

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING Meeting Notice and Agenda

December 2, 2024
6:00 P.M

NOTICE IS HEREBY GIVEN that the Boards of Directors of **Woodmen Valley Fire Protection District**, County of El Paso, State of Colorado, will hold a special meeting at the above date and time at 1150 W. Woodmen Rd, Colorado Springs, CO and remotely at:

** Please join the meeting from your computer, tablet or smartphone**

<https://video.cloudoffice.avaya.com/join/723711821>

United States: +1 (213) 463-4500

Meeting ID: 723711821

OFFICERS AND ADVISORS

- Kevin Bush, Chairman (*May 2027*)
- Eric Barnes, Director and Treasurer (May 2025)**
- Doug May, Vice Chairman (May 2025)**
- Justin Morrill, Director and Secretary (*May 2027*)
- Deanne Yankey, Director (*May 2027*)
- Barry Pleshek, Chief
- Lucinda Stancato, Fire Mitigation Officer
- Jakrapong Pattamasaevi, District Manager

ORDER OF BUSINESS

- I. Opening Ceremony Time: _____
- II. Verification of Quorum:
- III. Minutes of Previous Board Meeting
- IV. Operations Reports
 1. *Treasurer's Report*
 - a. *Financials*
 - b. *Approve Payables*
 2. *Chief's Report*
 - a. *2Q24/3Q24 CSFD Performance*
 - b. *Signage for Hydrants*
 3. *Fire Mitigation / Medical Report*

V. Old Business

1. Northfield/Southfield Emergency Egress

- a. Did tour of neighborhood with Congressman Doug Lamborn's Chief of Staff. *Abandoning this route based on strong comment from Sheriff, AFA and consultants.*
- b. Red Spring Valley road north to AFA in reasonably good condition if take fork to Ice Lake. *Abandoning this route based on strong comment from Sheriff, AFA and consultants.*
- c. Could build road from end of Southfield to Woodmen Oaks at high cost.
- d. Possible road from middle of Northfield to Timber Valley if get permanent easement from homeowners and cross creek. *Justin and consultants investigating and looking for other alternatives.*
- e. Examined possible westbound egress from Northfield via CSU retaining pond.

2. State Grants

- a. CWPP Creation: *1st Draft on Nov 1? Also gained funding for 3 acre fuel reduction zone mitigation.*
- b. Other Ideas:
 - i. Labor only grant to reduce overall fuel on heavily wooded undeveloped land with homeowner approval.
 - ii. Labor only grant to mitigate first 20' on both sides of all roads with homeowner approval.
 - iii. Labor and Supplies to build emergency egress from Northfield to Timber Valley

3. Fire Station Maintenance / Future

4. _____
- a. _____
 - b. _____
 - c. _____

VI. New Business

1. 2025 Budget Review and Approval

- a. Review and consider approval of the Resolution Adopting Budget, Appropriating Sums of Money and Certifying Mill Levies for the Calendar Year 2025 (enclosure)

2. 2025 Fire Chief

3. 2025 District Manager

- a. Review and consider approval of the 2025 WSDM Engagement letter (enclosure)
- b. Review and consider approval of the 2025 Annual Administrative Resolution (enclosure)
 - i. Special District Public Transparency Posting
 - ii. Map of District Boundaries
 - iii. Notice of District Name, Biz Address, Phone, Contacts and Chair
 - iv. Notice of BOD Public Meeting Dates
 - v. Meeting dates/ times.

4. 2025 BOD Meeting Dates

5. 2025 Telephonic Meeting Authorization

6. Other Deadlines

a. Intergovernmental Contracts and Expiration Dates

7. Review and Consider Adoption of the Digital Accessibility Policy (enclosure)

a. _____

b. _____

8. _____

a. _____

b. _____

VII. Upcoming Deadlines

2024	Deadline	Action	Government Office
✓	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
✓	Jan 15 DEADLINE	Send notice including the name of district, biz address, phone, contact and name of chair	DLG, County Commissioners, County Assessor, County Treasurer, C&R
✓	Jan 15 DEADLINE	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87; BOD Names, Date of next Election (May ??, 2022), Mill levy and total property tax revenues, Board meeting info; District Contact Info	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
✓	Jan 30	Post Notice of Regular BOD Meetings	WVFPD Public Locations, Website County Clerk and Recorder 26-6-402(2)(c)
✓	Jan 31	Certified Copy of Adopted Budget and copies of Resolutions to Adopt, Set Levies & Appropriate Funds	Div of Local Govt 29-1-113(1)
N/A	Jan 22 – Feb 17	Publish call for BOD Director Nominations one time (<90 days >75 days before election)	Secretary, Public Posting, Newspapers and County C&R
✓	Feb 1	File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates	Div of Local Govt. 29-1-205
N/A	Feb 2	Write-In Candidate Affidavit of Intent Due (64 th day before)	Designated Election Official CRS 1-4-1101(1) (2)
N/A	Jan 1 -- Feb 24	Self-Nomination Forms Due	Secretary and Designated Election Official 32-1-804.3(3)
N/A	Feb 26	Request extension for Mail Ballot Plan	SOS Election Rule 12.3.5
	Feb 26	File mail ballot plan for May election by Feb 26 or Mar 5 if filed extension	SOS Election Rule 12.3.5
✓	Feb 28	El Paso County Special Districts Annual Report and Disclosure Form	El Paso County Board of Comm specialdistrictnotices@elpasoco.com El Paso County Assessor El Paso County Treasurer
N/A	Feb 28	Cancel Election if no more Candidates than open BOD positions. Resolution	DEO, Public Posting Places, Newspapers, County C&R, SOS, and

		<i>recognizing cancellation and declaring candidates elected by acclamation (63th day before)</i>	<i>DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)</i>
✓	Mar 1	File information report on District's nonrated public securities as of 12/31	Department of Local Affairs
N/A	Mar 4	<i>Certification of Ballot, Select County or Mail Ballot</i>	<i>County Clerk & Recorder</i>
N/A	Mar 4	<i>Send list of nominated candidates and self-nomination or write-in forms</i>	<i>County Clerk & Recorder Secretary of State</i>
N/A	Mar 9	<i>Mail ballot plan on file at the principal office of the special district.</i>	
N/A	Mar ??	<i>Order Registration Records</i>	<i>From County Assessor</i>
N/A	Mar ??	<i>See remaining election requirements</i>	<i>1-13.5-1104(1)</i>
N/A	Mar 19	<i>Earliest day for election judge training</i>	
N/A	Mar 23	<i>Last day to order voter registration and property owners list (40 days early)</i>	
✓	Mar 31	File Application for Audit Exemption if less than \$500k	State Auditor 29-1-604(3)
N/A	Apr 12	<i>Publish Notice of Election at least 10 days before election.</i>	<i>Newspaper, Public Posting, C&R 1-5-205</i>
N/A	Apr 17	<i>Appointment of Election Judges</i>	
✓	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
N/A	May 2	<i>Regular Election 1st Tue after 1st Mon in May</i>	<i>BOD directors and TABOR issues in even years only 32-1-103(17)(21), 32-1-805(2)</i>
✓	May 15 - ERIC	WVFPD (Volunteer) Exempt Organization Filing	
N/A	June ??	<i>Certificate of Election Results</i>	<i>Div of Local Govt 1-11-103(3)</i>
	June 3 (BOD Mtg)	Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)	29-1-104
	June 3 (BOD Mtg)	Election of Board Officers	
N/A	June 1 DEADLINE	<i>Swear in Elected Directors (Send full BOD list and proof of bond too) – Must be AFTER election and no more than 30 days later.</i>	<i>Division of Local Govt, 4th Judicial Court 32-1-901/902</i>
✓	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)
✓	Sep 30 WV Sep 15 TB, PC	CSFD Slash Program Start	Round 2 for 2024
✓	Sep 10	Thunderbird Picnic	Buhler House
✓	Oct 7 (BOD Mtg)	First Pass 2025 Budget to Board – Oct Mtg	Board of Directors
✓	Oct 15	Deadline for Budget Officer to present Proposed 2025 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)
	Nov ??	<i>Special Election may be held 1st Tue of odd years and 1st Mon of even years</i>	<i>32-1-103(21), 32-1-805(2)</i>
	Nov 16 – Jan 15	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809

