

# Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

## BOARD MEETING

### Meeting Agenda

Feb 3, 2020

7:00 P.M

#### OFFICERS AND ADVISORS

- Kevin Bush, Chairman (May 2020)
- Steve Black, Vice Chairman (May 2020)
- Eric Barnes, Director and Treasurer (Next Election | May 2022)
- Doug May, Director and Business Affairs (May 2022)
- Justin Morrill, Director and Secretary (Next Election | May 2020)
- Barry Pleshek, Chief
- Kathie Walker, Fire Mitigation Officer

#### ORDER OF BUSINESS

I. Opening Ceremony                      Time: \_\_\_\_\_

II. Verification of Quorum

III. Minutes of Previous Board Meeting

IV. Treasurer's Report

V. Operations (Chief's) Report

VI. Old Business

*A. Excluded Tax Properties – Remind affected residents in December*

*B. Neighborhood Address Signs – Eagle Scout Project?*

*C. Website Management*

- *Add Justin as administrator*

*D. May 2020 Elections*

- *DEO assigned to Kevin Walker at Dec'19 meeting*
- *DEO Oath of Office – Sent to KevinW on 1/16/2020*
- *Publish Call for Nominations*
- *Self-Nomination Forms*
- \_\_\_\_\_
- \_\_\_\_\_

- E. \_\_\_\_\_
- \_\_\_\_\_
  - \_\_\_\_\_

VII. New Business

- A. 4Q19 CSFD Performance
- B. WSDM Engagement Renewal
- C. BiggsKofford CPA Engagement Renewal (approved by Kevin/Eric 1/16/2020)
- D. Audit Exemption (Kevin W.)
- E. \_\_\_\_\_
- \_\_\_\_\_
  - \_\_\_\_\_

VIII. Upcoming Deadlines

	<i>Deadline</i>	<i>Action</i>	<i>Government Office</i>
<b>!!!</b> <i>KW</i>	<b>Jan 1</b>	<b>Current Map of District Boundaries</b>	<b>Div of Local Govt, County Assessor 32-1-306</b>
<b>???</b> <i>KB</i>	<b>???</b>	<b>WVFPD Holiday Dinner – Kevin working on BJ's</b>	
<b>!!!</b> <i>KW</i>	<b>Jan 15 DEADLINE</b>	<b>Send notice including the name of district, biz address, phone, contact and name of chair</b>	<b>DLG, County Commissioners, County Assessor, County Treasurer, C&amp;R</b>
<b>!!!</b> <i>KW</i>	<b>Jan 15 DEADLINE</b>	<b>Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87; BOD Names, Date of next Election (May ??, 2020), Mill levy and total property tax revenues, Board meeting info; District Contact Info</b>	<b>County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809</b>
✓ <i>KB</i>	<b>Jan 30</b>	<b>Post Notice of Regular BOD Meetings</b>	<b>WVFPD Public Locations, Website County Clerk and Recorder 26-6-402(2)(c)</b>
<b>!!!</b> <i>KW</i>	<b>Jan 31</b>	<b>Certified Copy of Adopted Budget and copies of Resolutions to Adopt, Set Levies &amp; Appropriate Funds</b>	<b>Div of Local Govt 29-1-113(1)</b>
<b>!!!</b> <i>KW</i>	<b>Feb 1</b>	<b>File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates</b>	<b>Div of Local Govt. 29-1-205</b>
<b>!!!</b> <i>DEO</i>	<b>Jan 16 – Feb 20</b>	<b>Publish call for BOD Director Nominations one time (&lt;90 days &gt;75 days before election)</b>	<b>Secretary, Public Posting, Newspapers and County C&amp;R</b>
<b>???</b> <i>DEO</i>	<b>Feb 26</b>	<b>Request extension for Mail Ballot Plan</b>	<b>SOS Election Rule 12.3.5</b>
<b>???</b> <i>DEO</i>	<b>Feb 26</b>	<b>File mail ballot plan for May election by Feb 26 or Mar 5 if filed extension</b>	<b>SOS Election Rule 12.3.5</b>
<b>???</b> <i>KW</i>	<b>Feb 28</b>	<b>El Paso County Special Districts Annual Report and Disclosure Form</b>	<b>El Paso County Board of Comm specialdistrictnotices@elpasoco.com El Paso County Assessor El Paso County Treasurer</b>
<b>!!!</b> <i>DEO</i>	<b>Feb 28</b>	<b>Self-Nomination Forms Due</b>	<b>Secretary and Designated Election Official 32-1-804.3(3)</b>
<b>!!!</b> <i>DEO</i>	<b>Mar 2</b>	<b>Write-In Candidate Affidavit of Intent Due (64<sup>th</sup> day before)</b>	<b>Designated Election Official CRS 1-4-1101(1) (2)</b>

