. **Non-Work Time.** Holidays, other leave days and duty-free meal breaks are not work time. Even if the Employee is compensated for this time, the time does not count as hours worked when computing overtime. For example, if a non-exempt Employee who is eligible for holiday pay works 38 hours Monday through Thursday and has Friday off for a paid holiday, the Employee will be paid for the 46 hours (38 hours worked, plus 8 hours holiday pay). No overtime premium will be paid because the actual hours worked did not exceed 40 in the workweek.
6. **Pre-approval of Overtime.** All overtime must be pre-approved by Employee's supervisor. If an emergency arises that requires the Employee to remain at work beyond the Employee's regular schedule and it is not possible to get the time pre-approved, the Employee must report the extra time worked to the supervisor by the next workday. Non-exempt Employees who work overtime without authorization or without declaration of an emergency may be disciplined or discharged.
7. **Mandatory Overtime.** Occasionally situations may arise that require the Employee to work overtime at the County's request. Employees must be willing to work hours as necessary to perform the job.
8. **Reporting Errors in Hours/Pay.** Any Employee who believes the County failed to properly compensate the Employee for all hours worked or for any paid leave must report this error to the County Administrator, so the County can investigate the situation and correct any errors or improper compensation. Reporting should be in writing, dated and signed by the Employee to avoid any miscommunication. This applies to improper deductions from salary, failure to pay overtime rate when applicable, missed hours and other errors resulting in under-compensation. It also applies to errors that result in over-compensation.

## **Policy 220 – Wage Deductions**

1. **Required Deductions.** The County shall automatically take the legally required deductions (e.g., F.I.C.A., income tax, social security) from gross wages. Deductions for insurance premiums and other benefits shall require prior written authorization from the Employee except in cases of court order or where otherwise required by law.
2. **Deductions from Exempt Employees' Salary.** Exempt Employees are paid on a salary basis and, in general, must be paid their full salary for any workweek in which they perform work. Exemptions to this general rule include:
  - a. Exempt Employees who are absent for at least a full day for personal reasons or because of sickness or disability need not be paid for that day once they have exhausted all applicable paid leave benefits.

- b. If an Exempt Employee violates a safety rule of major significance, his or her pay may be reduced in an amount to be determined by the County as a penalty for that violation.
- c. Exempt Employees may be suspended without pay for violating workplace conduct policies, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended. “Workplace conduct” policies are summarized in the Unacceptable Conduct Policy in these Policies. “Workplace conduct” does not include performance or attendance deficiencies.
- d. Exempt Employees who work less than 40 hours during their first or last workweek of employment will be paid a proportionate part of their full salary for the time actually worked.

The County will reimburse any Exempt Employee whose pay is reduced in violation of this policy. Improper deductions should be reported immediately to the County Administrator.

### **Policy 230 – Breaks & Meal Periods**

- 1. **Breaks.** Non-exempt Employees are authorized and permitted to take one ten-minute rest period in the middle of every four-hour work period. This time is paid and is considered nonproductive work time. The supervisor may set break times. Breaks do not accumulate if not taken and cannot be used in combination with a meal period or for purposes of arriving late or leaving early. The County requests that you inform the County Administrator if anyone (e.g., co-Employee, supervisor, manager, etc.) does not authorize or permit you to take a rest break as required.
- 2. **Meal Periods.** If a Non-exempt Employee works longer than five hours in a workday, the Employee is entitled to an unpaid meal period of not less than thirty minutes. The Employee’s supervisor may set the time for meal periods. These meal periods are not compensated and are not treated as work time. When the circumstances prevent a meal period of at least 30 minutes, the Employee shall be permitted to consume an “on-duty” i.e., paid meal while performing duties. Non-exempt Employees shall be fully compensated for on-duty meal periods and such time shall be treated as work time. Such meal periods, to the extent practical, shall be at least one hour after the start, and one hour before the end, of the shift. Non-exempt Employees must not work during their meal periods unless required to do so by the supervisor or other management. Non-exempt Employees are required to indicate on their timecard when they leave and return from meal period. When the circumstances prevent a meal period of at least 30 minutes, the Employee shall be permitted to consume an “on-duty” (i.e., paid) meal while performing duties.

### **Policy 240 – Scheduling.**

- 1. **Policy.** All employees and volunteers will be provided with a schedule of hours, workdays, etc. by the employee’s supervisor. Full-time employees will be scheduled to work as

required. The particular schedule of hours worked will be determined by elected officials and supervisory personnel.

2. **Road and Bridge scheduling.** Employees in the Road and Bridge department will also receive an on-call schedule but will not receive any additional compensation unless the employee is working.

## **Section 300 – Leaves of Absence**

### **Policy 300 – Sick Leave/Colorado Healthy Families and Workplace Act**

1. **Colorado Healthy Families and Workplace Act.** The County provides sick leave in accordance with the Colorado Health Families and Workplace Act (“HFWA”) and other statutory requirements.
  - a. Beginning on the date of hire (or the applicable effective date of the HFWA, whichever is later), all employees shall earn one day (i.e., 8 hours) of HFWA Paid Leave each month. Nonexempt employees who work more than 240 hours in a month will receive additional HFWA Paid Leave for hours beyond 240 on the basis of 1 additional hour for every 30 hours over 240 hours in a month.
  - b. At the end of each calendar year, Employees can roll over unused paid HFWA Paid Leave up to 30 days of HFWA Leave.
  - c. An Employee may be required to use paid HFWA Leave in hourly increments unless the County specifically allows such leave to be taken in smaller increments of time.
  - d. If an Employee uses paid HFWA Leave for more than four (4) consecutive workdays, the County may require reasonable documentation that the HFWA Leave is for a purpose that is authorized by the Act.
  - e. Pursuant to Colorado §8-13.3-404, the County permits Employees to use accrued paid HFWA Leave when:
    - 1) The Employee
      - a) Has a mental or physical illness, injury, or health condition that prevents the employee from working;
      - b) Needs to obtain a medical diagnosis, care or treatment of a mental or physical injury or health condition;
      - c) Needs to obtain preventative medical care;

- d) Needs to evacuate the Employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the Employee's residence; or
  - e) Needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters arise after the death of a family member.
- 2) The Employee needs to care for a family member who:
- a) Has a mental or physical illness, injury, or health condition;
  - b) Needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition;
  - c) Needs to obtain preventative medical care; or
  - d) School or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care.
- 3) The Employee or Employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:
- a) Seek medical attention for the Employee or the Employee's family member to recover from a mental or physical illness, injury, or health condition cause by the domestic abuse, sexual assault, or harassment;
  - b) Obtain services from a victim services organization;
  - c) Obtain mental health or other counseling;
  - d) Seek relocation due to the domestic abuse, sexual assault, or harassment; or
  - e) Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.

2. **Request.** The County allows an Employee to use HFWA Leave upon the request of an Employee. The request may be made orally, in writing, electronically, or by any other means acceptable to the County. When possible, the Employee shall include the expected duration of the absence. The County will not deny use of HFWA Leave to the Employee



based on noncompliance with this policy. Employees must use paid HFWA in hourly increments. Employees do not have to find a replacement in order to use paid sick leave.

3. **Non-Retaliation.** The County will not take retaliatory personnel action or discriminate against an Employee or former Employee because the person exercised, attempted to exercise, or supported the exercise of rights protected under this policy and/or federal or state law. This includes, but it not limited to the right to request or use paid leave; the right to file a complaint with the division or court or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing, or proceeding or cooperate with or assist the division in its investigations of alleged violations; and the right to inform any person of the person's potential rights under this Act. An employee is entitled to:
  - a. Use paid sick leave consistent with this policy and/or federal or state statutes;
  - b. File a complaint or inform any person about an employer's alleged violation of federal or state sick leave statutes;
  - c. Cooperate with the division in its investigation of an alleged violation of federal or state statutes; and
  - d. Inform any person of the person's potential rights under federal or state statutes.
4. **Payment Upon Termination.** Employees do not receive any compensation for accrued, but unused, HFWA Paid Leave identified in this policy upon termination of employment.

### **Policy 310 – Vacation**

1. **Eligible Employees.** Regular, Full-time Employees shall accrue Vacation Leave as follows:
  - a. One (1) week of vacation leave on the 1<sup>st</sup> and 2<sup>nd</sup> year anniversary of employment.
  - b. Two (2) weeks of vacation leave on the 3<sup>rd</sup> and 4<sup>th</sup> year anniversary of employment.
  - c. Three (3) weeks of vacation leave on the 5<sup>th</sup> year anniversary of employment and three (3) every anniversary of employment thereafter.

No other employee or volunteer accrues vacation leave.

2. **Maximum Accrual.** The County encourages Employees to take vacation on an annual basis. Thus, the maximum accrual of vacation is limited to the Employee's current annual accrual rate. No additional benefits accrue after this maximum is reached until you have used some benefits. So, the benefits that would otherwise accrue in excess of this maximum are not accrued. Example: If you are at your maximum accrual of Vacation

Leave and you are slated to accrue additional Vacation Leave, you will not accrue any Vacation Leave until you use leave to take you below that maximum amount.

3. **Rate of Pay for Vacations.** All Eligible Employees are paid when they use their accrued vacation benefits at their then current regular rate of pay.
4. **Approval of Vacation Required.** Vacations must be used up in the year the benefit is awarded. The County Administrator has sole authority to extend this period beyond the end of the year if circumstances warrant. Vacation leave cannot be used without prior approval by the County Administrator. Requests for vacation leave must be submitted in writing to the County Administrator. The request should be submitted at least 30 calendar days before the date the vacation is requested to begin. Vacation benefits must be used in no less than four-hour increments. The County reserves the right to grant or deny any request for vacation based upon the County's assessment of what the County's business needs will be on the requested vacation dates. The County may deny a request that is made too far in advance to adequately assess needs and the County may deny requests that repeatedly exclude others from using a highly demanded period for vacation (e.g., Christmas to New Years, Spring Break).
5. **Mandatory Vacation.** The County may require an Employee to use accrued vacation benefits and may require that they be used at a time specified by the County.
6. **Effect of Holidays on Vacation.** If a paid holiday falls within an Employee's paid vacation, the day will be paid as a holiday and will not count against accrued vacation benefits.
7. **Payment Upon Termination.** Employees receive compensation for accrued, but unused, paid vacation leave identified in this policy upon termination of employment.

### **Policy 320 - Paid Holidays**

1. **Eligible Employees.** The Board of Commissioners shall determine a schedule of holidays to be observed by County employees. On such holidays all County offices, except for emergency services, shall be closed.
2. **Recognized Holidays.** The following days on which the Company will generally be closed for business are considered recognized holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day. If the actual holiday falls on a Saturday, the Recognized Holiday shall be the preceding Friday; if it falls on Sunday, the Recognized Holiday shall be the following Monday. The County may decide to work on these holidays depending on the job requirements.
3. **Holidays Pay.** Employees receive compensation for the holiday for the number of regularly scheduled hours in a day.

## Policy 330 – Family and Medical Leave Insurance

1. **Resolution No. 2022-**\_\_\_\_\_. On \_\_\_\_\_, the County voted that it was appropriate for the County to opt out of the FAMLI program, as authorized by C.R.S. §8-13.3-522 and accompanying regulations. So, while the County has opted out, County employees may, nevertheless, sign up and take FAMLI benefits as provided by the Family and Medical Leave Insurance program. See <https://famli.colorado.gov/>
2. **Eligible employees** are able to apply for FAMLI leave benefits for any of the following reasons:
  - » Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
  - » Caring for a family member with a serious health condition.
  - » Caring for your own serious health condition.
  - » Making arrangements for a family member’s military deployment.
  - » Obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse.
3. **Eligibility for Leave.** Paid family and medical leave benefits will be available to County employees who sign up for FAMLI and pay the necessary premium.
4. **Amount of Leave.** Employees participating in FAMLI are entitled to up to 12 weeks of paid family and medical leave per year for the reasons identified above. Individuals with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to 4 more weeks of paid leave per year for a total of 16 weeks. FAMLI leave may be taken continuously, intermittently, or in the form of a reduced work schedule.
5. **Leave application process to the FAMLI Division.** Employees who have signed up for FAMLI and made required contributions may apply for FAMLI benefits by submitting an application, along with other required documents that support the need for leave. Such applications will be submitted directly to the FAMLI Division, not to the County. Applications may be submitted in advance when the need for qualified leave is foreseeable. When the need for leave is foreseeable, individuals must provide 30 days’ notice prior to the start of their planned leave to the County. When the need for leave is unforeseeable, individuals have up to 30 days after the leave has begun to apply for FAMLI benefits, but all Employees must request leave from the County prior to missing work as required by the County’s policies. Approved applications will be paid by the FAMLI Division within two weeks after the claim is properly filed, and every two weeks thereafter for the extent of the approved leave.
6. **Providing Notice to the County.** Reliable and punctual attendance is an essential job function for every County employee. Accordingly, employees are required to be at their jobs as scheduled each scheduled day. If an employee is unable to report to work or will be late to work for any reason, the employee must notify his or her supervisor or director as soon as possible, but no later than the start of the scheduled workday. Even if the

Employee plans to apply to the FAML I Division for FAML I benefits, the employee must notify the County prior to starting any leave or missing any work as required by County policy. Similarly, employees must follow their department’s guidelines for contacting a supervisor or director. If unable to reach his or her supervisor or director, the employee must contact the County Administrator. Abuse of leave, falsifying the need for leave, or excessive absence or tardiness will result in discipline or termination even though the employee may not have used all accrued leave benefits. Finally, the County has the right to require employees to provide proof of the need or reasons for any absence or tardiness as permitted by law. This proof may include, without limitation, a medical provider’s statement of the need for absence and a statement regarding fitness to return to duty after any absence for medical reasons.