!!!	Nov 28 (3-Day)	Notice of Public Budget Hearing	County Clerk, Public Loc, Newspaper 29-1-108(1)
!!!	Dec 2 (BOD Mtg)	2024 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
!!!	Dec 2 (BOD Mtg)	2025 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
!!!	Dec 2 (BOD Mtg)	Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget	Div of Local Govt
N/A	Dec 2 (BOD Mtg)	Certificate of Election Results	Division of Local Govt
!!!	Dec 2 (BOD Mtg)	Certification of Mill Levy and Adoption of Budget (before Dec 15)	Board of County Commissioners 29-1-108(2); Division of Local Govt 32-5-128(1)
!!!	Dec 2 (BOD Mtg)	Resolution Appropriating Sums of Money - Before (by Dec 31 – Lose 10% of funds if not completed by Dec 31!)	WVFPD Board 29-1-108(4)
!!!	Dec 2 (BOD Mtg)	Appoint Chief	WVFPD Board
!!!	Dec 2 (BOD Mtg)	Establish 2025 BOD Meeting Dates and Pass Resolution Designating Notice Posting Place and Regular Meeting Dates and Times	WVFPD Board Posting Places 26-6-402(2)(c)
!!!	Dec 2 (BOD Mtg)	Resolution Calling for 2025 Election to Elect BOD Directors and Appoint Designated Election Official	WVFPD BOD
!!!	Dec 10	Receive Revised Assessment	From County Clerk 39-1-111
!!!	Dec 30	Check to CSFD for IGA	CSFD
2025	Deadline	Action	Government Office
!!!	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
!!!	Jan 15 DEADLINE	Send notice including the name of district, biz address, phone, contact and name of chair	DLG, County Commissioners, County Assessor, County Treasurer, C&R
!!!	Jan 15 DEADLINE	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87; BOD Names, Date of next Election (May ??, 2022), Mill levy and total property tax revenues, Board meeting info; District Contact Info	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
!!!	Jan 30	Post Notice of Regular BOD Meetings	WVFPD Public Locations, Website County Clerk and Recorder 26-6-402(2)(c)
!!!	Jan 31	Certified Copy of Adopted Budget and copies of Resolutions to Adopt, Set Levies & Appropriate Funds	Div of Local Govt 29-1-113(1)
!!!	Jan 22 – Feb 17	Publish call for BOD Director Nominations one time (<90 days >75 days before election)	Secretary, Public Posting, Newspapers and County C&R
!!!	Feb 1	File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates	Div of Local Govt. 29-1-205
!!!	Feb 2	Write-In Candidate Affidavit of Intent Due (64 th day before)	Designated Election Official CRS 1-4-1101(1) (2)
!!!	Jan 1 -- Feb 24	Self-Nomination Forms Due	Secretary and Designated Election Official 32-1-804.3(3)
!!!	Feb 26	Request extension for Mail Ballot Plan	SOS Election Rule 12.3.5
!!!	Feb 26	File mail ballot plan for May election by Feb 26 or Mar 5 if filed extension	SOS Election Rule 12.3.5
!!!	Feb 28	El Paso County Special Districts Annual Report and Disclosure Form	El Paso County Board of Comm specialdistrictnotices@elpasoco.com El Paso County Assessor El Paso County Treasurer

!!!	<i>Feb 28</i>	<i>Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63th day before)</i>	<i>DEO, Public Posting Places, Newspapers, County C&R, SOS, and DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)</i>
!!!	<i>Mar 1</i>	<i>File information report on District's nonrated public securities as of 12/31</i>	<i>Department of Local Affairs</i>
	<i>Mar 4</i>	<i>Certification of Ballot, Select County or Mail Ballot</i>	<i>County Clerk & Recorder</i>
	<i>Mar 4</i>	<i>Send list of nominated candidates and self-nomination or write-in forms</i>	<i>County Clerk & Recorder Secretary of State</i>

VIII. Confirm Upcoming Meeting Dates – **AT 6:00PM!**

IX. Adjournment



Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING MINUTES October 7, 2024 AT 6:00 PM

Attendance:

Kevin Bush, Chairman
Doug May, Vice Chairman
Justin Morrill, Secretary
Deanne Yankey, Assistant Secretary
Eric Barnes, Treasurer

Barry Pleshek, Fire Chief
Lucinda Stancato, Fire Mitigation Officer

Excused:

Others in attendance:

Jakrapong Pattamasaevi, WSDM District Managers
Keith Worley
Dave Root

- I. Opening Ceremony at 18:00 .**
- II. Verification of Quorum:** The meeting was conducted in person and virtually. A quorum of the Board was present.
- III. Minutes of Previous Board Meeting**
 1. June 3, 2024 Minutes: After review, Director May moved to approve the June 3, 2024 Minutes as presented; seconded by Director Bush. Motion passed unanimously.
- IV. Operations Report**
 1. Treasurer's Report
 - a. Financials: Mr. Bush presented the Financials.
 - b. Approve Payables: Mr. Pattamasaevi presented the Payables. Director Barnes moved to approve the Payables and Financials; seconded by Director May. Motion passed unanimously.
 2. Chief's report
 - a. 2Q24/3Q24 Performance: Chief Pleshek presented the fire department's performance in the latest reporting period. The board discussed response times.
 - b. Signage for Hydrants. Director May presented that all signs for hydrants are up.

3. Fire Mitigation / Medical Report: The Board discussed ongoing mitigation effort including different initiative that may take place as part of the CWPP creation.

V. Old Business

1. Station Monitoring: The Board discussed the monitoring system SIMPLISAFE system. The installation is complete.
2. Northfield/Southfield Emergency Egress: Board discusses emergency egress issues and potential egress alternatives as part of the CWPP creation.
3. State Grants: Mr. Dave Root and Keith Worley presented their continued work on the CWPP. The board discussed the progress being made.

