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DRAFT

ELIZABETH FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING AGENDA March 09, 2021 at 7:00 pm

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Additions/Deletions to Agenda
6. Approval of Minutes
 - Discussion and possible approval of Meeting Minutes from February 09, 2021
7. Financial Matters
 - Ratify the bills
 - Discussion and possible approval
8. Staff Report
9. Legal Report
10. Old Business
11. New Business
 - CDOT Easement Offer Consideration
 - COVID Testing and Vaccination Contract
12. Executive Session
 - C.R.S 24-6-402(4)(b) and (e) to receive legal advice regarding intergovernmental relations and potential contract with County
13. Adjournment

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH FIRE PROTECTION DISTRICT

Held: Tuesday, February 09, 2021, 7:00 p.m.
Held via webinar

Attendance

The regular meeting of the Board of Directors of the Elizabeth Fire Protection District ("District") was called and held in accordance with the laws of the State of Colorado.

The following Directors were in attendance:

Scott Christensen, Board Vice President
Wayne Austgen, Board Secretary
Mike Graeff, Board Director (Arrived late)
Don Means, Board Director

Absent:

Rick Young, Board President

Also present were:

T.J. Steck, Fire Chief
Kara Gerczynski, Division Chief Fire Prevention and Administration
Sean Mackall, Interim Division Chief
Sarah Fischer, Director of Finance and HR
Maria Cannata, Secretary to the Board
Michelle Ferguson, District Legal Counsel

Call to Order

Director Christensen called to order the regular meeting of the Board of Directors of the Elizabeth Fire Protection District at 7:00 p.m. Director Christensen called for a motion to excuse Director Young. Motion made by Director Austgen. Seconded by Director Means. Motion carried.

Pledge of Allegiance

Director Austgen led the Pledge of Allegiance.

RECORD OF PROCEEDINGS

| | |
|------------------------------|--|
| Public Comment | <p>Director Christensen opened the meeting for public comment.</p> <p>There was no public comment.</p> |
| Addition/Deletions to Agenda | <p>Director Christensen asked if there were any changes to the agenda.</p> <p>No changes were identified.</p> |
| Approval of Minutes | <p>The Board reviewed the draft minutes from the January 12, 2021, regular Board meeting.</p> <p>Director Christensen called for a motion to approve the January 12, 2021 minutes, as presented. Director Austgen made the motion. Director Means seconded the motion. Motion carried.</p> |
| Financial Matters | <ul style="list-style-type: none">• Ratify the bills <p>Director Christensen stated the Board has been provided with the financials and asked if there were any questions.</p> <p>There were no questions.</p> <p>Director Christensen called for a motion to ratify the payment of the bills. Director Means made the motion. Director Austgen seconded the motion. Motion carried.</p> |
| Staff Report | <p>Chief Steck presented an overview of the staff report. He highlighted Paramedic Tommy Gamboa's performance, demonstrating the District's values.</p> <p>Chief Steck highlighted notes from two grateful citizens that had needed assistance.</p> <p>The landscaping project will begin next week. The project includes xeriscape, real grass, a new sprinkler system, and a larger parking area.</p> <p>The strategic plan is being developed. The long-term and objectives will be started next month.</p> |

RECORD OF PROCEEDINGS

Discussion followed.

Division Chief Gerczynski gave an overview of current development in the Town of Elizabeth.

Legal Report

Attorney Ferguson stated that she did not have anything to add to the attorney's report in the Board packet. She gave an overview of the report.

There were no questions for Attorney Ferguson.

Old Business

There was no Old Business on the Agenda for discussion or action

New Business

There was no New Business on the Agenda for discussion or action

Adjournment

There being no further business to come before the Board, Director Means moved to adjourn; Director Austgen seconded, and the vote was unanimously carried. The meeting adjourned at 7:30 p.m.

Meeting Schedule

The next regular Board meeting is scheduled for March 09, 2021, at 7:00 p.m. at 155 West Kiowa Ave, Elizabeth, Colorado.

Rick Young, President

Date: March 09, 2021

Wayne Austgen, Secretary

Date: March 09, 2021

Elizabeth Fire Protection District
General Fund Balance Sheet
As of February 28, 2021

| | Feb 28, 21 |
|---|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1.10100 · BOK Financial Operating | 63,559.85 |
| 1.10150 · BOK Financial Payroll | 26,815.27 |
| 1.10200 · Community Bank of Colorado | 41,040.33 |
| 1.10300 · Wells Fargo | -153.60 |
| 1.10400 · Colorado Trust General Account | 688,574.18 |
| 1.10600 · CSafe Fund General Account | 7,085.30 |
| 1.10700 · Colorado Trust Scholarship Fund | 546.43 |
| 1.10950 · Claim on Pooled Cash | 3,505.05 |
| Total Checking/Savings | 830,972.81 |
| Accounts Receivable | |
| 1.11600 · Accounts Receivable | 4,052.00 |
| Total Accounts Receivable | 4,052.00 |
| Other Current Assets | |
| 1.12500 · Petty Cash Fund | 100.00 |
| 1.18400 · Prepaid Expenses | 22,210.15 |
| Total Other Current Assets | 22,310.15 |
| Total Current Assets | 857,334.96 |
| Fixed Assets | |
| 1.15100 · Fixed Asset Land | 1,614,052.51 |
| 1.15200 · Fixed Asset Equipment | 176,482.08 |
| 1.15300 · Fixed Asset Vehicle | 1,619,889.97 |
| Total Fixed Assets | 3,410,424.56 |
| Other Assets | |
| 1.13000 · Property Tax Receivable | 2,420,533.00 |
| 1.13600 · Transport Fees Receivable | 263,368.66 |
| 1.13700 · Allowance for Doubtful Debt | -185,082.02 |
| Total Other Assets | 2,498,819.64 |
| TOTAL ASSETS | 6,766,579.16 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 1.20000 · *Accounts Payable | -0.10 |
| Total Accounts Payable | -0.10 |
| Other Current Liabilities | |
| 1.20200 · Accounts Payable | 29.14 |
| 1.21000 · Deferred Property Tax Revenue | 2,420,533.00 |
| 1.21100 · Federal Payroll Tax | 9,296.92 |
| 1.21200 · State Payroll Tax | 720.00 |
| 1.21400 · Colorado Unemployment | 615.77 |
| 1.21500 · ICMA 457 | 1,385.67 |
| 1.21600 · ICMA Pension | 904.70 |
| 1.21700 · ICMA EE Loan Payment | 52.53 |
| 1.21800 · FPPA Pension Cont | 13,498.16 |
| 1.21900 · FPPA 457 | 874.52 |
| 1.22100 · AFLAC | 951.56 |
| 1.22200 · AFLAC - Pre-Tax | 712.14 |
| 1.23000 · Deferred Grant Revenue | 6,500.00 |
| Total Other Current Liabilities | 2,456,074.11 |
| Total Current Liabilities | 2,456,074.01 |

Elizabeth Fire Protection District
General Fund Balance Sheet
As of February 28, 2021

| | <u>Feb 28, 21</u> |
|---------------------------------------|----------------------------|
| Total Liabilities | 2,456,074.01 |
| Equity | |
| 1.30300 · Investment in Fixed Asset | 3,410,424.56 |
| 1.31100 · Unapplied Fund Balance | 826,302.18 |
| 32000 · Unrestricted Net Assets | 430,410.23 |
| Net Income | <u>-356,631.82</u> |
| Total Equity | <u>4,310,505.15</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>6,766,579.16</u></u> |

Elizabeth Fire Protection District
Income Statement General Fund
 January through February 2021

| | Jan - Feb 21 |
|---|--------------------|
| Income | |
| 1.40100 · General Fund Property Tax Reven | 32,026.96 |
| 1.40200 · S.O.T. Revenue | 39,409.57 |
| 1.40300 · Transport Revenue | 48,374.98 |
| 1.40400 · Permit Fees | 2,875.00 |
| 1.40500 · Developer Contributions | 11,452.00 |
| 1.41100 · Interest Revenue | -51.92 |
| 1.41200 · Other Miscellaneous Income | 47,109.00 |
| | 181,195.59 |
| Total Income | 181,195.59 |
| Gross Profit | 181,195.59 |
| Expense | |
| 1.50000 · Administration | 431,410.73 |
| 1.51000 · Professional Services | 6,343.53 |
| 1.52000 · Apparatus | 757.52 |
| 1.53000 · Facilities | 15,436.62 |
| 1.54000 · Equipment Maintenance and Testi | 12,340.66 |
| 1.55000 · Fire Prevention/Investigations | 565.50 |
| 1.56000 · Communications | 965.35 |
| 1.57000 · Technology | 15,435.55 |
| 1.58000 · Operations | 8,132.83 |
| 1.80901 · Disaster Relief Account | 46,439.12 |
| | 537,827.41 |
| Total Expense | 537,827.41 |
| Net Income | -356,631.82 |

Elizabeth Fire Protection District
General Fund Comparison Budget
 January through February 2021

| | Jan - Feb 21 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|---------------------|-----------------------|---------------|
| Income | | | | |
| 1.40100 · General Fund Property Tax Reven | 32,026.96 | 2,420,533.00 | (2,388,506.04) | 1.3% |
| 1.40200 · S.O.T. Revenue | 39,409.57 | 450,000.00 | (410,590.43) | 8.8% |
| 1.40300 · Transport Revenue | 48,374.98 | 345,000.00 | (296,625.02) | 14.0% |
| 1.40400 · Permit Fees | 2,875.00 | 15,000.00 | (12,125.00) | 19.2% |
| 1.40500 · Developer Contributions | 11,452.00 | 30,000.00 | (18,548.00) | 38.2% |
| 1.40600 · CPR Income | 0.00 | 1,600.00 | (1,600.00) | 0.0% |
| 1.40700 · CFFHC Benefit Trust | 0.00 | 2,600.00 | (2,600.00) | 0.0% |
| 1.40900 · Deployment Income | 0.00 | 70,000.00 | (70,000.00) | 0.0% |
| 1.41000 · Sale of Capital Assets | 0.00 | 5,000.00 | (5,000.00) | 0.0% |
| 1.41100 · Interest Revenue | (51.92) | 12,000.00 | (12,051.92) | (0.4)% |
| 1.41200 · Other Miscellaneous Income | 47,109.00 | 120,000.00 | (72,891.00) | 39.3% |
| 1.49000 · Transfer In From Other Funds | 0.00 | 75,000.00 | (75,000.00) | 0.0% |
| Total Income | 181,195.59 | 3,546,733.00 | (3,365,537.41) | 5.1% |
| Gross Profit | 181,195.59 | 3,546,733.00 | (3,365,537.41) | 5.1% |
| Expense | | | | |
| 1.50000 · Administration | 431,410.73 | 2,997,951.60 | (2,566,540.87) | 14.4% |
| 1.51000 · Professional Services | 6,343.53 | 169,615.99 | (163,272.46) | 3.7% |
| 1.52000 · Apparatus | 757.52 | 72,500.00 | (71,742.48) | 1.0% |
| 1.53000 · Facilities | 15,436.62 | 196,933.00 | (181,496.38) | 7.8% |
| 1.54000 · Equipment Maintenance and Testi | 12,340.66 | 36,200.00 | (23,859.34) | 34.1% |
| 1.55000 · Fire Prevention/Investigations | 565.50 | 22,800.00 | (22,234.50) | 2.5% |
| 1.56000 · Communications | 965.35 | 15,000.00 | (14,034.65) | 6.4% |
| 1.57000 · Technology | 15,435.55 | 53,700.00 | (38,264.45) | 28.7% |
| 1.58000 · Operations | 8,132.83 | 173,550.00 | (165,417.17) | 4.7% |
| 1.80300 · Grant Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| 1.80900 · Contingency | 0.00 | 10,000.00 | (10,000.00) | 0.0% |
| 1.80901 · Disaster Relief Account | 46,439.12 | | | |
| Total Expense | 537,827.41 | 3,748,250.59 | (3,210,423.18) | 14.3% |
| Net Income | (356,631.82) | (201,517.59) | (155,114.23) | 177.0% |