### **Policy 340 – Family and Medical Leave Act Leave.**

1. **Statutory Rights Only.** The Family and Medical Leave Act (“FMLA” or “Act”) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. This policy is to be read in accordance with the FMLA and is not intended to create any additional or contractual rights or obligations. So, for example, this means that if the County does not have a sufficient number of employees for the employee to be eligible to take leave (i.e., 50 employees within 75 miles), then an employee will not be eligible to receive FMLA leave.
2. **Requirements to be eligible to take FMLA leave.** An employee is eligible to take FMLA if all of the following apply:
  - a. The County has more than 50 employees within 75 miles.
  - b. The employee has worked for the County for at least 12 months,
  - c. The employee has worked 1,250 hours for the County during the 12 months before the requested leave.
  - d. The employee has a qualifying reason for FMLA Leave.

If any of these criteria are not met, the employee will not be eligible to take FMLA Leave.

3. **Leave Provided under the FMLA.** Eligible employees can take FMLA leave when the employee has one or more of the following qualifying reasons for leave:
  - a. The birth, adoption, or foster placement of a child with an Employee.
  - b. An Employee’s serious mental or physical health condition that makes the Employee unable to work.
  - c. To care for the Employee’s spouse, child or parent with a serious mental or physical health condition, and
  - d. Certain qualifying reasons related to the foreign deployment of the Employee’s spouse, child or parent who is a military servicemember.

4. **Amount of Leave.** Eligible Employees shall be granted a total of 12 weeks of FMLA leave during a rolling 12-month period. An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.
5. **Serious Health Condition.** A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; any period of incapacity requiring absence from work, school or other regular daily activities of more than three calendar days, that also involves continuing treatment by a health care provider; continuing treatment by a health care provider for a chronic or long term health condition that is incurable or so serious that if not treated would likely result in a period of incapacity of more than three calendar days; or prenatal care.
6. **Intermittent/reduced schedule.** In general, FMLA leave shall not be taken by an Employee intermittently or on a reduced schedule basis unless the eligible Employee and the County agree otherwise. Intermittent and reduced schedule leave is available only for a medical necessity that can be best accommodated through an intermittent or reduced leave schedule. If an Employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the County may require such Employee to transfer temporarily to an available alternative position for which the Employee is qualified that has equivalent pay and benefits, and which better accommodates the recurring periods of leave.
7. **Requesting FMLA Leave.** In any case in which the necessity for FMLA leave is foreseeable, the Employee shall provide the County with at least 30 calendar days’ notice before the date the leave is to begin, or as much notice as is practical. In any event, notice should be provided the same day or the next business day after the Employee becomes aware of the need for leave. The notice should be in writing and must make the County aware that the Employee needs leave for one of the reasons described above and the anticipated timing and duration of the leave.
8. **Certification of Need for Leave.** The County may require that a request for leave involving a serious health condition or to care for a service member be supported by a certification issued by a health care provider of the eligible Employee, son, daughter, spouse, parent or next of kin of the Employee, as appropriate.
9. **Job reinstatement/non-retaliation.** Employees that have worked for the County will have the right to return to the same or equivalent position after the conclusion of the FMLA leave and will not be retaliated for using such leave.
10. **Continuation of Health Insurance Benefits.** Employees on FMLA leave are entitled to a continuation of any group health insurance benefits to which they are normally entitled and reinstatement to the same or equivalent position. The County will pay its normal contribution to the health insurance premiums of Employees who are on FMLA leave, but

the County's obligations (if any) to contribute to health insurance premiums and to restore the Employee to similar employment terminates when FMLA leave is exhausted or when the Employee gives the County unequivocal notice of intent not to return to work, whichever occurs first.

11. **“Key Employee.”** The County may deny restoration of a “Key Employee” following FMLA leave. A “Key Employee” is a salaried FMLA-eligible Employee who is among the highest paid 10 percent of all the Employees employed by the County within 75 miles of the Employee's worksite.
12. **The County's Responsibility.** The County will inform Employees requesting leave whether they are eligible under the FMLA. If the Employee is eligible, the notice will specify any additional information required as well as the Employees' rights and responsibilities. If the Employee is not eligible, the County will provide a reason for the ineligibility.
13. **Unlawful Acts by Employers.** The FMLA makes it unlawful for any employer to (1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
14. **Enforcement.** An Employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **Policy 350 – Statutory Leaves of Absence**

1. **Purpose.** The following leaves are required by law. This policy is intended to comply with legal requirements. It is not intended to provide rights or create obligations in addition to the legal requirements. Therefore, if the laws upon which these policies are based change, the policies are automatically changed to comply with the revised laws.
2. **Jury Duty.** If an Employee is served with a summons to jury duty, Employee must inform the County Administrator by the next regular workday and provide a copy of the summons. An Employee will receive leave for jury duty. Non-exempt Employees will be paid their regular wages, up to \$50 per day, for the first three days of jury duty that they would otherwise have been scheduled to work. Thereafter, any pay Employee receives for jury duty is paid by the governmental entity. Exempt Employees will receive their regular salary during jury duty but must remit to the County any pay (not including expense reimbursement) received from the government for jury duty that covers the same period for which the Exempt Employee is receiving pay from the County. The County has no obligation to pay wages for jury duty until and unless the Employee tenders to the County a juror service certificate provided by the Court confirming the Employee was on jury duty during that period. Employees are expected to return to work on any day or portion of a day they are released from jury duty.

3. **Voting Leave.** Employees who are registered, eligible electors entitled to vote at an election shall be entitled to two hours off, with pay, for the purpose of voting on the day of the election during the time the polls are open, if they apply for the leave of absence prior to the day of election and if they have less than three hours between the time of opening and the time of closing of the polls during which they are not required to be on the job for the County. The County may specify the hours during which the Employee may be absent.
4. **Military Duty.** Employees will be allowed leave of absence for military duty in compliance with applicable federal and state laws. Employees must present official documentation of the military duty prior to the leave and upon returning from leave. Military leave for Non-exempt Employees is without pay. Exempt Employees will be paid their salary, unless no work is performed for the County during the workweek, and subject to reduction for wages received from the Military for the same period.
5. **Civil Air Patrol Mission Leave.** Any Employee (except Part-time Employees hired only on a temporary basis), who is a member of the Civil Air Patrol, Colorado Wing, and who is called to duty for a Civil Air Patrol Mission is entitled to an unpaid leave of absence for the time when the Employee is engaged in the mission, not to exceed a total of fifteen workdays in any calendar year. The leave shall be allowed only if the Employee gives evidence to the County of the satisfactory completion of the Civil Air Patrol service. This period of leave shall in no way affect the Employee's rights to other paid leaves for which the Employee is eligible, bonuses, advancement, or other employment benefits or advantages relating to and normally to be expected for the Employee's particular employment. Leave is allowed only if the Employee returns to his or her job as soon as practicable after being relieved from service for the Civil Air Patrol Mission. The Employee satisfying these requirements and all statutory requirements set forth in CRS §28-1-102 through §28-1-106 shall be entitled to return to the same or a similar position as held before leave began.
6. **Emergency Volunteer Service Leave.** Any Employee (except Part-time Employees hired only on a temporary basis), who is a "Qualified Volunteer" called to service by a "Volunteer Organization" for the purpose of assisting in a "Disaster," as these terms are defined by CRS §24-33.5-801 through §24-33.5-828, is entitled to an unpaid leave of absence for the time spent assisting, not to exceed a total of fifteen work days in any calendar year. In order to be eligible for this leave, the Employee must comply with all requirements of these statutes, including, without limitation, providing the County with proof that he or she is a Qualified Volunteer. Leave need not be granted if the Employee is designated an "Essential Employee" by the County (meaning the Employee is essential to the operation of the daily enterprise whose absence would likely cause the County to suffer economic injury or whose duties include assisting in disaster recovery for the County) or if granting the leave would result in more than 20% of the County's Employees being on Emergency Volunteer Service leave on any workday. This period of leave shall in no way affect the Employee's rights to other paid leaves for which the Employee is eligible, bonuses, advancement, or other employment benefits or advantages relating to and normally to be expected for the Employee's particular employment. Leave is allowed only if the Employee returns to his or her job as soon as practicable after being relieved from

Emergency Volunteer Service. The Employee satisfying the statutory requirements shall be entitled to return to the same or a similar position as held before leave began.

7. **National Guard Leave.** An employee who is a qualified member of the Colorado National Guard or the reserve forces of the United States may take leave from the employee's position (other than a temporary one) to receive military training with the National Guard. The employee can use the employee's accrued paid leave during this leave, but if the employee doesn't have any accrued leave, then the leave will be unpaid leave. Further, upon return from that leave, the employee will be entitled to be restored to the employee's position at the same status, pay, and seniority, so long as the leave does not exceed fifteen days or three weeks of the employee's work schedule in a calendar year. The employee must give evidence of the satisfactory completion of the training and establish that the employee is still qualified to perform the duties of the employee's previous position upon return from leave. Similarly, an employee who is a qualified member of the Colorado National Guard who leaves or is absent from work, regardless of the length of the absence, in order to engage in active service ordered by the governor of Colorado, will be entitled to be restored to the employee's position of the same status, pay, and seniority, so long as the employee can establish that the employee is still qualified to perform the duties of that position. The employee can use the employee's accrued paid leave the employee has available, and if there is none, then it will be unpaid leave.

### **Policy 360 - Discretionary Leave of Absence**

1. **Discretionary.** The County will consider written requests from Employees for an unpaid Discretionary Leave of Absence (LOA) and will grant or deny such requests based upon what it deems, in its sole discretion, is in the best interests of the County. Such a request has a satisfactory employment record with the County; has a compelling need for the leave; affirms that he/she will return to the County upon expiration of the leave, if so requested; and the County determines that it is otherwise in its best interests to allow the Employee's absence while maintaining the employment relationship. However, even if these factors favor granting LOA, it is within the County's sole discretion to deny the request.
2. **Definite Period.** LOA must be for a specified period of time with a definite beginning and ending date. It must be approved in writing by the County Administrator.
3. **Pay and Benefits.** LOA is unpaid leave. The County does not offer any Employee any paid leave of absence.
4. **Reinstatement.** The County does not guarantee that Employee will return to the same or an equivalent position at the end of LOA. Also, LOA does not protect the Employee from termination of employment during LOA for reasons that would have led to termination if the Employee were not on LOA.



## SECTION 400 – BENEFITS

### Policy 400 – Workers’ Compensation Insurance

1. **Immediate Reporting.** Employees should immediately report any safety issues, including on the job injuries, to the County Administrator, so that the County can ensure that it addresses all safety issues.
2. **Eligibility.** Employees who suffer job-related injuries or disease may be entitled to workers’ compensation benefits for medical expenses and lost wages, in accordance with State law.
3. **Written Report.** The County requests that Employee provide the County written notice of a work-related injury or injuries or disease, regardless of how minor, to County Administrator, within 24 hours, so that the organization can sufficiently and timely address the concerns presented by potential safety issues. Failure to report the injury and submit to testing in a timely manner, if required, may result in discipline or discharge. Upon reporting the injury, the County will provide the Employee the names of the four (4) designated medical providers in writing. Employees must designate their choice of a treating physician when the County presents Employee with its list of treating physicians. Employees are allowed to make a one-time change between the four options. Employee must submit an approved Division of Workers’ Compensation form to the County and Workers’ Compensation insurance provider in writing within 90 days of the injury to make a change between the four designated medical providers. Upon receipt of written notice of a work-related injury, the County shall affix the date and time of the receipt on the notice received from the employee and shall make a copy of the notice affixed with the date and time of receipt available to the injured employee within seven (7) days after receiving the notice from the employee.
4. **WARNING:**

**IF YOU ARE INJURED ON THE JOB, YOU HAVE RIGHTS UNDER THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS REQUIRED BY LAW TO HAVE WORKERS' COMPENSATION INSURANCE. THE COST OF THE INSURANCE IS PAID ENTIRELY BY YOUR EMPLOYER. IF YOUR EMPLOYER DOES NOT HAVE WORKERS' COMPENSATION INSURANCE, YOU STILL HAVE RIGHTS UNDER THE LAW.**

**IT IS AGAINST THE LAW FOR YOUR EMPLOYER TO HAVE A POLICY CONTRARY TO THE REPORTING REQUIREMENTS SET FORTH IN THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS INSURED THROUGH CTSI.**

**IF YOU ARE INJURED ON THE JOB, NOTIFY YOUR EMPLOYER AS SOON AS YOU ARE ABLE, AND REPORT YOUR INJURY TO YOUR EMPLOYER IN WRITING WITHIN 10 DAYS AFTER THE INJURY. IF YOU DO NOT REPORT YOUR INJURY PROMPTLY, YOU MAY STILL PURSUE A CLAIM. ADVISE YOUR EMPLOYER IF YOU NEED MEDICAL TREATMENT. IF YOU OBTAIN MEDICAL CARE, BE SURE TO REPORT TO YOUR EMPLOYER AND HEALTH-CARE PROVIDER HOW, WHEN, AND WHERE THE INJURY OCCURRED.**

**YOU MAY FILE A WORKER'S CLAIM FOR COMPENSATION WITH THE DIVISION OF WORKERS' COMPENSATION. TO OBTAIN FORMS OR INFORMATION REGARDING THE WORKERS' COMPENSATION SYSTEM, THE CUSTOMER SERVICE CONTACT INFORMATION FOR THE DIVISION OF WORKERS' COMPENSATION IS 303-318-8700.**

5. **Treatment.** The County has the right to require that an Employee is treated by a physician selected from a list of physicians designated by the County. Failure to use a physician from the designated list may result in loss of medical benefits. Employees are required to review and sign a designated medical provider information form. The Employee must contact the County Administrator to arrange an appointment with the designated treating physician.
6. **Benefits.** Workers' Compensation benefits are separate from group health insurance benefits.
7. **Limited Duty.** The treating physician may recommend that an injured Employee return to work on limited duty. In such event, the County may require the Employee to return to work performing duties within the medical restrictions, even if such work is different than the Employee's regular job duties. An Employee's refusal of limited duty may result in termination of temporary disability benefits and is a basis for discipline or discharge.
8. **Contraction of Occupational Disease.** An employee affected by the contraction of an occupational disease shall give written notice of the contraction of the occupational disease to the County within thirty (30) days after the first distinct manifestation of the disease.
9. **Loss or Reduction of Benefits.** The law also provides for loss or reduction of benefits under certain circumstances, including but not limited to, when:
  - a. Employee's injury is intentionally self-inflicted;
  - b. Employee's actions which led to the injury were in violation of a safety rule; and/or
  - c. Employee had alcohol or controlled substances in his/her system at the time of the injury.