VI. New Business

1. 2025 Proposed Budget: Mr. Pattamasaevi presented the budget. The board discussed the budget and specified adjustments.
2. Election 2025: After review, Director Bush moved to approve Resolution of Board of Directors Calling May 2025 Election. Director May Seconded. The motion passed unanimously.

VII. Upcoming Deadlines: The Board reviewed the upcoming deadlines.

VIII. Confirm Upcoming Meeting Dates: The next meeting was scheduled for December 2, 2024 at 6:00 p.m.

IX. Adjournment: The Board unanimously adjourned the meeting at 8:05 PM.

APPROVED AS THE OFFICIAL MINUTES OF THE WOODMEN VALLEY FIRE
PROTECTION DISTRICT:

Director





Financial Analysis Pending Accounting Department

11/13/14 Funds:

First Bank XXX 5657: \$112,591.21

First Bank XXX 2201: \$266,056.88

Woodmen Valley Fire Protection District
PAYMENT REQUEST
 12/2/2024
GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Jeriod Fowler	112624	11/26/2024	\$ 1,421.06	Paid with Check 1656
Pinnacol Assurance	21868463	10/25/2024	\$ 556.00	Paid VIA ACH 11/26/24
Segway	297368-0924	9/1/2024	\$ 10.28	Paid with Debit Card
Segway	297368-1024	10/1/2024	\$ 10.28	Paid with Debit Card
Segway	297368-1124	11/1/2024	\$ 10.28	Paid with Debit Card
Segway	297368-1224	12/1/2024	\$ 10.28	Paid with Debit Card
WSDM District Managers	504	11/30/2024	\$ 600.00	
TOTAL			\$ 2,618.18	

_____, President



Supporting invoices included separately for brevity



RESOLUTION
ADOPTING BUDGET, APPROPRIATING SUMS OF MONEY AND CERTIFYING
MILL LEVIES FOR THE CALENDAR YEAR 2025

The Board of Directors of the Woodmen Valley Fire Protection District (the “**Board**”), El Paso County, Colorado (the “**District**”), held a regular meeting, via teleconference and at 1150 W. Woodmen Rd., Colorado Springs, CO on December 2, 2024, at the hour of 6:00 p.m.

Prior to the meeting, each of the directors was notified of the date, time, and place of the budget meeting and the purpose for which it was called, and a notice of the meeting was posted or published in accordance with § 29-1-106, C.R.S.

[Remainder of Page Intentionally Left Blank]

NOTICE AS TO PROPOSED 2025 BUDGET

WHEREAS, the Board has appointed its accountant to prepare and submit a proposed budget to the Board in accordance with Colorado law; and

WHEREAS, the proposed budget has been submitted to the Board for its review and consideration; and

WHEREAS, upon due and proper notice, provided in accordance with Colorado law, said proposed budget was available for inspection by the public at a designated place, a public hearing was held and interested electors of the District were provided a public comment period and given the opportunity to file any objections to the proposed budget prior to the final adoption of the budget by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. Adoption of Budget. The budget attached hereto and incorporated herein is approved and adopted as the budget of the District for fiscal year 2025. In the event of recertification of values by the County Assessor's Office after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budget and certification to reflect the recertification without the need for additional Board authorization. Any such modification to the budget or certification as contemplated by this Section 1 shall be deemed ratified by the Board.

Section 2. Levy of Property Taxes. The Board does hereby certify the levy of property taxes for collection in 2025 as more specifically set out in the budget attached hereto.

Section 3. Mill Levy Adjustment. When developing the attached budget, consideration was given to any changes in the method of calculating assessed valuation, including any changes to the assessment ratios, or any constitutionally mandated tax credit, cut, or abatement, as authorized in the District's service plan. The Board hereby determines in good faith (such determination to be binding and final), that to the extent possible, the adjustments to the mill levies made to account for changes in Colorado law described in the prior sentence, and the actual tax revenues generated by the mill levies, are neither diminished nor enhanced as a result of those changes.

Section 4. Certification to County Commissioners. The Board directs its legal counsel, manager, accountant, or other designee to certify to the Board of County Commissioners of El Paso County, Colorado the mill levies for the District as set forth herein. Such certification shall be in compliance with the requirements of Colorado law.

Section 5. Appropriations. The amounts set forth as expenditures in the budget attached hereto are hereby appropriated from the revenue of each fund for the purposes stated.

Section 6. Filing of Budget and Budget Message. The Board hereby directs its legal counsel, manager, or other designee to file a certified copy of the adopted budget resolution, the budget and budget message with the Division of Local Government by January 30 of the ensuing year.

Section 7. Budget Certification. The budget shall be certified by a member of the District, or a person appointed by the District, and made a part of the public records of the District.

[Remainder of Page Intentionally Left Blank]

ADOPTED DECEMBER 2, 2024.

DISTRICT:

WOODMEN VALLEY FIRE PROTECTION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____
Officer of the District

ATTEST:

By: _____

APPROVED AS TO FORM:

Robert S. Gardner
Attorney at Law

General Counsel to the District

STATE OF COLORADO
COUNTY OF EL PASO
WOODMEN VALLEY FIRE PROTECTION DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted by a majority of the Board at a District meeting held at 1150 W. Woodmen Rd., Colorado Springs, CO and via teleconference on Monday, December 2, 2024, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 2 day of December, 2024.

