

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING

Meeting Agenda

December 6, 2021

7:00 P.M

OFFICERS AND ADVISORS

- Kevin Bush, Chairman (May 2023)
- Steve Black, Vice Chairman (May 2023)
- Eric Barnes, Director and Treasurer (**May 2022**)
- Doug May, Director and Business Affairs (**May 2022**)
- Justin Morrill, Director and Secretary (May 2023)
- Barry Pleshek, Chief
- Lucinda Stancato, Fire Mitigation Officer
- Kevin Walker, 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 Expenditures*
 2. *Chief's Report*
 - a. *3Q21 CSFD Performance*
 3. *Fire Mitigation / Medical Report*
- V. Old Business
 1. *Excluded Tax Properties – IN PROCESS*
 - a. *Colton Bluff Properties – Held public hearing 8/2*
 - b. *Dusty Hills Properties – Held public hearing 8/2*
 - c. *Remaining steps*
 2. *Neighborhood Address Signs – Eagle Scout Project – IN PROCESS*

3. *Website Management - NO PROGRESS*
 - a. *Problems with email blocking?*
 - b. *New Wordpress platform?*
 - c. *Train Justin as administrator*

4. *WSDM Interest in Purchasing Fire Station – ON HOLD FOR NOW*
 - a. *Interested Parties*
 - i. *Walker Special Districts*
 - ii. *Ron Madd (“Maud”)*
 - b. *Positives, negatives and issues*
 - i. *Returns asset to taxpayers in future refund*
 - ii. *Makes rebuilding WV Fire Dept nearly impossible*
 - iii. *WVFPD residents consider it responsible or irresponsible? Need to hold public forum, poll or ballot?*
 - iv. *Value of station if need to enter agreement with different agency (Manitou, Wescott, etc.)*
 - v. *Need to do open bid process?*
 - vi. *Can we sell in as-is condition and without rezoning?*
 - c. *Other uses for station (office lease, storage, etc.)*

5. *Furnace Replacement – IN PROCESS*
 - a. *Delayed due to questions about CO entering combustion chamber and air returns.*
 - b. *Affordable Plumbing declined to quote due to location in truck bay.*
 - c. *Sierra Mechanical got approval for sealed combustion unit – See revised quote.*

6. *Station Monitoring – WAITING ON DEBIT CARD*
 - a. *WiFi access via Nursing Center, Lucinda’s house, CenturyLink or cellular?*
 - b. *Simplisafe monitoring? Motion approving \$750 plus \$25 monthly at 6/7 Meeting*

7. *CSFD Use of Fire Station*
 - a. *Benefits*
 - i. *Strengthen relationship with CSFD*
 - ii. *Move wildland equipment closer to WVFPD*
 - b. *Issues*
 - i. *Limited liability for WVFPD*
 - ii. *WVFPD ability to terminate with notice*
 - iii. *Possible sale of building*
 - c. *SEE CONVERSATION WITH CHIEF DUBAY BELOW*

8. *El Paso County Wildfire/Egress recommendations for WVFPD*

9. *District Debit Card for Reoccurring Expenses*

10. *Northfield/Southfield Emergency Egress*

11. _____
 - a. _____
 - b. _____

VI. New Business

1. *2021 Revised Budget*
 - a. *Notice and Budget on Website, Gazette?*
 - b. *Public Hearing Results*
 - c. *Changes*
 - d. *Adopt and Resolution*
 - e. *Post on Website*

2. *2022 Proposed Budget*
 - a. *Notice and Budget on Website, Gazette?*
 - b. *Public Hearing Results*
 - c. *Changes*
 - d. *Adopt and Resolution*
 - e. *Post on Website*

3. *2022 Fire Chief / Fire Mitigation Officer*

4. *2022 District Manager*

5. *2022 BOD Meeting Dates*

6. *2022 Elections*
 - a. *Resolution Declaring Election and Appoint Designated Election Official*
 - b. *Next Steps*

7. *2022 Telephonic Meeting Authorization*

8. *Other Deadlines*
 - a. *Special District Public Transparency Postings*
 - b. *Map of District Boundaries*
 - c. *Notice of District Name, Business Address, Phone, Contacts and Chair*
 - d. *Notice of BOD Public Meeting Dates*
 - e. *Intergovernmental contracts and expiration dates*

