

Special District Association of Colorado

SDA NEWS

DECEMBER 2024

Supporting Community-Based Government

Season's Greetings!



Election and statutory calendars inside!



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Designed by Emmett Jordan

Dear SDA Members,

As the holiday season approaches, I wanted to take a moment to express our heartfelt gratitude for each of you. The dedication you demonstrate to your local communities truly embodies the spirit of public service, and we are so grateful for the support and loyalty you bring to SDA.

Your hard work and commitment to improving the lives of those you serve strengthen our association, and SDA would not be what it is today without members like you. We have much to look forward to in 2025, and one of the most exciting milestones will be the celebration of SDA's 50th anniversary and our Golden Jubilee. This is a special moment in our association's history, and it's an achievement made possible through the devotion and unwavering support of our members.

I hope you enjoy a wonderful holiday season and a joyful New Year filled with peace, happiness, and continued success. We're looking forward to all that we will accomplish together in 2025 and to celebrating our incredible 50-year journey alongside each of you.

Thank you once again, and Happy Holidays!

Ann Terry

Ann Terry, CEO



*Thank you once again,
and Happy Holidays!*





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Happy Holidays!



Ann Terry



Meredith Smith Quarles



Michael Valdez



Megan Lippard



Anthony Sandoval



Karla Boughey



Jamille Andres



May all the joys of this happy season be
yours now and into the New Year!

Best wishes from the SDA team!



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Deadline to File Your Transparency Notice is January 15

About Transparency Notices

Title 32, Article 1, Colorado Revised Statutes, requires that certain special districts (see chart below) give public notice each year of certain basic information about the district:

- » Address, telephone number, and primary contact person
- » The names of and contact information for the members of the Board
- » The name of the Board Chair or President
- » The name of each member whose office will be on the ballot at the next regular special district election

- » The time, date, and location of regular Board meetings
- » Mill levy and property tax revenues
- » Date of next regular election
- » The self-nomination procedure

Nicknamed the “Transparency Notice,” this notice may be disseminated to the public in a variety of ways (as discussed later in this article), but most special districts either post it on their own website or post it on the SDA website.

The chart below lists special districts that are required to provide a Transparency Notice and those that are not.

Required to Provide Transparency Notice
Ambulance districts
Fire protection districts
Forest improvement districts
Health service (hospital), health assurance, and mental health care service districts
Metropolitan districts
Mosquito control districts (not county pest control districts)
Park and recreation districts
Sanitation districts
Tunnel districts
Water districts
Water and sanitation districts

NOT Required to Provide Transparency Notice
Business improvement, general improvement, local improvement, public improvement, and special improvement districts
Cemetery districts
Conservancy districts
Conservation districts (formerly soil conservation districts)
Conservation districts (river water)
Disposal districts
Drainage districts
Federal mineral lease districts
Ground water management districts
Intergovernmental authorities
Irrigation districts
Junior college districts
Library districts
Local marketing districts
Pest control districts (county-established)
Recreation districts (county-established)
School districts
Urban drainage and flood control districts
Urban renewal and downtown development authorities
Water conservancy districts
Water conservation districts

Continued on page 9

View your Landscape Differently

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Spencer Fane is the law firm where your leaders work with our leaders. With over 120 combined years of special district experience in Colorado, we can handle all of your district's legal needs. Advancing the interests of your district is our priority.



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Being able to take care of all of these requirements in one easy place is an added membership benefit that we hope all districts will take advantage of.

Posting on SDA's Website

If you plan to post your district's Transparency Notice on the SDA website, first be sure your district is a current member of SDA. State law requires membership in SDA if you would like to post your Transparency Notice on the SDA website.

If you are a current member, you can review and update your Transparency Notice by going to the SDA website at www.sdaco.org. Make sure you are logged in and then click on "Transparency Notice" in the black ribbon at the top of the page.

When you complete your online SDA membership renewal, you will also be given a prompt at the end of the renewal process to update your Transparency Notice.