Elizabeth Fire Protection District
Capital Mill Comparison Budget
 January through February 2021

| | Jan - Feb 21 | Budget | \$ Over Budget | % of Budget |
|---|--------------------|-------------------|---------------------|-----------------|
| Income | | | | |
| 2.40100 · Capital Improvement Tax Revenue | 5,378.97 | 405,005.00 | (399,626.03) | 1.3% |
| 2.40800 · Grant Income Cap Mil | 0.00 | 450,000.00 | (450,000.00) | 0.0% |
| 2.41100 · Interest Revenue-CMF | (9.28) | 2,000.00 | (2,009.28) | (0.5)% |
| Total Income | 5,369.69 | 857,005.00 | (851,635.31) | 0.6% |
| Gross Profit | 5,369.69 | 857,005.00 | (851,635.31) | 0.6% |
| Expense | | | | |
| 2.49000 · Grant Equipment | 0.00 | 500,000.00 | (500,000.00) | 0.0% |
| 2.55000 · County Treasurer Fee-CMF | 160.34 | 12,150.15 | (11,989.81) | 1.3% |
| 2.60000 · Capital Mil Transfer Out | 0.00 | 49,000.00 | (49,000.00) | 0.0% |
| 2.80010 · PPE Capital Expense | 0.00 | 25,000.00 | (25,000.00) | 0.0% |
| 2.80013 · Equipment Capital Expense | 3,006.85 | 45,000.00 | (41,993.15) | 6.7% |
| 2.80014 · Station 271 Capital Expense | 0.00 | 20,000.00 | (20,000.00) | 0.0% |
| 2.80016 · Station 273 Capital Expense | 0.00 | 20,000.00 | (20,000.00) | 0.0% |
| 2.80017 · General Facilities Capital Exp | 7,948.00 | 20,000.00 | (12,052.00) | 39.7% |
| 2.80018 · Joint Facility Capital Expense | 30,000.00 | 29,000.00 | 1,000.00 | 103.4% |
| 2.80201 · PNC Lease Principal | 0.00 | 136,007.00 | (136,007.00) | 0.0% |
| 2.80220 · PNC Lease Interest | 0.00 | 4,059.00 | (4,059.00) | 0.0% |
| Total Expense | 41,115.19 | 860,216.15 | (819,100.96) | 4.8% |
| Net Income | (35,745.50) | (3,211.15) | (32,534.35) | 1,113.2% |

Elizabeth Fire Protection District
Impact Fee Funds Comparison Budget
 January through February 2021

| | Jan - Feb 21 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------|-----------------|-------------|-----------------|------------------|
| Income | | | | |
| 3.40100 · Zone 1 Income | 0.00 | 15,000.00 | (15,000.00) | 0.0% |
| 3.41100 · Interest | 0.10 | 115.00 | (114.90) | 0.1% |
| 4.40200 · Zone 2 Income | 1,226.00 | 2,452.00 | (1,226.00) | 50.0% |
| 4.41100 · Interest Impact fee Zone 2 | 0.07 | 6.00 | (5.93) | 1.2% |
| 5.40300 · Zone 3 Income | 0.00 | 5,000.00 | (5,000.00) | 0.0% |
| 5.41100 · Interest Impact Fee Zone 3 | 0.10 | 125.00 | (124.90) | 0.1% |
| Total Income | 1,226.27 | 22,698.00 | (21,471.73) | 5.4% |
| Gross Profit | 1,226.27 | 22,698.00 | (21,471.73) | 5.4% |
| Expense | | | | |
| 3.60000 · Zone 1 Transfer Out | 0.00 | 15,115.00 | (15,115.00) | 0.0% |
| 4.00002 · Zone 2 Expense | 0.00 | 2,452.00 | (2,452.00) | 0.0% |
| 5.00003 · Zone 3 Expense | 0.00 | 5,125.00 | (5,125.00) | 0.0% |
| Total Expense | 0.00 | 22,692.00 | (22,692.00) | 0.0% |
| Net Income | 1,226.27 | 6.00 | 1,220.27 | 20,437.8% |

Elizabeth Fire Protection District
Infrastructure Fee Fund Comparison Budget
 January through February 2021

| | <u>Jan - Feb 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------------------|-------------------------|----------------------|
| Income | | | | |
| 6.40100 · Infrastructure Fee Income | 0.00 | 4,160.00 | (4,160.00) | 0.0% |
| 6.41100 · Interest Revenue IF | 3.63 | 125.00 | (121.37) | 2.9% |
| Total Income | <u>3.63</u> | <u>4,285.00</u> | <u>(4,281.37)</u> | <u>0.1%</u> |
| Gross Profit | 3.63 | 4,285.00 | (4,281.37) | 0.1% |
| Expense | | | | |
| 6.80017 · Infrastructure Facilities Exp | 0.00 | 15,000.00 | (15,000.00) | 0.0% |
| Total Expense | <u>0.00</u> | <u>15,000.00</u> | <u>(15,000.00)</u> | <u>0.0%</u> |
| Net Income | <u>3.63</u> | <u>(10,715.00)</u> | <u>10,718.63</u> | <u>(0.0)%</u> |

Elizabeth Fire Protection District
Check Register
February 2021

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Paid Amount</u> | <u>Original Amo...</u> |
|-----------------|-------------------|---------------------------|---|--------------------|------------------------|
| | 02/11/2021 | QuickBooks Pay... | 1.10150 · BOK Financial Payroll | | -57,649.43 |
| | | QuickBooks Payr... | 2110 · Direct Deposit Liabilities | -57,649.43 | 57,649.43 |
| TOTAL | | | | -57,649.43 | 57,649.43 |
| | 02/25/2021 | QuickBooks Pay... | 1.10150 · BOK Financial Payroll | | -58,712.57 |
| | | QuickBooks Payr... | 2110 · Direct Deposit Liabilities | -58,712.57 | 58,712.57 |
| TOTAL | | | | -58,712.57 | 58,712.57 |
| | 02/28/2021 | | 1.10100 · BOK Financial Operating | | -365.93 |
| | | | 1.50102 · Bank Fees | -365.93 | 365.93 |
| TOTAL | | | | -365.93 | 365.93 |
| | 02/28/2021 | | 1.10150 · BOK Financial Payroll | | -2.20 |
| | | | 1.50102 · Bank Fees | -2.20 | 2.20 |
| TOTAL | | | | -2.20 | 2.20 |
| ACH0112 | 02/01/2021 | Public Sector H... | 1.10100 · BOK Financial Operating | | -27,164.07 |
| | | | 1.50403 · Health Insurance | -27,164.07 | 27,164.07 |
| TOTAL | | | | -27,164.07 | 27,164.07 |
| ACH0720 | 02/25/2021 | Community Ban... | 1.10200 · Community Bank of Colorado | | -799.00 |
| | | | 1.57110 · I.T. Equipment/Upgrades | -799.00 | 799.00 |
| TOTAL | | | | -799.00 | 799.00 |
| ACH01157 | 02/01/2021 | Colorado Depart... | 1.10150 · BOK Financial Payroll | | -5,892.00 |
| | | | 1.50102 · Bank Fees | -1.00 | 1.00 |
| | | | 1.21200 · State Payroll Tax | -5,891.00 | 5,891.00 |
| TOTAL | | | | -5,892.00 | 5,892.00 |
| ACH01158 | 02/02/2021 | Aflac | 1.10100 · BOK Financial Operating | | -1,707.38 |
| | | | 1.50408 · Aflac Cancer Policy | -43.71 | 43.71 |
| | | | 1.22200 · AFLAC - Pre-Tax | -712.14 | 712.14 |
| | | | 1.22100 · AFLAC | -951.53 | 951.53 |
| TOTAL | | | | -1,707.38 | 1,707.38 |
| ACH01158 | 02/15/2021 | FPPA | 1.10150 · BOK Financial Payroll | | -14,461.82 |
| | | | 1.21800 · FPPA Pension Cont | -5,924.63 | 5,924.63 |
| | | | 1.21800 · FPPA Pension Cont | -5,924.63 | 5,924.63 |
| | | | 1.21800 · FPPA Pension Cont | -782.38 | 782.38 |
| | | | 1.21900 · FPPA 457 | -874.52 | 874.52 |
| | | | 1.21800 · FPPA Pension Cont | -955.66 | 955.66 |
| TOTAL | | | | -14,461.82 | 14,461.82 |