!!! DEO	Mar 3	Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63 <sup>th</sup> day before)	DEO, Public Posting Places, Newspapers, County C&R, SOS, and DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)
???	Mar 1	File information report on District's nonrated public securities as of 12/31	Department of Local Affairs
!!! DEO	Mar 24	Order Registration Records	From County Assessor
!!! DEO	Mar 24	See remaining election requirements	1-13.5-1104(1)
!!! DEO	Mar 6	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
!!! DEO	Mar 6	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
!!! DEO	Mar 11	Mail ballot plan on file at the principal office of the special district.	
!!! DEO	Mar 20	Mail absentee ballots to eligible electors who have applied for and are designated as a "covered voter".	1-13.5-168 1-8.3-103(1)(d) 1-8.3-110(1)
!!!	Mar 21	Earliest day for election judge training	
	Mar 26	Last day to order voter registration and property owners list (40 days early)	
	Mar 31	File Application for Audit Exemption if less than \$500k	State Auditor 29-1-604(3)
	Apr 15	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
	Apr 20	Appointment of Election Judges	
	May 1 – Same for Excluded Props?	File Court Order of Inclusion with CR for new property to be included in tax levy	39-1-110(1.5) / 32-1-105
	May 5	Regular Election 1 <sup>st</sup> Tue after 1 <sup>st</sup> Mon in May	BOD directors and TABOR issues in even years only 32-1-103(17)(21), 32-1-805(2)
	May 15	WVFPD Exempt Organization Filing	
	June 2	Certificate of Election Results	Div of Local Govt 1-11-103(3)
	June 3 (BOD Mtg)	Election of Board Officers	
	June 7 DEADLINE	Swear in Elected Directors (Send full BOD list and proof of bond too) – Must be AFTER election and no more than 30 days later.	Division of Local Govt, 4 <sup>th</sup> Judicial Court 32-1-901/902
	June 22	Notify C&R in writing if intend to participate in November election	CRS 1-7-116(5)
	June 30 (Rcvd Exemption)	Auditor to submit audit report	Board of Directors 29-1-606(1)
	July 1 – Same for Excluded Props?	Deadline to file court order of inclusion with C&R to enable district to levy tax on newly included property	Clerk and Recorder
	July 30 (Rcvd Exemption)	Audit Report (Must be submitted within 30 days after received from auditor)	State Auditor (if not filed, county treasurer will withhold tax revenue!) 29-1-606(3)
	Aug 5 (BOD Mtg) -- June 3 BOD	Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)	29-1-104
	Aug 25	Assessor preliminary total assessed valuation of all taxable property	Board of Directors 39-5-128
	Sep ???	Thunderbird Picnic	Buhler House
	Oct 7 (BOD Mtg)	First Pass Budget to Board – Oct Mtg	Board of Directors
	Oct 15	Deadline for Budget Officer to present Proposed 2020 Budget	Board of Directors 29-1-105
	Oct 15	Publish "Notice of Budget", Make budget available for inspection in public place, Set and Publish public hearing date and time	County Clerk, Public Loc, Newspaper 29-1-106, 29-1-106(3)(b)
	Oct 12: TB, PC Oct 26: WV	CSFD Slash Program Start	Per Aaron Davidson on 1/6/20
	Nov ??	Special Election may be held 1 <sup>st</sup> Tue of odd years and 1 <sup>st</sup> Mon of even years	32-1-103(21), 32-1-805(2)

