

CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station

8015 Severy Road Cascade, Colorado

Monday, November 14, 2022 - 7:00 P.M.

From computer, tablet or smartphone. <https://meet.goto.com/130451757>

By phone United States: +1 (872) 240-3412 Access Code: 130-451-757

Public invited to attend

Board of Directors

Mike Whittemore, President	Term Expires May 2025
Steve Lewis, Treasurer	Term Expires May 2023
Quentin Deramus, Assistant Secretary	Term Expires May 2023
Farris Issacson, Assistant Secretary	Term Expires May 2025
Bruce Seachris, Assistant Secretary	Term Expires May 2025

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Approval of Board Meeting Minutes-** from the meeting on October 10, 2022 (included in packet).
- 5. Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of October 31, 2022 – Balance Sheet and Profit and Loss/Budget Report
 - b. Ratification and Approval of Payables for the period ending November 14, 2022
- 6. Cascade Volunteer Fire Department Chief's Report**
- 7. Old Business**
 - a. Staffing Feasibility Study Status
 - b. Contract Amendment
- 8. Legal Matters**
 - a. Review and Consider Approval of the 2023 Annual Administrative Resolution
 - b. Review and Consider Approval of the May 2023 Election Resolution
 - c. Review and Consider Approval of the 2023 WSDM Engagement Letter
- 9. New Business**
 - a. Budget Hearing for the 2023 Budget and Consider Approval of Resolution Adopting 2023 Budget
- 10. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person and taken in Order In Which They Appear on Sign-Up Sheet)

11.Other Business

- a. Next Meeting scheduled for December 12, 2022, at 7:00PM.

12.Adjournment



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD OCTOBER 10, 2022**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, October 10, 2022, at 7:00 PM. The meeting was open to the public.

Directors in Attendance:

Mike Whittemore
Quentin Deramus
Steve Lewis
Farris Issacson
Bruce Seachris

Also in Attendance:

Kevin Walker, WSDM District Managers
Adam Noel, WSDM District Managers
Chief Karen Bodine, Cascade Volunteer Fire Department

1. **Call to Order:** Mr. Walker called the meeting to order at 7:01 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore confirmed a quorum was present.
3. **Approval of Agenda:** The Board added item 5.c. 2023 Draft Budget Review. Director Lewis moved to approve the Agenda as amended; seconded by Director Issacson. Motion passed unanimously.
4. **Approval of Board Meeting Minutes – from the meeting on September 12, 2022:** After review, Director Deramus moved to approve the September 12, 2022 Board Meeting Minutes; seconded by Director Lewis. Motion passed unanimously.
5. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of September 30, 2022 – Balance Sheet and Profit and Loss/Budget Report: Mr. Walker presented the Unaudited Financial Statements as of September 30, 2022 including the balance sheet and profit and loss budget report. After review, Director Issacson moved to approve the Unaudited Financial Statements as of September 30, 2022 including the balance sheet and profit and loss budget report; seconded by Director Lewis. Motion passed unanimously.
 - b. Ratification and Approval of Payables for the period ending October 10, 2022: Mr. Walker presented the Payables for the period ending October 10, 2022. After review, Director Issacson moved to approve the Payables for the period ending October 10, 2022;

seconded by Director Deramus. Motion passed unanimously.

- 6. Cascade Volunteer Fire Department Chief's Report:** Chief Bodine presented the Cascade Volunteer Fire Department Chief's Report. The Board discussed three new volunteer firefighters. Chief Bodine reported that fire engine #1820 may be sold and replaced with a Type 3 fire engine. She noted that used Type 3 fire engines are being sold from California Fire Departments due to recent changes in their requirements. She recommended testing fire engine #1820 this month to help it sell faster. Chief Bodine discussed her workman's comp claim from the chili supper. Chief Bodine reported an incident with fire engine #1810. It was involved in a minor accident where the truck rolled into a small rock wall.

7. Old Business

- a. Staffing Feasibility Study Status: Mr. Walker discussed the staffing feasibility study and the preferred option of 12-hour shifts being managed and funded by a combination of both Green Mountain Falls and Cascade. The personnel would be considered a part-time employee. The total estimated cost would be \$255,224 and the 45% share for Cascade would be \$115,000 for one year. Mr. Walker suggested sending Green Mountain Falls a letter informing them of the Board's intent to move forward with a proposal.
- b. Contract Amendment: The Board discussed Colorado Springs Fire request for a letter from the District stating that we would like to continue the mutual aid agreement services between both agencies with the current agreement and same response situations and a new yearly flat fee set at \$25,000 instead of the hourly rate. President Whittemore and Chief Bodine will draft the letter tomorrow.

