

CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station
8015 Severy Road Cascade, Colorado
Monday, November 13, 2023 - 7:00 P.M.

From computer, tablet or smartphone. <https://video.cloudoffice.avaya.com/join/974517436>
By phone United States: +1 (213) 463-4500 Access Code: 974517436

Public invited to attend

Board of Directors

Mike Whittemore, President	Term Expires May 2025
Steve Lewis, Treasurer	Term Expires May 2027
Quentin Deramus, Assistant Secretary	Term Expires May 2025
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 9, 2023 (included in packet).
- 5. Financial Matters**
 - Acceptance of Unaudited Financial Statements as of October 31, 2023 – Balance Sheet and Profit and Loss/Budget Report (included in packet).
 - Ratification and Approval of Payables for the period ending November 13, 2023 (included in packet).
- 6. Cascade Volunteer Fire Department Chief's Report**
- 7. Old Business**
 - CSFD/PPAM Agreement Update
- 8. Legal Matters**
 - Review and Consider Approval of the 2024 Annual Administrative Resolution (included in packet).
 - Review and Consider Approval of the 2024 WSDM Engagement Letter (included in packet).
- 9. New Business**
 - Budget Hearing for the 2024 Budget and Consider Approval of Resolution Adopting 2024 Budget (included in packet).
- 10. Public Comment** (Items Not on the Agenda Only. Comments are 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 11, 2023, at 7:00PM.

12. Adjournment



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD OCTOBER 9, 2023, AT 7:00 PM**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, October 9, 2023, at 7:00 PM, at Cascade Fire Station, 8015 Severy Road, Cascade, CO, and via video teleconference. The meeting was open to the public.

Directors in Attendance:

Mike Whittemore
Quentin Deramus
Steve Lewis
Farris Issacson
Bruce Seachris

Also in Attendance:

Adam Noel, WSDM District Managers

1. **Call to Order:** President Whittemore 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:** Director Lewis moved to approve the Agenda as presented; seconded by Director Issacson. Motion passed unanimously.
4. **Approval of Board Meeting Minutes – September 11, 2023:** After review, Director Lewis moved to approve the September 11, 2023 Minutes; seconded by Director Seachris. Motion passed unanimously.
5. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of September 30, 2023 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of September 30, 2023 including the balance sheet and profit and loss/budget report. Mr. Noel discussed the draft 2024 budget and noted it will be distributed to the Board tomorrow for review prior to the next meeting. After review, Director Seachris moved to approve the Unaudited Financial Statements as of September 30, 2023; seconded by Director Issacson. Motion passed unanimously.
 - b. Ratification and Approval of Payables for the period ending October 9, 2023: Mr. Noel presented the payables. After review, Director Seachris moved to approve the payables for the period ending October 9, 2023; seconded by Director Issacson. Motion passed unanimously.

6. **Cascade Volunteer Fire Department Chief's Report:** Mr. Noel presented the Chief's Report provided by Chief Bodine.
7. **Old Business**
 - a. CSFD/PPAM Agreement Update: Mr. Noel noted the Agreement was being reviewed by CSFD legal counsel, but there are no other updates.
 - b. Pikes Peak Library Lease Discussion: President Whittemore reported that he met with the Pikes Peak Library and presented the comps for rental rates and the Library found them acceptable. The Board reviewed the proposed lease agreement with the Pikes Peak Library that includes a gradual increase to the new rental rate of \$1.00/SQFT and a 10-year term. After the 10-year term, it is an annual renewable subject to both parties. Director Lewis moved to approve the lease agreement with the rental increase structure and 10-year term; seconded by Director Issacson. Motion passed unanimously.
8. **New Business:** The Board discussed getting bids for repairs to the wall on the west side of the fire station property. The Board tentatively scheduled the annual dinner for December 7th or 8th.
9. **Public Comment:** There was no public comment.
10. **Other Business**
 - a. Next Meeting Scheduled for November 13, 2023, at 7:00 PM.
11. **Adjournment:** The Board unanimously adjourned the meeting at 8:00 PM.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 9, 2023 MINUTES OF THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Mike Whittemore

