

**GREEN MOUNTAIN FALLS /CHIPITA PARK FIRE PROTECTION DISTRICT
NOTICE OF REGULAR MEETING AND AGENDA**

Green Mountain Falls Fire Station
2 Carsell Way, Green Mountain Falls, CO 80819
Thursday, November 9, 2023 - 6:30 P.M.

From computer, tablet, or smartphone: <https://video.cloudoffice.avaya.com/join/571154981>

By phone United States: [+1 \(213\) 463-4500](tel:+12134634500) Access Code: 571154981

Public invited to attend

Board of Directors

Steve Walsh, President	Term Expires May 2025
Dan May, Director	Term Expires May 2025
George Allen, Secretary	Term Expires May 2027
Megan Kelly, Director	Term Expires May 2027
Susan Turnbull, Treasurer	Term Expires May 2025

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Chief's Report**
- 5. Approval of Board Meeting Minutes-** from the meeting on October 12, 2023 (included in packet).
- 6. Treasurer Report**
 - a. Acceptance of Unaudited Financial Statements as of October 31, 2023 – Balance Sheet and Profit and Loss/Budget Report (Under Separate Cover)
 - b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$ _____ , Transfer of \$ _____ (Under Separate Cover)
 - c. Capital Project Fund Report
 - d. Budget Hearing for the 2024 Budget and Consider Approval of Resolution Adopting 2024 budget (included in packet).
- 7. Legal Matters**
 - a. Review and Consider Approval of the 2024 Annual Administrative Resolution
 - b. Review and Consider Approval of the 2024 WSDM Engagement Letter
- 8. Equipment Report**
 - a. Generator
- 9. New Business**
 - a. FPPA Retirement/Pension Board Meeting
 - b. Bill.com Alternatives

10. Old Business

- a. Manager Report
- b. Facilities Report
- c. Maintenance plans
- d. Forensic Engineer

11. Public Comment (Items Not on the Agenda Only. Comments limited to 3 minutes per person)

12. Other Business

- a. Next Meeting scheduled for December 14, 2023, at 6:30 PM.

13. Adjournment





**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
GREEN MOUNTAIN FALLS / CHIPITA PARK FIRE PROTECTION DISTRICT
HELD OCTOBER 12, 2023, AT 6:30 P.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Green Mountain Falls / Chipita Park Fire Protection District was held on Thursday, October 12, 2023, at 6:30 PM, at Green Mountain Falls Fire Station, 2 Carsell Way, Green Mountain Falls, CO 80819, and via tele/video conference.

Attendance

In attendance were Directors:

Steve Walsh, President
Dan May, Director
George Allen, Secretary
Megan Kelly, Director (Excused)
Susan Turnbull, Treasurer

Also in attendance were:

Adam Noel, WSDM District Managers
Kevin Walker, WSDM District Managers
Chief Stephen Murphy, Green Mountain Falls Fire
Dave and Creta Woodrich, Members of the public

1. Call to Order: President Walsh called the meeting to order at 6:34 PM.
2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Walsh confirmed a quorum was present with Director Kelly excused.
3. Approval of the Agenda: Director May moved to approve the Agenda as presented; seconded by President Walsh. Motion passed unanimously.
4. Chief's Report: Chief Murphy presented the Chief's Report. Two new streetlights will be installed in early November. Chief Murphy discussed the new patient tracking app, Pulsara that is provided by the State. Chief Murphy provided a report on the emergency response calls; 53 calls in August, 44 calls in September, and 360 calls total for the year.
5. Approval of Board Meeting Minutes from September 14, 2023 Meeting: After review, Director Turnbull moved to approve the September 14, 2023 Meeting Minutes; seconded by Director Allen. Motion passed unanimously.
6. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of September 30, 2023 – Balance Sheet and Profit and Loss/Budget Report: Director Turnbull presented the Unaudited Financial Statements as of September 30, 2023. After review, Director Allen moved to approve the Unaudited Financial Statements as of September 30, 2023; seconded by President Walsh. Motion passed unanimously.
- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$19,128, Transfer of \$: The Board reviewed the monthly bills. The monthly bills and cash transfer bills were submitted in the amount of \$19,128 and a transfer of \$13,000. Director Allen moved to approve the transfer of \$13,000 and the monthly bills of \$19,128; seconded by President Walsh. Motion passed unanimously.
- c. Capital Project Fund Report: Director Turnbull discussed the capital project fund report and requested a list of District assets.