	<i>Nov 16 – Jan 15</i>	<i>Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87</i>	<i>County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809</i>
	<i>Nov 28 (3-Day)</i>	<i>Notice of Public Budget Hearing</i>	<i>County Clerk, Public Loc, Newspaper 29-1-108(1)</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>2019 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)</i>	<i>Public</i>
	<i>Dec 2(BOD Mtg)</i>	<i>2020 Proposed Budget Public Hearing 6:45P (before Dec 15)</i>	<i>Public</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget</i>	<i>Div of Local Govt</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Certificate of Election Results</i>	<i>Division of Local Govt</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Certification of Mill Levy and Adoption of Budget (before Dec 15)</i>	<i>Board of County Commissioners 29-1-108(2); Division of Local Govt 32-5-128(1)</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Resolution Appropriating Sums of Money - Before (by Dec 31 – Lose 10% of funds if not completed by Dec 31!)</i>	<i>WVFPD Board 29-1-108(4)</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Appoint Chief</i>	<i>WVFPD Board</i>
	<i>Dec 2 (BOD Mtg)</i>	<i>Establish 2020 BOD Meeting Dates and Pass Resolution Designating Notice Posting Place and Regular Meeting Dates and Times</i>	<i>WVFPD Board Posting Places 26-6-402(2)(c)</i>
	<i>Dec 10</i>	<i>Receive Revised Assessment</i>	<i>From County Clerk 39-1-111</i>
	<i>Dec 30</i>	<i>Check to CSFD for IGA</i>	<i>CSFD</i>

IX. Confirm Next Meeting Date

- *Apr 6*
- *Jun 1*
- *Aug 3*

X. Adjournment

# RESOLUTION

No 1 - 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT DESIGNATING NOTICE POSTING PLACES AND REGULAR MEETING DATES AND TIMES

WHEREAS, the Bylaws of the Woodmen Valley Fire Protection District dictate that its Board of Directors must yearly establish a regular meeting schedule; and

WHEREAS, the Bylaws of the Woodmen Valley Fire Protection District dictate that its Board of Directors must year designate public places for all District postings;

BE IT RESOLVED THAT, the Board of Directors of the Woodmen Valley Fire Protection District designates the following public locations for District postings

Woodmen Valley Fire Department Station  
1150 W. Woodmen Road, Colorado Springs, CO 80919

Bush Residence  
7950 Westwood Road, Colorado Springs, CO 80919

Saint Michael's Church  
7400 Tudor Rd, Colorado Springs, CO 810919

El Paso County Clerk and Recorder  
200 S Cascade Av, Colorado Springs, CO 80919

AND, designates that the Board of Directors will hold monthly meetings at 7:00PM at the Woodmen Valley Fire Department Building on the following dates in **2020**:

**February 3, April 6, June 1, August 3, October 5, December 7.**

AND FURTHERMORE, designates that its 2020 Budget Public Hearing and 2020 Amended Budget Public Hearing (if needed) will be held on

**December 7, 2020 at 7:00 p.m.** at the Woodmen Valley Fire Department Building located at 1150 W. Woodmen Road, Colorado Springs, CO 80919

APPROVED by Board of Directors at their regular meeting on December 2, 2019.

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Chairman

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Date

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Secretary

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Date

# RESOLUTION

No 2 - 2020

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT APPOINTING A DESIGNATED ELECTION OFFICIAL AND AUTHORIZING THAT OFFICIAL TO HOLD OR CANCEL A MAY 8, 2018 ELECTION**

WHEREAS, the Woodmen Valley Fire Protection District must hold regular elections to elect Board of Directors officers,

AND WHEREAS, the next regular Colorado election is scheduled for May 5, 2020,

NOW THEREFORE, pursuant to 1-5-208 (1.5), C.R.S., the Board of Directors hereby appoints Kevin Walker the Designated Election Official (DEO) for the regular election to be held on the 5<sup>th</sup> day of May 2020,

AND FURTHERMORE, authorizes the DEO to cancel the election and declare candidates elected should there be not be more candidates than for director than offices to be filled, including candidates filing affidavits of intent to write-in candidates.

Adopted by Board of directors at their regular meeting on December 2, 2019.

_____	_____
Designated Election Official	Date
_____	_____
Chairman	Date
_____	_____
Secretary	Date

For further information, contact Justin Morrill, Secretary of the Board, 719-522-9666.  
Woodmen Valley Fire Protection District, 1150 West Woodmen Road, Colorado Springs, CO 80919,  
719-522-9666.

# RESOLUTION

No 3 - 2020

## A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2019 FOR THE WOODMEN VALLEY FIRE PROTECTION DISTRICT STATE OF COLORADO

(Pursuant to Section 29-1-604, C.R.S.)