Quentin Deramus

Steve Lewis

Farris Issacson

Bruce Seachris



Cascade Fire Protection District

Balance Sheet

11/09/23

As of October 31, 2023

Accrual Basis

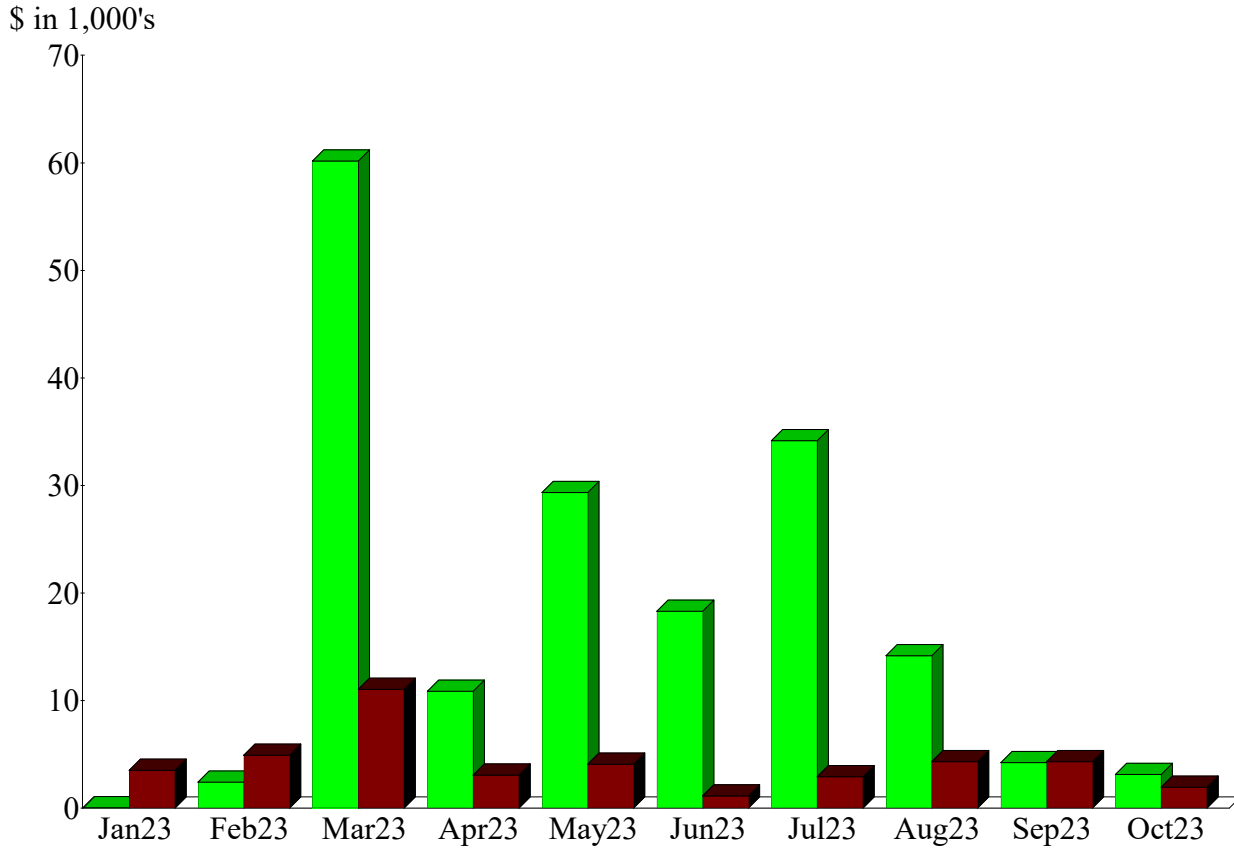
	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
ENT (00) Savings	68,181.16
ENT (10) CHECKING	179,272.96
Ent (57) 3 month CD	201,503.27
Ent (54) - 13 Month CD	103,455.08
Ent (55) - 13 Month CD	80,397.25
Ent (56) - 13 Month CD	51,643.99
Total Checking/Savings	<u>684,453.71</u>
Accounts Receivable	
Property Tax Receivable	6,497.89
Total Accounts Receivable	<u>6,497.89</u>
Total Current Assets	<u>690,951.60</u>
TOTAL ASSETS	<u>690,951.60</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,584.84
Total Accounts Payable	<u>1,584.84</u>
Other Current Liabilities	
Deferred Property Tax	6,497.89
Total Other Current Liabilities	<u>6,497.89</u>
Total Current Liabilities	<u>8,082.73</u>
Total Liabilities	8,082.73
Equity	
Unrestricted Net Assets	376,251.31
Opening Balance Equity	171,098.07
Net Income	135,519.49
Total Equity	<u>682,868.87</u>
TOTAL LIABILITIES & EQUITY	<u>690,951.60</u>