Elizabeth Fire Protection District
Check Register
February 2021

| Num | Date | Name | Account | Paid Amount | Original Amo... |
|-----------------|-------------------|----------------------------|---|-------------|-------------------|
| ACH01159 | 02/15/2021 | ICMA | 1.10150 · BOK Financial Payroll | | -2,342.90 |
| | | | 1.21500 · ICMA 457 | -1,385.67 | 1,385.67 |
| | | | 1.21700 · ICMA EE Loan Payment | -52.53 | 52.53 |
| | | | 1.21600 · ICMA Pension | -452.35 | 452.35 |
| | | | 1.21600 · ICMA Pension | -452.35 | 452.35 |
| TOTAL | | | | -2,342.90 | 2,342.90 |
| ACH01159 | 02/26/2021 | HUMANA | 1.10100 · BOK Financial Operating | | -255.40 |
| | | | 1.50407 · Life Insurance | -255.40 | 255.40 |
| TOTAL | | | | -255.40 | 255.40 |
| ACH01160 | 02/15/2021 | United States Tr... | 1.10150 · BOK Financial Payroll | | -9,758.72 |
| | | | 1.21100 · Federal Payroll Tax | -6,468.00 | 6,468.00 |
| | | | 1.21100 · Federal Payroll Tax | -500.14 | 500.14 |
| | | | 1.21100 · Federal Payroll Tax | -500.14 | 500.14 |
| | | | 1.21100 · Federal Payroll Tax | -1,145.22 | 1,145.22 |
| | | | 1.21100 · Federal Payroll Tax | -1,145.22 | 1,145.22 |
| TOTAL | | | | -9,758.72 | 9,758.72 |
| ACH01160 | 02/16/2021 | Dell | 1.10100 · BOK Financial Operating | | -5,861.46 |
| | | | 1.57110 · I.T. Equipment/Upgrades | -5,861.46 | 5,861.46 |
| TOTAL | | | | -5,861.46 | 5,861.46 |
| ACH01161 | 02/08/2021 | BOK Financial CC | 1.10100 · BOK Financial Operating | | -14,701.86 |
| | | | 1.57102 · I.T. Software Upgrades Sage/Sup | -476.34 | 476.34 |
| | | | 1.50107 · Admin Training | -150.00 | 150.00 |
| | | | 1.57101 · I.T. Software Upgrades Go Daddy | -1,127.04 | 1,127.04 |
| | | | 1.57101 · I.T. Software Upgrades Go Daddy | -281.76 | 281.76 |
| | | | 1.53904 · Quartermaster Supplies | -189.32 | 189.32 |
| | | | 1.53904 · Quartermaster Supplies | -23.66 | 23.66 |
| | | | 1.53904 · Quartermaster Supplies | -17.03 | 17.03 |
| | | | 1.53904 · Quartermaster Supplies | -107.67 | 107.67 |
| | | | 1.53904 · Quartermaster Supplies | -657.50 | 657.50 |
| | | | 1.58303 · Hardware and Patches | -122.54 | 122.54 |
| | | | 1.53904 · Quartermaster Supplies | -33.98 | 33.98 |
| | | | 1.53904 · Quartermaster Supplies | -268.34 | 268.34 |
| | | | 1.53904 · Quartermaster Supplies | -164.11 | 164.11 |
| | | | 1.53904 · Quartermaster Supplies | -26.97 | 26.97 |
| | | | 1.53112 · 271 Equipment/Upgrades | -481.56 | 481.56 |
| | | | 1.50107 · Admin Training | -150.00 | 150.00 |
| | | | 1.20200 · Accounts Payable | -4,342.00 | 4,342.00 |
| | | | 1.53206 · 272 Cable | -102.65 | 102.65 |
| | | | 1.50502 · Background Checks | -154.98 | 154.98 |
| | | | 1.50104 · Meeting Expense | -52.91 | 52.91 |
| | | | 1.57110 · I.T. Equipment/Upgrades | -190.95 | 190.95 |
| | | | 1.53904 · Quartermaster Supplies | -63.78 | 63.78 |
| | | | 1.58204 · Training | -60.24 | 60.24 |
| | | | 1.58204 · Training | -288.00 | 288.00 |
| | | | 1.53310 · 273 Maintenance/ Repairs | -781.96 | 781.96 |
| | | | 1.58306 · Protective Clothing | -139.95 | 139.95 |
| | | | 1.53112 · 271 Equipment/Upgrades | -322.94 | 322.94 |
| | | | 1.53310 · 273 Maintenance/ Repairs | -29.90 | 29.90 |
| | | | 1.52103 · Apparatus Equipment/Upgrades | -24.65 | 24.65 |
| | | | 1.53903 · Furnishing/Fixtures | -112.81 | 112.81 |
| | | | 1.50104 · Meeting Expense | -89.80 | 89.80 |
| | | | 1.80901 · Disaster Relief Account | -75.62 | 75.62 |

Elizabeth Fire Protection District
Check Register
February 2021

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Paid Amount</u> | <u>Original Amo...</u> |
|-----------------|-------------------|---------------------------|--|--------------------|------------------------|
| | | | 1.50106 · Dues | -27.00 | 27.00 |
| | | | 1.53904 · Quartermaster Supplies | -16.98 | 16.98 |
| | | | 1.52103 · Apparatus Equipment/Upgrades | -79.98 | 79.98 |
| | | | 1.50107 · Admin Training | -25.00 | 25.00 |
| | | | 1.52103 · Apparatus Equipment/Upgrades | -100.00 | 100.00 |
| | | | 1.53810 · Admin Maint/Repairs | -48.09 | 48.09 |
| | | | 1.50104 · Meeting Expense | -34.91 | 34.91 |
| | | | 1.57110 · I.T. Equipment/Upgrades | -2,187.00 | 2,187.00 |
| | | | 1.50104 · Meeting Expense | -48.74 | 48.74 |
| | | | 1.52102 · Apparatus Repairs | -13.95 | 13.95 |
| | | | 1.57110 · I.T. Equipment/Upgrades | -729.00 | 729.00 |
| | | | 1.80901 · Disaster Relief Account | -280.25 | 280.25 |
| TOTAL | | | | -14,701.86 | 14,701.86 |
| ACH01162 | 02/03/2021 | Kriz Consulting | 1.10100 · BOK Financial Operating | | -2,165.33 |
| | | | 1.51106 · EMS Billing | -2,165.33 | 2,165.33 |
| TOTAL | | | | -2,165.33 | 2,165.33 |
| ACH01164 | 02/26/2021 | Colorado Depart... | 1.10150 · BOK Financial Payroll | | -5,584.00 |
| | | | 1.50102 · Bank Fees | -1.00 | 1.00 |
| | | | 1.21200 · State Payroll Tax | -5,583.00 | 5,583.00 |
| TOTAL | | | | -5,584.00 | 5,584.00 |
| ACH01166 | 02/25/2021 | SAMBA | 1.10100 · BOK Financial Operating | | -148.70 |
| | | | 1.50501 · Driving Record Checks | -148.70 | 148.70 |
| TOTAL | | | | -148.70 | 148.70 |
| ACH01168 | 02/17/2021 | IRELAND | 1.10100 · BOK Financial Operating | | -998.00 |
| | | | 1.51101 · Legal Fees | -998.00 | 998.00 |
| TOTAL | | | | -998.00 | 998.00 |
| 25459 | 02/04/2021 | Agfinity | 1.10100 · BOK Financial Operating | | -1,091.49 |
| I54263 | 02/04/2021 | | 1.58701 · Fuel | -289.24 | 289.24 |
| I54264 | 02/04/2021 | | 1.58701 · Fuel | -802.25 | 802.25 |
| TOTAL | | | | -1,091.49 | 1,091.49 |
| 25460 | 02/04/2021 | AT&T Mobility | 1.10100 · BOK Financial Operating | | -182.26 |
| 2873038876... | 02/04/2021 | | 1.56106 · Cell Phone Expense | -182.26 | 182.26 |
| TOTAL | | | | -182.26 | 182.26 |
| 25461 | 02/04/2021 | Back Woods La... | 1.10100 · BOK Financial Operating | | -7,948.00 |
| 1448 | 02/04/2021 | | 2.80017 · General Facilities Capital Exp | -7,948.00 | 7,948.00 |
| TOTAL | | | | -7,948.00 | 7,948.00 |
| 25462 | 02/04/2021 | Black Hills | 1.10100 · BOK Financial Operating | | -184.69 |
| 7708368470 | 02/04/2021 | | 1.53203 · 272 Gas | -184.69 | 184.69 |

Elizabeth Fire Protection District
Check Register
February 2021

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Paid Amount</u> | <u>Original Amo...</u> |
|---------------|-------------------|----------------------------|--|--------------------|------------------------|
| TOTAL | | | | -184.69 | 184.69 |
| 25463 | 02/04/2021 | Boundtree | 1.10100 · BOK Financial Operating | | -215.45 |
| 83919892 | 02/04/2021 | | 1.58202 · EMS Supplies | -99.57 | 99.57 |
| 83919893 | 02/04/2021 | | 1.58202 · EMS Supplies | -98.70 | 98.70 |
| 83931439 | 02/04/2021 | | 1.58202 · EMS Supplies | -17.18 | 17.18 |
| TOTAL | | | | -215.45 | 215.45 |
| 25464 | 02/04/2021 | Busch, Lloyd | 1.10100 · BOK Financial Operating | | -149.14 |
| 8855 | 02/04/2021 | | 1.40300 · Transport Revenue | -149.14 | 149.14 |
| TOTAL | | | | -149.14 | 149.14 |
| 25465 | 02/04/2021 | CC ADMIN | 1.10100 · BOK Financial Operating | | -231.43 |
| 8497202000... | 02/04/2021 | | 1.53805 · Admin Internet | -231.43 | 231.43 |
| TOTAL | | | | -231.43 | 231.43 |
| 25466 | 02/04/2021 | CC Station 271 ... | 1.10100 · BOK Financial Operating | | -22.50 |
| 8497202000... | 02/04/2021 | | 1.53106 · 271 Cable | -22.50 | 22.50 |
| TOTAL | | | | -22.50 | 22.50 |
| 25467 | 02/04/2021 | CC Station 273 ... | 1.10100 · BOK Financial Operating | | -16.00 |
| 8497202240... | 02/04/2021 | | 1.53306 · 273 Cable | -16.00 | 16.00 |
| TOTAL | | | | -16.00 | 16.00 |
| 25468 | 02/04/2021 | CC Station 273 I... | 1.10100 · BOK Financial Operating | | -233.17 |
| 8497202240... | 02/04/2021 | | 1.53305 · 273 Internet | -233.17 | 233.17 |
| TOTAL | | | | -233.17 | 233.17 |
| 25469 | 02/04/2021 | CCNC | 1.10100 · BOK Financial Operating | | -100.00 |
| 2020-000-239 | 02/04/2021 | | 1.50106 · Dues | -100.00 | 100.00 |
| TOTAL | | | | -100.00 | 100.00 |
| 25470 | 02/04/2021 | Century Link | 1.10100 · BOK Financial Operating | | -146.88 |
| 3036465106 | 02/04/2021 | | 1.53204 · 272 Phone | -146.88 | 146.88 |
| TOTAL | | | | -146.88 | 146.88 |
| 25471 | 02/04/2021 | CURTIS | 1.10100 · BOK Financial Operating | | -15,316.32 |
| INV434441 | 12/31/2020 | | 1.58402 · Hazardous Materials Supplies | -856.32 | 856.32 |
| INV446427 | 12/31/2020 | | 1.58306 · Protective Clothing | -14,460.00 | 14,460.00 |
| TOTAL | | | | -15,316.32 | 15,316.32 |
| 25472 | 02/04/2021 | Elizabeth Auto | 1.10100 · BOK Financial Operating | | -125.00 |