Posting on Your District's Website

If you wish to post the Transparency Notice you've created on the SDA website on your district's website, you can print and post a copy of the completed SDA form.

If you choose to post your notice on your district's official website, your district's website must be "linked" to the website of the Division of Local Government (DLG). If you haven't already established a link, please contact the DLG at 303-864-7720, and they can help walk you through this process.

Other Ways to Distribute Your Transparency Notice

In addition to the website postings discussed above, the statute provides that the annual Transparency Notice to Electors may be disseminated in one or more of the following ways:

1. Mailing the notice to each household where one or more eligible district electors reside;
2. Including the notice as a prominent part of a:
 - a. Newsletter
 - b. Annual report
 - c. Billing insert
 - d. Billing statement
 - e. Letter
 - f. Voter information card or other election notice
 - g. Other informational mailing sent by the district to eligible electors
3. Physically posting the Transparency Notice as provided in the statute,¹ but **only if** the special district has fewer than 1,000 eligible electors **and** the district is wholly located in a county with a population fewer than 30,000.

If you plan to use one of these other distribution methods, you may draft your own Transparency Notice as long as it contains all the information required by Section 32-1-809(1)(a-i), C.R.S. The Division of Local Government has prepared a statutorily sufficient Transparency Notice template that you may access on the DLG website.

In addition, a copy of the Transparency Notice is also filed with:

- » the Division of Local Government;
- » the Board of County Commissioners;
- » the County Assessor;
- » the County Treasurer;
- » the County Clerk and Recorder; and
- » the governing body of any municipality in which the district is located.

Exemptions for Inactive Districts

Special districts that have legally claimed "inactive" status pursuant to Section 32-1-104, C.R.S., are exempt from complying with the Transparency Notice provisions in Section 32-1-809, C.R.S.

CORA and Water and Sanitary Rate Increase Notices

In addition to the Transparency Notice information, SDA members can also post their required document and retrieval policy and fee schedule for Colorado Open Records Act (CORA) requests directly on the Transparency Notice form on the SDA website. Please note: effective July 1, 2024, the CORA maximum hourly research and retrieval fee increased to \$41.37. Before increasing the fee, government entities must revise and publish their Colorado Open Records Act policies to include the new fee.

There is also a section to post notice of a public hearing if a district plans a fee increase or change for water or sanitary sewer service.

We Make It Easy for You

Being able to take care of all of these requirements in one easy place is an added membership benefit that we hope all districts will take advantage of.

If you have any questions or need assistance accessing your Transparency Notice, please call the SDA office at 303-863-1733. 🍌

¹ See §32-1-809(2)(e), C.R.S.