8. New Business

- a. Forest Restoration & Wildfire Risk Mitigation Grant: Mr. Noel reported the grant submission will be submitted before the deadline of October 19, 2022. Mr. Noel noted he just needs the current tree density and utilization of the wood such as a firebreak. Mr. Walker explained it is a matching grant and they would have 5 years to complete.
- b. 2023 Draft Budget Review: The Board agreed to move this item from 5.c. to later in the Agenda. Mr. Walker presented the 2023 draft budget to the Board. The Budget Hearing will be held at the November Board meeting.

- 9. Public Comment:** There was no public comment.

10. Other Business

- a. Next meeting scheduled for November 14, 2022 at 7:00 PM.

- 11. Adjournment:** The Board adjourned the meeting at 8:28 PM.

Respectfully submitted,

By: _____

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 10, 2022 MINUTES OF
THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS
SIGNING BELOW:

Mike Whitemore

Quentin Deramus

Steve Lewis

Farris Issacson

Bruce Seachris



Cascade Fire Protection District

Balance Sheet

As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
ENT (00) Savings	163,735.91
ENT (10) CHECKING	341,514.99
ENT (52) 7-Month CD	51,543.23
ENT (53) 25-Month CD	26,438.67
Total Checking/Savings	583,232.80
Accounts Receivable	
Property Tax Receivable	1,304.17
Total Accounts Receivable	1,304.17
Total Current Assets	584,536.97
TOTAL ASSETS	584,536.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	10,084.50
Total Accounts Payable	10,084.50
Other Current Liabilities	
Deferred Property Tax	1,304.17
Total Other Current Liabilities	1,304.17
Total Current Liabilities	11,388.67
Total Liabilities	11,388.67
Equity	
Unrestricted Net Assets	267,184.41
Opening Balance Equity	171,098.07
Net Income	134,865.82
Total Equity	573,148.30
TOTAL LIABILITIES & EQUITY	584,536.97

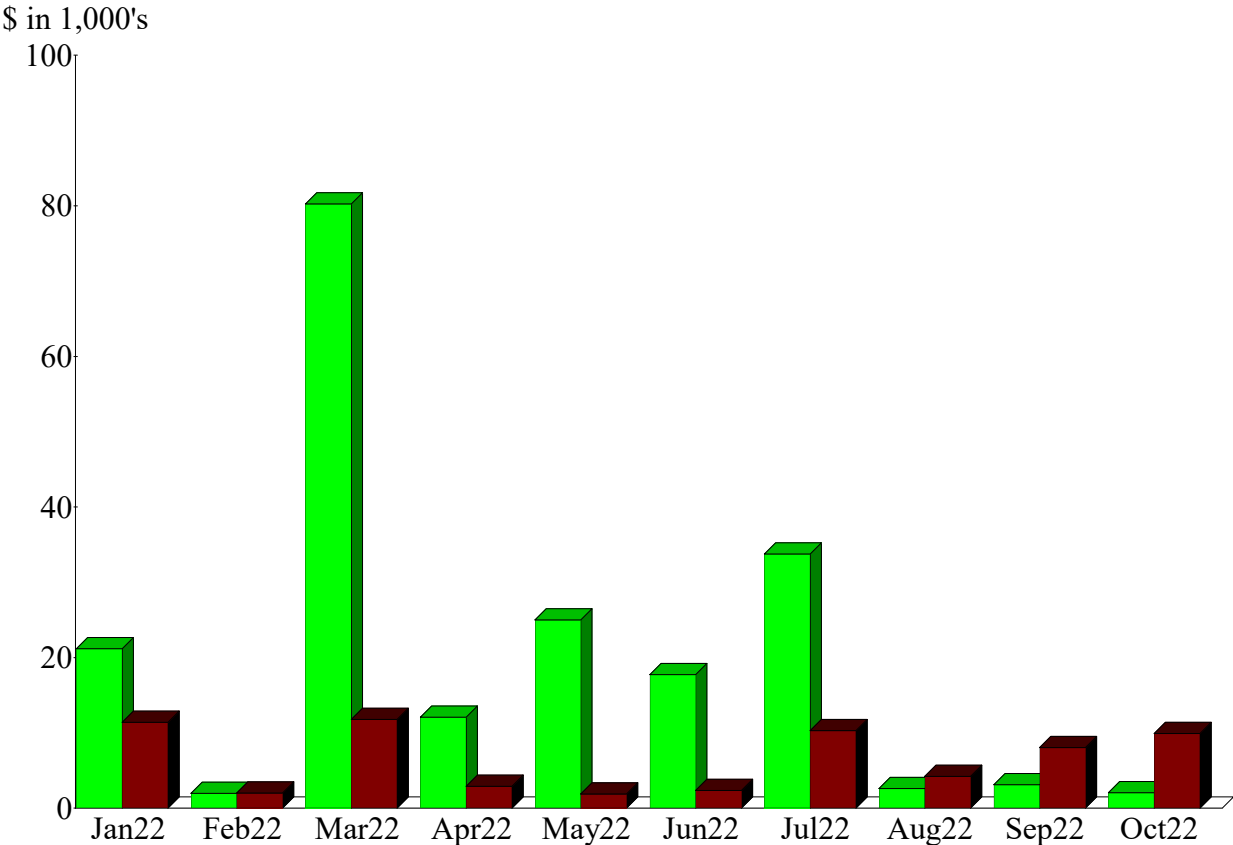
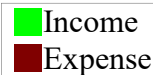
Cascade Fire Protection District