Elizabeth Fire Protection District
Check Register
February 2021

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Paid Amount</u> | <u>Original Amo...</u> |
|---------------|-------------------|--------------------------|--|--------------------|------------------------|
| 134053 | 02/04/2021 | | 1.52102 · Apparatus Repairs | -125.00 | 125.00 |
| TOTAL | | | | -125.00 | 125.00 |
| 25473 | 02/04/2021 | Front Range HV... | 1.10100 · BOK Financial Operating | | -1,112.72 |
| 9816464 | 02/04/2021 | | 1.53310 · 273 Maintenance/ Repairs | -1,112.72 | 1,112.72 |
| TOTAL | | | | -1,112.72 | 1,112.72 |
| 25474 | 02/04/2021 | HBS | 1.10100 · BOK Financial Operating | | -80.00 |
| FR238859 | 02/04/2021 | | 1.53108 · 271 Trash | -35.00 | 35.00 |
| | | | 1.53207 · 272 Trash | -20.00 | 20.00 |
| | | | 1.53307 · 273 Trash | -25.00 | 25.00 |
| TOTAL | | | | -80.00 | 80.00 |
| 25475 | 02/04/2021 | ICTHEADS | 1.10100 · BOK Financial Operating | | -1,496.75 |
| 3820 | 02/04/2021 | | 1.58304 · T-Shirts/Job Shirts | -1,496.75 | 1,496.75 |
| TOTAL | | | | -1,496.75 | 1,496.75 |
| 25476 | 02/04/2021 | IMAGE | 1.10100 · BOK Financial Operating | | -251.04 |
| 126740 | 02/04/2021 | | 1.57104 · Records Management Imagetrend | -251.04 | 251.04 |
| TOTAL | | | | -251.04 | 251.04 |
| 25477 | 02/04/2021 | IREA | 1.10100 · BOK Financial Operating | | -1,157.48 |
| 71184002 | 02/04/2021 | | 1.53102 · 271 Electric | -512.15 | 512.15 |
| 95602299 | 02/04/2021 | | 1.53802 · Admin Electric | -137.29 | 137.29 |
| 23608400 | 02/04/2021 | | 1.53302 · 273 Electric | -508.04 | 508.04 |
| TOTAL | | | | -1,157.48 | 1,157.48 |
| 25478 | 02/04/2021 | John Deere | 1.10100 · BOK Financial Operating | | -53.43 |
| 11112-61971 | 02/04/2021 | | 1.53111 · 271 Maintenance/Repairs | -53.43 | 53.43 |
| TOTAL | | | | -53.43 | 53.43 |
| 25479 | 02/04/2021 | Skaggs | 1.10100 · BOK Financial Operating | | -147.00 |
| 100_A_5114... | 02/04/2021 | | 1.58302 · Class B Uniforms | -147.00 | 147.00 |
| TOTAL | | | | -147.00 | 147.00 |
| 25480 | 02/04/2021 | True Value | 1.10100 · BOK Financial Operating | | -17.87 |
| 1718 | 02/04/2021 | | 1.53111 · 271 Maintenance/Repairs | -17.87 | 17.87 |
| TOTAL | | | | -17.87 | 17.87 |
| 25481 | 02/04/2021 | TWNE LZ | 1.10100 · BOK Financial Operating | | -286.86 |
| 61.01 | 02/04/2021 | | 1.53107 · 271 Water/Sewer | -197.98 | 197.98 |
| 2000.03 | 02/04/2021 | | 1.53812 · Admin Building Water/Sewer | -88.88 | 88.88 |

Elizabeth Fire Protection District
Check Register
 February 2021

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Paid Amount</u> | <u>Original Amo...</u> |
|---------------|-------------------|---------------------------|--|--------------------|------------------------|
| TOTAL | | | | -286.86 | 286.86 |
| 25482 | 02/04/2021 | WEX | 1.10100 · BOK Financial Operating | | -560.50 |
| 69902238 | 02/04/2021 | | 1.58701 · Fuel | -560.50 | 560.50 |
| TOTAL | | | | -560.50 | 560.50 |
| 25483 | 02/24/2021 | Souders, Matthe... | 1.10100 · BOK Financial Operating | | -53.84 |
| | | | 1.53310 · 273 Maintenance/ Repairs | -53.84 | 53.84 |
| TOTAL | | | | -53.84 | 53.84 |
| 25484 | 02/24/2021 | Airgas | 1.10100 · BOK Financial Operating | | -257.62 |
| 9977293810 | 02/23/2021 | | 1.58202 · EMS Supplies | -257.62 | 257.62 |
| TOTAL | | | | -257.62 | 257.62 |
| 25485 | 02/24/2021 | Allcopy | 1.10100 · BOK Financial Operating | | -445.24 |
| 28626064 | 02/23/2021 | | 1.57109 · Copier | -445.24 | 445.24 |
| TOTAL | | | | -445.24 | 445.24 |
| 25486 | 02/24/2021 | Anthem | 1.10100 · BOK Financial Operating | | -879.30 |
| | 02/23/2021 | | 1.40300 · Transport Revenue | -879.30 | 879.30 |
| TOTAL | | | | -879.30 | 879.30 |
| 25487 | 02/24/2021 | Autozone | 1.10100 · BOK Financial Operating | | -38.75 |
| 4387577533 | 02/23/2021 | | 1.52103 · Apparatus Equipment/Upgrades | -38.75 | 38.75 |
| TOTAL | | | | -38.75 | 38.75 |
| 25488 | 02/24/2021 | Black Hills | 1.10100 · BOK Financial Operating | | -745.82 |
| 7272235064 | 02/23/2021 | | 1.53803 · Admin Natural Gas | -87.28 | 87.28 |
| 7708368470 | 02/23/2021 | | 1.53203 · 272 Gas | -185.69 | 185.69 |
| 0654784598 | 02/23/2021 | | 1.53103 · 271 Gas | -472.85 | 472.85 |
| TOTAL | | | | -745.82 | 745.82 |
| 25489 | 02/24/2021 | Boundtree | 1.10100 · BOK Financial Operating | | -2,031.78 |
| 83953412 | 02/23/2021 | | 1.58202 · EMS Supplies | -256.99 | 256.99 |
| 83953413 | 02/23/2021 | | 1.58202 · EMS Supplies | -54.20 | 54.20 |
| 83937725 | 02/23/2021 | | 1.58202 · EMS Supplies | -1,428.49 | 1,428.49 |
| 83937726 | 02/23/2021 | | 1.58202 · EMS Supplies | -292.10 | 292.10 |
| TOTAL | | | | -2,031.78 | 2,031.78 |
| 25490 | 02/24/2021 | CC Station 271 ... | 1.10100 · BOK Financial Operating | | -22.50 |
| 8497202000... | 02/23/2021 | | 1.53106 · 271 Cable | -22.50 | 22.50 |
| TOTAL | | | | -22.50 | 22.50 |

Elizabeth Fire Protection District
Check Register
 February 2021

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Paid Amount</u> | <u>Original Amo...</u> |
|---------------|-------------------|---------------------------|---|--------------------|------------------------|
| 25491 | 02/24/2021 | CC Station 273 ... | 1.10100 · BOK Financial Operating | | -240.29 |
| 8497202000... | 02/23/2021 | | 1.53105 · 271 Internet | -240.29 | 240.29 |
| TOTAL | | | | -240.29 | 240.29 |
| 25492 | 02/24/2021 | CDPC | 1.10100 · BOK Financial Operating | | -270.00 |
| 21-40225 | 02/23/2021 | | 1.58108 · Firefighter Cert. Testing | -30.00 | 30.00 |
| 21-39815 | 02/23/2021 | | 1.58108 · Firefighter Cert. Testing | -240.00 | 240.00 |
| TOTAL | | | | -270.00 | 270.00 |
| 25493 | 02/24/2021 | Comcast Station... | 1.10100 · BOK Financial Operating | | -912.00 |
| 116432364 | 02/23/2021 | | 1.53104 · 271 Phone | -296.79 | 296.79 |
| | | | 1.53304 · 273 Phone | -187.74 | 187.74 |
| | | | 1.53804 · Admin Phone | -427.47 | 427.47 |
| TOTAL | | | | -912.00 | 912.00 |
| 25494 | 02/24/2021 | COTREA | 1.10100 · BOK Financial Operating | | -18.98 |
| 3/2020 | 02/23/2021 | | 1.50214 · Payroll Tax | -18.98 | 18.98 |
| TOTAL | | | | -18.98 | 18.98 |
| 25495 | 02/24/2021 | Cruz, Sergio | 1.10100 · BOK Financial Operating | | -150.00 |
| 8892 | 02/23/2021 | | 1.40300 · Transport Revenue | -150.00 | 150.00 |
| TOTAL | | | | -150.00 | 150.00 |
| 25496 | 02/24/2021 | CURTIS | 1.10100 · BOK Financial Operating | | -208.33 |
| INV464225 | 02/23/2021 | | 1.54201 · Firefighting Equip. Maintenance | -208.33 | 208.33 |
| TOTAL | | | | -208.33 | 208.33 |
| 25497 | 02/24/2021 | Darley | 1.10100 · BOK Financial Operating | | -182.82 |
| 17425264 | 02/23/2021 | | 1.54201 · Firefighting Equip. Maintenance | -182.82 | 182.82 |
| TOTAL | | | | -182.82 | 182.82 |
| 25498 | 02/24/2021 | Direct | 1.10100 · BOK Financial Operating | | -69.90 |
| 142987 | 02/23/2021 | | 1.53205 · 272 Internet | -69.90 | 69.90 |
| TOTAL | | | | -69.90 | 69.90 |
| 25499 | 02/24/2021 | ELDORA | 1.10100 · BOK Financial Operating | | -163.45 |
| 131339 | 02/23/2021 | | 1.53109 · 271 Drinking Water | -80.40 | 80.40 |
| 131340 | 02/23/2021 | | 1.53308 · 273 Drinking Water | -83.05 | 83.05 |
| TOTAL | | | | -163.45 | 163.45 |
| 25500 | 02/24/2021 | FRNTAP | 1.10100 · BOK Financial Operating | | -184.70 |
| 69188 | 02/23/2021 | | 1.54301 · Maintenance Equipment Repairs | -184.70 | 184.70 |

Elizabeth Fire Protection District
Check Register
February 2021

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Paid Amount</u> | <u>Original Amo...</u> |
|---------------|-------------------|-------------------------|--|--------------------|------------------------|
| TOTAL | | | | -184.70 | 184.70 |
| 25501 | 02/24/2021 | IREA | 1.10100 · BOK Financial Operating | | -149.36 |
| 73157800 | 02/24/2021 | | 1.53202 · 272 Electric | -149.36 | 149.36 |
| TOTAL | | | | -149.36 | 149.36 |
| 25502 | 02/24/2021 | Lindsay, Evan | 1.10100 · BOK Financial Operating | | -174.69 |
| 8816 | 02/24/2021 | | 1.40300 · Transport Revenue | -174.69 | 174.69 |
| TOTAL | | | | -174.69 | 174.69 |
| 25503 | 02/24/2021 | Mathews Excav... | 1.10100 · BOK Financial Operating | | -280.00 |
| INV-0406 | 02/24/2021 | | 1.53310 · 273 Maintenance/ Repairs | -280.00 | 280.00 |
| TOTAL | | | | -280.00 | 280.00 |
| 25504 | 02/24/2021 | McQuigg, Joann | 1.10100 · BOK Financial Operating | | -605.75 |
| 8812 | 02/24/2021 | | 1.40300 · Transport Revenue | -605.75 | 605.75 |
| TOTAL | | | | -605.75 | 605.75 |
| 25505 | 02/24/2021 | METLIFE | 1.10100 · BOK Financial Operating | | -3,263.05 |
| TS05348811... | 02/24/2021 | | 1.50404 · Dental Insurance | -1,850.89 | 1,850.89 |
| | | | 1.50405 · Vision Insurance | -352.21 | 352.21 |
| | | | 1.50414 · Short/Long Term Disability | -1,059.95 | 1,059.95 |
| TOTAL | | | | -3,263.05 | 3,263.05 |
| 25506 | 02/24/2021 | NAPA | 1.10100 · BOK Financial Operating | | -355.66 |
| 12928 | 02/24/2021 | | 1.52102 · Apparatus Repairs | -88.51 | 97.47 |
| | | | 1.52102 · Apparatus Repairs | -19.96 | 21.98 |
| | | | 1.52102 · Apparatus Repairs | -211.40 | 232.80 |
| | | | 1.52102 · Apparatus Repairs | -12.66 | 13.94 |
| | | | 1.58501 · Operations Equipment/Upgrades | -23.13 | 25.47 |
| TOTAL | | | | -355.66 | 391.66 |
| 25507 | 02/24/2021 | Otterson, Anya | 1.10100 · BOK Financial Operating | | -2,591.35 |
| 2021 | 02/24/2021 | | 1.58206 · Scholarship | -2,591.35 | 2,591.35 |
| TOTAL | | | | -2,591.35 | 2,591.35 |
| 25508 | 02/24/2021 | Profile EA | 1.10100 · BOK Financial Operating | | -38.30 |
| 11385 | 02/24/2021 | | 1.50402 · Wellness/EAP Program | -38.30 | 38.30 |
| TOTAL | | | | -38.30 | 38.30 |
| 25509 | 02/24/2021 | ROGGEN | 1.10100 · BOK Financial Operating | | -391.22 |
| 11545 | 02/24/2021 | | 1.53303 · 273 Gas | -391.22 | 391.22 |
| TOTAL | | | | -391.22 | 391.22 |