9. *1600 Radio Call Signs*

10. *Cara Carulo Mitigation Awareness Study*

11. *State Grant Money*

12. _____
 - a. _____
 - b. _____

13. _____
 - a. _____
 - b. _____

VII. Upcoming Deadlines

2021	Deadline	Action	Government Office
???	Oct 15 – KEVIN.W	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 25: TB, PC Nov 1: WV	CSFD Slash Program Start	Per Ashley email 1/8/21
N/A	Nov ??	<i>Special Election may be held 1st Tue of odd years and 1st Mon of even years</i>	32-1-103(21), 32-1-805(2)
!!!	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 6 (BOD Mtg)	2021 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
!!!	Dec 6 (BOD Mtg)	2022 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
N/A	Dec 6 (BOD Mtg)	<i>Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget</i>	<i>Div of Local Govt</i>
	Dec 6 (BOD Mtg)	<i>Certificate of Election Results</i>	<i>Division of Local Govt</i>
!!!	Dec 6 (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 6 (BOD Mtg)	Resolution Appropriating Sums of Money - Before (by Dec 31 – Lose 10% of funds if not completed by Dec 31!)	WVFPD BOD 29-1-108(4)
!!!	Dec 6 (BOD Mtg)	Appoint Chief	WVFPD BOD
!!!	Dec 6 (BOD Mtg)	Resolution Calling for 2022 Election to Elect BOD Directors and Appoint Designated Election Official	WVFPD BOD
!!!	Dec 6 (BOD Mtg)	Establish 2022 BOD Meeting Dates and Pass Resolution Designating Notice Posting Place and Regular Meeting Dates and Times	WVFPD BOD Posting Places 26-6-402(2)(c)
	Dec 10	<i>Receive Revised Assessment</i>	<i>From County Clerk 39-1-111</i>
!!!	Dec 30	Check to CSFD for IGA	CSFD
2022	Deadline	Action	Government Office
!!!	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
	???	WVFPD Holiday Dinner	
!!!	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 -- KEVINW VERIFY CLERK	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 23 – 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)
!!!	Feb 25	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
	Mar 1	Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63 th 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
	Mar 4	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
	Mar 4	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
	Mar 9	Mail ballot plan on file at the principal office of the special district.	
	Mar ??	Order Registration Records	From County Assessor
	Mar ??	See remaining election requirements	1-13.5-1104(1)
	Mar ??	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
	Mar ??	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
	Mar ??	Mail ballot plan on file at the principal office of the special district.	
	Mar 19	Earliest day for election judge training	
	Mar 24	Order Registration Records	From County Assessor
	Mar 24	See remaining election requirements	1-13.5-1104(1)
	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 13	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
	Apr 18	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 3	Regular Election 1st Tue after 1st Mon in May	BOD directors and TABOR issues in even years only 32-1-103(17)(21), 32-1-805(2)
	May 15 - ERIC	WVFPD (Volunteer) Exempt Organization Filing	
	June ??	Certificate of Election Results	Div of Local Govt 1-11-103(3)
	June ?? (BOD Mtg)	Election of Board Officers	
	June 2 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, 4th 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)	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 19	Thunderbird Picnic	Buhler House?
	Oct ?? (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 – KEVIN.W	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)
	Sep 12: WV Oct 10: TB, PC	CSFD Slash Program Start	Per Melissa email 11/30/21 Note WV before TB/PC this time
	Nov ??	Special Election may be held 1 st Tue of odd years and 1 st Mon of even years	32-1-103(21), 32-1-805(2)
	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
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	Dec ?? (BOD Mtg)	Certificate of Election Results	Division of Local Govt
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	Dec ?? (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 ?? (BOD Mtg)	Appoint Chief	WVFPD Board
	Dec ?? (BOD Mtg)	Establish 2022 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 ?? (BOD Mtg)	Resolution Calling for 2022 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 ~12/10	Check to CSFD for IGA	CSFD

VIII. Confirm Upcoming Meeting Dates

- _____
- _____
- _____

IX. Adjournment

RESOLUTION

No. 4 - 2021

WOODMEN VALLEY FIRE PROTECTION DISTRICT RESOLUTION TO AMEND 2021 BUDGET

WHEREAS, the Board of Directors of Woodmen Valley Fire Protection District (the "District") certifies that at a meeting of the Board of Directors of the District held December 6th, 2021, a public hearing was held regarding the 2021 amended budget, and, subsequent thereto, the following Resolution was adopted by affirmative vote of a majority of the Board of Directors:

WHEREAS, the Board of Directors of the District adopted a budget and appropriated funds for fiscal year 2021 as follows:

General Fund	\$ _____
Debt Service Fund	\$ _____

and;

WHEREAS, the necessity has arisen for additional expenditures by the District due to additional costs which could not have been reasonably anticipated at the time of adoption of the budget, requiring the expenditure of funds in excess of those appropriated for fiscal year 2021; and

WHEREAS, funds are available for such expenditure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District doeshereby amend the adopted budget for fiscal year 2021 as follows:

General Fund	\$ _____
Debt Service Fund	\$ _____

BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the funds named above for the purpose stated, and that any endingfund balances shall be reserved for purposes of complying with Article X, Section 20 of the Colorado Constitution.

[Remainder of page intentionally left blank.]

ADOPTED this 6th day of December, 2021.

**WOODMEN VALLEY FIRE
PROTECTION DISTRICT**

Officer of the District

ATTEST:

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 at a meeting held on Friday, December 6, 2021, at 1160 West Woodmen Road, Colorado Springs, CO and GoToMeeting Teleconference, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 6th day of December, 2021.

Kevin Bush, Chairman

Justin Morrill, Director and Secretary

Eric Barnes, Director and Treasurer

Steve Black, Vice Chairman

Doug May, Director

**CONSTITUTION HEIGHTS METROPOLITAIN DISTRICT
2022 BUDGET
GENERAL FUND**

	2020 ACTUAL	2021 ACTUAL	2021 PROJECTED / AMENDED	2021 BUDGET	2022 BUDGET
GENERAL FUND	\$ 12,155.03	\$ 1,070.46	\$ 1,070.46	\$ 4,181.16	\$ 22,158.26
REVENUES					
PROPERTY TAX					
SPECIFIC OWNERSHIP TAX	\$ 44,322.76	\$ 35,339.90	\$ 53,010.00	\$ 35,951.55	\$ 46,082.38
TRANSFER IN FROM BOND PROCEEDS					
INTEREST INCOME	\$ 294.37				
TOTAL REVENUES	\$ 44,617.13	\$ 35,339.90	\$ 53,010.00	\$ 35,951.55	\$ 46,082.38
TOTAL REVENUES AND BEGINNING BALANCE	\$ 56,772.16	\$ 36,410.36	\$ 54,080.46	\$ 40,132.71	\$ 68,240.64
EXPENDITURES					
ACCOUNTING/ AUDIT	\$ -			\$ -	
BANK CHARGES	\$ 594.75	\$ 14.80	\$ 22.20	\$ 200.00	\$ 200.00
DIRECTOR AND OTHER FEES					
DISTRICT MANAGEMENT	\$ 21,600.00	\$ 17,600.00	\$ 26,400.00	\$ 26,400.00	\$ 26,400.00
ELECTION					\$ 3,000.00
INSURANCE	\$ 2,375.00		\$ -	\$ 3,000.00	\$ 3,000.00
SUPPLIES/ POSTAGE/PUBLISHING	\$ 576.18	\$ 393.59	\$ 500.00	\$ 200.00	\$ 200.00
CONTINGENCY			\$ -	\$ 5,000.00	\$ 5,000.00
LEGAL	\$ 30,555.77	\$ 3,037.35	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
TOTAL EXPENDITURES	\$ 55,701.70	\$ 21,045.74	\$ 31,922.20	\$ 39,800.00	\$ 42,800.00
GENERAL FUND: ENDING BALANCE	\$ 1,070.46	\$ 15,364.62	\$ 22,158.26	\$ 332.71	\$ 25,440.64
EMERGENCY RESERVE: State Required at 3%	\$ 1,671	\$ 631	\$ 958	\$ 1,194	\$ 1,284