Profit & Loss Budget vs. Actual

January through October 2022

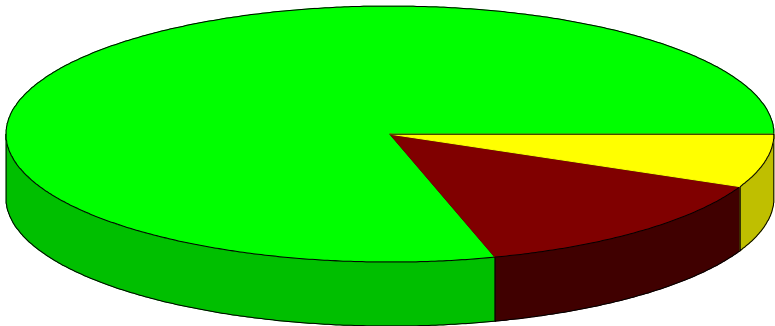
	TOTAL				
	Oct 22	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
Income					
Income					
Delinquent Interest	1.31	147.59			
General Property Tax	385.11	146,360.63	148,360.00	-1,999.37	98.65%
Vehicle Registration Tax	1,319.26	11,576.94	10,385.00	1,191.94	111.48%
Interest earned	97.73	871.95			
Total Income	<u>1,803.41</u>	<u>158,957.11</u>	<u>158,745.00</u>	<u>212.11</u>	<u>100.13%</u>
Government Grants					
State Grants	0.00	12,905.29			
Total Government Grants	<u>0.00</u>	<u>12,905.29</u>			
Other Types of Income					
Shoemaker Building Income	-55.00	27,614.42			
Miscellaneous Revenue	300.00	300.00			
Total Other Types of Income	<u>245.00</u>	<u>27,914.42</u>			
Total Income	<u>2,048.41</u>	<u>199,776.82</u>	<u>158,745.00</u>	<u>41,031.82</u>	<u>125.85%</u>
Expense					
District Budget					
Administrative / Operations	3,860.00	16,129.07	10,000.00	6,129.07	161.29%
Bank Fees	0.00	0.00	100.00	-100.00	0.0%
Collection-Treasurer's Fees	5.80	2,197.63	2,225.00	-27.37	98.77%
Insurance	0.00	10,008.00	9,000.00	1,008.00	111.2%
Pension	0.00	0.00	13,660.00	-13,660.00	0.0%
Rent	5,500.00	5,565.00	5,000.00	565.00	111.3%
Tax Abatements	0.00	0.00	100.00	-100.00	0.0%
Total District Budget	<u>9,365.80</u>	<u>33,899.70</u>	<u>40,085.00</u>	<u>-6,185.30</u>	<u>84.57%</u>
Stations & Buildings					
Operations	364.20	4,826.41	3,500.00	1,326.41	137.9%
Building Capital	0.00	0.00	20,000.00	-20,000.00	0.0%
Total Stations & Buildings	<u>364.20</u>	<u>4,826.41</u>	<u>23,500.00</u>	<u>-18,673.59</u>	<u>20.54%</u>
Fire Department's Budgets					
Communications-Capital Outlay	0.00	0.00	2,000.00	-2,000.00	0.0%
Communications-Supplies & Exp.	0.00	1,478.56	1,500.00	-21.44	98.57%
Communications-Dispatch	0.00	1,000.00	1,000.00	0.00	100.0%
Emergency Reporting Company	0.00	0.00	2,021.00	-2,021.00	0.0%
Radios - Repairs & Maintenance	0.00	11,430.00	3,000.00	8,430.00	381.0%
Radio User Fees	0.00	0.00	6,000.00	-6,000.00	0.0%
Firefighting-Capital Outlay	0.00	0.00	20,000.00	-20,000.00	0.0%
Firefighting-Supplies & Exp's	208.72	11,489.95	19,000.00	-7,510.05	60.47%
Medical Services-Supplies & Exp	0.00	63.92	2,000.00	-1,936.08	3.2%
Medical Services-Capital Outlay	0.00	0.00	1,000.00	-1,000.00	0.0%
Training-Supplies & Expenses	0.00	522.46	4,000.00	-3,477.54	13.06%
Repair Svc Contr.(Committed)	0.00	0.00	2,700.00	-2,700.00	0.0%
Supplies & Expenses-Trucks, ...	0.00	200.00	7,000.00	-6,800.00	2.86%
Total Fire Department's Budgets	<u>208.72</u>	<u>26,184.89</u>	<u>71,221.00</u>	<u>-45,036.11</u>	<u>36.77%</u>
Total Expense	<u>9,938.72</u>	<u>64,911.00</u>	<u>134,806.00</u>	<u>-69,895.00</u>	<u>48.15%</u>
Net Income	<u><u>-7,890.31</u></u>	<u><u>134,865.82</u></u>	<u><u>23,939.00</u></u>	<u><u>110,926.82</u></u>	<u><u>563.37%</u></u>