Elizabeth Fire Protection District
Check Register
 February 2021

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Paid Amount</u> | <u>Original Amo...</u> |
|---------------|-------------------|--------------------------|--|--------------------|------------------------|
| 25510 | 02/24/2021 | Safari Auto Glass | 1.10100 · BOK Financial Operating | | -45.00 |
| 3171 | 02/24/2021 | | 1.52102 · Apparatus Repairs | -45.00 | 45.00 |
| TOTAL | | | | -45.00 | 45.00 |
| 25511 | 02/24/2021 | Security | 1.10100 · BOK Financial Operating | | -151.98 |
| 835924 | 02/24/2021 | | 1.53210 · 272 Maintenance/Repairs | -151.98 | 151.98 |
| TOTAL | | | | -151.98 | 151.98 |
| 25512 | 02/24/2021 | Skaggs | 1.10100 · BOK Financial Operating | | -147.00 |
| 100_A_5117... | 02/24/2021 | | 1.58302 · Class B Uniforms | -147.00 | 147.00 |
| TOTAL | | | | -147.00 | 147.00 |
| 25513 | 02/24/2021 | Tmobile | 1.10100 · BOK Financial Operating | | -82.08 |
| 971816856 | 02/24/2021 | | 1.56106 · Cell Phone Expense | -82.08 | 82.08 |
| TOTAL | | | | -82.08 | 82.08 |
| 25514 | 02/24/2021 | Verizon | 1.10100 · BOK Financial Operating | | -23.74 |
| 9872391399 | 02/24/2021 | | 1.56106 · Cell Phone Expense | -23.74 | 23.74 |
| TOTAL | | | | -23.74 | 23.74 |
| 25515 | 02/24/2021 | Anthem | 1.10100 · BOK Financial Operating | | -666.75 |
| | 02/23/2021 | | 1.40300 · Transport Revenue | -666.75 | 666.75 |
| TOTAL | | | | -666.75 | 666.75 |

Elizabeth Fire Protection District
Cash Flow Forecast
March 31, 2021

| | Colotrust General | Community Bank | BOK |
|-----------------------------------|-------------------|----------------|--------------|
| Beginning Balance 3/1/2021 | 688,574.18 | 41,040.33 | 90,375.12 |
| Tax Revenue 2/2021 | 600,000.00 | | |
| Transfer to Capital Mil for Taxes | (15,000.00) | | |
| | 1,273,574.18 | 41,040.33 | 90,375.12 |
| Forecasted Expenses | | | |
| Estimated Payroll | | | (160,000.00) |
| Estimated Accounts Payable | | | (60,000.00) |
| Transfer Needed | (200,000.00) | | 200,000.00 |
| Forecasted Ending Balance | 1,073,574.18 | 41,040.33 | 70,375.12 |



ELIZABETH FIRE PROTECTION DISTRICT

146 N. Elbert St. / PO Box 441
Elizabeth, CO 80107

STAFF REPORT March 9th, 2021



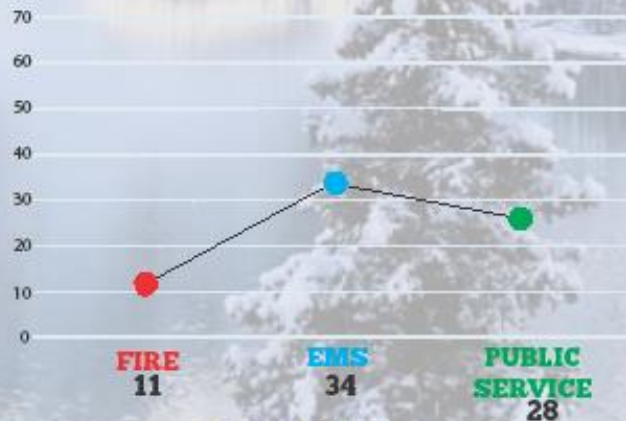
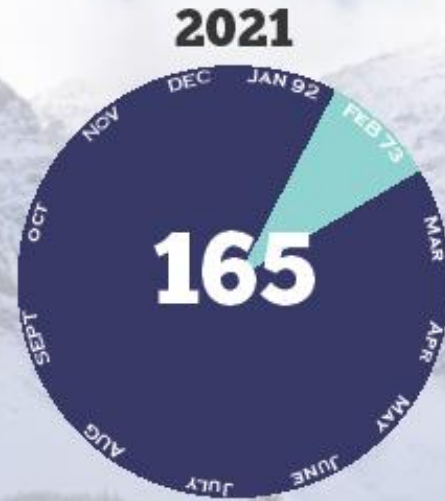
**Congratulations Chief Gerczynski - 2020 Colorado Fire Marshal of the Year!
A Very Well Deserved Award!**

ELIZABETH FIRE PROTECTION DISTRICT

February 2021

Staffing

| | |
|----------------------------|------------|
| Command/Admin Staff | 5 |
| Career-full time | 21 |
| Career-part time | 10 |
| Support Services | 1 |
| Water Ops | 3 |
| Probation | 4 |
| Candidate | 13 |
| Applicant | 6 |
| Reserve Hours Total | 841 |



Mutual Aid



Correspondence:

Thanks to Director Christensen for pointing out the great Nextdoor post from our citizens about Elizabeth Fire. Its great to receive these snippets and it makes me very proud of our organization. I believe paramedic Shane Johnson is the medic referenced in the post. Thanks to B-shift and Shane for the strong work on this call.

Search Nextdoor

A HUGE THANK YOU TO ELIZABETH FIRE AND RESCUE! I just wanted to say thank God for our Elizabeth Paramedics! On Jan 21st I developed a life threatening blood clot in my airway and climbing up into my eyes after a same day surgery of my C-3 C-4 cervical spine. My O2 (oxygen) levels were 82 and I knew that I was in trouble. My husband called 911 and they were here within minutes. The highly trained Paramedics knew exactly what was going on and transported me without hesitation. In the ambulance they administered the right meds to get me safely to Castle Rock E.R. From there I was transported to Skyridge Hospital by ICU ambulance. A day in ICU to stabilize my breathing and an emergency surgery after that I am back home recovering. If not for the quick thinking and knowledgeable Paramedics, who knows what could have happened to me. I used to be really nervous about living so far out here with regards to a major medical emergency, but I'm not any more! These great guys and gals from the EFD literally saved my life, and I couldn't be more grateful! God bless each and every one of them! 🙏🙏🙏🙏🙏

Posted in **Recommendations** to 11 neighborhoods

86 Neighbors 31 Comments

Like Comment Share

J Jennifer Dominguez • Elizabeth Main
That's some serious surgery! Glad you are okay and doing well now. They are fast to respond. Weird story, but in 2019 they came out to our house when our rooster surprised me from the back, spurring a hole in the back of my leg. Blood was pouring out. Anyhow, I got it to stop before they got here, but I can only imagine how many times that story has been told in the department! We still have the rooster since our daughter insisted I not get rid of him. He must have been in an exceptionally protective mood of the girls because he had never been that aggressive before or since.
6 days ago Like Reply Share 1

C Carrie Mccarter • Pine Ridge
Wow! I didn't know Roosters do that! Yes they were here really fast, I don't remember as I was out of it due to lack of oxygen.
6 days ago Like Reply Share

R Roberto Nowacyk • Elizabeth Main
Well done Elizabeth Fire you guys are awesome we as a community appreciate you all.
6 days ago Like Reply Share 1

L Lisa Lockman • County Rd 29
SO glad you are still with us, Carrie! Thank God! I have also wondered about living so far out here, so it is comforting to know about the great EFD! Kudos to them all!

L Lisa Lockman • County Rd 29
SO glad you are still with us, Carrie! Thank God! I have also wondered about living so far out here, so it is comforting to know about the great EFD! Kudos to them all!
6 days ago Like Reply Share 1

C Carrie Mccarter • Pine Ridge
Yes Lisa, well now we know. We've had the EFD come out on other occasions also for my now departed mother, and they were excellent at handling her situations also. 🙏
5 days ago Like Reply Share

C Cathie Davis • Elizabeth Main
Omg! I'm so glad you are doing well. M fish how scary. Thanks to all who helped and did so much to save a great ladies life!
6 days ago Like Reply Share 1

C Carrie Mccarter • Pine Ridge
Thank you Cathie, your so sweet! 🙏
5 days ago Like Reply Share

L Laura McEachron • Elizabeth Main
So glad you're okay,praise God!
6 days ago Like Reply Share 1

C Carrie Mccarter • Pine Ridge
Thank you Laura. Yes, praise God!🙏🙏🙏
5 days ago Like Reply Share 1

G Gitanjali Passfield • Elizabeth Main
Our paramedics and fire and rescue, the Elizabeth emergency responders really are wonderful, caring and very knowledgeable people. They were so kind when they came and helped me in an emergency. Thanks to God you are well, wish you the best.
5 days ago Like Reply Share 2

C Carrie Mccarter • Pine Ridge
Thank you Gitanjali, yes they are 🙏
5 days ago Like Reply Share

Staffing Analysis:

Our new shift scheduling assignments for our reserves will be implemented this month. It will be an adjustment for our existing members that have fewer options to sign up for shifts, but it is designed to fix an ongoing concern that we have had. Starting March 1st, our reserve members are assigned to one of the three shifts for their shift work, training and mentorship. This effort will streamline their career development and will create a more consistent level of management and progression. One of the biggest concerns in our surveys has been the inconsistency between shifts when our reserve members are trying to get training or get checked off on an apparatus. On average, people fear spiders more than they do death. We did lose two members that felt they couldn't meet their requirements in only 10 days. Although a change like this is difficult, the total outcome should mean our members qualify sooner and develop their career goals faster.