Signature

EXHIBIT A
BUDGET DOCUMENT
BUDGET MESSAGE

**WOODMEN VALLEY FIRE PROTECTION DISTRICT
2025 BUDGET
GENERAL FUND**

	2023 ACTUAL	2024 ACTUAL	2024 PROJECTED	2024 BUDGET	2025 BUDGET
GENERAL FUND	\$ 213,712	\$ 234,050	\$ 234,050	\$ 234,050	\$ 270,132
			9/27/2024		
REVENUES					
TAX REVENUE	\$ 127,925	\$ 142,373	\$ 142,373	\$ 142,690	\$ 142,663
OWNERSHIP TAX	\$ 11,191	\$ 8,774	\$ 8,774	\$ 9,988	\$ 9,986
INCEPTION OF LEASE					
DELINQUENT INTEREST	\$ 142	\$ 109	\$ 145		
STATE GRANTS					\$ 50,000
FED/LOCAL GRANTS					
INTEREST INCOME	\$ 1,901	\$ 2,056	\$ 2,741	\$ 500	\$ 500
OTHER					
TOTAL REVENUES	\$ 141,159	\$ 153,312	\$ 154,033	\$ 153,179	\$ 203,149
TOTAL AVAILABLE	\$ 354,871	\$ 387,362	\$ 388,083	\$ 387,229	\$ 473,282
EXPENDITURES					
BANK FEES	\$ 132	\$ 118	\$ 150	\$ 150	\$ 150
CONTINGENCY	\$ 344	\$ 431	\$ 431	\$ 10,000	\$ 10,000
EL PASO CNTY TREASURER	\$ 1,920	\$ 2,137	\$ 2,137	\$ 2,140	\$ 2,140
ELECTION	\$ 7,255			\$ -	\$ 10,000
FACILITIES MAINTENANCE		\$ 3,909	\$ 3,909	\$ 2,500	\$ 2,500
IGA FOR FIRE SERVICES	\$ 100,000		\$ 100,000	\$ 100,000	\$ 100,000
INSURANCE	\$ 2,507	\$ 2,358	\$ 3,500	\$ 3,500	\$ 3,500
LEGAL	\$ 2,398	\$ 297	\$ 297	\$ 3,000	\$ 1,000
MANAGEMENT/ACCOUNTING	\$ 3,600	\$ 2,922	\$ 4,000	\$ 4,000	\$ 4,200
PUBLIC RELATIONS				\$ 2,500	\$ 3,000
SUBSCRIPTION (SDA)	\$ 383	\$ 377	\$ 377	\$ 600	\$ 600
SUPPLIES	\$ 311			\$ 1,000	\$ 1,000
TELEPHONE	\$ 50	\$ 94	\$ 150	\$ 150	\$ 150
UTILITIES	\$ 1,921	\$ 1,320	\$ 3,000	\$ 3,000	\$ 3,000
ACCESSIBILITY COMPLIANCE					\$ 3,000
CWPP PROJECT					\$ 50,000
TOTAL EXPENDITURES	\$ 120,821	\$ 13,963	\$ 117,951	\$ 132,540	\$ 194,240
GENERAL FUND: ENDING BALANCE	\$ 234,050	\$ 373,399	\$ 270,132	\$ 254,688	\$ 279,042
ASSESSED VALUE	\$14,138,320	\$15,766,900	\$ 15,766,900	\$15,766,900	\$15,763,850
MILL LEVY	9.050	9.050	9.050	9.050	9.050
Required TABOR Reserve (3% of b	\$ 3,625	\$ 419	\$ 3,539	\$ 3,976	\$ 5,827



WSDM – District Managers
614 N Tejon St
Colorado Springs Colorado
Phone: (719) 447-1777
Fax: (719) 867-4013
Website: wsdistricts.co



WOODMEN VALLEY FIRE PROTECTION METROPOLITAN DISTRICT

Re: Management Contract 2025

Dear sir/madame:

We are pleased to present this continued management services agreement for the Woodmen Valley Fire Protection District “the District”. By signing below the District accepts this engagement for ongoing Management Services.

Scope of Services-

We will engage in the day-to-day management of the District at the direction of its board of directors. Specifically, we will undertake those areas of responsibility listed in “Exhibit A.” We will perform these services in the most professional and efficient manner possible, per the scope of services “Exhibit B”.

Service fee-

Based upon the scope or work for the District, we will provide all the applicable services for a monthly fee of \$350 per month. This sum represents our best estimate of the number of hours of work required for the management of the District. We will invoice for our services on a monthly basis, and they will be due within 30 days of invoice. Invoices 60 days or older will accumulate 1% financing charges compounded monthly.

Hourly Rates

Principal	\$ 225.00
Senior Manager	\$ 180.00
Senior Accountant	\$ 190.00
Assistant Manager	\$ 150.00
Bookkeeper	\$ 75.00
Administrative/ Supporting Staff	\$ 50.00
Website Administration	\$ 50.00
*Closing request fee – collected at the closing from title company	\$ 100.00

Disclosure

From time to time during our discussions with potential new clients we may be asked to provide a dossier regarding our services. We would love to be able to mention our work for you. Please let us know if you would like for us to not disclose our services to the District.

Renewal/ Termination

This agreement shall be for one year in duration effective on 01/01/2025. If either WSDM or the District wishes to terminate the management agreement, 30 days of notice shall be provided in writing. In the event that no notice is provided by either party this agreement shall renew automatically for 1 year. Should any adjustments be needed regarding any portion of this agreement, we will consult with you and formalize those changes in writing.

Thank you for the opportunity. Please contact us if you have any questions about our engagement.

Respectfully,

Approved:

Rebecca Harris, President/ CEO

Board President

Date: _____

Date: _____

EXHIBIT - A

Designation of WSDM responsibilities

	WSDM	Legal	Other
<u>Board Meetings</u>			
Meeting Agenda	X		
Meeting Support Materials	X		
Board Meeting Posting/Notice	X		
Meeting Minutes	X		
Annual posting of Meetings	X		
Annual Set of Resolutions		X	
(Admin, notice, online, fees, budget, CORA, election, etc.)			
Filing Conflicts	x		
<u>Budgets</u>			
Budget Hearing Advertisement	x		
Draft Budget Distributed	X		
Annual State Reporting	X		
Mill Levy Certification	X		
<u>Legal Notices</u>			
Drafting		X	
Review/Approval		X	
Record		X	
Inclusions/Exclusions Process	X	X	
<u>Elections</u>			
	x		
<u>Reporting</u>			
Budget Development and Filing	X	X	
Debt notice	X		
Quinquennial Finding	X		
Annual Report – County/ City	X		
Annual Report - State	X		
Annual Map Filing	X		
Transparency Notice (SDA, etc.)	X		
Non-rated Public Securities Report	X		
Agent Address/Notification	X		
Unclaimed Property Report	X		
<u>Insurance</u>			
Renewal	X		
<u>Finance/ Bookkeeping</u>			

General Accounting Services	X		
Budget Reporting and Management	X		
Accounts Payable/Receivable	X		
Audit/Audit Exemption	X		
Monthly Financial Reporting	X		
Bond issue support	X	X	
Bank Relationships	X		
Bond Continuing Disclosure Report	X	X	

Billing Services

Regular Billing	NA		
Collections	NA		
Maintain/publish Fees and charges	NA		

Covenant Enforcement

Enforcement of Violations	NA		
Customer Service	NA		
Collections	NA		
Reviews of plans	NA		

Customer Service

Point of Contact	NA		
Website Management	X		

EXHIBIT - B

SCOPE OF SERVICES:

Management Services

1. Meeting and Reporting Services – WSDM will provide the following services:
 - a. Coordinate Board meetings, prepare and distribute meeting agenda. Preparation, filing and posting of legal notices required in conjunction with the meeting.
 - b. Ensure meeting notices are properly and timely posted.
 - c. Contact Board members 72 hours prior to a scheduled meeting to ensure a quorum will be present. In the event of a cancelation of a meeting, contact and advise all parties of the cancelation and any changes to the meeting date, time and place, if available.
 - d. Meeting packets will be distributed by U.S. Mail and/or email, as determined by the Board
 - e. Prepare for and attend regular and special meetings of the Board.
 - f. Draft, revise and finalize the minutes of the meeting and circulate for review and comment to ensure all statutory requirements have been met.
 - g. Prepare and maintain a record of all Board members, consultants and vendors. Direct and oversee all service providers, consultants and employees.
 - h. Prepare and make annual compliance filings (but not judicial filings) with the various State and County officials, as required. Coordinate review and approval of annual compliance filings with the attorney.
 - i. Respond to inquiries made by various officials, property owners or consultants in a timely and professional manner.
 - j. Set up and maintain the official records of the District and service as official custodian for same pursuant to the Colorado Open Records Act.
 - k. Monitor requirements pertaining to HB 1343 (Illegal Aliens).
 - l. Insurance administration, including evaluating risks, comparing coverage, process claims, completing applications, monitoring expiration dates, processing routine written and telephone correspondence. Ensure that all District contractors and subcontractors maintain required coverage for the District's benefit. Obtain quotes for insurance annually.
2. Elections – Service as a Designated Election Official (DEO) for district elections with familiarity with various laws, including, but not limited to the Special District Act, the Colorado Local Government Election Code, the Uniform Election Code of 1992, to the extent not in conflict with the Colorado Local Government Election Code, and Article X, § 20 of the Colorado Constitution ("TABOR")
3. Construction Oversight – we may provide extensive construction management. Our current experience principals have funded and managed over \$100,000,000 in public infrastructure including roads, water, wastewater, electric, gas, telecommunications and stormwater facilities.
4. Website Administration – extensive experience with creating and updating the District websites, specifically including the State Internet Portal Authority funded sites (SIPA). Or hosting the district website under www.wsdistricts.co.
5. Employee management – management of full or part time employees including Operators in Responsible Control (ORC), field and operations employees, administrative employees, part time seasonal employees, Certified Pool Operators, etc. Maintain compliance with Human Resource aspects like; labor statutes, insurance, training, safety, etc. issues. Also, automated payroll services
6. Covenant enforcement and CCR Management – WSDM will provide the following services:
 - a. Management of Architectural Control Committees or Design Review Committees, including, but not limited to, coordination of meetings and preparation of meetings.
 - b. Community inspections and review of proposed improvements or architectural requests.
 - c. Provide enforcement of the recorded CCRs (Covenant, Conditions, and Restrictions) and Design Guidelines including, but not limited to, violation tracking and imposition of fines.

7. Insurance – WSDM will be the liaison for the annual insurance renewal and payment, as well coordination for any insurance claims, as needed, and complete the annual insurance audit to ensure the district is properly covered.
8. Inclusion/ Exclusions of Property – WSDM will provide, assistance with Legal Counsel, to coordinate any property inclusions into the District Boundaries or any property exclusions out of the District Boundaries. Determine property eligibility, present to the Board for approval, and file with proper local governing body.

Accounting and bookkeeping

1. Standard Service – WSDM will provide the following services (with a Certified Public Accountant):
 - a. Accounting:
 - i. Prepare monthly, quarterly and annual financial statements for the monthly meeting packets.
 - ii. Reconcile bank statements and trustee statements on a monthly basis.
 - iii. Coordinate bank account setup and maintenance of signature cards.
 - iv. Prepare and file Continuing Disclosure Notices with the Trustee and other required parties. Coordinate review with legal counsel.
 - v. Coordinate capital project draws and requisitions.
 - vi. Prepare and review all payments of claims prior to release to ensure funds are available.
 - vii. Monthly review email of all expenditures and coordinate preparation and distribution of same with the manager for the District to monitor the district is on track with the budget and appropriated expenditures.
 - b. Accounts Payable:
 - i. Receive and review invoices for accuracy and appropriateness for payment. Code the invoices in accordance with the budgeted line item.
 - ii. Prepare issuance of checks (or virtual checks) to be paid by the Board for monthly disbursement.
 - iii. Prepare funding requests, if required.
 - iv. Release checks to vendors when all approvals and funding have been received.
 - c. Accounts Receivable:
 - i. Process deposit of revenues
 - ii. Process bank charges and other miscellaneous accounts receivable matters.
 - d. Financial Projections:
 - i. Provide multi-year forecasting on Board request
 - ii. Provide a Utility consumption versus rate analysis, and possible water loss calculations
 - iii. Provide commercial billing and rate structure analysis.
 - e. Budgets:
 - i. Prepare annual budget and budget message for approval by the Board and coordinate with legal counsel for same.
 - ii. Prepare or assist in the preparation of supplemental and/or amended budgets and accompanying documents, if required.
 - iii. Prepare and assist in the compliance of filing the annual Budget, or amendment, as needed.
 - f. Conservation Trust Fund (Greater outdoor of Colorado - GoCo Funds) Management and associated compliance reporting.
 - g. Audits:
 - i. Obtain proposals for conducting the annual audit for consideration at budget hearing meeting. Proposals should be included in the meeting packet.
 - ii. Coordinate and participate in audit bids, engagements, fieldwork and audit draft review.
 - iii. Assist the auditor in performing the annual audit, to accomplish timely completion and filing by statutory deadline.
 - iv. Help present the Annual Audit for approval by the Board to be filed in compliance with State, local, and federal requirements.
 - v. Submit application to state requesting exemption from audit.
 - h. Bonds:
 - i. Monitor and comply with Bond documents, State Statute, and Auditing requirements
 - ii. Transfer debt obligated funds to correct Reserve Funding accounts as applicable
 - iii. Coordinate principal and interest payments as required by the governing documents.
 - iv. Coordinate with Bond counsel to issue bonds as directed by the Board of Directors

- v. Coordinate the proper compliance filing including but not limited to the DLG-30, etc.
- i. Developer Reimbursements/ Advances:
 - i. Coordinate with Developers to ensure all advances are received, tracked, or accounted for to fund the district as needed.
 - ii. Monitor and comply with Developer Reimbursement agreements and Auditing requirements
 - iii. Coordinate principal and interest payments required by the Reimbursement agreement

Billing and Collections

1. Standard Services—WSDM may implement billing with either of two potential billing software systems for the residents, BILL billing software, or QuickBooks billing software—as seen applicable.
 - a. CUSI system is compatible with the Automatic Meter Reading (AMR), Badger Beacon systems as well as state of the art integration with direct payment options (Customer Web Portals, ACH, and Credit Card).
 - b. CINC system is compatible with direct payment options, customer account tracking, violation processing, and bank access.
2. Additional Standard Services will include:
 - a. Provide resolution of re-reads for meter reads, if necessary.
 - b. Customize billing system to download meter readings directly into accounting software to allow for automatic updates to customer accounts.
 - c. Produce and transmit customer invoices to a mailing facility or perform the mailing in house, whichever is more economical.
 - d. Process and make daily deposits of all receipts mailed directly to the billing company, as necessary.
 - e. Communicate with customers and transmit Automated Clearing House ("ACH") authorization forms allowing the District to initiate an ACH withdrawal of the customer bill directly from their checking or savings account. Initiate ACH batches using dual controls.
 - f. Coordinate and provide correspondence regarding terminations, delinquencies, payment plans and shut-off notices in compliance with the District's collection policies and in coordination with the District's legal counsel.
 - g. Process payoff requests from title company for closings and set up new ownership information.
 - h. Collect transfer fee due upon the transfer of an account or property.
 - i. Process payment arrangements for customers facing economic hardship at the direction of the Board.
 - j. Process and transmit delinquent notices.
 - k. Process shutoff notices and direct the District's operator to proceed with shutoff.
 - l. Certify delinquent accounts with the County, as applicable, in coordination with the District's legal counsel.
 - m. Coordinate processing of statements of liens with the District's legal counsel, and release of liens as accounts are paid current.
 - n. Respond to customer calls and inquiries in a timely and professional manner.
 - o. Track tap fee payments and coordinate with the Water Operator to provide installation of a new Tap for water utility.