## **Policy 410 – Workplace Accommodation for Nursing Mothers**

1. **Reasonable Time.** The County shall provide reasonable unpaid break time or permit an Employee to use paid break time, mealtime, or both, each day to allow the Employee to express breast milk for her nursing child for up to two years after the child's birth.
2. **Space Accommodation.** The County shall make reasonable efforts to provide a room or other location near the work area, other than a toilet stall, where an Employee can express breast milk in privacy.
3. **“Reasonable efforts”** means any effort that would not impose an undue hardship on the operation of the County’s business.
4. **“Undue hardship”** means any action that requires significant difficulty or expense when considered in relation to factors such as the size of the business, the financial resources of the business, or the nature and structure of its operation, including consideration of the special circumstances of public safety.

## **Section 500 – Workplace Rules**

### **Policy 500 – Unacceptable Conduct**

1. **Purpose.** The list below contains examples of conduct that is considered below minimum standards and unacceptable. This list is not all inclusive and does not in any way change the fact that employment with the County is at-will. This means that the County has the right to terminate employment for reasons not listed or for no reason. Employees must always use common sense and good judgment to perform the job assigned in a manner that is in the best interests of the County. Employees’ cooperation is appreciated.
2. **Non-Exclusive List.** Unacceptable conduct includes, but is not limited to:
  - a. Insubordination;
  - b. Disloyalty to the County;
  - c. Agitation against the County or other Employees that is or may be harmful to morale or work performance and is not protected concerted activity;
  - d. Violation of a statute or the County rule which results or could result in damage to the County’s property or interests or could endanger the life, health or well-being of the Employee or others;
  - e. Immoral or other conduct which has an adverse effect on the Employee’s job or otherwise conflicts with the County’s business interests;
  - f. Divulging of confidential information that could or does damage the County’s interests;
  - g. Failure to observe safety or other work rules;
  - h. Falsification of records or reports or other acts of misleading by omission or by misrepresentation;

- i. Removal or attempted removal of the County's property from the premises without prior and proper authority;
- j. Off-the-job use of not medically prescribed intoxicating beverages to a degree resulting in interference with job performance or the Employee smelling of alcohol on the job;
- k. On-the-job use or possession of intoxicating beverages;
- l. Testing positive for intoxicating beverages (at State legal level for D.W.I. or D.U.I.) or controlled substances during work hours;
- m. Possessing or using illegal drugs or controlled substances at any time while employed by the County unless the use is in accordance with a prescription provided by a licensed medical provider to the Employee;
- n. Theft, fraud, or other acts of dishonesty;
- o. Incarceration after conviction of a violation of any law or incarceration that interferes with performance of job duties;
- p. Loss of license, certification, credential, or other professional designation that is essential to job performance or otherwise makes the Employee unqualified for the job;
- q. Assaulting or threatening to assault another person; engaging in horseplay on the job or on the County's premises or the premises of a client; engaging in any act of violence or threat of violence toward any other Employee, supervisor, client or other person, which conduct occurs on the job or has an adverse impact on the work place;
- r. Neglect or damage to the County's property or interests; failure to properly safeguard, maintain or account for the County's property when this obligation is part of the job;
- s. Rudeness, insolence, harassing, or offensive behavior toward a customer, client, supervisor or fellow Employee, or other person, while on the job or that adversely affects the work place;
- t. Careless or shoddy work;
- u. Taking unauthorized vacations or other leave, or failing to return at the end of an authorized vacation or leave;
- v. Refusal to work a different shift, or overtime, or to perform any reasonable work request;
- w. Unexcused or excessive absenteeism or tardiness;
- x. Sleeping or loafing on the job;
- y. Excessive distractions that negatively affect job performance (e.g., cell phone use including texting, visitations with friends and family, etc.).
- z. Failure to meet job performance standards;
- aa. Possessing a firearm or other dangerous weapon on the County's premises or at any time while on duty or while acting within the course or scope of employment. This subsection does not apply to Law Enforcement employees to the extent that they are performing their duties.
- bb. Violation of any policy in these Policies.

## **Policy 510 – Absenteeism & Tardiness**

1. **The County’s Expectation.** Reliable and punctual attendance is an essential job function for every Employee. Employees are expected to be at their job on time each workday. If Employees are unable to report to work or will be late to work for any reason, they must notify their supervisor as soon as possible, but no later than the start of the scheduled workday. If unable to reach their supervisor, the Employee must contact the County Administrator.
2. **Abuse of Leave or Excessive Tardiness.** Abuse of leave, falsifying the need for leave, or excessive absence or tardiness will result in discipline or discharge even though the Employee may not have used all accrued leave benefits.
3. **Verification of Reasons for Absence of Tardiness.** The County has the right to require Employee to provide proof of the need or reasons for any absence or tardiness. This proof may include, without limitation, a medical provider’s statement of the need for absence and a statement regarding fitness to return to duty after any absence for medical reasons.

## **Policy 520 – Smoking**

1. **Smoking Prohibited by Statute.** The Colorado Clean Indoor Air Act prohibits smoking inside any place of employment and in any entryway. In compliance with this Act, the County prohibits Employees from smoking within 25 feet of the buildings.

## **Policy 530 -- Alcohol and Drug-Free Workplace**

1. **Purpose.** The use of controlled substances and the misuse of alcohol increase the risk of accidents and jeopardize the safe work environment for Employees, clients, and the public in general. The goal of the County is to provide a safe and healthy workplace. Therefore, the County is committed to an alcohol and drug-free workplace to promote the safety and well-being of its Employees, clients, and the public affected by the conduct of Employees during the course and scope of their employment.
2. **Alcohol and Controlled Substances Prohibited.** The following conduct by Employees is prohibited on any premises owned, leased, or used by the County for performing the County’s services, or any place while Employee is performing services within the course or scope of employment for the County: 1) alcohol possession or use, 2) the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or 3) having detectable amounts of alcohol or controlled substances, including marijuana, in the Employee’s system .
  - a. “Drugs” or “controlled substances” means a controlled substance listed in Schedules I through V of 21 U.S.C. 812 and as further defined by federal regulations (21 C.F.R. Section 1300.11 through 1300.15). This list includes but is not limited to marijuana, cocaine, opiates, amphetamines, phencyclidine, etc. It does not include over-the-counter medications taken in accordance with the manufacturer’s instructions, or drugs prescribed by a physician for the Employee

when taken in the manner, combination and quantity prescribed. However, Employees who are using over-the-counter or medically prescribed drugs that adversely affect their ability to perform work in a safe manner must notify their Supervisor prior to starting work. The Employee may be required to provide a physician's certification that it is safe for the Employee to perform the essential job functions while using the medications as a condition of continuing to work.

- b. **WARNING ABOUT MARIJUANA:** Although the Colorado Constitution has decriminalized certain uses of marijuana, use of marijuana is still illegal under federal law. Further, Colorado's Constitution permits Employers to test Employees for marijuana and restrict its Employees' use of marijuana. Accordingly, the County prohibits its Employees' use of marijuana and will continue to test for marijuana and by treating its use the same as any other use of a controlled substance. So, testing positive for marijuana will likely result in immediate discharge.
- c. Any Employee who is convicted of a drug-related crime or any violation occurring within the course or scope of employment by the County, must notify the County of the conviction no later than five (5) days after such conviction. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of federal or state criminal drug statutes. Notice of such conviction should be given the County Administrator.
- d. Sanctions will be imposed on any Employee so convicted. Within thirty (30) days after receiving notice of the conviction, the County will take appropriate disciplinary action against the Employee, up to and including termination.

3. **Basis for Testing.** Testing will be required as a condition of employment under the following circumstances:

- a. **Reasonable Suspicion Testing.** If, in the County's opinion, reasonable suspicion exists that an Employee is in violation of this policy, the Employee may be required to submit to testing for alcohol and/or controlled substances. Some of the circumstances that might provoke reasonable suspicion testing include evidence of repeated errors on the job, or unsatisfactory time or attendance patterns, if coupled with specific events that indicate probable drug or alcohol use. Reasonable suspicion for testing may also exist if other individuals have first-hand knowledge relating to Employee's violation of this policy and report it to the County or if the individual smells of, for example, alcohol or marijuana.

4. **Consequence of Violation.** Any violation of this policy will result in disciplinary action, which may include suspension, demotion, termination or other discipline for the first offense. An Employee who produces a positive test, at a minimum, will be removed from all safety-sensitive positions and work assignments until the Employee tests negative. Drug and Alcohol counseling may be required at the Employee's expense as a condition of returning to work. Any Employee who produces a positive test a second time within ten

years will be discharged. An Employee can be terminated for violating this policy without being tested, or offered rehabilitation, and without prior violations or discipline.

5. **Refusal to Submit to Testing.** The following behavior constitutes a “refusal” to take a test:
  - a. Express refusal to take the test.
  - b. Failure to provide sufficient quantities of breath or urine to be tested without a valid medical explanation for the failure, or engaging in conduct that clearly obstructs the testing.
  - c. Tampering with, or attempting to adulterate the specimen or collection procedure.
  - d. Not reporting to the collection site in the time allotted.
  - e. Leaving the scene of an accident without a valid reason and not submitting to the test as required in this policy.

Refusal to submit to required testing is considered a violation of this policy and the consequences will be the same as though there has been a positive test result.

6. **Employment at will.** Nothing in this policy changes the fact that all employment with the County is at will and can be terminated at any time by the Employee or the County, with or without cause, or prior notice. Nothing in this policy requires the County to test before terminating an Employee for violation of this policy.

## **Policy 530 - Conflicts of Interest**

1. **Purpose.** Certain conduct by Employees during their employment is prohibited because it creates a conflict of interest or the appearance of a conflict of interest with the Employee’s responsibilities to Employer (referred to jointly as “conflict of interest”). This policy covers some of the circumstances and situations that the Employer considers a conflict of interest and, therefore, restricts or prohibits.
2. **Outside Employment.** Employer does not prohibit Employees from having outside employment except if the outside employment creates a conflict of interest with the Employee’s responsibilities to Employer. No Employee will compete with the County, directly or indirectly, as an owner, employee or independent contractor of a competing business during employment. No Employee will compete with a customer who does substantial business with Employer if the competition by Employee interferes or reasonably could interfere with the Employer’s relationship with the customer. No Employee will work for a substantial vendor, supplier, or customer of Employer without first advising Employer of the employment and obtaining Employer’s written approval.
3. **Intimate Relationships between Employees.** Intimate relationships between Employees where one is a supervisor of the other or one has audit controls over the other, can adversely affect County morale, operations, and productivity because of bias, favoritism, or unfair treatment, or the appearance of bias, favoritism, or unfair treatment by the person in the position of control, and can expose the County to claims of unlawful discrimination or

harassment. Such relationships can create a conflict of interest and, accordingly, must be discussed with the County Administrator.

4. **Nepotism.** The County generally discourages the employment of relatives under circumstances where:
  - a) One Employee directly or indirectly would exercise supervisory, appointment, dismissal or disciplinary authority over the other Employee;
  - b) One Employee would audit, verify, receive, or be entrusted with monies received or handled by the other Employee; or
  - c) One Employee has access to Employer's confidential information, including payroll and personnel records.

"Relatives" include spouse or someone with whom the Employee is involved in a dating, romantic or intimate relationship, parent, child, sibling, grandparent, grandchildren, aunt and uncle, whether by blood, marriage, or adoption, and persons residing in the same household as a family unit.

The County will avoid hiring or placing relatives into positions that are prohibited by this Section unless it is determined by the County Administrator that such hiring and placement is in the best interests of the County. Only the County Administrator has the authority to approve a variance from this policy. Where the status of current Employees changes such that after employment they become related or accept a new position which causes them to be in violation of the policy, and neither Employee elects to resign, the County may terminate or reassign one of them based upon what is in the best interest of the County. Applicants and Employees are responsible for reporting to Employer their status as relatives of other Employees and any change in that status.

### **Policy 540 – Training.**

1. **Policy.** The County will make available to every employee the opportunity to receive the training and/or ongoing education that may be necessary for the employee to have in order to perform his/her job in an acceptable and safe manner. The cost of any required training and/or education shall be borne by the County.
2. **Determination to approve training.** Training and/or education that is designed to improve the employee's skill or knowledge, but is beyond that required for basic job performance, is encouraged. Department heads will make every reasonable attempt to assist employees in scheduling the time to attend such training. The cost of such training shall normally be borne by the employee; however the County may bear the cost if approved by the Board of County Commissioners.