Income and Expense by Month January through October 2022



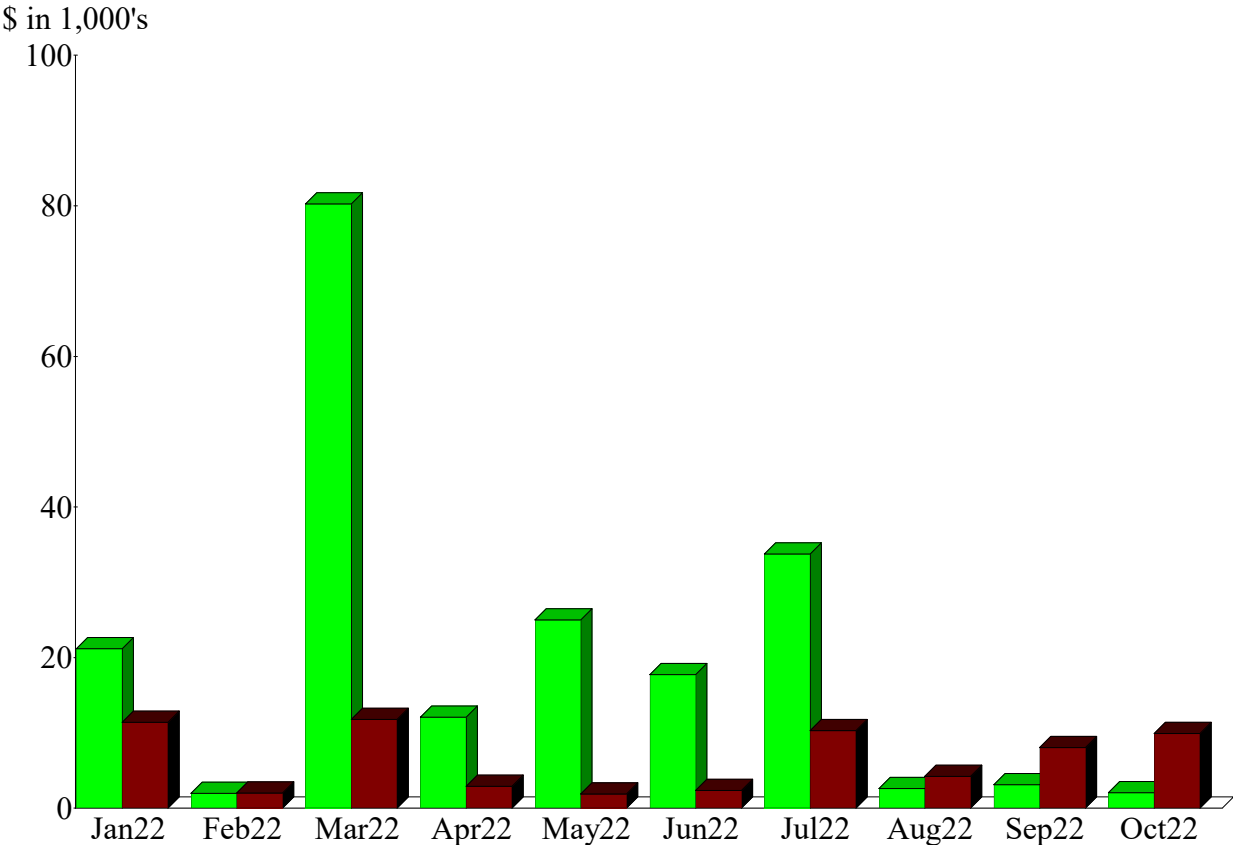
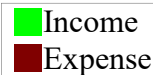
Income Summary January through October 2022