Customer Service

1. WSDM may provide customer service support by phone, email, social media, text messaging, and fax to help all customers with their inquiries, questions, or request for information.
2. WSDM will provide access to a 24-hour emergency number at 719-447-4840.
3. WSDM will collaborate with security teams and monitor any security camera's as needed.
4. All customer inquiries will have a response to them within 1 hour during regular business hours or immediately the following business day, if not an emergency.



**WOODMEN VALLEY FIRE PROTECTION DISTRICT
ANNUAL ADMINISTRATIVE RESOLUTION
(2025)**

WHEREAS, Woodmen Valley Fire Protection District (the “District”), was organized as a special district pursuant to an Order and Decree of the District Court in and for the County of El Paso, Colorado (the “County”), and is located entirely within the City of Colorado Springs, Colorado; and

WHEREAS, the Board of Directors (the “Board”) of the District has a duty to perform certain obligations in order to assure the efficient operation of the District and hereby directs its consultants to take the following actions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board directs the District’s Manager to cause an accurate map of the District’s boundaries to be prepared in accordance with the standards specified by the Division of Local Government (“Division”) and to be filed in accordance with § 32-1-306, C.R.S.

2. The Board directs the District’s Manager to notify the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder, the governing body of any municipality in which the District is located, and the Division of the name of the chairman of the Board, the contact person, telephone number, and business address of the District, as required by § 32-1-104(2), C.R.S.

3. The Board directs the District’s Manager to prepare and file with the Division, within thirty (30) days of a written request from the Division, an informational listing of all contracts in effect with other political subdivisions, in accordance with § 29-1-205, C.R.S.

4. The Board directs the District’s accountant to cause the preparation of and to file with the Department of Local Affairs the annual public securities report for nonrated public securities issued by the District within sixty (60) days of the close of the fiscal year, as required by §§ 11-58-101, et seq., C.R.S.

5. The Board directs the District’s accountant to: (a) obtain proposals for auditors to be presented to the Board; (b) cause an audit of the annual financial statements of the District to be prepared and submitted to the Board on or before June 30; and (c) cause the audit to be filed with the State Auditor by July 31, or by the filing deadline permitted under any extension thereof, all in accordance with §§ 29-1-603(1) and 606, C.R.S. Alternatively, if warranted by § 29-1-604, C.R.S., the Board directs the District’s accountant to apply for and obtain an audit exemption from the State Auditor on or before March 31 in accordance with § 29-1-604, C.R.S.

6. The Board directs the District’s accountant, if the District has authorized but unissued general obligation debt as of the end of the fiscal year, to cause to be submitted to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District the District’s audit report or a copy of its application for exemption from audit in accordance with § 29-1-606(7), C.R.S.

7. The Board directs the District's accountant to submit a proposed budget to the Board by October 15 and prepare the final budget and budget message, including any amendments thereto, if necessary. The Board also directs the District's accountant to perform the property tax limit calculation, if required by §§ 29-1-306, *et seq.*, C.R.S., and to inform the Board of the result of such calculation. The Board directs the District's Manager to schedule a public hearing on the proposed budget or amendments, as applicable, and to post or publish notices thereof. The Board directs legal counsel to prepare all budget resolutions. The Board directs the District's accountant to file the budget, budget resolution, and budget message with the Division on or before January 30th, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

8. The Board directs the District's accountant to monitor all expenditures and, if necessary, to notify the District's legal counsel, the District's Manager, and the Board when expenditures are expected to exceed appropriated amounts. The Board directs legal counsel to prepare all budget amendment resolutions. The Board directs the District's Manager to schedule a public hearing on a proposed budget amendment and post or publish notices thereof in accordance with § 29-1-106, C.R.S. The Board directs the District's accountant to file the amended budget with the Division on or before the date of making such expenditure or contracting for such expenditure, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

9. The Board directs legal counsel to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1st if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with § 38-13-110, C.R.S.

10. The Board directs the District's accountant to prepare the mill levy certification form and directs the District's accountant to file the mill levy certification form with the Board of County Commissioners on or before December 15th, in accordance with § 39-5-128, C.R.S.

11. The Board directs that all legal notices shall be published in accordance with § 32-1-103(15), C.R.S. by the District Manager.

12. The Board hereby determines that each member of the Board shall, for any potential or actual conflicts of interest, complete conflicts of interest disclosures and directs District Manager to file the conflicts of interest disclosures with the Board and with the Colorado Secretary of State at least seventy-two (72) hours prior to every regular and special meeting of the Board, in accordance with § 32-1-902(3)(b) and § 18-8-308, C.R.S. Written disclosures provided by Board members required to be filed with the governing body in accordance with § 18-8-308, C.R.S., shall be deemed filed with the Board when filed with the Secretary of State. Additionally, at the beginning of each year, each Board member shall submit information to District Manager regarding any actual or potential conflicts of interest and, throughout the year, each Board member shall provide District Manager with any revisions, additions, corrections, or deletions to said conflicts of interest disclosures.

13. The Board confirms its obligations under § 24-10-110(1), C.R.S., with regards to the defense and indemnification of its public employees, which, by definition, includes elected and appointed officers.

14. The Board hereby appoints the District's Manager as the official custodian for the maintenance, care, and keeping of all public records of the District, in accordance with §§ 24-72-202, et seq., C.R.S. The Board hereby directs its legal counsel, accountant, manager, and all other consultants to adhere to the Colorado Special District Records Retention Schedule as adopted by the District.

15. The Board directs the District's Manager to post notice of all regular and special meetings in accordance with § 32-1-903(2) and § 24-6-402(2)(c), C.R.S. The Board hereby designates <https://woodmenvalleyfire.colorado.gov/> as the District's website for the posting of its regular and special meeting notices. The Board also hereby designates, unless otherwise designated by the Board, 1150 W. Woodmen Rd., Colorado Springs, CO, as the location the District will post notices of meetings in the event of exigent or emergency circumstances which prevent the District from posting notice of the meeting on the District's website. The Board directs the District's Manager to provide the website address set forth above to the Department of Local Affairs for inclusion in the inventory maintained pursuant to § 24-32-116, C.R.S.

16. The Board determines to hold regular meetings on date, at time by telephone, electronic, or other means not requiring physical presence. All notices of meetings shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable.

17. <redacted>

18. In the event of an emergency, the Board may conduct a meeting outside of the limitations prescribed in § 24-6-402(2)(c), C.R.S., provided that any actions taken at such emergency meeting are ratified at the next regular meeting of the Board or at a special meeting conducted after proper notice has been given to the public.

19. The Board directs the District's Manager to maintain the District's website in compliance with state and federal requirements and to make such documents and information required by § 32-1-104.5, C.R.S. available to the public on the District's website.