## **Policy 550 – Evaluations.**

1. **Policy.** Job performance evaluations do not have to be formal or in writing in order to put an Employee on notice of job performance goals, achievements and deficiencies. Employees must be receptive to their supervisors' input, instructions, and constructive criticism, whether verbal or in writing, on a day-to-day basis. The County does not have a defined performance evaluation period but will undertake an evaluation when appropriate or requested.
2. **Goals.**
  - a. The evaluation process is intended as a means of recording the employee's job performance and identifying those areas where improvement may be necessary to meet acceptable performance requirements. It is also intended as a means of recording above average performance, especially as it may relate to future consideration for advancement.
  - b. It is intended, as part of the evaluation process, that the employee and the supervisor or department head will discuss the written evaluation and come to a mutual understanding of the current evaluation and whatever expectations there may be for changes or improvements in performance.
  - c. If, after the evaluation process is complete, including a discussion with the supervisor or department head, the employee believes that his/her evaluation is unfair or in any way unacceptable, the employee may exercise his/her right to follow the grievance procedure as outlined in this policy

## **Policy 560 – Discipline, Suspension, and Dismissal.**

1. **Policy.** Any violation of this Personnel Policy, or of other directives or orders of the Board of County Commissioners, whether written or verbal, shall be grounds for the initiation of disciplinary action. In addition, an employee who fails to comply with any directive or order of his/her supervisor or department head; commits an unlawful act while on duty or during the performance of county obligations; displays an antagonistic attitude toward supervisors, elected officials or the public; performs his/her job in a poor and unacceptable manner; or in any way conducts him/herself in a manner considered to be inappropriate for a public employee; may be subject to disciplinary action.
2. **Advanced Notice.** Except where immediate action must be taken, a supervisor or department head contemplating disciplinary action will attempt to give the employee advance notice of such potential action and shall allow the employee an opportunity to reply to any specific charge before deciding in the matter. Any disciplinary action imposed upon an employee shall be appropriate to the nature of the offense.

3. **Goals of Disciplinary Action.** Disciplinary action is intended to be corrective and constructive in nature, and to provide a reasonable means for correcting misconduct prior to resorting to dismissal. Such disciplinary may include one or more of the following (in no particular order):
  - Verbal and/or written warnings Verbal and/or written reprimands Required counselling
  - Required training or retraining
  - Reduction to probationary status Suspension with or without pay Demotion
  - Termination of employment. Any disciplinary action that would result in a recommendation of dismissal shall be reviewed by the Board of County Commissioners, and such a dismissal shall not be effective until approved by the Board.
4. **Documentation of Disciplinary Action.** A record of any disciplinary action taken shall be placed in the employee's personnel file.

### **Policy 570 – Appeal/Grievance Procedure**

1. **Policy.** An employee has the right to appeal, to the Board of Commissioners, any disciplinary action imposed by a supervisor or department head. Such appeal must be presented, in writing, to the Board within 10 working days of the imposition of the disciplinary action and must include the reasons that the employee believes the action to be unjust or unreasonable.
2. **Upon receipt of a valid appeal,** the Board of Commissioners will schedule a hearing on the matter at the next regular meeting of the Board. Any decision made by the Board on a matter of appeal shall be final.
3. **Grievances.** Grievances shall be allowed in all matters of interpretation arising out of the employee-employer relationship where there is no applicable policy, where there is a deviation from established policy, or where application of County policy is considered unfair. It is the Board's desire that the procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level.
  - a. **STEP 1:** The employee discusses his grievance with his/her immediate supervisor, and if not satisfied with the decision, may appeal to the next level of supervision, as described in step 2.
  - b. **STEP 2:** The employee submits a written grievance, and any supporting evidence or documentation, to the Board with copies to his immediate supervisor and the County Administrator. Such grievance must be presented within five working days from the date of the immediate supervisor's decision. Any grievance presented to the Board shall be resolved at the next regularly scheduled Board meeting. No reprisals shall be made by any elected official or supervisor against any employee who makes use of the grievance procedure.

## PERSONNEL POLICIES ACKNOWLEDGMENT FORM

I have received this day a copy of the Personnel Policies for the San Juan County dated December 2024. I understand that it contains important guidelines and information relating to my employment. I understand that it is my responsibility to read and be familiar with the information contained in these Personnel Policies.

**I understand that these Polices are not an employment contract and is not intended to, nor should be interpreted to, create contractual rights or obligations either express or implied between the County and me.**

**I understand that my employment with the County is AT WILL, meaning that either the Employee or the County may terminate the employment relationship at any time with or without cause or prior notice. Nothing in these Personnel Policies is intended to, nor should be interpreted to, create a promise of employment for a definite time period or that is otherwise not at will.**

In addition, I understand that the policies and procedures described in these Policies are subject to the interpretation and discretion of the County and may be modified or amended by the County with or without prior notice to Employees. No supervisor has authority to make promises that are contrary to these policies. Modifications must be in writing, signed by the Board or else it is not reasonable for me to rely on the policy as being authorized by the County.

I understand that Non-exempt Employees are not permitted to perform work “off-the-clock” (i.e., without being clocked in or identifying that time as time worked on The County’s timekeeping system). This means that if I am working for the County, I will be “clocked in” during that time or I must immediately report it to the County that I worked time that was not recorded. Further, I will immediately inform the County Administrator if anyone (e.g., co-Employee, supervisor, manager, etc.) requests that I work off-the-clock or that I perform work duties before or after clocking in.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

*Please sign this sheet and return it to your supervisor.  
This signed form is required for your personnel file.*



SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>SUMMARY OF ALL FUNDS</b>	Beginning Balance	Revenue	Expenditures	Ending Balance
Total General Operation	1,570,062.54	3,149,942.37	2,417,013.91	2,302,991.00
Road & Bridge Operation	144,564.73	676,836.39	498,099.91	323,301.21
Contingency	54,554.94	0	0	54,554.94
TABOR Emergency	30,000.00	0	0	30,000.00
Social Services	79,532.82	159,795.31	150,303.39	89,024.74
Conservation Trust	13,467.33	0	0	13,467.33
County Lodging Tax	514,738.16	193,753.37	100,000.00	608,491.53
Emergency Services Fund	1,738,838.36	1,023,183.95	902,191.88	1,859,830.43
Affordable Housing Fund	341,780.39	152,758.82	181,459.05	313,080.16
Noxious Weed Management	11,896.78	0	0	11,896.78
Escrow Accounts (Below)	867,714.40	4,124.61	429,234.77	442,604.24
<b>TOTAL</b>	<b>5,367,150.45</b>	<b>5,360,394.82</b>	<b>4,678,302.91</b>	<b>6,049,242.36</b>

**ESCROW ACCOUNTS**

Ambulance	93,803.01	1,225.38	-	95,028.39
Assessor/Treasurer	3,579.89	346.90	-	3,926.79
Clerk's Technology Fund	5,289.40	432.00	-	5,721.40
Computer Equipment	4,389.57	246.19	-	4,635.76
County Barn	60,406.42	2,568.24	34,033.32	28,941.34
Courthouse	73,539.07	24,526.64	52,705.43	45,360.28
CR 2 and 110 Asphalt Maintenance	95,802.65	4,084.57	-	99,887.22
Emergency Preparedness	2,716.19	397.27	-	3,113.46
Fire Department	109,980.31	3,530.64	25,000.00	88,510.95
Gravel	145,200.45	553.93	-	145,754.38
Historical Archives	493.14	117.49	-	610.63
Land Use Fund	64,348.24	14,102.42	-	78,450.66
LOST 4-Wheelers	4,122.81	184.65	-	4,307.46
Road Equipment	8,967.69	2,747.31	255,398.47	(243,683.47)
Search and Rescue	20,665.70	796.09	-	21,461.79
Secure Rural Schools	125,648.18	13,610.21	15,000.00	124,258.39
Sheriff's Vehicle	45,079.61	402.85	30,438.55	15,043.91
Visitor Enhancement (Lodging Fund)	-	-	16,659.00	(16,659.00)
Workforce Housing (Lodging Fund)	3,682.07	853.55	-	4,535.62
	<b>867,714.40</b>	<b>70,726.33</b>	<b>429,234.77</b>	<b>509,205.96</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

**REVENUE ALL FUNDS**

	Budget	November	Year to Date	92% of Year % of Budget
General Operation	2,839,511.00	170,302.85	2,814,680.66	0.99
General Operation Grants	454,315.00	33,524.51	335,261.71	0.74
<b>General Operation Total</b>	<b>3,293,826.00</b>	<b>203,827.36</b>	<b>3,149,942.37</b>	<b>0.96</b>
Road & Bridge Operation	556,146.00	186,717.54	676,836.39	1.22
Emergency Services Fund	1,068,200.00	164,521.88	1,023,183.95	0.96
Contingency	-	-	-	-
County Lodging Tax	170,000.00	82,095.76	193,753.37	1.14
Conservation Trust	1,200.00	36.58	1,279.98	1.07
TABOR Emergency	-	-	-	-
Noxious Weed Management	-	-	-	-
Social Services	168,309.00	8,639.66	159,795.31	0.95
Anvil Mountain Workforce Housing	230,000.00	12,340.20	152,758.82	0.66
 Escrow Accounts (Below)	 462,760.00		 62,749.20	 0.14
<b>TOTAL</b>	<b>5,950,441.00</b>	<b>658,178.98</b>	<b>5,420,299.39</b>	<b>0.91</b>

**Escrow Accounts**

Ambulance	10,000.00	107.32	1,225.38	0.12
Assessor/Treasurer	100.00	30.38	346.90	3.47
Clerk's Technology Fund	400.00	33.00	432.00	1.08
Computer Equipment	100.00	21.56	246.19	2.46
County Barn	21,000.00	224.93	2,568.24	0.12
Courthouse	100,000.00	2,148.87	24,526.64	0.25
CR 2 and 110 Asphalt Maintenance	5,000.00	357.72	4,084.57	0.82
Emergency Preparedness	100.00	34.79	397.27	3.97
Fire Department	20,000.00	309.21	3,530.64	0.18
Gravel	5,000.00	48.51	553.93	0.11
Historical Archives	50.00	10.29	117.49	2.35
Land Use Fund	5,000.00	135.25	14,102.42	2.82
LOST 4-Wheelers	10.00	16.17	184.65	18.47
Road Equipment	185,000.00	240.61	2,747.31	0.01
Search and Rescue	5,000.00	69.76	796.09	0.16
Secure Rural Schools	-	-	13,610.21	-
Sheriff's Vehicle	10,000.00	35.28	402.85	0.04
Visitor Enhancement (Lodging Fund)	32,000.00	-	-	-
Workforce Housing (Lodging Fund)	64,000.00	149.96	853.55	0.01
<b>TOTAL</b>	<b>462,760.00</b>	<b>3,973.61</b>	<b>70,726.33</b>	<b>0.15</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>REVENUES</b>	92% of Year			
<b>GENERAL FUND</b>	Budget	November	Year to Date	% of Budget
Property Tax	1,408,625.00	37,286.57	1,448,917.93	1.03
Delinquent Tax + Interest	5,000.00	2,209.24	7,650.25	1.53
Treasurer's Fees	30,000.00	4,997.60	28,054.96	0.94
S.O. Tax A, B, C, F	84,000.00	4,558.94	94,019.61	1.12
Miscellaneous Revenue	7,000.00	561.61	33,254.61	4.75
Cigarette Tax	450.00	44.66	428.97	0.95
Courthouse Rent	-	-	-	-
Hospital Building Rent	9,600.00	-	4,200.00	0.44
Preschool Rent	6,000.00	-	7,000.00	1.17
Veterans	13,000.00	-	1,018.56	0.08
Town Contract - Sheriff	322,464.00	-	249,820.47	0.77
Clerk's Fees	60,000.00	5,221.31	53,356.15	0.89
Sales Tax	340,000.00	34,461.99	308,874.29	0.91
Excise Tax	2,500.00	447.30	2,487.50	1.00
Health Dept. Grants & Fees	335,000.00	58,353.29	406,305.44	1.21
Liquor Licenses	1,300.00	75.00	1,225.00	0.94
Investment Income	60,000.00	5,776.24	65,934.01	1.10
Copies - Maps - etc.	100.00	-	-	-
Building Permits / Fees	-	-	-	-
Subdivision Fees	-	-	-	-
Land Use Fees	6,000.00	500.00	19,000.86	3.17
Alpine Ranger	-	-	250.00	-
Social Services	60,000.00	9,526.10	56,623.94	0.94
Mineral Lease Severence	-	-	-	-
USFS Contract - Sheriff	7,500.00	-	-	-
BLM Contract - Sheriff	10,000.00	-	10,000.00	1.00
Sheriff's Fees/Fines	-	-	1,205.00	-
Advertise/Overbids	4,000.00	6,283.00	6,766.00	1.69
Road & Bridge Administration	-	-	-	-
IGA with Town of Silverton	12,872.00	-	-	-
Election Riemburse	2,600.00	-	8,287.11	3.19
Emergency Services Insurance	20,000.00	-	-	-
Emergency Services Admin .01%	11,500.00	-	-	-
Lodging Tax Admin. .03%	5,000.00	-	-	-
Anvil Mountain Admin. .03%	5,000.00	-	-	-
Escrow Transfer In	10,000.00	-	-	-
<b>Sub-Total</b>	<b>2,839,511.00</b>	<b>170,302.85</b>	<b>2,814,680.66</b>	<b>0.99</b>
Emergency Management	17,500.00	-	4,550.01	0.26
Housing Solution CDBG	150,000.00	-	-	-
DOLA Courthouse	23,408.00	-	1,525.00	0.07
SHF Courthouse	85,000.00	-	126,395.18	1.49
CDPHE Communication Liaison	26,000.00	-	80,000.00	3.08

SAN JUAN COUNTY  
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Clerks Technology Grant	22,407.00	-	-	-
CDPHE Mapping	15,000.00	-	-	-
EPA Cooperative Agreement	100,000.00	33,524.51	122,982.08	1.23
Other Grants	15,000.00	-	40,479.63	2.70
<b>Sub-Total</b>	454,315.00	33,524.51	375,931.90	0.83
<b>TOTAL</b>	3,293,826.00	203,827.36	3,190,612.56	0.97



SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>REVENUES</b>				92% of Year
<b>ROAD AND BRIDGE FUND</b>	Budget	November	Year to Date	% of Budget
Property Tax	19,395.00	484.66	18,127.54	0.93
Delinquent Tax and Interest	100.00	40.70	140.91	1.41
Highway Users Tax	382,251.00	138,772.70	362,748.30	0.95
S.O. Tax A, B, C, F	1,400.00	83.98	1,731.44	1.24
P.I.L.T.	95,000.00		131,943.00	1.39
Forest Reserve	45,000.00		57,843.36	1.29
OHV Donation	-		-	-
CORE Mountain Fee	7,000.00		-	-
Refunds	1,000.00		-	-
Sale of Assets	-		-	-
EPA COOP Agreement	-		26,582.00	-
Title II SRS	-		-	-
LATCF	-		-	-
Miscellaneous	5,000.00	47,335.50	77,719.84	15.54
<b>Sub-Total</b>	<b>556,146.00</b>	<b>186,717.54</b>	<b>676,836.39</b>	<b>1.22</b>
Escrow Transfer In	-		-	-
<b>TOTAL</b>	<b>556,146.00</b>	<b>186,717.54</b>	<b>676,836.39</b>	<b>1.22</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