Call Analysis:

We are on call #180 as of the report date which is an average of 2.9 calls per day. We are on pace to finish at 1059 calls. Slightly slower than normal but we don't anticipate this trend to continue. We are gaining 2.75 new citizens per day and with increased population comes increased service demands.

Administration:

Facilities –

- Station 271 – The Tanker Shed has become a useful apparatus space again and now houses the Snow Cat until its use is anticipated. We will also be using it to store the newly restored golf cart when it is not in use. This cart was donated by ECSO and I have been fixing it up on the weekends when time allows. It will be used to run supplies between the facilities and for events and academies.



- Administration – The landscape project is well underway. We have new retaining walls on the east to control erosion on the neighbor property. They also finished a small cutout on the front. We originally intended for the cutout to be an extra parking space, but the utilities limited us. We now intend to make the space an outdoor break area with covered picnic table and maybe a BBQ.



The south end of the building (hwy 86) will have lawn with xeriscape, sprinkler system and a new block wall with flat stone facing. It will be good for our department to clean up an ugly landscape and help to beautify the community.

Strategic Planning –

Our short-term goals are edited and complete. Next are the long-term goals. I am really hoping to include our entire staff in this section and perform in person workshops. We may be doing this in April if we can achieve our vaccination goals.

COVID Response –

We continue to be at **Green** in our COOP plan, that means we do not have any positive cases internally currently. We haven't had a positive case internally for over 3 months.

The majority of our staff has finished their second dose of vaccine as of March 1st.

I am currently working on a draft contract with Elbert County Public Health to provide COVID testing and vaccinations to our personnel, other public officials, and the general ELCO Public. We have been weighing the advantages and disadvantages of this project and if the county is willing to fund our design. It will be beneficial to our organization and families. Most importantly, it will be beneficial to our community as there are almost no opportunities for them to be tested or vaccinated without traveling. Sean will be addressing this in more detail, and we can explain further during the meeting.

ELCO Fire Chiefs –

The Fire Chiefs met in person in February and discussed the burn restrictions and regional grant. We also met with the Sheriff to discuss their current situation. The Sheriff stated that they were severely short staffed and asked us to be patient as there could be delays based on staffing. He stated that salaries and benefits were forcing his deputies to move to other agencies. He shared that he was working on the Commissioners to provide better funding to retain personnel but wasn't feeling great about his progress. The Chiefs offered any help we could to encourage the Commissioners for better funding.

Town of Elizabeth -

I met with the interim Town Manager to get acquainted and talk about how we can work together. I was impressed and look forward to some stability in that position. We discussed the Town Board's efforts to fight the state mask mandates. I expressed my concerns about their actions affecting future projects we are doing. I also discussed our wishes to at least be informed of such actions so that we could have input if needed. He agreed. We both also agreed that it may be in our best interest to be at the Town Meeting Tuesday during our board meeting to clarify our concerns with the Town Board. If this is the case, I may be late to our meeting.

Legislative –

Colorado Rising, A conservative group in Colorado, has gained approval for a ballot title. This means that the group is a step closer to getting a ballot initiative for the 2022 election cycle. The question would reduce the residential property tax assessment rate from 7.15% to 6.5% and the non-residential property tax assessment rate from 29% to 27%. Our initial calculations show a decrease of 8-10% in revenue for Elizabeth Fire if this were to pass and we were not exempted. The PAC still needs to get 125,000 signatures to be on the ballot but that could be easy to ask if someone will sign for lower taxes. The fact is, if this measure is successful, we will be forced to limit service provisions or go back to our voters to maintain what we are doing now. Here we go again.... Im starting to think this will be a constant battle to keep our operating revenue stable

Division Chief of Administration and Prevention/Fire Marshal:

Prevention/Administration

- The 2021 business inspection program is still scheduled for in person inspections. Erin is working on organizing all the business that did not turn in a self-inspection forms to make sure they get an in-person inspection this year.
- I have been working on a training on company inspections. It will include why we do inspections and the code basis behind the common violations.
- I met with imagetrend about organizing our inventory in a fashion that would benefit the department. I worked most of the month on reorganizing our inventory to make it useful and easy to find.
- I have ordered 3 new MDTs for the front-line apparatus. We have started a plan to budget for a few new computers each year to keep up with technology.

Public Education (Erin Loeks)

- Erin has had requests from businesses for 2 CPR Classes in the month of March and April. She has ordered additional supplies that will help provide these classes and align with COVID restrictions.
- We have set a community CPR class for April 24th. We will be using social media to get the word out for that class.

Pre-Application Meetings

Elito rattlesnake

Pre- Application Meetings

| Occupant Name | Occupant Task Notes | Occupant Task Start Date Time |
|-------------------------|---|-------------------------------|
| Pre-Application Meeting | An additional dwelling unit on Thunderhill Road | 02/01/2021 09:00:00 |

Training Battalion

All three shifts seem to be getting into a groove with on-duty trainings. We reserve 2 hours per shift for scheduled training and each shift is easily doubling that amount of time. I expect this trend to continue with the March 1 reserve shift assignments. Our first quarter training has gone very well, I can't recall a time where we have been in and out of the ice suits this many times in one season. We will cap off the first quarter with a BC Drill that will encompass all of the trainings we've done so far into one larger scenario-based drill. I appreciate the work everyone has put into improving their skills.

We are in the middle of creating a more efficient apparatus sign off process. Members will begin with the Medic sign off process and proceed to Tenders, Brush Trucks, and Engines. The new process will be more efficient and will provide a more detailed curriculum. This documentation will also serve as proof of training in the event of an accident. This should also provide our reserve members with a clear path of apparatus advancement within the department.

We have finalized the EPAT process for 2021. We need to perform some dry runs in March to find the right flow of the process and to make sure the course layout that can be done both indoors and outdoors. We will be timing every member and come up with an average "passing" time. Everyone will be required to pass the EPAT within that set time beginning in 2022. There will be opportunities for members to re-take the test if they don't pass the first time in 2022. The EPAT needs a physician endorsement, so once the course layout is finalized, we will have a physician come to the station to evaluate the test. Every member will be required to take the EPAT.

We are working on hosting a HazMat refresher course at Station 271 in the near future. The class will be offered to surrounding agencies.

Chief Steck has graciously offered to provide an ICS refresher class to each shift. If we aren't able to schedule those in March, they will be scheduled in the early part of April. Chief Gerczynski is providing a 2-hour business inspection training for each shift in March.

The Spring Academy will be upon us before we know it. April 28th is the Academy Kickoff night, which will include some time with Chief Steck, Chief Gerczynski, HR Director Fischer, myself, and the STO's. This night will give the recruits an opportunity to put some names to faces, to ask questions, and learn about our Peer Support and EAP. We currently have 12 people committed with five more potentially joining in the next week or so. I'm in weekly email contact with the recruits and they are all very eager to get going.

EMS Battalion

-Currently 79% of our agency has received their second vaccination and as a result we have adjusted our PPE requirements and daily operations to reflect this effort by our staff. There have been no positive COVID-19 cases among EFPD personnel for the month of February.

-February continued to be a slow month for EMS calls, 52 EMS calls in 2020, and 30 in 2021...calm before the storm??

-Elizabeth Fire has been approved by the State to provide COVID-19 tests. These tests are rapid tests that provide onsite results in 15 minutes and are supplied to our agency by the State at no cost. Testing options available to our community have essentially been non-existent, so when we were given this opportunity to provide this service, we jumped on it, it might have been a grenade, but we jumped on it. Our phased plan consists of initially offering testing to local Elbert County Government, public service, first responders and families, followed by opening testing to the general public. The County Health Dept. has agreed to support this operation with funding for additional staffing and equipment. The schedule and time frame we will offer testing is in the final stages of development, but we expect to open to the general public the second week of March. Staffing for this operation will not affect our emergency response capability.

-In addition to COVID-19 testing.... We are in the process of standing up a COVID-19 vaccination Point of Distribution (POD) that will operate out of the now vacant Frontier

H.S. The objective is to offer vaccination clinics twice per week for an initial period of 60 days followed by an evaluation to determine demand level and quite frankly if we want/can continue to provide this service. There are a lot of moving parts to this program that we can discuss during the meeting because we are learning more and more every day. But... To answer the immediate question of, why are we doing this? Simply stated, we need to... our community has no local options other than a once per month clinic ran by Tri-County Health that averages 140 people per month, and that is not going to cut it. We are projecting the ability to vaccinate up to 2,000 people per month. There is going to be an abundance of vaccine availability very soon and this service needs to be provided to protect our citizens. The County has funding but limited resources, we have the resources but need funding. We are meeting in the middle to meet this objective.

-We are in the process of reviewing a contract with CORHIO/Patientcare 360 which is a health information exchange network that will allow selected members to access patient records to provide real-time follow up information, aid QA/QI functions, drive training needs, and provide necessary information to expedite the EMS billing process. This service comes at a reasonable cost that is significantly offset by the benefits.

Operations Battalion

Hiring Process

This process is coming close to being complete for the year! With the large number of applicants, we split the pool into A and B banks. The top 13 scores after the written test were placed in A bank and have moved forward to the oral interviews and will receive final rankings. We will maintain B bank throughout the year and pull from it as needed after a depletion of A bank. We have encouraged the applicants to join our reserve program as well. **Update:** I spent some time today at the oral boards and the panel had positive reviews of the applicants and the process. Many of our members really improved their interviews from years past and we our agency was well represented. This was great to hear.

Reserves

We have an additional 6 reserve members scheduled for orientation on March 12. We have a good group of motivated people coming in again and I expect many of these members to be placed in the upcoming spring academy.

March 1 was the start of the new schedule for reserves. We did lose two members as a result of the assigned shifts but there has been no other negative input reported. While we all hoped this would not happen, the possibility of losing members was a concern identified prior to the decision to move forward with this schedule. In the end it was determined that this was the best option for the District to move forward with. The initial benefit is much better span of control for our reserves. With the span of control addressed, it allows us to provide focused and consistent training with those on the shift. Many have also expressed excitement for the continuity they see will happen amongst members on their shifts.

Apparatus and Maintenance

Rattlesnake Fire has filled the open EVT position. The start date for the new position was March 1 and they are off and running. I have been in contact with the new person and we already have Tenders 271 and 272 scheduled for PM's beginning March 8.

CAD and Run Cards

As I have said before, this is, and will continue to be, a dynamic and ongoing task. The latest update is approximately one dozen new response plans that have been built to reflect the new Battalion Chief positions. The next step is attaching these response plans to the various call types that we want BC's automatically dispatched to.

Concurrently, I am working with the County mapping department to develop a new quadrant for the Independence subdivision. This is needed to change the response plans to reflect the hydrant system.

The Chiefs are all looking forward to touring dispatch on March 5th to get a better feel of their operations. This will also give me a chance to see more detail of how the CAD system works, its capabilities, and to ask questions.

SOP/SOG Review and Revise

This project has begun this month. The first new SOG is currently being written on Ice Rescues. I have spent time with all the shifts gathering input and evaluating the different methods we have been using. Together we have come up with what we feel is the best options for our responses and the new SOG will reflect this. More to come!