**WOODMEN VALLEY FIRE PROTECTION DISTRICT
2022 BUDGET
DEBT SERVICE FUND**

	2020 ACTUAL	2021 ACTUAL	2021 PROJECTED / AMENDED	2021 BUDGET	2022 BUDGET
DEBT SERVICE FUND	\$ -	\$ 509,462.61	\$ 509,462.61	\$ 993,026.27	\$ 325,191.50
REVENUES					
PROPERTY TAXES	\$ 406,716.39	\$ 448,666.27	\$ 450,088.75	\$ 449,394.39	\$ 576,029.79
DELINQUENT INTEREST	\$ 372.71	\$ 203.15	\$ 203.15		
PRIOR YEAR - DEBTR		\$ 1,058.91	\$ 1,058.91		
BOND REFINANCE	\$ 12,335,000.00				
INTEREST INCOME	\$ 804.62	\$ 221.06	\$ 332.00		
TOTAL REVENUES	\$ 12,742,893.72	\$ 450,149.39	\$ 451,682.81	\$ 449,394.39	\$ 576,029.79
TOTAL REVENUES AND BEGINNING BALANCE	\$ 12,742,893.72	\$ 959,612.00	\$ 961,145.42	\$ 1,442,420.66	\$ 901,221.29
EXPENDITURES					
AUDIT	\$ 8,100.00	\$ 8,400.00	\$ 8,400.00	\$ 8,500.00	\$ 9,000.00
BOND PRINCIPAL	\$ 9,026,000.00				
BOND INTEREST	\$ 2,557,006.00	\$ 308,375.00	\$ 616,750.00	\$ 294,669.00	\$ 616,750.00
BOND MARKEY STUDY - 2019	\$ 3,750.00				
COST OF ISSUANCE	\$ 591,697.35				
DEVELOPER INTEREST PAYMENTS					
TREASURER'S FEE	\$ 6,106.35	\$ 6,748.92	\$ 6,748.92	\$ 6,740.92	\$ 8,640.45
BANK CHARGES	\$ 21,474.41	\$ 36.64	\$ 55.00	\$ 500.00	\$ 100.00
LENDER'S FEE		\$ 4,000.00	\$ 4,000.00	\$ 500.00	\$ 4,000.00
MISCELLANEOUS	\$ 19,297.00		\$ -	\$ 15,000.00	\$ 5,000.00
TOTAL EXPENDITURES	\$ 12,233,431.11	\$ 327,560.56	\$ 635,953.92	\$ 325,909.92	\$ 643,490.45
TRANSFER TO CAPITAL: 2020 BOND PROCEEDS					
DEBT SERVICE FUND: ENDING BALANCE	\$ 509,462.61	\$ 632,051.44	\$ 325,191.50	\$ 1,116,510.74	\$ 257,730.84
ASSESSED VALUATION	14,652,220.000	16,172,790.000	16,172,790.000	16,147,840.000	20,698,160.000
MILL LEVY	27.637	27.830	27.830	27.830	27.830

RESOLUTION

No. 5 – 2021

WOODMEN VALLEY FIRE PROTECTION DISTRICT RESOLUTION ADOPTING BUDGET, IMPOSING MILL LEVY AND APPROPRIATING FUNDS (2022)

The Board of Directors of Woodmen Valley Fire Protection District (the “**Board**”), County of El Paso, Colorado (the “**District**”) held a special meeting held at 1160 W. Woodmen Road, Colorado Springs, CO and via GoToMeeting Teleconference, on Friday, December 6th, 2021, at the hour of 7:00 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.

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NOTICE AS TO PROPOSED 2022 BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2022 AND ENDING ON THE LAST DAY OF DECEMBER 2022.

WHEREAS, the Board has authorized 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 open for inspection by the public at a designated place, a public hearing was held on December 6th, 2021, interested electors were given the opportunity to file or present any objections to said proposed budget at any time prior to 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 2022. 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 for General Operating Expenses. For the purpose of meeting all general operating expenses of the District during the 2022 budget year, there is hereby levied a tax of _____._____mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 3. Levy for Debt Service Obligations. For the purposes of meeting all debt service obligations of the District during the 2022 budget year, there is hereby levied a tax of _____._____mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 4. Levy for Contractual Obligation Expenses. For the purposes of meeting all contractual obligations of the District during the 2022 budget year, there is hereby levied a tax of _____._____mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 5. Levy for Capital Project Expenses. For the purposes of meeting all capital project obligations of the District during the 2022 budget year, there is hereby levied a tax of _____._____mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 6. 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 certifications shall be in compliance with the requirements of Colorado law.

Section 7. Appropriations. The amounts set forth as expenditures in the budget attached hereto are hereby appropriated.

Section 8. 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 9. 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 this 6th day of December, 2021.