20. For the convenience of the electors of the District, and pursuant to its authority set forth in § 1-13.5-1101, C.R.S., the Board hereby deems that all regular and special elections of the District shall be conducted as independent mail ballot elections in accordance with §§ 1-13.5-1101, et seq., C.R.S., unless otherwise deemed necessary and expressed in a separate election resolution adopted by the Board.

21. Pursuant to the authority set forth in § 1-1-111, C.R.S., the Board hereby appoints Rebecca Harris, as the Designated Election Official (the "DEO") of the District for any elections called by the Board, or called on behalf of the Board by the DEO, and hereby authorizes and directs the DEO to take all actions necessary for the proper conduct of the election, including, if applicable, cancellation of the election in accordance with § 1-13.5-513, C.R.S.

22. In accordance with § 1-11-103(3), C.R.S., the Board hereby directs the DEO to certify to the Division the results of any elections held by the District and, pursuant to § 32-1-

1101.5(1), C.R.S., to certify results of any ballot issue election to incur general obligation indebtedness to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District and file a copy of such certification with the Division of Securities.

23. The Board directs legal counsel to cause a notice of authorization of or notice to incur general obligation debt to be recorded with the County Clerk and Recorder within thirty (30) days of authorizing or incurring any indebtedness, in accordance with § 32-1-1604, C.R.S.

24. Pursuant to the authority set forth in § 24-12-103, C.R.S., the Board hereby designates, in addition to any officer of the District, Jakrapong Pattamasaevi of the law firm of the Robert S Gardner Law Office, as a person with the power to administer all oaths or affirmations of office and other oaths or affirmations required to be taken by any person upon any lawful occasion.

25. The Board directs the District's Manager to cause the preparation of and filing with the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District, if requested, the application for quinquennial finding of reasonable diligence in accordance with § 32-1-1101.5(1.5), (2), C.R.S.

26. The Board directs the District's Manager to cause the preparation of and the filing with the Board of County Commissioners or the governing body of any municipality in which the District is located, the Division, the State Auditor, the County Clerk and Recorder, and any interested parties entitled to notice pursuant to § 32-1-204(1), C.R.S., an annual report in accordance with § 32-1-207(3)(c), C.R.S.

27. The Board directs the District's Manager to obtain proposals and/or renewals for insurance, as applicable, to insure the District against all or any part of the District's liability, in accordance with §§ 24-10-115, *et seq.*, C.R.S. The Board directs the District's Manager to review and update the District's property schedule as needed, and no less than annually. The Board directs the District's accountant to pay the annual SDA membership dues, agency fees, and insurance premiums, as applicable, in a timely manner. The Board appoints the District's Manager to designate the proxy for the SDA Annual meeting for voting and quorum purposes.

28. The Board hereby opts to include elected or appointed officials as employees within the meaning of § 8-40-202(1)(a)(I)(A), C.R.S., and hereby directs the District's Manager to obtain workers' compensation coverage for the District.

29. The Board hereby directs the District's Manager to prepare the disclosure notice required by § 32-1-809, C.R.S., and to disseminate the information to the electors of the District accordingly. Further, the Board hereby designates the following website as the District's official website for the purposes thereof: <https://woodmenvalleyfire.colorado.gov/>.

30. The Board hereby directs legal counsel to prepare and record with the County Clerk and Recorder updates to the disclosure statement notice and map required by § 32-1-104.8, C.R.S., if additional property is included within the District's boundaries.

31. In accordance with § 38-35-109.5(2), C.R.S., the District hereby designates the President of the Board as the official who shall record any instrument conveying title of real property to the District within thirty (30) days of any such conveyance.

32. The Board hereby affirms the adoption of the corporate seal in substantially the form appearing on the signature page of this resolution in accordance with § 32-1-902, C.R.S., regardless of whether initially produced electronically or manually. The requirement of any District resolution, proceeding or other document to “affix” the District seal thereto, including for the purpose of satisfying any applicable State law, shall be satisfied by manual impression or print, facsimile reproduction or electronic reproduction, or inclusion of the image of such seal. Without limiting the foregoing, any electronic production or reproduction of the image of the seal shall constitute an electronic record of information, as defined in the Uniform Electronic Transactions Act, and the Board hereby authorizes its use in accordance with the authority provided by § 24-71.3-118, C.R.S.

33. The Board directs the District's Accountant to prepare and submit the documentation required by any continuing disclosure obligation signed in conjunction with the issuance of debt by the District.

34. The Board directs legal counsel to monitor, and inform the Board of, any legislative changes that may occur throughout the year.

35. In the event the District has not engaged an accountant or a manager, the Board hereby directs legal counsel to undertake all actions designated in this Resolution to the District accountant or the District’s Manager until such time as an accountant or manager, as applicable, is engaged by the District.

[Remainder of Page Intentionally Left Blank, Signature Page Follows]

ADOPTED DECEMBER 2, 2024

(SEAL)

DISTRICT:

WOODMEN VALLEY FIRE PROTECTION DISTRICT, quasi-municipal corporations and political subdivisions of the State of Colorado

By: _____
Officer of the District

Attest:

By: _____

APPROVED AS TO FORM:

ROBERT GARDNER LAW OFFICE
Attorneys at Law

General Counsel to the District



**RESOLUTION
OF THE BOARD OF DIRECTORS OF
WOODMEN VALLEY FIRE PROTECTION DISTRICT**

**ADOPTING A DIGITAL ACCESSIBILITY POLICY AND DESIGNATING A
COMPLIANCE OFFICER**

WHEREAS, the Woodmen Valley Fire Protection District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “**Board**”) is empowered with the management, control, and supervision of all the business and affairs of the District; and

WHEREAS, pursuant to § 24-85-103(2.5), C.R.S., the Chief Information Officer in the Office of Information Technology has adopted accessibility standards as specified in 8 CCR 1501-11 Rules Establishing Technology Accessibility Standards (the “**Rules**”); and

WHEREAS, pursuant to § 24-85-103(3), C.R.S., on or before July 1, 2024, the District is required to take action to comply with the Rules; and

WHEREAS, the Board desires to adopt this Resolution to implement a digital accessibility policy and designate a compliance officer.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT AS FOLLOWS:

1. Adoption of Digital Accessibility Policy. The District hereby adopts the Digital Accessibility Policy (the “**Digital Accessibility Policy**”) set forth in **Exhibit A**, attached hereto and incorporated herein.

2. Appointment of Compliance Officer. The District hereby designates legal counsel/the district manager as the District’s Compliance Officer (the “**Compliance Officer**”).

3. Severability. If any part, section, subsection, sentence, clause, or phrase of this Joint Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. Effective Date. This Joint Resolution shall become effective as of December 2, 2024 shall be enforced immediately thereafter and shall supersede any previous policy related to website accessibility.

5. Ratification of Past Action. The Board hereby ratifies any actions taken in the furtherance of the District’s business related to website accessibility by legal counsel from January 1, 2024, through the date of this resolution.