Cascade Fire Protection District Profit & Loss Budget vs. Actual January through October 2023

	TOTAL				
	Oct 23	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Income					
Income					
Delinquent Interest	7.64	261.59			
General Property Tax	0.00	144,558.24	145,025.00	-466.76	99.68%
Vehicle Registration Tax	1,342.97	11,347.42	10,152.00	1,195.42	111.78%
Interest earned	1,781.07	9,832.08			
Total Income	3,131.68	165,999.33	155,177.00	10,822.33	106.97%
Grants received	0.00	0.00	20,000.00	-20,000.00	0.0%
Other Types of Income					
Shoemaker Building Income	0.00	6,492.00	6,445.00	47.00	100.73%
Miscellaneous Revenue	0.00	4,384.00			
Total Other Types of Income	0.00	10,876.00	6,445.00	4,431.00	168.75%
Total Income	3,131.68	176,875.33	181,622.00	-4,746.67	97.39%
Expense					
District Budget					
Administrative / Operations	1,000.00	10,507.09	12,000.00	-1,492.91	87.56%
Ballot item/Mill Levy Increase	0.00	0.00	100.00	-100.00	0.0%
Bank Fees	0.00	252.73			
Collection-Treasurer's Fees	0.11	2,172.30	2,175.00	-2.70	99.88%
Insurance	0.00	10,406.00	11,000.00	-594.00	94.6%
Pension	0.00	0.00	13,369.00	-13,369.00	0.0%
Rent	0.00	19.45	5,000.00	-4,980.55	0.39%
Tax Abatements	0.00	0.00	100.00	-100.00	0.0%
Total District Budget	1,000.11	23,357.57	43,744.00	-20,386.43	53.4%
Stations & Buildings					
Operations	352.66	5,048.81	5,000.00	48.81	100.98%
Building Capital	0.00	0.00	8,000.00	-8,000.00	0.0%
Total Stations & Buildings	352.66	5,048.81	13,000.00	-7,951.19	38.84%
Fire Department's Budgets					
Communications-Capital Outlay	0.00	0.00	2,000.00	-2,000.00	0.0%
Communications-Supplies & Exp.	0.00	1,675.26	2,000.00	-324.74	83.76%
Communications-Dispatch	0.00	1,000.00	1,000.00	0.00	100.0%
Radios - Repairs & Maintenance	0.00	0.00	3,000.00	-3,000.00	0.0%
Radio User Fees	0.00	2,610.00	6,000.00	-3,390.00	43.5%
Firefighting-Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
Firefighting-Supplies & Exp's	250.39	4,078.59	9,000.00	-4,921.41	45.32%
Medical Services-Supplies & Exp	0.00	721.03	2,000.00	-1,278.97	36.05%
Medical Services-Capital Outlay	0.00	0.00	1,000.00	-1,000.00	0.0%
Training-Supplies & Expenses	0.00	75.44	0.00	75.44	100.0%
Repair Svc Contr.(Committed)	0.00	0.00	2,700.00	-2,700.00	0.0%
Supplies & Expenses-Trucks, ...	356.55	2,789.14	6,000.00	-3,210.86	46.49%
Total Fire Department's Budgets	606.94	12,949.46	44,700.00	-31,750.54	28.97%
Contract Services					
Firefighter	0.00	0.00	125,000.00	-125,000.00	0.0%
Total Contract Services	0.00	0.00	125,000.00	-125,000.00	0.0%
Total Expense	1,959.71	41,355.84	226,444.00	-185,088.16	18.26%
Net Income	1,171.97	135,519.49	-44,822.00	180,341.49	-302.35%