WHEREAS, the board of directors of Woodmen Valley Fire Protection District wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S. states that any local government where neither revenues nor expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the state auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenues nor expenditures for Woodmen Valley Fire Protection District exceeded \$750,000 for fiscal year 2019; and

WHEREAS, an application for exemption from audit for Woodmen Valley Fire Protection District has been prepared by BiggsKofford, P.C., and independent accountant with knowledge of government accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulation issued by the state auditor.

NOW THEREFORE, be it resolved/ordained by the board of directors of the Woodmen Valley Fire Protection District that the application for exemption from audit for Woodmen Valley Fire Protection District for the fiscal year ended December 31, 2019, has been personally reviewed and is hereby approved by a majority of the board of directors of the Woodmen Valley Fire Protection District; that those members of the board of directors have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of the application for exemption from audit of the Woodmen Valley Fire Protection District for the fiscal year ended December 31, 2019.

ADOPTED THIS 3<sup>rd</sup> day of February, A.D. 2020.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

<u>Members of Governing Body</u>	<u>Term Expires</u>	<u>Signature</u>
<u>Kevin Bush</u>	<u>May 30, 2020</u>	_____
<u>Steven Black</u>	<u>May 30, 2020</u>	_____
<u>Eric Barnes</u>	<u>May 30, 2022</u>	_____
<u>Doug May</u>	<u>May 30, 2022</u>	_____
<u>Justin Morrill</u>	<u>May 30, 2020</u>	_____







**CALL FOR NOMINATIONS FOR THE  
WOODMEN VALLEY FIRE PROTECTION DISTRICT**

TO WHOM IT MAY CONCERN, and particularly to the electors of the **Woodmen Valley Fire Protection District** of El Paso County, Colorado:

NOTICE IS HEREBY GIVEN that a regular election will be held on Tuesday, May 5, 2020, between the hours of 7:00 a.m. and 7:00 p.m. At that time, three (3) directors will be elected to serve a four-year term.

Self-Nomination and Acceptance forms are available from Kevin Walker, the Designated Election Official for the District, at WVFPD, 1150 W. Woodmen Road, Colorado Springs, CO 80919. Self-Nomination and Acceptance forms must be filed with the Designated Election Official for the District at the above address not less than 67 days prior to the election (Friday, February 20, 2020).

NOTICE IS FURTHER GIVEN that applications for and return of absentee ballots may be filed with the Designated Election Official of the District at the above address between the hours of \_\_\_\_ a.m. and \_\_\_\_ p.m., until the close of business on the Friday immediately preceding the election (Friday, May 1, 2020).

\_\_\_\_\_ DISTRICT

By:  /s/ \_\_\_\_\_  
Designated Election Official

Published in: \_\_\_\_\_

Published on: February \_\_\_\_, 2020

**SELF-NOMINATION AND ACCEPTANCE FOR THE  
WOODMEN VALLEY FIRE PROTECTION DISTRICT**

I, \_\_\_\_\_, who reside at:  
(full name of candidate as the name will appear on the ballot)

\_\_\_\_\_  
Residence Street Address

\_\_\_\_\_  
City or Town, Zip Code

\_\_\_\_\_  
County

hereby nominate myself and accept such nomination for the office of Director of the **Woodmen Valley Fire Protection District**, El Paso County, Colorado, for a \_\_\_\_\_ (\_\_\_\_) year term and will serve if elected at the regular election to be conducted on **May 5, 2020**.

I affirm that I am an eligible elector of the **Woodmen Valley Fire Protection District** at the date of signing this Self-Nomination and Acceptance form.

Mark here \_\_\_\_\_ if you are a member of an Executive Board of a unit owners association (homeowners association), as defined in Section 38-33.3-103, C.R.S., located within the boundaries of the District (or Director District, if applicable) for which you are running for office.

I further affirm that I am familiar with the provisions of the Fair Campaign Practices Act as required in Section 1-45-110, C.R.S., and I will not, in my campaign for this office, receive contributions or make expenditures exceeding two hundred dollars (\$200) in the aggregate, however, if I do so, I will thereafter file all disclosure reports required under the Fair Campaign Practices Act.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City or Town, Zip Code

\_\_\_\_\_  
Email Address

**WITNESSED by the following registered elector of the District:**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Residence Street Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City or Town, Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
County

Received this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Designated Election Official