7. Equipment Report

- a. Update on 862: The Board discussed the status of getting truck #862 registered and titled.
- b. Generator: The Board discussed the generator is waiting on a part that has been delayed since August.

8. New Business:

- a. FPPA Retirement/Pension Board Meeting: The Board discussed the FPPA Retirement and Pension Board. Director Allen suggested tabling this item until after the Budget discussions.
- b. Bill.com Alternatives: The Board discussed concerns with the Bill.com process delaying payments. Director Turnbull will get with the WSDM accounting staff to review the bill pay process.

9. Old Business

- a. Manager Report: There was no discussion.
- b. Chief Murphy Medical/Health Coverage: The Board removed this item from the Agenda.
- c. Facilities Report: Director Allen provided a report on the facilities.
- d. Maintenance plans: The Board reviewed the maintenance plans.
- e. Forensic Engineer: Director Allen presented the Report done by the Forensic Engineer that shows the cracks are a result of normal settling. The cosmetic repairs will be done and will help gauge if the building continues to settle. The cost for the forensic report was \$1,100. The Board formally requested the Engineer's Forensic Report be included in the Meeting Minutes and confirmed that the recommended repairs will be made to the building.

10. Public Comment: There was no public comment.

11. Other Business

- a. Next Meeting scheduled for November 9, 2023, at 6:30 p.m.

12. Adjournment: The Board unanimously adjourned the meeting at 7:40 p.m.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary



RESOLUTION
ADOPTING BUDGET, IMPOSING MILL LEVY AND APPROPRIATING FUNDS
(2024)

The Board of Directors of Green Mountain Falls/Chipita Park Fire Protection District (the “**Board**”), Counties of El Paso and Teller, Colorado (the “**District**”) held a special meeting held at 2 Carsell Ave., Green Mountain Falls, CO 80819 on Thursday, November 9, 2023, at 6:30 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 2024 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 9, 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 10.09 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 2024 budget year, there is hereby levied a tax of

7.000 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 2024 budget year, there is hereby levied a tax of 0.000 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 2024 budget year, there is hereby levied a tax of 0.000 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 and Teller Counties, 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.

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ADOPTED this 9th day of November, 2023.

Green Mountain Falls/Chipita Park Fire Protection District

Officer of the District

ATTEST:

STATE OF COLORADO
COUNTY OF EL PASO
and TELLER
Green Mountain Falls/Chipita Park 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 9, 2023, at 2 Carsell Ave., Green Mountain Falls, CO 80819, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 9th day of November, 2023.

EXHIBIT A
BUDGET DOCUMENT

EXHIBIT B

BUDGET MESSAGE

**GREEN MOUNTAIN FALLS CHIPITA PARK FIRE PROTECTION DISTRICT
2023 AMENDED AND 2024 BUDGET
GENERAL FUND**

	2022 ACTUAL	2023 ACTUAL 9/26/2023	2023 AMEND/PROJ	2023 BUDGET	2024 BUDGET	2024 H.H.
BEGINNING BALANCE General Fund	\$ 129,033	\$ 90,478	\$ 90,478	\$ 132,275	\$ 185,051	185,051
REVENUES						
GENERAL PROPERTY TAX - EL PASO COUNTY	\$ 276,597	\$ 264,442	\$ 264,442	\$ 269,913	\$ 353,957	\$ 318,561
SPECIFIC OWNERSHIP TAX - EL PASO COUNTY	\$ 31,207	\$ 15,886	\$ 15,886	\$ 18,894	\$ 24,777	\$ 22,299
GENERAL PROPERTY TAX - TELLER COUNTY	\$ 14,721	\$ 11,919	\$ 11,919	\$ 14,722	\$ 18,083	\$ 18,083
SPECIFIC OWNERSHIP TAX - TELLER COUNTY	\$ 1,612	\$ 8,269	\$ 8,269	\$ 1,031	\$ 1,266	\$ 1,266
ABATEMENT - EL PASO COUNTY	\$ (410)		\$ -	\$ -	\$ -	\$ -
DELINQUENT INTEREST EL PASO COUNTY	\$ 688	\$ 587	\$ 587.00	\$ -	\$ -	\$ -
DELINQUENT INTEREST TELLER COUNTY	\$ 47		\$ -	\$ -	\$ -	\$ -
PRIOR YEAR TAX EL PASO COUNTY	\$ 180	\$ 20	\$ 20.00	\$ -	\$ -	\$ -
STATE SENIOR VETERANS FUND	\$ 433	\$ 351	\$ 351.00	\$ -	\$ -	\$ -
INTEREST INCOME	\$ 14	\$ 316	\$ 316.00	\$ -	\$ -	\$ -
CONTRIBUTIONS & DONATIONS				\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 325,089	\$ 301,790	\$ 301,790	\$ 304,559	\$ 398,083	\$ 360,210
TOTAL FUNDS AVAILABLE	\$ 454,122	\$ 392,268	\$ 392,268	\$ 436,834	\$ 583,134	\$ 545,260