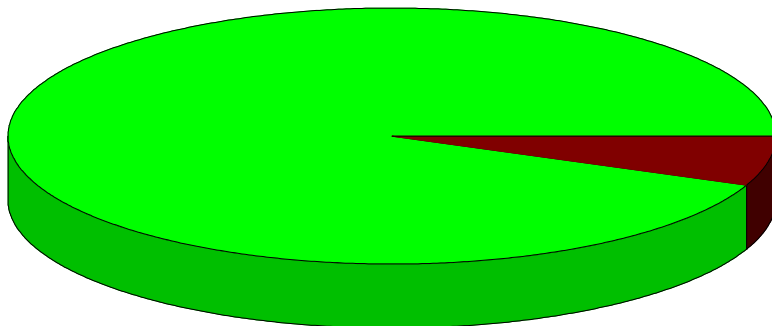
Income and Expense by Month
January through October 2023

Income
Expense



Income Summary
January through October 2023

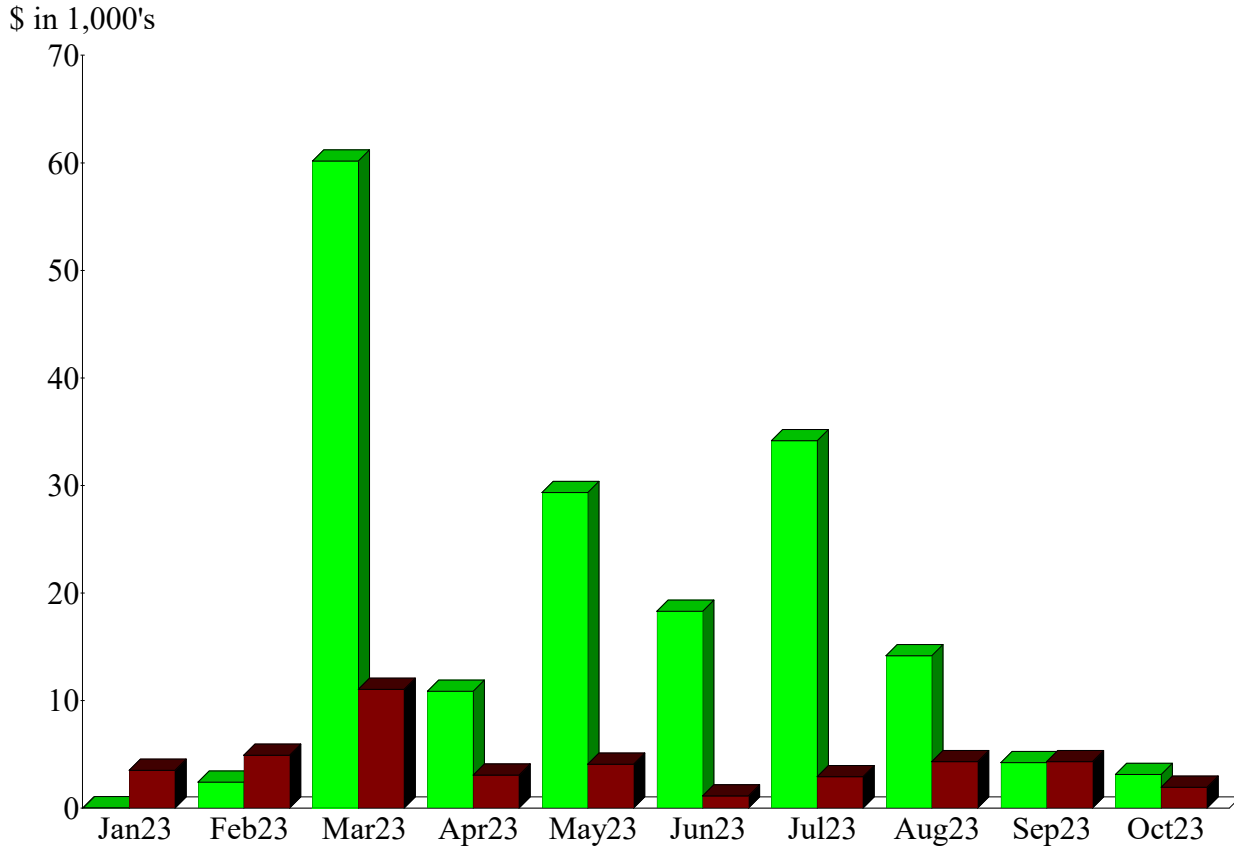
Income	93.85%
Other Types of Income	6.15
Total	\$176,875.33