EXPENDITURES ALL FUNDS	Budget	November	Year to Date	92% of Year % of Budget
General Operation Total	3,037,010.00	401,525.00	2,417,013.91	0.80
General Operation	2,706,361.00	401,525.00	2,209,657.53	0.82
General Operation Grants	330,649.00	-	207,356.38	0.63
Road & Bridge Operation	597,736.00	83,847.24	498,099.91	0.83
Emergency Services Fund	941,728.00	90,007.11	902,191.88	0.96
Contingency	10,000.00	-	-	-
County Lodging Tax	203,717.00	-	100,000.00	0.49
Conservation Trust	6,000.00	-	-	-
Noxious Weed Management	1,988.00	-	-	-
TABOR Emergency	-	-	-	-
Social Services	161,264.00	-	150,303.39	0.93
Anvil Mountain Workforce Housing	145,000.00	39,524.68	181,459.05	1.25
Escrow Accounts (Below)	646,000.00	113,706.36	429,234.77	0.66
<b>TOTAL</b>	<b>5,750,443.00</b>	<b>881,841.43</b>	<b>5,439,300.12</b>	<b>0.95</b>

Escrow Accounts

Ambulance	-	-	-	-
Assessor/Treasurer	-	-	-	-
Clerk's Technology Fund	-	-	-	-
Computer Equipment	-	-	-	-
County Barn	21,000.00	19,713.06	34,033.32	-
Courthouse	110,000.00	-	52,705.43	-
CR 2 and 110 Asphalt Maintenance	-	-	-	-
Emergency Preparedness	-	-	-	-
Fire Department	25,000.00	-	25,000.00	-
Gravel	50,000.00	-	-	-
Historical Archives	-	-	-	-
Land Use Fund	10,000.00	-	-	-
LOST 4-Wheelers	-	-	-	-
Road Equipment	215,000.00	48,334.30	255,398.47	-
Secure Rural School	-	-	-	-
Sheriff's Vehicle	40,000.00	-	15,000.00	-
Visitor Enhancement	50,000.00	30,000.00	30,438.55	-
Workforce Housing	125,000.00	15,659.00	16,659.00	-
<b>TOTAL</b>	<b>646,000.00</b>	<b>113,706.36</b>	<b>429,234.77</b>	<b>-</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

**EXPENDITURES GENERAL FUND**

	Budget	November	Year to Date	92% of Year % of Budget
Administrator	141,781.00	10,516.32	118,805.90	0.84
Assessor	188,882.00	8,259.44	113,529.64	0.60
Clerk & Recorder	177,907.00	15,149.73	175,623.18	0.99
Commissioners	174,640.00	14,166.96	163,093.41	0.93
Communications Liaison	116,649.00	8,847.05	88,682.96	0.76
Coroner	31,526.00	4,890.88	20,605.80	0.65
County Attorney	45,500.00	2,769.00	39,102.50	0.86
Custodian	151,000.00	18,975.96	144,252.99	0.96
District Attorney	33,301.00	-	23,876.47	0.72
Elections	45,000.00	13,961.27	55,490.96	1.23
Health Dept.	699,219.00	30,495.50	318,923.05	0.46
Intergovernment	312,967.00	136,825.98	221,123.36	0.71
Jail	10,000.00	468.00	14,560.00	1.46
Office of Emergency Preparedness	75,997.00	9,061.63	133,678.65	1.76
Sheriff	627,262.00	61,895.38	493,879.27	0.79
Surveyor	2,500.00		2,500.00	1.00
Treasurer	121,050.00	29,324.57	124,076.40	1.03
Veterans Officer	5,597.00	1,362.52	7,946.80	1.42
Miscellaneous	50,000.00	34,554.81	131,361.31	2.63
<b>Sub-Total</b>	<b>3,010,778.00</b>	<b>401,525.00</b>	<b>2,391,112.65</b>	<b>0.79</b>
Grants	240,000.00	-	103,678.19	0.43
<b>Sub-Total</b>	<b>3,250,778.00</b>	<b>401,525.00</b>	<b>2,494,790.84</b>	<b>0.77</b>
Treasurer's Fees	35,000.00		8,032.21	0.23
Transfer to Escrow	300,000.00		-	-
Escrow Expenditures	276,000.00		165,974.53	0.60
<b>Sub-Total</b>	<b>611,000.00</b>	<b>-</b>	<b>174,006.74</b>	<b>0.28</b>
Emergency Services Expenditures	781,028.00	90,007.11	902,191.88	1.16
Anvil Mountain Expenditures	145,000.00	39,524.68	181,459.05	1.25
<b>TOTAL</b>	<b>4,787,806.00</b>	<b>531,056.79</b>	<b>3,752,448.51</b>	<b>0.78</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>				92% of Year
<b>ADMINISTRATOR</b>	Budget	November	Year to Date	% of Budget
Personnel	125,681.00	10,319.30	114,648.57	0.91
Supplies	750.00	16.55	1,236.82	1.65
Telephone/Internet	1,000.00	80.07	880.07	0.88
Postage	100.00	-	22.15	0.22
Travel	2,000.00	100.40	934.55	0.47
Training	1,000.00	-	289.16	0.29
Electronic Equipment	-	-	-	0.00
Equipment Repair/Maint.	-	-	665.79	0.00
Subscription - Dues	250.00	-	104.00	0.42
Planning	10,000.00	-	-	0.00
Miscellaneous	1,000.00	-	24.79	0.02
<b>TOTAL</b>	<b>141,781.00</b>	<b>10,516.32</b>	<b>118,805.90</b>	<b>0.84</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>	92% of Year			
<b>ASSESSOR</b>	Budget	November	Year to Date	% of Budget
Personnel	103,305.00	7,621.92	84,074.39	0.81
Supplies	8,000.00	637.52	7,456.12	0.93
Telephone	-	-	-	-
Postage	1,500.00	-	9.85	0.01
Printing	100.00	-	-	-
Travel	3,800.00	-	400.00	0.11
Dues	2,000.00	-	-	-
Computer Lease	50,177.00	-	32,514.46	0.65
Mapping	12,000.00	-	-	-
Master Touch	-	-	-	-
Equipment	2,000.00	-	-	-
Consulting	5,000.00	-	-	-
Miscellaneous	1,000.00	-	575.79	0.58
<b>TOTAL</b>	<b>188,882.00</b>	<b>8,259.44</b>	<b>125,030.61</b>	<b>0.66</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>				92% of Year
<b>CLERK</b>	Budget	November	Year to Date	% of Budget
Personnel	139,759.00	13,229.18	121,278.29	0.87
Supplies	2,500.00	156.00	3,736.39	1.49
Telephone/Internet	-	-	-	-
Postage	1,500.00	1,352.55	2,454.66	1.64
Printing	750.00	-	671.54	0.90
Travel - Training	1,000.00	-	243.22	0.24
Dues - Meetings	800.00	-	1,576.65	1.97
Recording Service and Maintenance	8,400.00	-	4,560.00	0.54
Recorder's Equipment Replacement	-	-	10,765.00	-
Document Historic Plat Maps	22,407.00	412.00	29,107.06	1.30
Miscellaneous	791.00	-	1,230.37	1.56
<b>TOTAL</b>	<b>177,907.00</b>	<b>15,149.73</b>	<b>175,623.18</b>	<b>0.99</b>

<b>EXPENDITURES</b>				92% of Year
<b>Elections</b>	Budget		Year to Date	% of Budget
Personnel	-	10,710.38	33,375.06	
Supplies Etc.	-	3,250.89	22,115.90	
<b>Total</b>	<b>45,000</b>	<b>13,961.27</b>	<b>55,490.96</b>	<b>1.23</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>	92% of Year			
<b>COMMISSIONERS</b>	Budget	November	Year to Date	% of Budget
Personnel	169,012.00	13,665.60	151,024.96	0.89
Supplies	1,000.00	-	889.59	0.89
Telephone	-	-	-	-
Postage	50.00	-	-	-
Printing	2,000.00	95.36	1,148.80	0.57
Travel	2,000.00	-	201.24	0.10
Miscellaneous	578.00	406.00	9,828.82	17.00
<b>TOTAL</b>	<b>174,640.00</b>	<b>14,166.96</b>	<b>163,093.41</b>	<b>0.93</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>				92% of Year
<b>CUSTODIAN</b>	Budget	November	Year to Date	% of Budget
<b>COURTHOUSE</b>				
Personnel	37,000.00	1,946.06	41,843.49	1.13
Supplies	2,300.00	150.64	2,602.07	1.13
Maintenance	2,000.00	610.00	2,423.06	1.21
Repairs	5,000.00	4,840.00	6,520.26	1.30
Utilities	12,000.00	1,268.01	9,935.06	0.83
Propane/Coal	36,000.00	7,282.28	40,220.52	1.12
Vehicle Maintenance	500.00		148.75	0.30
Miscellaneous	500.00		-	-
<b>Sub-Total</b>	<b>95,300.00</b>	<b>16,096.99</b>	<b>103,693.21</b>	<b>1.09</b>
<b>HOSPITAL</b>				
Personnel	24,800.00	958.51	22,161.00	0.89
Supplies	900.00		919.60	1.02
Maintenance	3,500.00	612.00	4,113.54	1.18
Repairs	3,500.00	600.00	2,608.42	0.75
Utilities	7,000.00	708.46	4,375.37	0.63
Coal	15,500.00		6,381.85	0.41
Miscellaneous	500.00		-	-
<b>Sub-Total</b>	<b>55,700.00</b>	<b>2,878.97</b>	<b>40,559.78</b>	<b>0.73</b>
<b>TOTAL</b>	<b>151,000.00</b>	<b>18,975.96</b>	<b>144,252.99</b>	<b>0.96</b>



SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>				92% of Year
<b>PUBLIC HEALTH DEPARTMENT</b>	Budget	November	Year to Date	% of Budget
Personnel by General Fund	29,133.00	2,417.39	23,528.85	0.81
Supplies	1,000.00	556.64	5,340.74	5.34
Postage	100.00		-	-
Telephone	200.00		-	-
Travel - Training	500.00		673.82	1.35
Dues - Meetings	500.00		506.00	1.01
Licenses & Certifications	270.00		-	-
Vaccines	-		845.75	-
Miscellaneous	500.00		889.00	1.78
<b>Total Operations</b>	<b>32,203.00</b>	<b>2,974.03</b>	<b>31,784.16</b>	<b>0.99</b>
Personnel by Grant	348,598.00	14,213.83	171,461.32	0.49
Emergency Planning PHEP	22,060.00		-	-
CHAPS/PHIP	16,615.00		10,252.71	0.62
ARPA	48,643.00	5,700.14	67,394.86	1.39
STEPP	24,172.00		400.00	0.02
IMM3	38,744.00		-	-
IMM4	40,738.00		809.43	0.02
Miscellaneous Grants	-	1,000.00	11,291.05	-
Senior Grant	5,000.00	367.50	5,476.00	1.10
ELC an dELC Enhanced	54,877.00		5,938.23	0.11
CDC	45,000.00		-	-
CORE Services	22,569.00	6,240.00	14,115.29	0.63
<b>Total Grants</b>	<b>667,016.00</b>	<b>27,521.47</b>	<b>287,138.89</b>	<b>0.43</b>
<b>TOTAL</b>	<b>699,219.00</b>	<b>30,495.50</b>	<b>318,923.05</b>	<b>0.46</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>				92% of Year
<b>INTERGOVERNMENT</b>	Budget	November	Year to Date	% of Budget
La Plata Public Health	10,000.00		-	-
Planning Commission	400.00		-	-
Area Agency on Aging	6,000.00		-	-
Club 20	300.00		-	-
NACO	450.00		450.00	1.00
Volunteers of America	300.00		-	-
Region 9 E.D. District	933.00		933.00	1.00
Cemetery Donation	250.00		-	-
Fire Dept. Donations	100.00		-	-
San Juan Development Assoc.	6,000.00		-	-
Social Services	70,308.00	6,174.33	68,058.71	0.97
Colorado SBDC	211.00		-	-
Town Shared Services	31,885.00	29,392.00	29,392.00	0.92
School - Subdivision Fees	4,400.00		-	-
Annual Audit	15,000.00		14,300.00	0.95
Liability Insurance (CTSI)	120,000.00	98,412.65	98,412.65	0.82
Workers Comp. Insurance (CTSI)	4,500.00	2,847.00	2,847.00	0.63
Transportation Dues	450.00		-	-
Housing Solutions Grant	500.00		-	-
AXIS Mental Health	500.00		-	-
CCI Dues	6,730.00		6,730.00	1.00
Preschool Loan	6,000.00		-	-
MSI	1,000.00		-	-
Fireworks Donation	250.00		-	-
Silverton Clinic	26,000.00		-	-
Silverton Youth Center	500.00		-	-
<b>Sub-Total</b>	<b>312,967.00</b>	<b>136,825.98</b>	<b>221,123.36</b>	<b>0.71</b>
 <b>GRANTS</b>				
SHF Courthouse	30,000.00		61,452.94	2.05
Housing Solutions CDBG	150,000.00		-	-
EPA Cooperative Agreement	50,000.00		-	-
Other Grants	10,000.00		42,225.25	4.22
<b>Sub-Total</b>	<b>240,000.00</b>	<b>-</b>	<b>103,678.19</b>	<b>0.43</b>
 <b>TOTAL</b>	 <b>552,967.00</b>	 <b>136,825.98</b>	 <b>324,801.55</b>	 <b>0.59</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