EXPENSES

INSURANCE

PINNACOL	\$ 2,092	\$ 3,196	\$ 3,196	\$ 3,000	\$ 3,400	\$ 3,400
VOLUNTEER FIRE FIGHTERS	\$ 13,803	\$ 11,949	\$ 11,949	\$ 15,000	\$ 15,000	\$ 15,000

FIREFIGHTING SUPPLIES

MISCELLANEOUS	\$ 21,864	\$ 18,624	\$ 18,624	\$ 20,000	\$ 20,000	\$ 20,000
SUPPLIES & EXPENSES TRUCKS	\$ 10,535	\$ 6,364	\$ 6,364	\$ 12,000	\$ 12,000	\$ 12,000

MEDICAL SERVICES

SUPPLIES AND EXPENSES	\$ 2,245	\$ 1,190	\$ 1,190	\$ 3,000	\$ 3,000	\$ 3,000
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COMMUNICATIONS

DISPATCH FEES	\$ 1,500	\$ 777	\$ 777	\$ 1,200	\$ 1,200	\$ 1,200
RADIO USER FEES	\$ 160	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
SUPPLIES	\$ 19,394	\$ 1,294	\$ 1,294	\$ 8,000	\$ 8,000	\$ 8,000

BUILDING AND GROUNDS

CAPITAL IMPROVEMENTS	\$ 31,791	\$ 39,093	\$ 39,093	\$ -	\$ 15,000	\$ 15,000
SUPPLIES AND EXPENSES	\$ 16,117	\$ 16,872	\$ 16,872	\$ -	\$ 15,000	\$ 15,000
UTILITIES	\$ 7,751	\$ 12,102	\$ 13,000	\$ 10,000	\$ 15,000	\$ 15,000
SNOW REMOVAL	\$ 1,270	\$ 650	\$ 650	\$ -	\$ 1,000	\$ 1,000

TRAINING

CLASSES	\$ 900	\$ 1,793	\$ 1,793	\$ 1,000	\$ 2,000	\$ 2,000
TRAINING OFFICE SALARY						

ADMINISTRATION

DIRECTOR FEES	\$ 2,550	\$ 2,050	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
AUDIT	\$ 11,079	\$ -	\$ -	\$ 12,000	\$ 10,000	\$ 10,000
BANK FEES	\$ 114	\$ 81	\$ 81	\$ -	\$ 100	\$ 100
CONTRACT LABOR	\$ 1,453	\$ -	\$ -	\$ -	\$ -	\$ -
ELECTION		\$ -	\$ -	\$ 1,500	\$ -	\$ -
Personnel - secretary		\$ -	\$ -	\$ -	\$ -	\$ -
FIRE CHIEF	\$ 58,083	\$ 49,914	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
CONTINGENT FIREFIGHTER	\$ 1,256	\$ 6,225	\$ 6,225	\$ 44,000	\$ 44,000	\$ 44,000
SUPPLIES AND EXPENSES	\$ 8,265	\$ 4,382	\$ 4,382	\$ 30,000	\$ 30,000	\$ 30,000