By Account

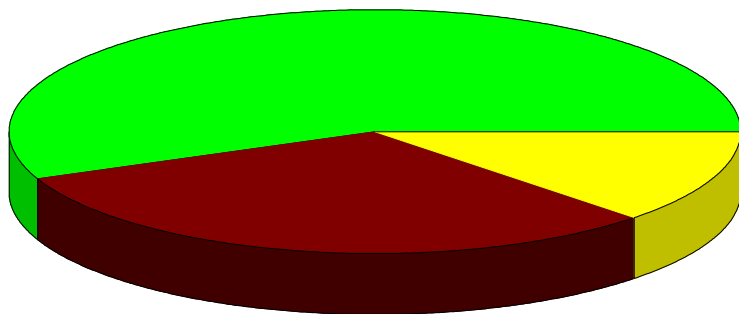
Income and Expense by Month
January through October 2023

Income
Expense



Expense Summary
January through October 2023

District Budget	56.48%
Fire Department's Budgets	31.31
Stations & Buildings	12.21
Total	\$41,355.84



By Account



Cascade Fire Protection District
PAYMENT REQUEST
11/13/2023

Company	Invoice	Date	Amount	Comments
Black Hills Energy	7132643370	11/1/2023	\$ 52.60	
Cascade Metropolitan District	110623	11/6/2023	\$ 96.12	Paid VIA ACH
Cascade Volunteer Fire	101223	10/12/2023	\$ 18.29	
Mike Wupper	101223	10/12/2023	\$ 356.55	
Pikes Peak Chiefs Forum	23-006	7/25/2023	\$ 100.00	
Steve Lewis	103123	10/31/2023	\$ 110.00	
Teller County Waste	101130414150	11/5/2023	\$ 134.00	Oct & Nov
WEX	0490-00-81888-0	10/23/2023	\$ 261.01	Paid VIA ACH
WSDM District Managers	7722	10/31/2023	\$ 1,000.00	
TOTAL			\$ 2,128.57	

TOTAL FOR ALL FUNDS

\$ 2,128.57

_____, President



**CASCADE FIRE PROTECTION DISTRICT
ANNUAL ADMINISTRATIVE RESOLUTION
(2024)**

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 13TH DAY OF NOVEMBER 2023.

(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 13, 2023.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 13th day of November 2023.

SEAL

Signature

Printed Name





RE: 2024 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 and 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



RESOLUTION
ADOPTING BUDGET, IMPOSING MILL LEVY AND APPROPRIATING FUNDS

(2024)

The Board of Directors of Cascade Fire Protection District (the “**Board**”), County of El Paso, Colorado (the “**District**”) held a special meeting held at 8015 Severy Road, Cascade, CO on Monday, November 13, 2023, 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.

[Remainder of Page Intentionally Left Blank.]

NOTICE AS TO PROPOSED 2023 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 2024 AND ENDING ON THE LAST DAY OF DECEMBER 2024.

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 November 13, 2023, 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 2024. 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 2024 budget year, there is hereby levied a tax of 9.848mills 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 2024 budget year, there is hereby levied a tax of

0.000mills 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 2024 budget year, there is hereby levied a tax of 0.000mills 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 2024 budget year, there is hereby levied a tax of 0.000mills 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 certification 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 31 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 13th day of November, 2023.

**CASCADE FIRE
PROTECTION DISTRICT**

Officer of the District

ATTEST:

STATE OF COLORADO
COUNTY OF EL PASO
CASCADE 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 November 13, 2023, at 8015 Severy Road, Cascade, CO, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 13th day of November, 2023.