Income	79.57%
Other Types of Income	13.97
Government Grants	6.46
Total	\$199,776.82



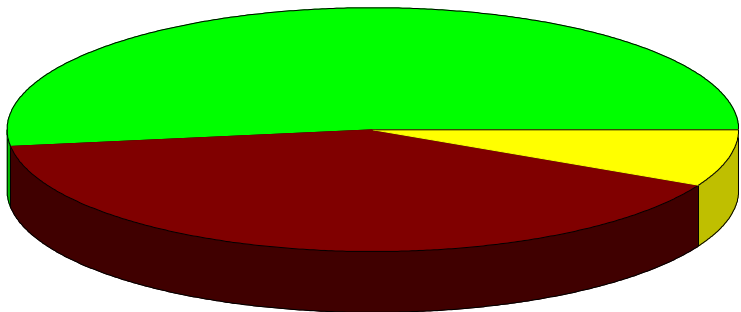
By Account

Income and Expense by Month January through October 2022



Expense Summary January through October 2022

District Budget	52.22%
Fire Department's Budgets	40.34
Stations & Buildings	7.44
Total	\$64,911.00



By Account



Cascade Fire Protection District
PAYMENT REQUEST
11/11/2022

Company	Date	Amount	Amount this Draw	Comments
Black Hills Energy	10/31/2022	\$ 24.22	\$ 24.22	
Cascade Metropolitan District	11/7/2022	\$ 92.75	\$ 92.75	Paid VIA ACH
Cascade Volunteer Fire Department	10//12/22	\$ 5,500.00	\$ 5,500.00	Rent
Colorado Springs Utilities	10/28/2022	222.82	\$ 222.82	
Colorado Springs Utilities	11/1/2022	\$ 24.46	\$ 24.46	
ESO Solutions, Inc	11/1/2022	\$ 2,474.80	\$ 2,474.80	
Karen Bodine	9/18/2022	\$ 277.46	\$ 277.46	
Walker Schooler District Managers	10/31/2022	\$ 3,860.00	\$ 3,860.00	
WEX	11/23/2022	\$ 135.35	\$ 135.35	Paid VIA ACH
TOTAL			\$ 12,611.86	

TOTAL FOR ALL FUNDS

_____, President



**CASCADE FIRE PROTECTION DISTRICT
ANNUAL ADMINISTRATIVE RESOLUTION
(2023)**

WHEREAS, Cascade 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

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 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 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 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 Manager 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 29-1-606, 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 Manager, 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 directs the District Manager to schedule a public hearing on the proposed budget and/or amendments and post or publish notices thereof and directs legal counsel to file the budget, budget resolution, and budget message with the Division on or before January 30, 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, Manager, and the Board when expenditures are expected to exceed appropriated amounts. The Board directs legal counsel to prepare all budget amendment resolutions and directs the District Manager to schedule a public hearing on a proposed budget amendment and post or publish notices thereof and 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 1 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 15, 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.