Director of Finance and HR:

In the month of February, we started the process to create an FF hiring list. We received 27 resumes/applications. The testing was held on February 27 and 28 with 24 people taking the test. We will be holding the oral boards for 13 individuals in March. Our plan is to add 2 to 3 more part time firefighters or paramedic to our roster from this list. This list will be used for future hiring as needed.

Also, this month we started to brainstorm on what it would cost to hold a vaccine clinic and testing center for the citizens of Elbert County.

We did participate in one webinar on sexual harassment training for staff which each shift will participate in within the next couple of months.

BC Mackall found CORHIO which is a website that maintains patient information from doctor's offices and ER visits. We are working on the contract to be able to access this website to help with patient care and patient billing. This should help with the speed that information is given to our 3rd party billing which will then help to bill faster and get payments faster.

EMS collection for February was \$27,187.37. Paid our 3rd party billed \$2,165.33 in February for January collections.

Impact Fees

| | |
|----------------|-------------|
| Zone 1 | \$35,786.37 |
| Zone 2 | \$4,904.00 |
| Zone 3 | \$12,286.05 |
| Gift Agreement | \$88,500 |

Apparatus –

Engine 271 is back in service with a rebuilt motor. Jeff has issued a policy directive for staff to try and prevent the issue from occurring again but it may be out of our control.

CURRENT PROJECT LIST

| Elite rattlesnake | | | | | |
|--|---|--|---|--|-----------------------------|
| Project List | | | | | |
| Project Name | Project Description | Occupant Full Address | Permit Name | Permit Type | Project Status |
| Project Number: 20-0001 | | | | | |
| Bonnie Blue Event Venue | New Wedding Venue Building In Rattlesnake Fire District | , CO | Bonnie Blues Fire Sprinkler | Automatic Fire Extinguishing System Construction Permit | Plan Review/Permit Approved |
| Bonnie Blue Event Venue | New Wedding Venue Building In Rattlesnake Fire District | , CO | Fire Alarm | Fire Alarm and Detection Systems and Related Equipment Construction Permit | Plan Review/Permit Approved |
| Bonnie Blue Event Venue | New Wedding Venue Building In Rattlesnake Fire District | , CO | Bonnie Blue Hood Suppression System | Commerical Kitchen Hood Automatic Fire-Extinguishing System | Plan Review/Permit Approved |
| Project Number: 20-0011 | | | | | |
| Legacy Village Subdivision | 226 New single Family Homes | , CO | Final Plat Plan Review | | Plan Review/Permit Approved |
| Legacy Village Subdivision | 226 New single Family Homes | , CO | Preliminary Plat Review | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Project Number: 20-0014 | | | | | |
| Dairy Queen | New Building | 783 Crossroads Circle, Elizabeth 80107 | Dairy Queen Site Plan Review | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Dairy Queen | New Building | 783 Crossroads Circle, Elizabeth 80107 | Dairy Queen Building Review | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Project Number: 20-0014 | | | | | |
| Country Side Village Site Plan | New layout for existing strtp mall | 796 East KIOWA Avenue 80107 | Countryside Village Site Plan | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Country Side Village Site Plan | New layout for existing strtp mall | 796 East KIOWA Avenue 80107 | Countryside Village Site Plan | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Project Number: 20-0016 | | | | | |
| The Gabriel Foundation | Change their existing SUR | 80107 | Gabriel Foundation Special Use Review | General Plan Review (No Permit Issued) | Plan Review/Permit Denied |
| Project Number: 20-0018 | | | | | |
| Double Beam Ranch | New hay storage building | 37652 CR 13, elizabeth 80107 | Double Beam Ranch Building Plan Review | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Project Number: 20-0019 | | | | | |
| Smith Rezone and Minor Development | Create one additional lot from 30 acres | 80107 | Smith Rezone and Minor Development | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Project Number: 20-0022 | | | | | |
| Forgath Rezone | Rezone 1 30 Into 3 lots on CR 5 | 80107 | Forgath Rezone | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Project Number: 20-0023 | | | | | |
| Hammervold Residence Accessory Dwelling Unit | Add an additional dwelling unit to the existing house CR 21 | 80107 | Hammervold Residence | Automatic Fire Extinguishing System Construction Permit | Plan Review/Permit Approved |
| Hammervold Residence Accessory Dwelling Unit | Add an additional dwelling unit to the existing house CR 21 | 80107 | Hammervold ADU Special Use Review | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Project Number: 20-0026 | | | | | |
| Miller Ranch | 193 lots on 970 acres - CR 154 and CR 21 | 80107 | Miller Ranch Filing 3 (FP - 20-0053) | | Plan Review/Permit Approved |
| Miller Ranch | 193 lots on 970 acres - CR 154 and CR 21 | 80107 | Miller Ranch Filing 2 Final Plat (FP-20-0052) | General Plan Review (No Permit Issued) | Plan Review/Permit Approved |
| Project Number: 20-0032 | | | | | |
| Car Wash Expansion | Add an automated car wash | 712 East KIOWA Avenue 80107 | Car Wash Expansion Site Plan Review | General Plan Review (No Permit Issued) | Plan Review/Permit |



WESTERN STATES

Land Services, LLC

Acquisition and Relocation Specialists

505 N. Denver Avenue
Loveland, Colorado 80537
Phone (970) 667-7602
Metro (303) 938-1414
Fax (970) 667-6580



COLORADO

Department of Transportation

Region 4
10601 W. 10th Street
Greeley, CO 80634
(970) 350-2100

Project No.: C R400-375
Project Code: 23062
Location: SH 86 / Elbert Street
Parcel: 3

Certified Mail – Return Receipt Requested

February 9, 2021

Elizabeth Fire Protection District
PO Box 159
Elizabeth, CO 80107

RE: CDOT Project Reconstructing Curb, Gutter and Sidewalk SH 86 / Elbert Street

Dear Elizabeth Fire Protection District:

In the spring of 2021, CDOT plans to begin construction of a project requiring improvements to portions of the existing curb, gutter and sidewalk (referred to as “Sidewalk”) on Highway 86, so they are functionally accessible and compliant with Federal accessibility requirements. A portion of the Sidewalk improvements is located on your property at **146 N. Elbert Street** and CDOT requests the acquisition of a Permanent Easement for that portion.

Although this work benefits both parties, CDOT would like to offer you **\$500.00** for the Permanent Easement. In addition to acceptance of said payment, CDOT requests that you waive certain rights described in the enclosed documents being that this is a non-statutory, voluntary offer presented on behalf of the property owner. Note that only the property owner may grant CDOT the Easement. Legal owner(s) may also opt to waive compensation and donate said portion of their property without compensation. Should you desire to do so, please contact me to receive the necessary donation documents.

The enclosed documents are an Agreement for Permanent Easement, a Non-exclusive Permanent Easement, Statement of Authority and a W-9 form required for issuance of the payment to you upon signature and return of the documents. Please read the documents and review enclosed Exhibit “A”. If the enclosed documents are acceptable, please sign and fill in the necessary information where indicated and send original executed copies of the Agreement, Easement, Statement of Authority and W-9 using the enclosed envelope (postage is pre-paid). Also, please note that the enclosed Easement

John Doty | Acquisition Specialist | Western States Land Services, LLC | jdoty@ws-ls.com | 970.667.7602

505 N. Denver Ave, Loveland CO 80537

and Statement of Authority forms will require notarization. If you need assistance with the notarization, I am a public notary and can assist with notarizing your documents. Within a few weeks of CDOT's receipt of the signed documents, you will receive payment in the mail or it will be hand delivered to you.

Please take note that this offer is valid for **30 days** from the date of this letter and the offer will expire by the end of business on **March 11, 2021 at 5:00 p.m. MST**. Should the necessary documents not be executed and delivered by said timeframe, it is assumed the offer was not accepted and CDOT will withdrawal the offer.

CDOT and Western States are committed to keeping you and our community safe as we adapt to the challenges of the COVID 19 pandemic. We recognize it is in all of our best interest to accommodate and implement the concept of social distancing to help protect our community, family, friends and employees throughout this process. In addition to our standard practices of emailing or mailing/shipping documentation, for your and our convenience we have conference calling and virtual meeting options available to discuss and present offers and information about the project. If you have other complications or hardships that arise from this pandemic, please feel free to contact us and we will do our best to work through the process with you and make appropriate accommodations. May you all be in good health and care and thank you for your patience with this process.

Our firm, Western States Land Services, LLC, has been retained by CDOT to assist with the acquisition of this permanent easement. If you have any questions regarding the contents of this packet, please contact me at **970-667-7602** or via email at jdoty@ws-ls.com.

Thank you for your time and attention regarding this matter.

Sincerely,



John Doty

Right-of-Way Agent

Western States Land Services, LLC

Office Phone: 970-667-7602

Email: jdoty@ws-ls.com

AGREEMENT FOR PERMANENT EASEMENT

RECITALS

A. The Colorado Department of Transportation (CDOT) is reconstructing curb, gutter and sidewalk improvements ("Sidewalk") to meet Federal accessibility requirements, shown on attached Exhibit "A". A portion of the Sidewalk will be located on public right of way (ROW) and a portion will be located on private property. CDOT requires a permanent easement for the portion of the Sidewalk that will be located on private property ("Permanent Easement"). The approximate boundary line between existing ROW and private property, and the Permanent Easement parcel are illustrated on Exhibit "A".

B. Landowners have certain rights when CDOT needs to acquire a Permanent Easement. CDOT has offered the landowner ("Owner") \$500 as payment for the Permanent Easement and as consideration for a waiver of those rights. \$500 is more than CDOT's estimate of the fair market value of the Permanent Easement.

C. Owner has agreed to accept the \$500 payment for the value of the Permanent Easement and as consideration for the waiver of these rights. This is a voluntary agreement not carried out under the threat of eminent domain. This Agreement defines CDOT and the Owner's rights and responsibilities for this arrangement.

AGREEMENT

NOW, THEREFORE, in consideration of the recitals which are incorporated by reference, the promises, and covenants contained in this Agreement and for good and valuable consideration, the receipt of which is hereby acknowledged, Owner and CDOT agree to the following terms and conditions.

1. EXECUTION OF PERMANENT EASEMENT AGREEMENT

Owner will execute and deliver to CDOT this Agreement and the Permanent Easement Agreement attached hereto as Exhibit "B" ("Permanent Easement Agreement"). When such documents are executed and delivered, CDOT shall then pay the Owner \$500.

2. OWNER'S WAIVER OF LEGAL RIGHTS

Owner understands that it has the right to a property acquisition process that includes the Owner's right to contest the just compensation offered, which is the fair market value of the Permanent Easement. These rights arise from federal and state constitutions, statutes and regulations. Owner understands that it is entitled to consult an attorney to be advised of these legal rights. Owner hereby voluntarily waives all legal rights it may have with a full understanding of those rights, and voluntarily agrees to sign this Agreement and accept \$500 in lieu of such rights.

3. CONSIDERATION – PAYMENT

The consideration for this Agreement is \$500, plus the waiver of legal rights as set forth in paragraph 2 above. This Agreement shall be valid and enforceable upon Owner's execution and delivery to CDOT of this Agreement and the permanent easement agreement (Exhibit "B") and CDOT's tender of \$500 to Owner.