EXHIBIT A
BUDGET DOCUMENT

EXHIBIT B

BUDGET MESSAGE

**CASCADE FIRE PROTECTION DISTRICT
2023 AMENDED AND 2024 BUDGET**

	2022 ACTUAL	2023 ACTUAL 9/26/2023	2023 PROJECTED	2023 BUDGET	2024 BUDGET
BEGINNING BALANCE	\$ 440,273	\$ 556,757	\$ 556,757	\$ 556,757	\$ 673,369
REVENUES					
GENERAL PROPERTY TAX	\$ 148,393	\$ 143,333	\$ 143,333	\$ 145,025	\$ 169,686
SPECIAL OWNERSHIP / VEHICLE TAX	\$ 15,426	\$ 8,537	\$ 8,537	\$ 10,152	\$ 11,878
DELINQUENT TAX	\$ 270	\$ 218	\$ 218	\$	\$ -
INTEREST	\$ 1,060	\$ 6,462	\$ 6,462	\$	\$ 4,000
GRANTS	\$ 12,905	\$	\$ -	\$ 20,000.00	\$ -
SHEWMAKER BUILDING INCOME	\$ 27,492	\$ 6,492	\$ 6,492	\$ 6,445	\$ 13,860
MISC.	\$ 300	\$ 4,384	\$ 4,384	\$	\$
TOTAL REVENUES	\$ 205,846	\$ 169,425	\$ 169,426	\$ 181,621	\$ 199,424
TOTAL FUNDS AVAILABLE	\$ 646,119	\$ 726,182	\$ 726,183	\$ 738,378	\$ 872,793
EXPENSES					
ADMINISTRATIVE/ OPERATIONS	\$ 14,841	\$ 8,507	\$ 12,000	\$ 12,000	\$ 12,000
BANK FEES	\$	\$ 253	\$ 253	\$ 100	\$ 300
TAX ABATEMENTS	\$	\$	\$	\$ 100	\$ -
COLLECTION - TREASURER'S FEES	\$ 2,230	\$ 2,153	\$ 2,150	\$ 2,175	\$ 2,545
INSURANCE	\$ 10,523	\$ 10,406	\$ 10,406	\$ 11,000	\$ 11,500
PENSION (1 Mill Max)	\$ 13,676	\$	\$ 13,369	\$ 13,369	\$ 17,230
BUILDING OPERATIONS	\$ 6,772	\$ 4,696	\$ 4,696	\$ 5,000	\$ 6,000
BUILDING CAPITAL	\$	\$	\$ -	\$ 8,000	\$ 10,000
RENT W/ SNOW REMOVAL	\$ 5,565	\$ 19	\$ 19	\$ 5,000	\$ 5,000
COMMUNICATIONS					
800 MHZ (Maint & Repair)	\$ 11,430	\$	\$ -	\$ 3,000	\$ 3,000
RADIO USER FEES/ YEAR	\$ 5,501	\$ 2,610	\$ 2,610	\$ 6,000	\$ 6,000
CAPITAL OUTLAY	\$	\$	\$ -	\$ 2,000	\$ 2,000
DISPATCH	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
SUPPLIES & EXP	\$ 3,953	\$ 1,675	\$ 1,675	\$ 2,000	\$ 2,000
EMERGENCY REPORTING INVOICE FOR USER FEE					
FIREFIGHTING					
CAPITAL OUTLAY	\$	\$	\$ -	\$ 10,000	\$ 10,000
SUPPLIES & EXP'S	\$ 11,806	\$ 3,215	\$ 3,215	\$ 9,000	\$ 9,000
MEDICAL SERVICES					
CAPITAL OUTLAY	\$	\$	\$ -	\$ 1,000	\$ 1,000
SUPPLIES & EXP'S	\$ 64	\$ 721	\$ 721	\$ 2,000	\$ 2,000
REPAIR SERVICE CONTRACT (Committed)				\$ 2,700	\$ 2,700
SUPPLIES & EXPENSES					
TRUCKS	\$ 1,756	\$ 625	\$ 625	\$ 4,000	\$ 4,000
TRAINING	\$ 245	\$ 75	\$ 75	\$ 2,000	\$ 2,000
CONTRACT SERVICES					
FIREFIGHTER	\$	\$	\$ -	\$ 125,000	\$ 125,000
TOTAL EXPENSES	\$ 89,362	\$ 35,956	\$ 52,814	\$ 226,444	\$ 234,275
ENDING BALANCE	\$ 556,757	\$ 690,226	\$ 673,369	\$ 511,934	\$ 638,517
EMERGENCY RESERVE: State Required at 3%	\$ 3,874	\$ 1,079	\$ 1,584	\$ 6,793	\$ 7,028
ASSESSED VALUE	\$ 11,714,610	\$ 13,368,780	\$ 13,368,780	\$ 13,368,780	\$ 17,230,480
MILL LEVY	10.848	10.848	10.848	10.848	9.848

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