MANAGEMENT AND ACCOUNTING	\$	15,000	\$	20,013	\$	30,000	\$	30,000	\$	33,000	\$	33,000
PAYROLL EXPENSES	\$	14,347	\$	4,455	\$	4,455	\$	30,000	\$	5,000	\$	5,000
TREASURER FEE												
EL PASO COUNTY	\$	4,162	\$	3,972	\$	3,972	\$	4,049	\$	5,309	\$	4,778
TELLER COUNTY	\$	443	\$	358	\$	358	\$	442	\$	542	\$	542
RETIREMENT FUND CONTRIBUTION (1 MILL)	\$	52,149	\$	1,680	\$	26,751	\$	26,751	\$	35,080	\$	31,572
LEGAL	\$	1,698	\$	183	\$	183	\$	3,000	\$	3,000	\$	3,000
CONTINGENCY	\$	-	\$	-	\$	-	\$	5,000	\$	-	\$	-
TRANSFER TO BOND FUND	\$	46,936	\$	-	\$	-	\$	-	\$	-	\$	-
TRANSFER TO CAPITAL EQUIPMENT	\$	16,687	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL EXPENSES	\$	363,644	\$	207,217	\$	259,209	\$	328,941	\$	345,632	\$	341,593
ENDING BALANCE	\$	90,478	\$	185,051	\$	133,059	\$	107,893	\$	237,502	\$	203,667
EMERGENCY RESERVE: State Required at 3%	\$	10,909	\$	6,217	\$	7,776	\$	9,868	\$	10,369	\$	10,248
ASSESSED VALUE												
EL PASO COUNTY	\$	27,611,150	\$	26,750,520	\$	26,750,520	\$	26,750,520	\$	35,079,990	\$	31,571,991
TELLER COUNTY		1,501,860		1,459,080		1,459,080		1,459,080		1,792,180		1,792,181
MILL LEVY		10.09		10.09		10.09		10.09		10.09		10.09
TOTAL ASSESSED VALUE	\$	29,113,010	\$	28,209,600	\$	28,209,600	\$	28,209,600	\$	36,872,170	\$	33,364,172

**GREEN MOUNTAIN FALLS CHIPITA PARK FIRE PROTECTION DISTRICT
2023 AMENDED AND 2024 BUDGET
DEBT SERVICE FUND**

	2022 ACTUAL	2022 ACTUAL 9/26/2023	2023 AMEND/PROJ	2023 BUDGET	2024 BUDGET	2024 H.H.
BEGINNING BALANCE	\$ 193,252	\$ 232,762	\$ 232,762	\$ 209,443	\$ 386,254	\$ 386,254
REVENUES						
DEBT SERVICE PROPERTY TAX - EL PASO CO	\$ 191,891	\$ 183,458	\$ 183,458	\$ 187,254	\$ 245,560	\$ 221,004
SPECIFIC OWNERSHIP TAX - EL PASO COUNTY	\$ 21,743	\$ 11,021	\$ 11,021	\$ 13,108	\$ 17,189	\$ 15,470
DEBT SERVICE PROPERTY TAX - TELLER COUNTY	\$ 10,213	\$ 8,269	\$ 8,269	\$ 10,214	\$ 12,545	\$ 11,291
SPECIFIC OWNERSHIP TAX - TELLER COUNTY	\$ 1,078	\$ 653	\$ 653	\$ 715	\$ 878	\$ 790
INTEREST	\$ 54	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER (DELINQUENCIES, STATE FUNDS)	\$ 1,521	\$ 591	\$ 591	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 226,500	\$ 203,992	\$ 203,992	\$ 211,290	\$ 276,173	\$ 248,555
TOTAL FUNDS AVAILABLE	\$ 419,752	\$ 436,754	\$ 436,754	\$ 420,733	\$ 662,427	\$ 634,809
EXPENSES						
TREASURERS FEE - EL PASO COUNTY	\$ 2,887	\$ 2,756	\$ 2,756	\$ 2,809	\$ 3,683	\$ 3,315
TREASURERS FEE - TELLER COUNTY	\$ 307	\$ 248	\$ 248	\$ 306	\$ 376	\$ 339
PRINCIPAL	\$ 147,029	\$ -	\$ 150,395	\$ 150,395	\$ 155,189	\$ 155,189
INTEREST EXPENSE	\$ 98,498	\$ 47,496	\$ 95,133	\$ 95,133	\$ 90,339	\$ 90,339
OTHER	\$ 5,537					
TOTAL EXPENSES	\$ 254,258	\$ 50,500	\$ 248,532	\$ 248,643	\$ 249,587	\$ 249,181
TRANSFERS BETWEEN FUNDS						
EPC GF TAXES DEPOSITED IN DEBT SERVICE	\$ 46,936					
TELLER COUNTY TAXES DEPOSITED IN GF						
TRANSFER FROM CAPITAL EQUIPMENT FUND	\$ 20,332					
TOTAL TRANSFERS	\$ 67,268	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 232,762	\$ 386,254	\$ 188,222	\$ 172,090	\$ 412,839	\$ 385,628
ASSESSED VALUE - EL PASO COUNTY	\$ 27,611,150	26,750,520	26,750,520	26,750,520	\$ 35,079,990	\$ 31,571,991
ASSESSED VALUE - TELLER COUNTY	1,501,860.00	1,459,080	1,459,080	1,459,080	1,792,180	1,612,962
MILL LEVY	7.000	7.000	7.000	7.000	7.000	7.000