**WOODMEN VALLEY FIRE
PROTECTION DISTRICT**

Officer of the District

ATTEST:

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

[Remainder of page intentionally left blank.]

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held on Friday, December 6, 2021, at 1160 West Woodmen Road, Colorado Springs, CO and GoToMeeting Teleconference, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 6th day of December, 2021.

Kevin Bush, Chairman

Justin Morrill, Director and Secretary

Eric Barnes, Director and Treasurer

Steve Black, Vice Chairman

Doug May, Director

EXHIBIT A
BUDGET DOCUMENT

EXHIBIT A
BUDGET MESSAGE

RESOLUTION

No 6 - 2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WOODMEN VALLEY FIRE PROTECTION DISTRICT TO APPOINT
THE DEPARTMENT CHIEF FOR THE 2022 CALENDAR YEAR

WHEREAS, District Bylaws and subsequent Resolutions dictate that the Board of Directors of Woodmen Valley Fire Protection District must meet annually to appoint the Department's Fire Chief for a term of one year;

BE IT RESOLVED THAT, the Board of Directors of the Woodmen Valley Fire Protection District, by unanimous consensus, appointed _____ Chief for the term starting January 1, 2022 and concluding December 31, 2022.

APPROVED by Board of Directors at their regular meeting on December 6, 2021.

Chairman

Date

Secretary

Date

RESOLUTION

No 7 - 2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WOODMEN VALLEY FIRE PROTECTION DISTRICT TO APPOINT
A DISTRICT MANAGER FOR THE 2022 CALENDAR YEAR

WHEREAS, any individual(s) or agencies hired or appointed as District Manager for the Woodmen Valley Fire Protection District must be approved by the Board of Directors;

BE IT RESOLVED THAT, the Board of Directors of the Woodmen Valley Fire Protection District, by unanimous consensus, appointed _____ as District Manager for the term starting January 1, 2022 and concluding December 31, 2022. This appointment may be changed at any time by a consensus of the Board of Directors.

APPROVED by Board of Directors at their regular meeting on December 6, 2021.

Chairman

Date

Secretary

Date

RESOLUTION

No 1 – 2022

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 Protection District Website: www.wvfpd.org

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

Bush Residence
7950 Westwood Road, Colorado Springs, CO 80919

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 **2022**:

_____, _____, _____, _____, _____, _____.

AND FURTHERMORE, designates that its 2023 Budget Public Hearing and 2021 Amended Budget Public Hearing (if needed) will be held on

_____ 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 6, 2021.

Chairman

Date

Secretary

Date

RESOLUTION

NO. 2 - 2022

A RESOLUTION BY THE BOARD OF DIRECTORS OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT CALLING AN ELECTION

§§ 32-1-804, 1-1-111(2), 1-13.5-1103(1), and 1-13.5-513(1), C.R.S.

At a meeting of the Board of Directors (the “**Board**”) of the Woodmen Valley Fire Protection District (the “**District**”), it was moved to adopt the following Resolution:

WHEREAS, the District was organized as a special district pursuant to §§ 32-1-101, *et seq.*, C.R.S. (the “**Special District Act**”); and

WHEREAS, the District is located entirely within El Paso County, Colorado (the “**County**”); and

WHEREAS, pursuant to § 32-1-804, C.R.S., the Board governs the conduct of regular and special elections for the District; and

WHEREAS, the Board anticipates holding a regular election on May 6th, 2022, for the purpose of electing directors and submitting ballot issues and questions to eligible electors of the District, and desires to take all actions necessary and proper for the conduct thereof (the “**Election**”); and

WHEREAS, the Election shall be conducted pursuant to the Special District Act, the Colorado Local Government Election Code and the Uniform Election Code of 1992, to the extent not in conflict with the Colorado Local Government Election Code, including any amendments thereto, and shall also comply with Article X, § 20 of the Colorado Constitution (“**TABOR**”), as necessary; and

WHEREAS, pursuant to § 1-1-111(2), C.R.S., the Board is authorized to designate an election official (the “**Designated Election Official**”) to exercise authority of the Board in conducting the Election; and

WHEREAS, pursuant to § 1-13.5-513(1), C.R.S., the Board can authorize the Designated Election Official to cancel the Election upon certain conditions.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board hereby calls the Election for the purpose of electing directors and presenting certain ballot issues and/or questions to the electorate. The Election shall be conducted as an independent mail ballot election in accordance with §§ 1-13.5-1101, *et seq.*, C.R.S.