MISC

Snow Shovelling	731.25	8,551.50	-
Eye Insurance	20.00	220.00	-
Silverton Film		750.00	-
Porta Johns	221.00	402.00	-
Social Services	667.73	1,186.68	-
VERO	1,934.88	11,770.58	
Treasury		1,711.35	
IT Maintenance		270.00	
Bobcat		-	
Property Transfer		37,870.00	
Girodo Retirement		1,105.00	
Copier		1,024.27	
Notary		100.89	
Personnel Policy		1,624.00	
Posters		101.54	
Community Potluck		1,427.23	
Phoenix Data		-	
Kri Metzler AAA		975.00	
Cascade Village		5,000.00	
Skid Steer Chains		1,145.00	
Silverton Snowmobile Club	116.00		
Silverton Single Track	10,000.00		
Hospital Building Heat System	20,863.95	46,111.81	
Total	50,000.00	34,554.81	121,346.85

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

**MISCELLANEOUS OFFICES**

November

<b>EXPENDITURES</b>				92% of Year
<b>COMMUNICATIONS LIAISON</b>	Budget		Year to Date	% of Budget
Personnel	90,649.00	7,526.88	82,918.06	0.91
Miscellaneous	26,000.00	1,320.17	5,907.67	0.23
<b>TOTAL</b>	<b>116,649.00</b>	<b>8,847.05</b>	<b>88,825.73</b>	<b>0.76</b>

<b>EXPENDITURES</b>				
<b>CORONER</b>	Budget		Year to Date	% of Budget
Personnel	16,526.00	1,377.13	15,148.43	0.92
Miscellaneous	15,000.00	3,513.75	5,457.38	0.36
<b>TOTAL</b>	<b>31,526.00</b>	<b>4,890.88</b>	<b>20,605.81</b>	<b>0.65</b>

<b>EXPENDITURES</b>				
<b>COUNTY ATTORNEY</b>	Budget		Year to Date	% of Budget
Personnel	45,000.00	2,769.00	39,102.50	0.87
Miscellaneous	500.00		-	-
<b>TOTAL</b>	<b>45,500.00</b>	<b>2,769.00</b>	<b>39,102.50</b>	<b>0.86</b>

<b>EXPENDITURES</b>				
<b>DISTRICT ATTORNEY</b>				
Operations	30,600.00		21,175.78	0.69
La Plata Courthouse Remodel	2,701.00		2,700.69	1.00
<b>TOTAL</b>	<b>33,301.00</b>	<b>-</b>	<b>23,876.47</b>	<b>0.72</b>

<b>EXPENDITURES</b>				
<b>EMERGENCY PREPAREDNESS</b>				
Personnel	52,333.00	8,577.47	94,561.33	1.81
PIO	8,664.00		6,080.00	0.70
Miscellaneous	15,000.00	484.16	33,037.32	2.20
<b>TOTAL</b>	<b>75,997.00</b>	<b>9,061.63</b>	<b>133,678.65</b>	<b>1.76</b>

<b>EXPENDITURES</b>				
<b>SURVEYOR</b>	Budget		Year to Date	% of Budget
Personnel	1,659.00		2,500.00	1.51
Miscellaneous	841.00		-	-
<b>TOTAL</b>	<b>2,500.00</b>	<b>-</b>	<b>2,500.00</b>	<b>1.00</b>

<b>EXPENDITURES</b>				
<b>VETERANS OFFICER</b>				
Personnel	5,597.00	1,291.80	7,364.33	1.32
Miscellaneous		70.72	582.47	
<b>TOTAL</b>	<b>5,597.00</b>	<b>1,362.52</b>	<b>7,946.80</b>	<b>1.42</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>	92% of Year			
<b>SHERIFF</b>	Budget	November	Year to Date	% of Budget
Personnel	500,462.00	29,899.76	350,205.99	0.70
Workers Comp Ins.	11,000.00	10,352.00	10,352.00	0.94
Supplies	18,000.00	1,831.27	13,514.52	0.75
Telephone/Internet	8,200.00	710.44	6,174.77	0.75
Postage	500.00		386.15	0.77
Printing	250.00		-	-
Training	2,500.00	356.97	2,590.81	1.04
Dues - Meetings	2,500.00	2,225.00	2,857.47	1.14
Ads - Legal Notices	300.00		-	-
Bonds	-		-	-
Vehicle Maintenance	8,000.00	1,332.56	7,185.06	0.90
Gasoline	17,500.00	1,668.08	20,400.98	1.17
Transient Persons	500.00		-	-
Dispatch Services	24,000.00		35,830.00	1.49
Vehicle Insurance	6,000.00	3,056.10	3,056.10	0.51
Insurance	8,000.00	9,019.99	9,019.99	1.13
Matching Grant Funds	-		-	-
Rescues	150.00		-	-
Communications Towers	7,400.00	1,443.21	8,192.63	1.11
Special Events (4th of July)	1,000.00		-	-
Miscellaneous	1,000.00		1,468.80	1.47
Escrow			15,000.00	-
<b>Sub-Total</b>	<b>617,262.00</b>	<b>61,895.38</b>	<b>486,235.27</b>	<b>0.79</b>
JAIL	10,000.00	468.00	14,560.00	1.46
<b>TOTAL</b>	<b>627,262.00</b>	<b>62,363.38</b>	<b>500,795.27</b>	<b>0.80</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>	92% of Year			
TREASURER	Budget	November	Year to Date	% of Budget
Personnel	100,112.00	7,570.03	83,503.76	0.83
Supplies	900.00	61.95	953.96	1.06
Telephone/Internet	-		-	-
Postage	1,000.00		96.60	0.10
Printing	4,000.00	1,398.14	3,736.86	0.93
Travel	1,500.00		1,542.06	1.03
Dues - Meetings	1,000.00		1,828.88	1.83
Computer Lease	12,000.00	18,010.00	29,149.45	2.43
Electronic Equipment	-	1,419.45	1,419.45	-
Maps	-		-	-
Miscellaneous	538.00	865.00	1,845.38	3.43
<b>TOTAL</b>	<b>121,050.00</b>	<b>29,324.57</b>	<b>124,076.40</b>	<b>1.03</b>

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

<b>EXPENDITURES</b>				92% of Year
<b>AMBULANCE ACCOCATION</b>	Budget	November	Year to Date	% of Budget
Ambulance Association	589,600.00	49,133.33	540,466.63	
Escrow	10,000.00		-	
Insurance				
<b>SUBTOTAL</b>	<b>599,600.00</b>	<b>49,133.33</b>	<b>540,466.63</b>	

<b>EXPENDITURES</b>				100% of Year
<b>FIRE AUTHORITY</b>	Budget		Year to Date	% of Budget
Fire Authority	54,750.00		54,750.00	
Building Operation and Maintenance	15,000.00	4,091.71	17,087.29	
Insurance	16,000.00	14,008.82	14,008.82	
Building Lease Purchase	25,678.00		25,677.40	
Truck Lease Purchase	20,000.00		-	
Fireman's Pension	30,000.00		-	
Escrow	20,000.00		25,000.00	
<b>SUBTOTAL</b>	<b>181,428.00</b>	<b>18,100.53</b>	<b>136,523.51</b>	

Emergency Services Other	125,000.00	9,542.11	199,963.60	
Transfer to Escrow	15,000.00		-	
Tax Refund	10,000.00		-	
Emergency Fire Fund	700.00		-	
Insurance	20,000.00	13,231.14	13,231.14	
Administration 1%	10,000.00		-	
Other			12,007.00	
<b>SUBTOTAL</b>	<b>180,700.00</b>	<b>22,773.25</b>	<b>225,201.74</b>	

<b>TOTAL</b>	<b>961,728.00</b>	<b>90,007.11</b>	<b>902,191.88</b>	-
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<b>EXPENDITURES</b>				
<b>Anvil Mountian</b>				
Payments		6,770.33	77,870.69	
Utilities		4,994.21	39,060.08	
Other		27,760.14	64,528.28	
<b>TOTAL</b>	<b>145,000.00</b>	<b>39,524.68</b>	<b>181,459.05</b>	

SAN JUAN COUNTY  
NOVEMBER 2024 FINANCIAL REPORT

EXPENDITURES				92% of Year
ROAD AND BRIDGE	Budget	November	Year to Date	% of Budget
Personnel	366,605.00	25,504.58	303,829.06	0.83
Administration	-		-	-
Liability Insurance (CTSI)	42,000.00	24,042.00	24,042.00	0.57
Workers Comp. Insurance (CTSI)	12,000.00	14,897.00	14,897.00	1.24
Travel	300.00		-	-
Utilities	9,500.00	1,311.61	8,207.48	0.86
Supplies	17,000.00	924.31	19,043.55	1.12
Coal/Propane	8,000.00	2,061.65	6,449.95	0.81
Building Maintenance	1,500.00	1,387.79	1,387.79	0.93
Safety - Signs	3,000.00		2,382.50	0.79
Fuel	55,000.00	5,389.40	37,359.23	0.68
Oil - Antifreeze	2,500.00		981.01	0.39
Tires	6,000.00		-	-
Equipment Repair	50,000.00	5,007.90	45,142.66	0.90
Magnesium Chloride	-		6,000.00	-
Avalanche Control	3,000.00		-	-
Rock Work - Blasting	-		-	-
Culverts	2,500.00		13,938.50	5.58
Gravel - Permit	331.00		-	-
Snow Removal	8,500.00		7,250.00	0.85
Bridge Maintenance	2,000.00		-	-
Equipment Payment	-		-	-
CDL Physicals/License	200.00		158.75	0.79
Clothing Allowance	600.00		555.95	0.93
Asphalt Materials & Striping	1,000.00		-	-
Miscellaneous	1,000.00	3,321.00	4,797.00	4.80
<b>Sub-Total</b>	<b>592,536.00</b>	<b>83,847.24</b>	<b>496,422.43</b>	<b>0.84</b>
Treasurer's Fees	5,200.00		1,677.48	0.32
Transfer to Escrows	-		-	-
Transfer to School	-		-	-
<b>Sub-Total</b>	<b>597,736.00</b>	<b>83,847.24</b>	<b>498,099.91</b>	<b>0.83</b>
Escrow Expenditures	-	68,047.36	242,563.14	-
<b>TOTAL</b>	<b>597,736.00</b>	<b>151,894.60</b>	<b>740,663.05</b>	<b>1.24</b>



# Fund Status Report

# San Juan County

## Report Selection Criteria:

Selected Fund Type: ALL  
 Include Encumbrances? NO  
 Include Pri Yr Liabilities? NO  
 Printed in Alpha by Fund Name? NO  
 Exclude Additional Cash? NO

Fiscal Year: 2024

From Date: 12/1/2024

From Period: 12

Thru Date: 12/31/2024

To Period: 12

Option: Period

## Selected Funds :

	Beginning Balance	Receipts	Disbursements	Transfers	Ending Balance
<b>General Fund (01)</b>					
010 - COUNTY GENERAL FUND	\$1,115,674.55	\$553,084.23	(\$528,975.01)	\$922,465.77	\$2,062,249.54
020 - COUNTY ROAD & BRIDGE	\$159,956.49	\$30,782.98	(\$82,366.74)	(\$11,286.94)	\$97,085.79
030 - CONTINGENT FUND	\$54,554.94	\$0.00	\$0.00	\$0.00	\$54,554.94
035 - AMENDMENT 1-EMERGENCY FUN	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00
040 - SOCIAL SERVICE FUND	\$89,021.74	\$2,529.82	(\$22,596.14)	\$0.00	\$68,955.42
045 - AFFORDABLE HOUSING FUND	\$494,539.21	\$12,699.97	(\$190,229.38)	\$0.00	\$317,009.80
050 - CONSERVATION TRUST	\$14,747.31	\$314.84	\$0.00	\$0.00	\$15,062.15
051 - LODGING TAX FUND	\$608,271.98	\$2,299.41	(\$20,000.00)	(\$220,290.07)	\$370,281.32
052 - TOURISM BOARD FUND	\$5,182.54	\$20,000.06	(\$7,260.00)	\$0.00	\$17,922.60
055 - NOXIOUS WEED FUND	\$11,896.78	\$0.00	\$0.00	\$0.00	\$11,896.78
060 - TOWN OF SILVERTON	\$3,851.66	\$14,126.92	(\$16,197.41)	\$0.00	\$1,781.17
070 - DURANGO FIRE PROTECTION DIS	\$0.00	\$1,365.31	(\$1,365.31)	\$0.00	\$0.00
080 - SOUTHWEST WATER CONSERVAT	\$0.00	\$800.29	(\$800.29)	\$0.00	\$0.00
090 - ADVERTISING FEES	\$12,468.40	\$0.00	\$0.00	\$0.00	\$12,468.40
100 - REDEMPTION	\$312.30	\$140.12	(\$140.12)	\$0.00	\$312.30
110 - SCHOOL GENERAL	\$0.00	\$32,263.95	(\$32,263.95)	\$0.00	\$0.00
116 - SCHOOL BOND	\$0.00	\$2,796.80	(\$2,796.80)	\$0.00	\$0.00
200 - SPECIAL ASSESSMENTS	\$4,240.20	\$0.00	\$0.00	\$0.00	\$4,240.20
210 - 911 AUTHORITY	\$90,854.78	\$4,123.89	(\$2,634.44)	\$0.00	\$92,344.23
220 - TREASURER'S FEES	\$21,648.05	\$20.00	\$0.00	\$0.00	\$21,668.05
230 - ASSESSOR'S PENALTY	\$5,548.41	\$0.00	\$0.00	\$0.00	\$5,548.41
240 - TREASURER'S DEEDS/FORECLOS	\$10,228.41	\$9,000.00	(\$162.00)	\$0.00	\$19,066.41
250 - CLERK TECHNOLOGY FEES	\$5,721.40	\$53.00	\$0.00	\$0.00	\$5,774.40
260 - ADMIN FEE	\$2,698.42	\$0.00	\$0.00	\$0.00	\$2,698.42
270 - PEAK INVESTMENTS	\$57,456.64	\$711.75	\$0.00	\$0.00	\$58,168.39
280 - ABATEMENTS	(\$2,333.91)	\$0.00	\$0.00	\$0.00	(\$2,333.91)