ADOPTED DECEMBER 2, 2024

DISTRICT:

WOODMEN VALEY FIRE PROTECTION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____
Officer of the District

ATTEST:

APPROVED AS TO FORM:

ROBERT GARDNER LAW OFFICE

Attorneys at Law

General Counsel to the District

Signature Page to Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer

EXHIBIT A

DIGITAL ACCESSIBILITY POLICY

1. GENERAL

a. *Purpose.* The District is fully committed to providing accessible digital information to all members of the public. As part of this commitment, the District has adopted this Digital Accessibility Policy (the “**Policy**”) to ensure the District’s online services and digital communications comply with the Rules.

b. *Scope.* The District is committed to providing persons with disabilities equal access to digital information, including information made available through the District’s website and other digital content. This Policy has been developed to promote equal access to such digital information to persons with disabilities. This Policy applies to digital content produced by or under the control of the District, including the District’s official website. Accessibility requests may be submitted to the District in accordance with this Policy.

c. *Third Party Content.* The provisions of this Policy do not apply to third-party websites linked through the District’s website, such as state or federal agencies, or digital content not under control of the District. While the District is not responsible for ensuring the accessibility of third party-controlled content, the District is dedicated to assisting individuals experiencing accessibility issues when possible.

2. COMPLIANCE INFORMATION

a. *Compliance Officer.* The Compliance Officer will be the point of contact for accessibility-related accommodations for digital content. The Compliance Officer or its designee is responsible for responding to reports of inaccessible digital content and accessibility requests.

b. *Testing Tools and Techniques.* The District utilizes a variety of tools, techniques, methods, and procedures to identify accessibility barriers and meet existing and new assistive technology needs. The District has engaged Streamline (the “**Accessibility Vendor**”) to complete testing and remediation, ensuring the website and digital content contained therein are accessible and inclusive for users with disabilities in accordance with the Rules.

c. *Accessibility Reports.* The Accessibility Vendor will review the District’s website, user interfaces, and other digital content and summarize the same in a report provided to the District no less than annually (the “**Accessibility Report**”). The Accessibility Report will identify digital content that does not comply with the Rules. The Accessibility Vendor or the District, as appropriate, will take such steps as necessary to make such content compliant under the Rules. The District will maintain a record of the Accessibility Reports.

d. *District-Controlled Content.* The District will ensure that digital content under the control of the District produced, developed, maintained, modified, or used by the District on or after July 1, 2024, is compliant with the Rules.

e. Digital Accessibility Plan. The District will implement a digital accessibility plan (the “**Plan**”) to provide a long-term strategic approach for digital accessibility. The Plan will be updated annually thereafter to ensure ongoing compliance. If applicable, a progress-to-date report will be posted to the District’s website quarterly for the period July 1, 2024 through June 30, 2025. The Plan will be in a form substantially similar to **Exhibit A-1** attached hereto.

f. Digital Accessibility Statement. The District will post the following digital accessibility statement on its website prior to July 1, 2024:

Woodmen Valley Fire Protection District
Technology Accessibility Statement

Woodmevn Valley Fire Protection District (the District) is committed to providing equitable access to our services to all Coloradans.

Our ongoing accessibility effort works towards being in line with the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. These guidelines not only help make technology accessible to users with sensory, cognitive and mobility disabilities, but ultimately to all users, regardless of ability.

Our efforts are just part of a meaningful change in making the District’s services inclusive and accessible. We welcome comments on how to improve our technology’s accessibility for users with disabilities and for requests for accommodations to any District services.

Feedback and support

We welcome your feedback about the accessibility of the District’s online services. Please let us know if you encounter accessibility barriers. The District is committed to responding within three (3) business days.

Phone: 719-447-1777

Email: kristina.k@wsdistricts.com

Address: Woodmen Valley Fire Protection District
Attn: Compliance Officer
614 N. Tejon Street
Colorado Springs, CO 80903

REPORTING ACCESSIBILITY ISSUES

a. Reporting an Accessibility Issue. Individuals may report inaccessible content or requests for accommodations to the Compliance Officer using the contact information below. Such requests should identify the specific content that is being reported, the issue the individual is experiencing, and the name and contact information of the individual submitting the request. The Compliance Officer or their designee will confirm receipt of such requests within three (3) business days. The District is committed to resolving reports of inaccessible content and requests for accommodations within a reasonable period of time.

Woodmen Valley Fire Protection District
Attn: Compliance Officer
614 N. Tejon Street
Colorado Springs, CO 80903
Email: kristina.k@wsdistricts.com
Phone: 719-447-1777

EXHIBIT A-1

WOODMEN VALLEY FIRE PROTECTION DISTRICT

Digital Accessibility Plan *Updated December 2024*

I. Accessibility Standards

In accordance with Colorado law, Woodmen Valley Fire Protection District (the “District”) are committed to applying standard configurations for technologies and services, in accordance with the technical standards provided by:

- World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA or higher;
- Section 508 of the U.S. Rehabilitation Act of 1973 Chapters 3,4,6; and
- Following C.R.S. 24-85-101 to 24-85-104, ARTICLE 85.

II. The District’s Efforts

The District is fully committed to providing accessible digital information to all members of the public. Our ongoing accessibility effort works towards the day when the District’s online services and digital communications are accessible to the public, including equal access for persons with disabilities. The District has a plan to prioritize, evaluate, remediate, and continuously improve its online services and digital communications. Below, you’ll find some of the measures that the District is undertaking.

III. Accessibility Maturity

The District is at the following maturity level for 2024:

Check One:

- Inactive: No awareness and recognition of need. At this stage organizations are inventorying their technology, have begun to make investments, etc.
- Launch: Recognized need organization-wide. Planning initiated, but activities not well organized.
- Integrate: Roadmap including timeline is in place, overall organizational approach defined and well organized.
- Optimize: Incorporated into the whole organization, consistently evaluated, and actions taken on assessment outcomes.

IV. Maturity Level Discussion

The District has encountered the following challenges:

- The District does not have the financial resources to fully remediate all of its digital content and website platform immediately.
- The District does not have the administrative or personnel resources to fully inventory all of its digital content immediately.

The District has enjoyed the following successes:

- The District has made progress towards full compliance with WCAG 2.1 Level AA despite the challenges above. The organizational measures below detail the District's measures taken up to the date of this plan.

V. Organizational Measures

The District has taken the following measures:

- Posted an accessibility statement to the website.
- Posted the current progress-to-date quarterly report and contact information for receiving accessibility feedback and requests for reasonable accommodations and modifications to the website.
- Identified a Compliance Officer to respond to reasonable accommodation and modification requests.
- Validated through testing front-facing webpage compliance with WCAG 2.1 Level AA.
- Created and implemented a plan for providing reasonable accommodations and modifications until the technology can be made accessible.

The District has designated its Compliance Officer to coordinate and implement the plan. The District's Compliance Officer's contact information is as follows:

Woodmen Valley Fire Protection District
Attn: Compliance Officer
614 N. Tejon Street
Colorado Springs, CO 80903
Email: kristina.k@wsdistricts.com
Phone: 719-447-1777