2. The Board names Ashley B. Frisbie of the law firm of White Bear Ankele Tanaka & Waldron as the Designated Election Official for the Election. The Designated Election Official shall act as the primary contact with the County and shall be primarily responsible for ensuring the proper conduct of the Election.

3. Without limiting the foregoing, the following specific determinations also are made:
 - a. The Board hereby directs general counsel to the District to approve the final form of the ballot to be submitted to the eligible electors of the District and authorizes the Designated Election Official to certify those questions and take any required action therewith.
 - b. The Board hereby directs general counsel to the District to oversee the general conduct of the Election and authorizes the Designated Election Official to take all action necessary for the proper conduct thereof and to exercise the authority of the Board in conducting the Election, including, but not limited to, causing the call for nominations; appointment, training and setting compensation of election judges and a board of canvassers, as necessary; all required notices of election, including notices required pursuant to TABOR; printing of ballots; supervision of the counting of ballots and certification of election results; and all other appropriate actions.
4. The District shall be responsible for the payment of any and all costs associated with the conduct of the Election, including its cancellation, if permitted.
5. The Board hereby ratifies any and all actions taken to date by general counsel and the Designated Election Official in connection with the Election.
6. The Board hereby authorizes and directs the Designated Election Official to cancel the Election and to declare the candidates elected if, at the close of business on the sixty-third day before the Election, or at any time thereafter, there are not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates, and so long as the only ballot questions are for the election of candidates. The Board further authorizes and directs the Designated Election Official to publish and post notice of the cancellation as necessary and file such notice and cancellation resolutions with the County Clerk and Recorder and with the Division of Local Government, as required. The Designated Election Official shall also notify the candidates that the Election was canceled and that they were elected by acclamation.
7. This Resolution shall remain in full force and effect until repealed or superseded by subsequent official action of the Board.

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ADOPTED this 6th day of December, 2021.

**WOODMEN
VALLEY FIRE
PROTECTION
DISTRICT**

Officer of the District

ATTEST:

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 at a meeting held on Friday, December 6, 2021, at 1160 West Woodmen Road, Colorado Springs, CO and GoToMeeting Teleconference, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 6th day of December, 2021.

Kevin Bush, Chairman

Justin Morrill, Director and Secretary

Eric Barnes, Director and Treasurer

Steve Black, Vice Chairman

Doug May, Director

RESOLUTION

No 3 - 2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WOODMEN VALLEY FIRE PROTECTION DISTRICT DECLARING EMERGENCY PROCEDURES
AND AUTHORIZING TELECONFERENCING FOR REGULAR
AND SPECIAL MEETINGS

WHEREAS, Woodmen Valley Fire Protection District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado (the “**State**”) organized to serve a public use and promote the health, safety, prosperity, security and general welfare of the residents of the District and the State of Colorado; and

WHEREAS, pursuant to § 32-1-903, C.R.S., all official business of the Board of Directors of the District (the “**Board**”) shall be conducted only during regular and special meetings at which a quorum is present, and all said meetings shall be open to the public; and

WHEREAS, § 32-1-1001(1)(h) C.R.S., provides the Board with the management, control and supervision of all the business and affairs of the District; and

WHEREAS, the Governor of the State declared a state of emergency on March 10, 2020 (the “**Emergency**”) due to the threat that COVID-19 coronavirus (“**COVID-19**”) poses to the health, safety and welfare of the citizens of the State and has subsequently announced additional warnings; and

WHEREAS, the Colorado Department of Public Health and Environment recommends certain precautions in order to attempt to slow the spread of COVID-19, including minimizing close contact with large numbers of people; and

WHEREAS, in order to attempt to protect the health and safety of the residents of the District from COVID-19, while at the same time continuing with the required business of the District, the Board wishes to have the ability to hold regular and special meetings *via* teleconferencing until such time that the Emergency is lifted by the State or sooner as otherwise determined by the Board; and

WHEREAS, the Board wishes to establish certain procedures and requirements for when the District determines to hold regular and special meetings *via* teleconferencing during the Emergency.

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

1. Teleconferencing for Regular and Special Meetings. The Board hereby authorizes the holding of regular and special meetings for the District by teleconferencing methods until such time that the Emergency is lifted, or sooner as otherwise determined by the Board.