4. AGREED USES

The uses for the Permanent Easement are defined in the permanent easement agreement (Exhibit "B").

5. TERM OF AGREEMENT

CDOT's rights for the permanent easement are perpetual after owner's execution of the permanent easement agreement (Exhibit "B").

6. SPECIAL CONDITIONS

CDOT may need to remove a small portion of the existing lawn to construct the Sidewalk. CDOT's contractor will reasonably restore the disturbed area outside of the Sidewalk to its prior condition. Aside from that item, CDOT shall not remove or demolish (in whole or in part) any existing improvements, trees or vegetation on the owner's property without the prior approval of owner.

7. BINDING ON SUCCESSORS

The terms and condition of this Agreement shall run with the land and shall apply to, and bind the heirs, successors and assigns of the Owner. CDOT shall be entitled to record this Agreement with the clerk and recorder of the county in which the Owner's property is located.

CDOT

ELIZABETH FIRE PROTECTION DISTRICT

By: _____
Peter Sulmeisters, Region 4 ROW Manager

By: _____

Date: _____

Printed Name: _____

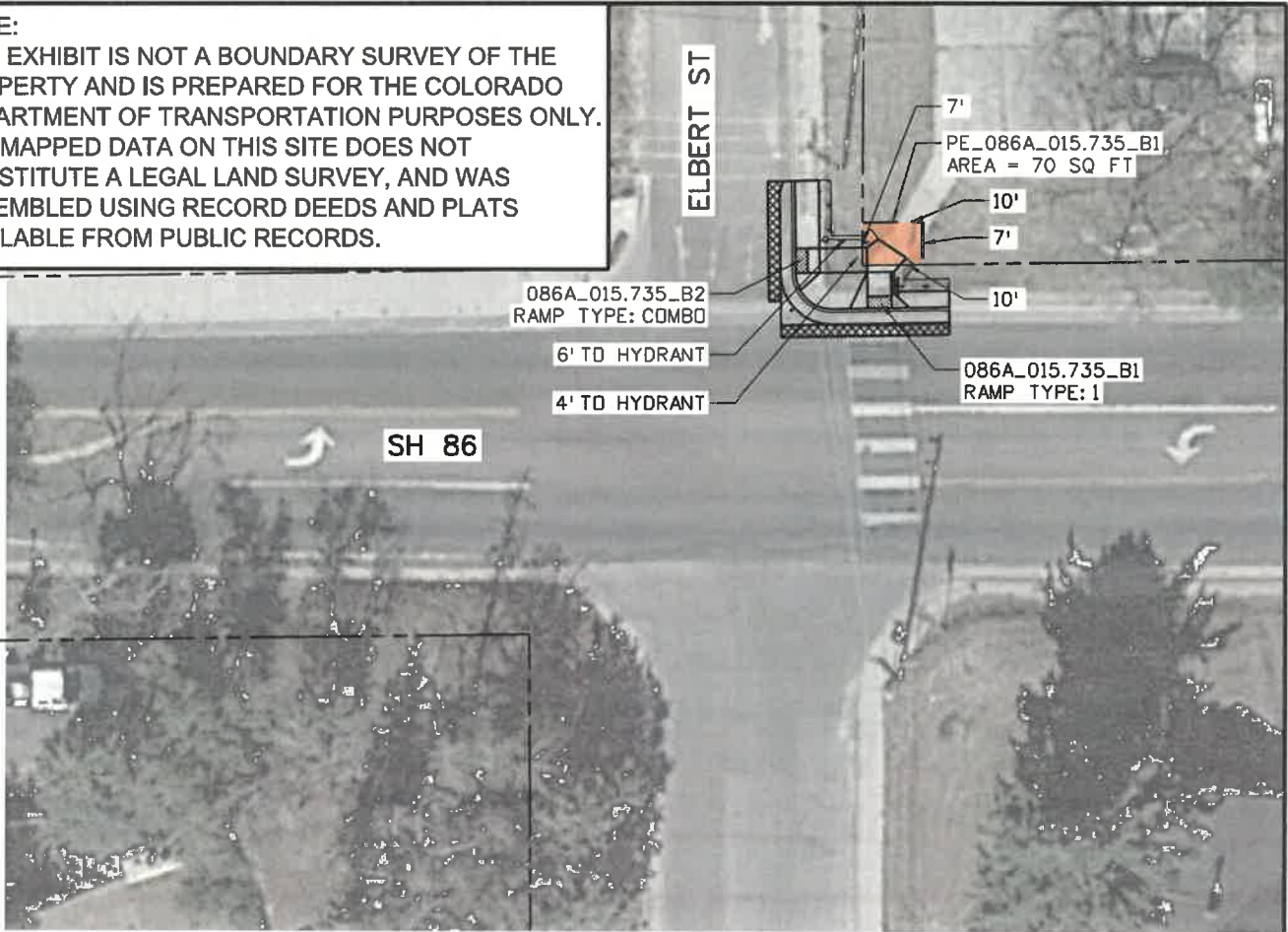
Title: _____

Date: _____

Contact phone number: _____

EXHIBIT 'A'

NOTE:
THIS EXHIBIT IS NOT A BOUNDARY SURVEY OF THE PROPERTY AND IS PREPARED FOR THE COLORADO DEPARTMENT OF TRANSPORTATION PURPOSES ONLY. THE MAPPED DATA ON THIS SITE DOES NOT CONSTITUTE A LEGAL LAND SURVEY, AND WAS ASSEMBLED USING RECORD DEEDS AND PLATS AVAILABLE FROM PUBLIC RECORDS.



DESCRIPTION:
A PERMANENT EASEMENT CONTAINING A TOTAL OF 70 SQ.FEET FOR THE CONSTRUCTION, USE AND MAINTENANCE OF CURB, GUTTER, PEDESTRIAN FACILITIES, AND ASSOCIATED APPURTENANCES, BEING A PORTION OF A TRACT OF LAND PLATTED AS "SCHOOL HOUSE LOT" AS RECORDED AT BOOK 795, PAGE 370 IN THE OFFICE OF THE ELBERT COUNTY CLERK AND RECORDER, TOWN OF ELIZABETH, ELBERT COUNTY, COLORADO. EASEMENT IS LOCATED WITHIN THE SE 1/4 OF SECTION 7, T. 8 S., R.64 W., 6" P.M., BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ELIZABETH FIRE PROTECTION DISTRICT
146 N ELBERT ST
ELIZABETH, CO 80107
8407412012

PE_086A_015.735_B1

ALL THAT PROPERTY LOCATED IN THE SOUTH 7 FEET OF THE WEST 10 FEET OF SAID SCHOOL HOUSE LOT, TOWN OF ELIZABETH, AS DEPICTED HEREON.



AUTHOR OF EXHIBIT DESCRIPTION:
MELINDA LEE, SR. LAND RIGHTS
AGENT FOR HDR
1670 BROADWAY, SUITE 3400
DENVER, CO 80202

C:\Users\mlee\Documents\3061\00002251\0074091\3.0_CAD_B1P&S2_Work_Lin_Progress\086A_015.735_B1.dgn
 9/29/2020 4:28:02 PM



| | | | |
|--|---|---|-----------|
| Print Date: 9/29/2020 | PE_086A_015.735_B1 SH 86 / ELBERT ST | Project No./Code | |
| Horiz. Scale: 1"=30' | | C R400-375 | |
| Vert. Scale: As Noted | | 23062 | |
| Elizabeth | Designer: ML | Region: 4 ROW | LIMON ADA |
|  1670 BROADWAY, SUITE 3400 DENVER, CO 80202 PHONE: 303.764.1520 | Detailer: DS | Unit Leader: MEL LEE | |
| | Sheet Subset: ROW |  Sheet: 1 of 1 | |

EXHIBIT "B"

PROJECT NO. C R400-375
LOCATION: SH 86 / Elbert Street
PERMANENT EASEMENT NO.: 3
PROJECT CODE: 23062

NON-EXCLUSIVE PERMANENT EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the ELIZABETH FIRE PROTECTION DISTRICT, Grantor, for and in consideration of the sum of ONE DOLLAR (\$1.00), and other valuable consideration, in hand paid by the DEPARTMENT OF TRANSPORTATION, STATE OF COLORADO, Grantee, receipt of which is hereby acknowledged, has given and granted and by these presents does hereby give and grant unto the said Grantee, its heirs, successors, and assigns a NON-EXCLUSIVE PERPETUAL EASEMENT on, along, over and across the following described premises, to-wit:

See Attached Exhibit "A" dated September 29, 2020 for:

Project No. C R400-375
Permanent Easement No. 3
Project Code: 23062

PURPOSE

The purpose of the above described Permanent Easement is for construction, use and maintenance of curb, gutter, pedestrian facilities button and associated appurtenances.

Signed this ____ day of _____, 2021.

GRANTOR: ELIZABETH FIRE PROTECTION DISTRICT

By:

Printed Name: _____

Title: _____

STATE OF _____

}ss:

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____

by _____ as _____ of the Elizabeth Fire Protection District.

Witness my hand and official seal.

My commission expires: _____

Notary Public

STATEMENT OF AUTHORITY

Pursuant to C.R.S. §38-30-172, the undersigned hereby executes this Statement of Authority on behalf of the ELIZABETH FIRE PROTECTION DISTRICT

An entity other than an individual, capable of holding title to real property (the "Entity"), and states as follows:

The name of the Entity is: the ELIZABETH FIRE PROTECTION DISTRICT

The Entity is a:

(State type of entity and state, country or other government authority under whose laws such entity was formed)

The mailing address for the Entity is: PO BOX 159, ELIZABETH, CO 80107

The name or position of the person(s) authorized to execute instruments conveying, encumbering, or otherwise affecting title to real property on behalf of the Entity is:

Name: _____ Title: _____

The limitations upon the authority of the person named above or holding the position described above to bind the Entity are as follows: _____

(If no limitations insert "NONE")

The instrument and recording information, including the County, of the document by which title was acquired is:

Other matters concerning the manner in which the Entity deals with any interest in real property are:

EXECUTED this _____

Signature: _____

Name: _____

(Typed or printed)

Title (if any): _____

STATE OF _____

}ss:

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

by _____ as _____ of the Elizabeth Fire Protection District.

Witness my hand and official seal.

My commission expires: _____

Notary Public

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

| | | |
|---|---|--|
| Print or type. See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| | 2 Business name/disregarded entity name, if different from above | |
| | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): |
| | <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate | Exempt payee code (if any) _____ |
| | <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ | Exemption from FATCA reporting code (if any) _____ |
| | <input type="checkbox"/> Other (see instructions) ▶ _____ | <i>(Applies to accounts maintained outside the U.S.)</i> |
| | 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) |
| | 6 City, state, and ZIP code | |
| | 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | |
|--|---|---|---|---|--|
| Social security number | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table> | | - | | - | |
| | - | | - | | |
| or | | | | | |
| Employer identification number | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 90%; border: 1px solid black; height: 20px;"></td> </tr> </table> | | - | | | |
| | - | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.