12. The Board determines that its directors shall receive compensation for their services as directors subject to the limitations set forth in §§32-1-902(3)(a)(I) & (II), C.R.S.

13. The District hereby acknowledges, in accordance with §32-1-902, C.R.S., the following officers for the District:

Chairman/President:	Mike Whittemore
Treasurer:	Steve Lewis
Assistant Secretary:	Quentin Deramus
Assistant Secretary:	Farris Issacson
Assistant Secretary:	Bruce Seachris

14. 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 legal counsel 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 meetings 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 legal counsel regarding any actual or potential conflicts of interest and, throughout the year, each Board member shall provide legal counsel with any revisions, additions, corrections, or deletions to said conflicts of interest disclosures.

15. 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.

16. The Board hereby appoints the District 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.

17. The Board directs the District 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://wsdistricts.co/cascade-fire-protection-district/> 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, the Ute Pass Library 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 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.

18. The Board determines to hold regular meetings on the second Monday of every month at 7:00 p.m., at the Cascade Fire Station, 8015 Severy Road, by telephone, electronic, or other means not including 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.

19. 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.

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 WSDM District Managers 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, Kevin Walker of Walker Schooler District Managers, 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 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) and (2), C.R.S.

26. The Board directs the District 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 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 accountant to pay the annual SDA membership dues, agency fees, and insurance premiums, as applicable, in a timely manner. The Board appoints the District Manager as its 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 Manager to obtain workers' compensation coverage for the District.

29. The Board hereby directs legal counsel 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: cascademd1.colorado.gov.

30. The Board hereby directs the District Manager 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.

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

ADOPTED THIS 14TH DAY OF NOVEMBER 2022.

(SEAL)

DISTRICT:

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

By: _____
Officer of the District

Attest:

By: _____

CERTIFICATION OF RESOLUTION

I hereby certify that the foregoing constitutes a true and correct copy of the resolution of the Board adopted at a meeting held on November 14, 2022.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 14th day of November 2022.

SEAL

Signature

Printed Name



**RESOLUTION OF BOARD OF DIRECTORS
CALLING ELECTION**

CASCADE FIRE PROTECTION DISTRICT

§§ 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 Cascade 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 2, 2023, for the purpose of electing directors, 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. 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 WSDM District Managers 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 determines that: in addition to emailing to each registered elector at the email address provided by the county, or if no email is provided, by mailing to the household of each registered elector, notice of the call for nominations will be provided by posting on the District's website.
 - c. 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.

[Remainder of Page Intentionally Left Blank]

ADOPTED THIS 14th DAY OF NOVEMBER 2022.

CASCADE FIRE PROTECTION DISTRICT

Officer of the District

ATTEST:

Signature Page to Resolution Calling Election





RE: Annual Engagement Letter

This agreement constitutes a Statement of Work ("SOW") to the Original Service Agreement made by and between WSDM – District Managers and **CASCADE FIRE PROTECTION DISTRICT** ("the District"). This engagement letters serves as a renewal to the service provided or additional service to be provided as prescribed below.

Management Services

1. Meeting and Reporting Services – WSDM will continue to 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 – continue extensive experience with creating and updating the District websites, specifically including the State Internet Portal Authority funded sites (SIPA). Or continue 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 continue to 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 continue to 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 property local governing body.

Accounting and bookkeeping

1. Standard Service – WSDM will continue to 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 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 presented to the Board for approval and signatures. The claims (Payables) list will be included in the monthly meeting packets.
 - 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. 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 file din compliance with State, local, and federal requirements.
- g. 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.
- h. 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 will continue to utilize the Continental Utility Solutions, Inc. (CUSI) billing software system for the residents, BILL billing software for, or QuickBooks billing software.
 - 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).
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 account 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 will continue to provide customer service support by phone, email, social media, and text messaging, and fax to help all customers with their inquiries, questions, or request for information.
2. WSDM will continue to provide access to a 24-hour emergency number at 719-447-4840.
3. WSDM will continue to 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.