2. Quorum of the Board for Teleconferenced Regular and Special Meetings. A quorum of the Board for attendance and voting purposes at regular and special meetings shall be established by the attendance of a majority of the members of the Board on the teleconferencing platform. Each Board member must be able to clearly hear and participate in any teleconferenced meetings.

3. Posting of Regular and Special Meeting Notices. The District shall continue to post notice of all regular and special meetings pursuant to the District's previously adopted policies and State law.

4. Public Attendance at Teleconferenced Regular and Special Meetings. The District shall arrange for a dial-in-number for members of the public and the Board to utilize in order to attend the teleconferenced regular and special meetings of the District. Members of the public may be excluded from executive sessions that are held by the Board in accordance with State law. The dial-in number shall be included on the agenda for the meeting.

5. Ratification of Actions. Any actions, including, but not limited to the adoption of this Resolution, taken at a regular or special meeting held by teleconference platform shall be ratified at the first regular or special in-person Board meeting that takes place after adoption of this Resolution.

6. Term. This Resolution shall remain in full force and effect until such time as the Board determines that the Emergency conditions necessitating its adoption no longer exist, including when State or local public officials no longer impose or recommend measures to promote social distancing and limitations on public events.

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ADOPTED THIS 6th DAY OF DECEMBER, 2021.

Woodmen Valley Fire Protection District,
a quasi-municipal corporation and political
subdivision of the State of Colorado

Officer of the District

ATTEST:

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

General Counsel to the District

RESOLUTION

No 4 - 2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT FOR CANCELLATION OF ELECTION AND DECLARATION DEEMING CANDIDATES ELECTED

WHEREAS, the Designated Election Official of the Woodmen Valley Fire Protection District has been duly authorized by the Board of Directors to cancel and declare candidates elected at the close of business on the sixty-third day before the election to be conducted on May 3, 2022,

AND WHEREAS, there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates.

NOW THEREFORE, pursuant to 1-5-208 (1.5), C.R.S., the Designated Election Official HEREBY cancels the regular election to be conducted on the 3rd day of May 2022.

THE ELECTION IS CANCELED BY FORMAL RESOLUTION AND THE FOLLOWING CANDIDATES ARE DECLARED ELECTED BY ACCLAMATION FOR THE FOLLOWING TERMS OF OFFICE:

Four-Year Term Ending May 30, 2026:

- Eric Barnes 7660 Thunderbird Ln, Colorado Springs, CO 80919
- Doug May 1055 Hidden Valley Rd, Colorado Springs, CO 80919

Adopted by Board of directors at their regular meeting on _____, 2022.

_____	_____
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.

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING

Minutes

October 4, 2021

Attendance:

Kevin Bush, Chairman
Steve Black, Vice Chairman
Eric Barnes, Director and Treasurer
Doug May, Director and Business Affairs (Excused)
Justin Morrill, Director and Secretary
Barry Pleshek, Chief
Lucinda Stancato, Fire Mitigation Officer
Kevin Walker, Walker Schooler District Managers (WSDM)

- I. Opening Ceremony at 19:00.
- II. Verification of Quorum. The meeting was conducted in person. A quorum of the Board was present with Director May excused.
- III. Chairman Bush confirmed that reaffirmation of the Declaration of Emergency Procedures and Authorized Telephonic Meetings are no longer needed since we are meeting in person.
- IV. Minutes of Previous Board Meeting: The Minutes of the August 2, 2021 Board meeting were reviewed. Chairman Bush noted that he was the speaker under New Business item B, and Director Barnes moved to adjourn the meeting. Director Morrill moved to accept the August 2, 2021 Board meeting minutes as amended; seconded by Director Barnes. Motion passed unanimously.
- V. Operations Report
 1. Treasurer's Report
 - a. Financials: Mr. Walker presented the District's financials including the current balance and payables. The Board discussed the payment to the City that is owed at the end of the year. Mr. Walker will check with his accounting staff to determine where that payment is referenced on the balance sheet. Chairman Bush noted the price for the furnace replacement is higher than expected due to needing a new flute. The Board discussed amending the 2021 budget for the higher expense.
 - b. Approve Expenditures: After review, Director Morrill moved to approve the expenditures as presented; seconded by Director Black. Motion passed unanimously.
 2. Chief's Report: The Board reviewed the Incidents Report.