# Fund Status Report

# San Juan County

## Report Selection Criteria:

Selected Fund Type: ALL  
 Include Encumbrances? NO  
 Include Pri Yr Liabilities? NO  
 Printed in Alpha by Fund Name? NO  
 Exclude Additional Cash? NO

Fiscal Year: 2024  
 From Period: 12  
 To Period: 12

From Date: 12/1/2024  
 Thru Date: 12/31/2024  
 Option: Period

## Selected Funds :

	Beginning Balance	Receipts	Disbursements	Transfers	Ending Balance
300 - ESCROW-AMBULANCE	\$95,028.39	\$103.37	\$0.00	\$10,000.00	\$105,131.76
350 - ESCROW-COMPUTER EQUIP	\$4,635.76	\$20.77	\$0.00	\$0.00	\$4,656.53
360 - ASSESSOR/TREASURER ESCROW	\$3,926.79	\$29.27	\$0.00	\$0.00	\$3,956.06
400 - ESCROW-GRAVEL	\$145,754.38	\$46.73	\$0.00	\$5,000.00	\$150,801.11
410 - COUNTY BARN ESCROW	\$62,974.66	\$216.66	\$0.00	\$1,286.94	\$64,478.26
420 - ROAD EQUIP PURCHASE ESCROW	\$11,715.00	\$231.76	\$0.00	\$11.58	\$11,958.34
430 - LOST 4-WHEELERS ESCROW	\$4,307.46	\$15.58	\$0.00	\$0.00	\$4,323.04
440 - SEARCH & RESCUE ESCROW	\$21,461.79	\$65.75	\$0.00	\$5,000.00	\$26,527.54
450 - COURTHOUSE ESCROW	\$98,065.71	\$2,038.49	\$0.00	\$48,375.99	\$148,480.19
460 - MSI ESCROW	\$0.00	\$0.00	\$0.00	\$40,168.22	\$40,168.22
470 - EMERGENCY PREPAREDNESS	\$3,113.46	\$33.51	\$0.00	\$0.00	\$3,146.97
500 - HISTORICAL ARCHIVES ESCROW	\$610.64	\$9.91	\$0.00	\$0.00	\$620.55
550 - ASPHALT ESCROW	\$99,887.22	\$344.57	\$0.00	\$5,000.00	\$105,231.79
570 - FOREST RESERVE ESCROW	\$139,258.39	\$0.00	\$0.00	\$0.00	\$139,258.39
590 - EMERGENCY SERVICES SALES TA	\$2,717,022.31	\$98,499.14	\$0.00	(\$918,122.93)	\$1,897,398.52
600 - FIRE TRUCK FUND	\$113,510.95	\$297.84	\$0.00	(\$5,000.00)	\$108,808.79
650 - LAND USE ESCROW	\$78,450.66	\$130.28	\$0.00	\$5,000.00	\$83,580.94
700 - WORKFORCE HOUSING ESCROW	\$4,538.15	\$72.22	\$0.00	\$117,391.44	\$122,001.81
750 - ESCROW-SHERIFF VEHICLE	\$45,482.46	\$33.99	\$0.00	(\$5,000.00)	\$40,516.45
800 - PUBLIC TRUSTEE	\$150.00	\$133.00	(\$163.00)	\$0.00	\$120.00
810 - SPECIFIC OWNERSHIP TAX	\$16,880.33	\$18,850.33	(\$16,880.34)	\$0.00	\$18,850.32
820 - TAX HOLDING FUND	\$82,120.74	\$0.00	(\$76,000.60)	\$0.00	\$6,120.14
900 - ADVANCED COLLECTIONS	\$28,090.75	\$4,370.20	\$0.00	\$0.00	\$32,460.95
950 - WEST SIDE SPECIAL IMP. DISTRIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
960 - HOSPITAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>* Fund Type Total *</b>	<b>\$6,573,526.30</b>	<b>\$812,656.71</b>	<b>(\$1,000,831.53)</b>	<b>\$0.00</b>	<b>\$6,385,351.48</b>



# Fund Status Report

# San Juan County

## Report Selection Criteria:

Selected Fund Type: ALL  
 Include Encumbrances? NO  
 Include Pri Yr Liabilities? NO  
 Printed in Alpha by Fund Name? NO  
 Exclude Additional Cash? NO

Fiscal Year: 2024  
 From Date: 12/1/2024  
 Thru Date: 12/31/2024  
 Option: Period

### Selected Funds :

Beginning Balance	Receipts	Disbursements	Transfers	Ending Balance
\$6,573,526.30	\$812,656.71	(\$1,000,831.53)	\$0.00	\$6,385,351.48
<b>* Report Total *</b>				



# Composition of Cash Balances and Investments

As Of: 12/31/2024 Including Account Details

	Net Bank Balance	Investments	Cash on Hand/ In Transit	Total
<i>Cash and Cash Items</i>				
Cash on Hand	\$0.00	\$0.00	\$200.00	\$200.00
<b>Cash on Hand:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$200.00</b>
<i>Demand and Time Deposits</i>				
<b>Citizens State Bank</b>				
Tourism Fund Checking	\$18,044.99	\$0.00	\$0.00	\$18,044.99
Affordable Housing Checking	\$335,626.23	\$0.00	\$0.00	\$335,626.23
911 Authority Checking Checking	\$92,688.30	\$0.00	\$0.00	\$92,688.30
General Checking Checking	\$3,345,291.69	\$0.00	\$0.00	\$3,345,291.69
<b>Citizens State Bank:</b>	<b>\$3,791,651.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,791,651.21</b>

	Net Bank Balance	Investments	Cash on Hand/ In Transit	Total
<i>Investment Pool</i>				
Citizens State Bank				
100120367	\$0.00	\$1,143,034.73	\$0.00	\$1,143,034.73
<b>Citizens State Bank:</b>	<b>\$0.00</b>	<b>\$1,143,034.73</b>	<b>\$0.00</b>	<b>\$1,143,034.73</b>
<b>COLOTRUST</b>				
CO-01-0646-8001	\$0.00	\$1,131,056.25	\$0.00	\$1,131,056.25
<b>COLOTRUST:</b>	<b>\$0.00</b>	<b>\$1,131,056.25</b>	<b>\$0.00</b>	<b>\$1,131,056.25</b>
<b>Sigma Financial Corporation</b>				
GTR-041850	\$0.00	\$319,409.29	\$0.00	\$319,409.29
<b>Sigma Financial Corporation:</b>	<b>\$0.00</b>	<b>\$319,409.29</b>	<b>\$0.00</b>	<b>\$319,409.29</b>
	<u>\$3,791,651.21</u>	<u>\$2,593,500.27</u>	<u>\$200.00</u>	<u>\$6,385,351.48</u>





Willy Tookey &lt;admin@sanjuancolorado.us&gt;

## Growing Water Smart April 2025

1 message

**Meryl Corbin** <mcorbin@sonoraninstitute.org>  
To: "admin@sanjuancolorado.us" <admin@sanjuancolorado.us>  
Cc: Noah Kaiser <nkaiser@sonoraninstitute.org>

Mon, Jan 6, 2025 at 12:37 PM

Dear Mr. Tookey,

I'm reaching out to encourage San Juan County to apply to the upcoming Growing Water Smart workshop, which will be hosted in partnership with the Colorado River District and Southwestern Water Conservation District.

This immersive, free workshop will take place April 28–30, 2025, in Montrose, CO. It empowers multidisciplinary teams to address water challenges by integrating water conservation, reuse, efficiency, and stormwater management into land use plans and policies. Applications are due February 28, 2025, by 5:00 PM MT.

### Why Apply?

- **Dedicated Collaboration Time:** Participate in educational sessions and 12+ hours of facilitated discussions led by experts with experience in integrating water and land use.
- **Actionable Outcomes:** Develop an action plan with shared goals and concrete results, including a deeper understanding of basin, state, and regional water initiatives and improved collaboration between water providers and land managers.
- **Ongoing Support:** Gain access to funding opportunities to implement your plan and join a growing network of communities committed to water resilience.

Visit [growingwatersmart.org](https://growingwatersmart.org) for details and the application. Please contact me with any questions or to schedule a time to discuss the workshop and application.

Best regards,  
Meryl Corbin

### Meryl Corbin

(she/her/ella)

**Director, Growing Water Smart**

Cell: 913-669-8373

[www.sonoraninstitute.org](https://www.sonoraninstitute.org)

[www.growingwatersmart.org](https://www.growingwatersmart.org)

**DONATE TODAY!**





The West Slope [Growing Water Smart Workshop application](#) is now open!

---

 **CO GWS April 2025.pdf**  
2503K

# COLORADO GROWING WATER SMART

REQUEST FOR APPLICATIONS

APRIL 28-30, 2025

## The Land and Water Challenge

Colorado is navigating significant uncertainty around water availability, requiring local jurisdictions to fundamentally rethink water use and to assume new leadership roles.

Historically, planning for water resources and land use have been conducted separately. Yet, where and how we build impacts the quantity of water needed and the quality of water that supports our ecosystems.

Elected officials, water resource managers, and land use planners can increase resilience and create water smart communities even as populations grow by collaborating to identify and implement strategies that address local and regional water concerns.

**Growing  
Water  
Smart**



## The Growing Water Smart Workshop

The Growing Water Smart workshop brings together community decision-makers in water and land use planning to collaborate on sustainable water use through public engagement, planning, communication, and policy implementation. Sonoran Institute and the Babbitt Center for Land and Water Policy are now accepting applications from municipalities, counties, and district members for the upcoming Western Slope Growing Water Smart workshop.

**Location:** Montrose County Event Center, Montrose, CO

**Date:** April 28-30, 2025

**Eligibility:** Municipalities, counties, and district members in the Colorado River District and Southwestern Water Conservation District service area.

**Application Deadline:** February 28, 2025

**Costs:** The workshop is free, including lodging and meals. Participants cover their own travel.

### What makes this workshop unique?

**Time:** A rare opportunity to for local leaders to focus - away from competing priorities - on the connection between water and land use with a cross departmental and cross sector team.

**Structure:** A majority of the workshop is spent in team work sessions. Each team gets nearly twelve hours of professionally facilitated discussion to help teams develop a concrete plan of action.

**Access:** Staff from some of the state's leading organizations working to integrate water and land use including the Colorado River District, Southwestern Water Conservation District, Sonoran Institute, the Babbitt Center for Land and Water Policy, Colorado Water Conservation Board, Department of Local Affairs, CSU Colorado Water Center, and many additional leading water experts.

**Action:** The workshop works towards creating a team action plan developed by consensus. After the workshop teams can apply for a follow-up technical assistance grant funds to implement key components of the action plan.

**Network:** Spend time learning from your peers and upon completion teams join a Peer Network across the Colorado River Basin who have participated in the GWS Workshop.



J Armando Photography for Sonoran Institute



Jeremy Stapleton with Aerial Support by LightHawk

## Program at a Glance

The Growing Water Smart workshop offers your team the time to collaborate and focus on the water resource challenges that are influencing your community's growth and development. The program is comprised of the following elements:

**Pre-workshop:** Teams assess water resource and land use community data, trends, and existing policies; attend a team orientation with Sonoran Institute to review workshop logistics and resources.

**Five Team-Oriented Work Sessions:** Identify workshop intentions; assess water resource challenges and opportunities; identify land use strategies to become water resilient; develop succinct messaging around water; and develop an action plan to implement these strategies. Sessions are facilitated by professionals in the field who guide teams through strategic discussions.

**Learning Best Practices:** Presentations and written materials provide key knowledge around integrating water conservation, efficiency, reuse, and watershed protection into existing and future development.

**Peer-to-Peer Networking:** Participants meet and exchange ideas with peers from other jurisdictions and past workshop participants.

## Post Workshop Assistance

Upon workshop completion, teams become eligible to apply for up to \$10,000 in technical assistance funding to help carry out a water and land use integration strategy identified in the team's action plan.

Previous projects have included:

- Land use code audits and policy recommendations
- The inclusion of water in comprehensive plan updates
- Collaborative stakeholder engagement and facilitation
- Metrics to measure water and land use integration

## Eligibility and Team Composition

This workshop is designed to build and foster collaborative teams committed to taking local action. Applicants build a team of six to eight individuals with diverse knowledge, skills, and perspectives needed to secure their community's water future and implement the action plan. Team composition varies to reflect the needs of each community, and often includes:

- Elected and appointed officials **(required)**
- Current and long-range land use planners **(required)**
- Water resource managers **(required)**
- Economic development leaders
- Sustainability and resilience officers
- Parks and public works staff
- Community outreach and engagement staff
- Representatives of regional planning organizations
- Local non-profit organizational representatives
- Community task force members
- Consultants contributing to your current water and land use efforts

Multi-jurisdictional or regional teams may also apply. One or more representatives from each local government should be represented, and the team should be in pursuit of a common water goal.

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*"Colorado Growing Water Smart opened our eyes about critical gaps in our planning efforts. Following the workshop, our local governments and service providers are seeking to use a common set of data and growth projections in our planning efforts. We expect this collaboration will expand to other issues in our community."*

James Dickoff | Town of Pagosa Springs

## Selection Criteria

This workshop is targeted to serve municipalities, counties, and district members within the Colorado River District and Southwestern Water Conservation District service area. However, Colorado communities not served by these entities are eligible to apply. In this round, we will select **six teams** to participate in the program, creating an intimate setting where teams can truly get to know their peers while fostering a diverse range of communities.

Teams will be selected based on:

- Team that includes required representatives.
- Demonstrated local commitment toward addressing water sustainability.
- Severity of need around current and/or projected water conditions.
- Capacity to foster dialogue or partnerships among agencies and entities overseeing land use planning and water resource management.