Hourly Rates

WSDM will continue to provide all applicable services as listed to the District at a monthly cost or not to exceed contractual monthly limit of **\$1,000/ month.**

Principal	\$225.00
Senior Manager	\$180.00
Senior Accountant (CPA)	\$190.00
Assistant Manager	\$150.00
Bookkeeper	\$ 75.00
Administrative/ Supporting Staff	\$ 50.00

- *Signature Page to Follow* -

Thank you,



Kevin Walker,
President of WSDM

APPROVED AS SIGNED:

Signature

Title

Date



**CASCADE FIRE PROTECTION DISTRICT
2023 BUDGET**

	2021 ACTUAL	2022 PROJ/AMEND	2022 BUDGET	2023 BUDGET
BEGINNING BALANCE	\$ 500,264	\$ 534,952	\$ 683,870	\$ 683,870
REVENUES				
GENERAL PROPERTY TAX	\$ 128,011	\$ 145,976	\$ 148,360	\$ 145,063
SPECIAL OWNERSHIP / VEHICLE TAX	\$ 16,080	\$ 15,058	\$ 10,385	\$ 10,154
DELINQUENT TAX	\$ 948	\$ 146		
INTEREST	\$ 1,533			
GRANTS	\$ -	\$ 12,905		\$ 20,000.00
STATE MATCH FUNDS (PENSION)		\$ -		
SHEWMAKER BUILDING INCOME		\$ 27,700		\$ 6,445
MISC.				
TOTAL REVENUES	\$ 146,572	\$ 201,785	\$ 158,745	\$ 181,663
TOTAL FUNDS AVAILABLE	\$ 646,836	\$ 736,737	\$ 842,615	\$ 865,533
EXPENSES				
ADMINISTRATIVE/ OPERATIONS	\$ 9,836	\$ 11,170	\$ 10,000	\$ 12,000
BANK FEES			\$ 100	\$ 100
TAX ABATEMENTS	\$ 1,380		\$ 100	\$ 100
COLLECTION - TREASURER'S FEES	\$ 1,937	\$ 2,192	\$ 2,225	\$ 2,176
INSURANCE	\$ 9,299	\$ 10,008	\$ 9,000	\$ 11,000
PENSION (1 Mill Max)	\$ 11,800		\$ 13,660	\$ 13,372
BUILDING OPERATIONS	\$ 5,808	\$ 4,197	\$ 3,500	\$ 5,000
BUILDING CAPITAL	\$ 12,500		\$ 20,000	\$ 8,000
RENT W/ SNOW REMOVAL	\$ 5,000		\$ 5,000	\$ 5,000
COMMUNICATIONS				
800 MHZ (Maint & Repair)		\$ 3,000	\$ 3,000	\$ 3,000
RADIO USER FEES/ YEAR	\$ 8,550	\$ 6,000	\$ 6,000	\$ 6,000
CAPITAL OUTLAY	\$ 24,750		\$ 2,000	\$ 2,000
DISPATCH	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
SUPPLIES & EXP	\$ 2,825	\$ 1,600	\$ 1,500	\$ 2,000
EMERGENCY REPORTING INVOICE FOR USER FEE			\$ 2,021	
FIREFIGHTING				
CAPITAL OUTLAY			\$ 20,000	\$ 10,000
SUPPLIES & EXP'S	\$ 3,790	\$ 13,000	\$ 19,000	\$ 9,000
MEDICAL SERVICES				
CAPITAL OUTLAY			\$ 1,000	\$ 1,000
SUPPLIES & EXP'S	\$ 2,077	\$ 200	\$ 2,000	\$ 2,000
REPAIR SERVICE CONTRACT (Committed)			\$ 2,700	\$ 2,700
SUPPLIES & EXPENSES				
TRUCKS	\$ 8,332	\$ 200	\$ 7,000	\$ 4,000
TRAINING	\$ 3,000	\$ 300	\$ 4,000	\$ 2,000
CONTRACT SERVICES				
FIREFIGHTER				\$ 125,000
TOTAL EXPENSES	\$ 111,884	\$ 52,867	\$ 134,807	\$ 226,448
ENDING BALANCE	\$ 534,952	\$ 683,870	\$ 707,809	\$ 639,085
EMERGENCY RESERVE: State Required at 3%	\$ 3,874	\$ 3,874	\$ 4,044	\$ 6,793
ASSESSED VALUE	\$ 11,714,610	\$ 11,714,610	\$ 13,676,240	\$ 13,372,370
MILL LEVY	10.848	10.848	10.848	10.848