3. Fire Mitigation / Medical Report: The Board discussed the Public Fire Mitigation meeting scheduled for October 12, 2021.

VI. Old Business

1. Excluded Tax Properties
 - a. Colton Bluff Properties – Held public hearing 8/2
 - b. Dusty Hills Properties – Held public hearing 8/2
 - c. Remaining Steps: Mr. Walker requested signatures from the Board on the Resolution that was adopted at the August meeting. The Resolution will then be filed at the Clerk and Recorder.
2. Neighborhood Address Signs – Eagle Scout Project: The Board discussed the neighborhood address signs. 50% of the community has received signs. Additional people were registered for signs at the Thunderbird picnic, as well as from an email blast to the community.
3. Website Management: There were no updates.
4. WSDM interest in purchasing the WVFD Fire House: There were no updates.
5. Furnace Replacement: The furnace replacement is scheduled for this weekend.
 - a. Delayed due to questions about CO entering combustion chamber and air returns.
 - b. Affordable Plumbing declined to quote due to location in truck bay.
 - c. Sierra Mechanical got approval for sealed combustion unit: The quote is closer to \$5,000 due to not being able to use the existing flute because it is only 3 inches, and 4 inches is needed.
6. Station Monitoring
 - a. Wi-Fi access via Nursing Center, Lucinda's house, CenturyLink or cellular. The Board discussed that Simplisafe should be able to run only on cellular and does not require Wi-Fi.
 - b. Simplisafe monitoring, Motion approving \$750 plus \$25 monthly at 6/7 Meeting: The Board discussed a gas outage at the building and utilizing Simplisafe for monitoring and preventing a freeze at the building. The Board agreed to verify the cellular connection and then order Simplisafe monitoring including motion and temperature sensors.
7. CSFD Use of Fire Station: The Board discussed the possibility of CSFD utilizing the Fire Station for vehicle storage. The Board discussed the conversation with Chief Dubay and the issue of taking on additional liability with insurance for the building.
8. El Paso County Wildfire/Egress recommendations for WVFPD: Chairman Bush reported he is still waiting on the report from El Paso County Wildfire on the egress recommendations.

VII. New Business

1. 2021 Revised Budget Required: Mr. Walker and the Board engaged in discussion regarding the 2021 projected end of year budget and the required revised budget.
2. 2022 Proposed Budget Presentation: Mr. Walker and the Board engaged in discussion regarding the 2022 proposed budget. Mr. Walker noted the budget item for Elections will be increased due to the upcoming 2022 Election. The Budget Hearing will be held at the next Board meeting on December 6, 2021 at 7:00 p.m.
3. 2021 WVFPD/CSFD Public Mitigation Meeting: The Board discussed the Public Fire Mitigation meeting scheduled for October 12, 2021 at 6:30 p.m.
 - a. Approve Mailing
 - b. Agenda Topics: The City will speak about fire mitigation and getting people registered for the chipping program. The House District 20 representative will be speaking on the fire mitigation initiative going on at the state level and the broadband initiative. Mr. Walker recommended the Board advertise and provide notice of the meeting as a Special Board Meeting.
4. City Proposing Higher Taxes for Mitigation: Mr. Walker explained the City is not proposing higher taxes for mitigation but keeping the taxes over their TABOR limit to cover it. The Board discussed ways to contribute to fire mitigation.
5. City Evacuation Model Insufficient: The Board engaged in discussion regarding concerns that the City's evacuation model is insufficient. Chairman Bush noted he is working with the County and speaking with the Wildland Fire Teams.
6. The Board discussed needing a debit card for the monthly debits from Simplisafe. The Board agreed to authorize Mr. Walker to obtain a debit card with a \$500 limit.
7. Mr. Walker discussed the redistricting efforts and noted he spoke at a meeting about keeping Woodmen Valley and the Thunderbird Estates communities together with the districts associated with Rockrimmon and Mountain Shadows instead of the districts that are associated with Monument and Manitou.

VIII. Confirm Next Meeting Date

- December 6, 2021 at 7:00 PM (Public Budget Hearing)

IX. Adjournment: Director Black moved to adjourn; seconded by Director Morrill. Chairman Bush declared the meeting adjourned at 20:15.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 4, 2021 MINUTES OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Kevin Bush, Chairman

Justin Morrill, Director and Secretary

Eric Barnes, Director and Treasurer

Steve Black, Vice Chairman

Doug May, Director