## How to Apply

To participate in Growing Water Smart, please download this pdf and complete the application beginning on page four. If your municipality, county, or district is interested in applying please let us know so we can provide support. Email the completed application to [growingwatersmart@sonoraninstitute.org](mailto:growingwatersmart@sonoraninstitute.org).

## Deadline

Applications are due on Friday, **February 28, 2025**.

## Contact Information

We are here to help! If you are interested in applying or have questions about the program, please contact:

**Meryl Corbin**, Director, Growing Water Smart  
Sonoran Institute  
[growingwatersmart@sonoraninstitute.org](mailto:growingwatersmart@sonoraninstitute.org)

Visit [GrowingWaterSmart.org](http://GrowingWaterSmart.org) for more information.

## Funding and Financial Assistance

The Growing Water Smart training is offered at no cost to selected teams, thanks to the generous support of our funders and sponsors including the Colorado Water Conservation Board, Babbitt Center for Land and Water Policy, Colorado River District and Southwestern Water Conservation District. We actively fundraise to sustain and expand this program, ensuring that all communities can access the tools and resources needed to address water and land use challenges.

The only cost for selected teams is the travel to the workshop location. If this presents a challenge for your team, please contact Meryl Corbin to discuss financial assistance options.



Southwestern Water Conservation District's charter is to protect, conserve, use and develop the water resources of the Southwestern basin for the welfare of SWCD, and safeguard for Colorado all waters of the basin to which the state is entitled.



**COLORADO RIVER DISTRICT**  
PROTECTING WESTERN COLORADO WATER SINCE 1937

The Colorado River District's mission is to lead in the protection, conservation, use, and development of the water resources of the Colorado River water basin for the welfare of the District, and to safeguard for Colorado all waters of the Colorado River to which the state is entitled.

### About the Sonoran Institute

The Sonoran Institute's mission is to connect people and communities with the natural resources that nourish and sustain them. Growing Water Smart is offered through a partnership between the Sonoran Institute and the Babbitt Center for Land and Water Policy in Arizona, California, Colorado and the US-Mexico Border. Learn more about how you can help expand programs like Growing Water Smart at [SonoranInstitute.org/Membership/](http://SonoranInstitute.org/Membership/)

### About the Babbitt Center

The Babbitt Center for Land and Water Policy, a center of the Lincoln Institute of Land Policy, seeks to advance the integration of land and water management to meet the current and future water needs of Colorado River Basin communities, economies, and the environment.

### Connect With Us

Go to [SonoranInstitute.org](http://SonoranInstitute.org) to learn about our programs, history, and recent news. Or find us on social media:



**BABBITT CENTER**  
FOR LAND AND WATER POLICY

*A Center of the Lincoln Institute of Land Policy*



**SONORAN**  
INSTITUTE

## Team Name

### Workshop Schedule

**April 28, 2025:**

- 12:30 PM: Registration opens.
- 1:00–5:00 PM: Workshop begins, featuring an opening panel with regional water and land use experts, peer networking, a presentation on the water-land use nexus, and team intention-setting.
- 5:30–7:30 PM: Welcome reception/dinner.

**April 29, 2025:**

- 8:30 AM–5:00 PM: Focus on assessing current water resources, case study presentations, land use and planning opportunities, and community messaging.

**April 30, 2025:**

- 8:30 AM–3:30 PM: Includes peer networking, exploration of regional and state resources, and action planning.

### Team Composition

1a. Provide the names, titles, organizations, and email addresses of the 6-8 team members who will participate in the workshop. (For the greatest impact, we recommend including mid-to-senior level staff on your team.)

Category Represented	Name	Title	Organization	Email
Land Use Planner (Required)				
Water Resource Manager (Required)				
Elected and/or Appointed Official (Highly Recommended)				

1b. Please briefly describe why you chose this combination of participants to attend and represent your community at the Growing Water Smart workshop.

1c. Which team member will serve as the lead for pre-workshop communications? The workshop lead will be responsible for setting the team orientation meeting, managing completion of pre-workshop tasks like registration and community assessment.



Willy Tookey &lt;admin@sanjuancolorado.us&gt;

## Invitation to the BLM Grand Junction Field Office Outdoor Recreation Summit - January 13, 2025

1 message

BLM\_CO\_BlueprintSummitFeedback &lt;blm\_co\_blueprintsummitfeedback@blm.gov&gt;

Mon, Jan 6, 2025 at 3:06 PM



Dear BLM Partner,

Please join the Bureau of Land Management (BLM) in Grand Junction as we implement our [Blueprint for 21st Century Outdoor Recreation](#) on 8.3 million acres of BLM-managed public lands in Colorado.

Your public lands provide the nation's premier fishing and big game hunting areas in Western Colorado, and spectacular OHV opportunities from Grand Valley to Bangs Canyon. The Grand Junction Field Office also boasts two National Conservation Areas, including Dominguez-Escalante and McInnis Canyons, where we work with our tribal partners to educate the public about importance of the landscape.

We want to hear from you on how we can improve access and experiences on BLM public lands now and into the future and find a balance between developing new recreation opportunities and conserving our public lands and wildlife. We also want to discuss how recreation on BLM lands can benefit local communities. In 2023, recreation on BLM-managed lands and waters contributed \$1.3 billion to Colorado's economy and supported over 10,500 jobs.

Our meeting in Grand Junction on January 13th is a part of a year-long discussion of recreation on BLM-managed public lands with subsequent meetings held in our field office areas throughout Colorado.

**Please note that this meeting will take place IN-PERSON with no virtual/online attendance options. There will be no Zoom or Teams invitations for this meeting. Refer to the date, time, and location of the meeting below as well as an RSVP link if you plan to attend in-person.**

### When

Monday, January 13th, 12:30 pm to 5:00 pm.

### Where

Grand Junction Convention Center

Kannah Creek Room

159 Main Street

Grand Junction, CO 81501

**[RSVP Here](#)**

This conversation will help develop more comprehensive, inclusive, and effective recreation management strategies to respond to current demand and chart a course to meet future needs for recreation.

We hope to see you there,

A handwritten signature in black ink that reads "Doug Vilsack". The signature is written in a cursive style with a long, sweeping tail on the letter "k".

Doug Vilsack, BLM CO State Director





## Forest Service News Release

**Media Contact:**

Lorena Williams

(970) 422-2939

[lorena.williams@usda.gov](mailto:lorena.williams@usda.gov)

### Hermosa Creek Wilderness and Special Management Area turn ten

*Land managers and partners celebrate past accomplishments and look forward to future projects*

**Bayfield, Colo., Dec. 19, 2024** —The San Juan National Forest is excited to commemorate the tenth anniversary of the [Hermosa Creek Wilderness](#) and adjacent [Special Management Area \(SMA\)](#)—a landmark, bipartisan achievement in conservation and recreation. The Hermosa Creek Watershed Protection legislation, passed by Congress and signed by President Barack Obama in December, 2014, created both the 70,600-acre Hermosa Creek Special Management Area and the adjacent 37,400-acre Hermosa Creek Wilderness.

Dozens of stakeholder groups collaborated for many years to permanently protect the area, located north of Durango, Colorado, which boasts valuable native cutthroat trout and big game habitat, a wide range of recreational opportunities, and an Outstanding Waters designation. “The Hermosa Creek Watershed represents some of the best our state has to offer,” said U.S. Senator Michael Bennet, who championed the bipartisan legislation. “I was glad to have worked with hundreds of Southwest Coloradans to write and pass a balanced bill to manage the watershed so it would contribute to the local economy long into the future. The cooperation, compromise and hard work put into our legislation by a diverse group of Coloradans over decades should serve as a model for Washington.”

Since its designation, numerous accomplishments have enhanced the Hermosa Creek area’s ecological integrity and recreational opportunities. Specifically, the watershed’s ecological integrity is protected by travel management rules implemented following the SMA designation. Notable achievements include the recent completion of the Cutthroat Trail, the first e-bike-only motorized trail, which connects the Purgatory trail system to the Hermosa Trail. Conservation efforts focused on the Colorado River Cutthroat Trout have yielded significant results, such as [this year’s installation of aquatic organism passages at Relay and Sig Creek](#), completion of the Confluence and Big Bend barriers, eDNA monitoring, and trout stocking. Volunteers and partners played pivotal roles in fen restoration, willow and tree planting, and trail maintenance. Unique kiosks and signage were collaboratively designed and fabricated to enhance visitor experiences, while the new West Cross Trail now provides a vital bike connection between the Colorado Trail and Hermosa Creek.

Looking ahead, 2025 promises continued progress with the implementation of an aquatic organism passage (like the new ones at Sig and Relay Creeks) on NFSR 578 in the main stem of Hermosa Creek. This project will eliminate the low water ford and associated vehicle impacts. Traffic will pass over the new culvert, under which 900 feet of highly impacted streambed will be replaced by simulated local trout habitat. This critical project underscores the San Juan National Forest’s commitment to sustainable infrastructure that balances environmental conservation with public access. Other future plans include

the relocation of the Upper Hermosa Trailhead parking lot, as well as the installation of a new toilet and a trail-access bridge crossing Hermosa Creek.

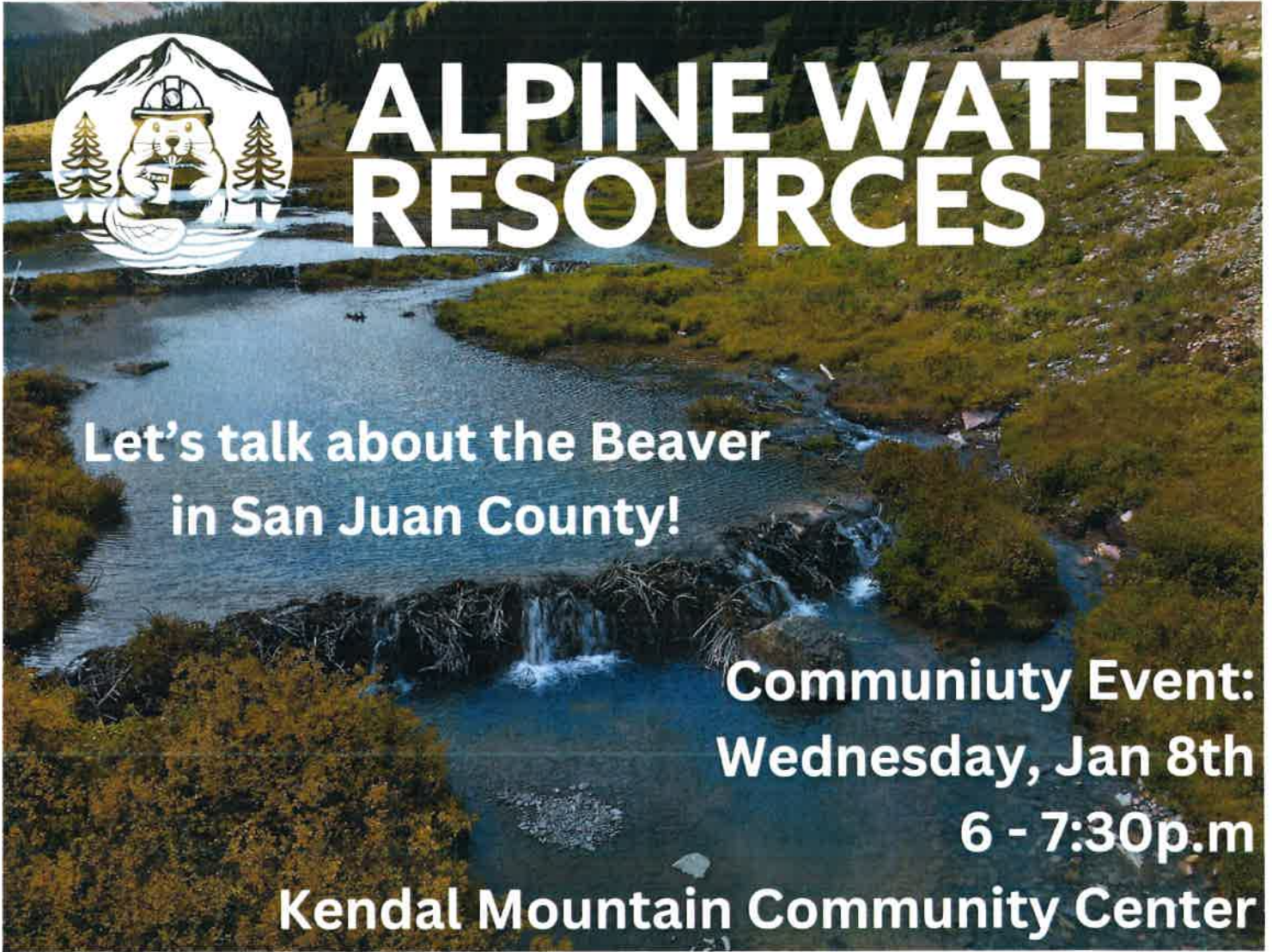
The San Juan National Forest thanks its partners, volunteers, and community members for their unwavering support over the past decade. "The Hermosa Wilderness and the Hermosa Special Management Area designations add to the incredible legacy of conservation the Forest Service supports here in Southwest Colorado," said San Juan National Forest Supervisor Dave Neely. "We are committed to maintaining and improving wilderness conditions and the values of the SMA with our many partners, stakeholders, Tribes, and local and state governments long into the future."

For more information, please contact Columbine District Ranger Nick Glidden [nicholas.glidden@usda.gov](mailto:nicholas.glidden@usda.gov).

For information on the San Juan National Forest, call (970) 247-4874, visit the [forest website](#), or follow us on social media ([X](#) and [Facebook](#)).

**-USDA-**

USDA is an equal opportunity provider, employer, and lender.



# ALPINE WATER RESOURCES

Let's talk about the Beaver  
in San Juan County!

Community Event:  
Wednesday, Jan 8th  
6 - 7:30p.m  
Kendal Mountain Community Center