**GREEN MOUNTAIN FALLS CHIPITA PARK FIRE PROTECTION DISTRICT
2023 AMENDED AND 2024 BUDGET
CAPITAL EQUIPMENT FUND**

	2022 AMENDED	2023 AMENDED	2023 AMEND/PROJ	2023 BUDGET	2024 BUDGET	2024 H.H.
BEGINNING BALANCE	\$ 249,653	\$ 246,062	\$ 246,062	\$ 246,062	\$ 246,062	246062
REVENUES						
TRANSFER FROM GENERAL FUND	\$ 16,687					
INTEREST	\$ 54					
GAIN ON SALE OF ASSETS						
TOTAL REVENUES	\$ 16,741	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FUNDS AVAILABLE	\$ 266,394	\$ 246,062	\$ 246,062	\$ 246,062	\$ 246,062	\$ 246,062
EXPENSES						
CAPITAL OUTLAY FIREFIGHTER SUPPLIES	\$ -			\$ 8,000		
CAPITAL OUTLAY COMMUNICATIONS				\$ 3,000		
CAPITAL OUTLAY BUILDING TRUCK				\$ 7,000		
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -
TRANSFER FROM LOAN DISBURSEMENT AC	\$ 20,332.00					
TRANSFER TO GENERAL FUND						
TOTAL TRANSFERS	\$ 20,332.00	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE	\$ 246,062	\$ 246,062	\$ 246,062	\$ 246,062	\$ 246,062	\$ 246,062

**GREEN MOUNTAIN FALLS CHIPITA PARK FIRE PROTECTION DISTRICT
2023 AMENDED AND 2024 BUDGET
FIREFIGHTERS EMERGENCY FUND**

	2022 PROJ/AMENDED	2022 PROJ/AMENDED	2023 AMEND/PROJ	2023 BUDGET	2024 BUDGET	2024 H.H.
BEGINNING FUND BALANCE	\$ 71,799	\$ 72,647	\$ 72,647	\$ 72,648	\$ 72,663	
REVENUES						
INTEREST INCOME	\$ 14			\$ 15		
TRANSFER IN FROM OTHER FUNDS	\$ 834					
TOTAL REVENUES	\$ 848	\$ -	\$ -	\$ 15	\$ -	\$ -
 TOTAL FUNDS AVAILABLE	 \$ 72,647	 \$ 72,647	 \$ 72,647	 \$ 72,663	 \$ 72,663	 \$ -
EXPENSES						
BANK FEES	\$ -					
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
 ENDING BALANCE	 \$ 72,647	 \$ 72,647	 \$ 72,647	 \$ 72,663	 \$ 72,663	 \$ -





**GREEN MOUNTAIN FALLS-CHIPITA PARK FIRE PROTECTION DISTRICT
ANNUAL ADMINISTRATIVE RESOLUTION
(2024)**

WHEREAS, Green Mountain Falls-Chipita Park 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: Steve Walsh
- Treasurer: Susan Turnbull
- Secretary: George Allen
- Director: Megan Kelly
- Director: Dan May

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/projects/green-mountain-falls-chipita-park-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 Thursday of every month at 6:30 p.m., at 2 Carsell Way in Green Mountain Falls, 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 9TH DAY OF NOVEMBER 2023.

(SEAL)

DISTRICT:

**GREEN MOUNTAIN FALLS-CHIPITA
PARK 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 9, 2023.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 9th 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 **Green Mountain Falls-Chipita Park 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.

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 **\$2,750 / 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

Thank you,



Kevin Walker,
President of WSDM

APPROVED AS SIGNED:

Signature

Title

Date