May 6, 2025 Regular Mail Ballot Election Calendar

Date	Action	Authority
12-7-24	FOR METROPOLITAN DISTRICTS ORGANIZED AFTER JANUARY 1, 2000, the County Clerk and Recorder of each county in which the District is located shall provide the District with the voter registration list as of 150 days prior to the election for purposes of emailing or mailing the call for nomination between 100 and 75 days prior to the election. The list(s) must be ordered prior to this time. FOR ALL OTHER DISTRICTS that chose to mail such call for nominations, the County Clerk and Recorder of each county in which the District is located shall provide the District with the voter registration list as of 150 days prior to the election for purposes of mailing the call for nomination between 100 and 75 days prior to the election. The list(s) must be ordered prior to this time.	1-13.5-501(1.7) 1-13.5-501(1.5)
Before providing the Call for Nominations	District Board adopts Election Resolution calling the regular election, appointing Designated Election Official, approving any ballot question(s) or ballot issue(s) to be submitted to the electors, if any, and determining other matters. NOTE: The Board can delay adopting a Resolution to approve any ballot question(s) or ballot issue(s) until closer to the date to certify the ballot content.	
1-1-25	Earliest day Self-Nomination and Acceptance forms can be filed with the Designated Election Official or, if none has yet been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1 st and no later than the normal close of business on the 67 th day before the election).	1-13.5-303(1) 1-13.5-303(4)
1-26-25	First day to be able to provide* the Call for Nominations between 100 days and 75 days before a regular special district election. The call shall state the special district director offices to be voted upon, where a Self-Nomination and Acceptance form may be obtained, the deadline for submitting the Self-Nomination and Acceptance form to the Designated Election Official, and information on obtaining an absentee ballot. *Except as set forth below for Metropolitan Districts organized after January 2000, the Call for Nominations must be made by publication one time in a newspaper of general circulation within the District and by one of the following methods: 1. Posting the information on the District's website; or 2. Mailing the notice to each address at which one or more active registered electors of the District resides as provided on the voter registration list as of 150 days prior to the election; or 3. Including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election or other informational mailing sent by the District to the eligible electors; or 4. For Districts with fewer than 1,000 electors that is wholly located in a county with a population of less than 30,000, posting the notice in at least three public places within the District boundaries and in the office of the County Clerk and Recorder. FOR METROPOLITAN DISTRICTS ORGANIZED AFTER JANUARY 1, 2000, the District must email the notice to each active registered elector of the District as provided on the voter registration list as of 150 days prior to the election. If the elector does not have an email of record in the voter registration records, the notice must be mailed to each address at which a registered elector resides. The notice must also be provided by one of the following methods: 1. Publication one time in a newspaper of general circulation within the District; or 2. Posting the information on the District's website; or 3. Including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election or other informational mailing sent by the District to the eligible electors; or 4. For Districts with fewer than 1,000 electors that is wholly located in a county with a population of less than 30,000, posting the notice in at least three public places within the District boundaries and in the office of the County Clerk and Recorder.	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)
2-20-25	Last day to provide the call for nominations.	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)

May 6, 2025 Regular Mail Ballot Election Calendar

Date	Action	Authority
2-28-25	Last day Self-Nomination and Acceptance forms must be filed with the Designated Election Official or, if none has yet been designated, with the presiding officer or the Secretary of the Board of Directors (no later than the normal close of business on the 67th day before the election). FCPA NOTE: If the Self-Nomination and Acceptance form or the Affidavit of Intent to be a Write-in Candidate contains a statement substantially stating “I will not, in my campaign for this office, receive contributions or make expenditures exceeding two hundred dollars (\$200) in the aggregate during the election cycle, however, if I do so, I will thereafter register and file all disclosure reports required under the Fair Campaign Practices Act”, then no disclosure reports are required to be filed unless and until the two hundred dollar (\$200) threshold has been met.	1-13.5-303(1) 1-13.5-303(4) 1-45-108(1)(c) Article XXVIII, Section 2(2) of the Colorado Constitution Secretary of State Rule 16.3.1 of the Rules Concerning Campaign and Political Finance
3-3-25	Last day to file Affidavits of Intent to be a Write-in Candidate with Designated Election Official (not later than 64 days before the election).	1-13.5-305
3-4-25	Designated Election Official, if instructed by resolution of the Board, may cancel the election if there are no more candidates, including write-in candidates, than positions to be filled, and there are no ballot issue(s) or ballot question(s), and declare the candidates elected (at the close of business on the 63rd day before the election or anytime thereafter). If the electors are to consider the election of persons to office and any ballot question or ballot issue, the governing body may by resolution withdraw the ballot question(s)/ ballot issue(s) and cancel the election at any time prior to the election, if there are no more candidates, including write-in candidates, than positions to be filled. No election may be cancelled in part. Notice of cancellation of the election must be published one time prior to the election date. The Notice must be posted in the office of the Designated Election Official, and in the office of the County Clerk and Recorder of each county in which the District is located. A copy of the Notice shall be filed with the Division of Local Government. Designated Election Official shall notify the candidates that the election was cancelled and that they were elected by acclamation. SPECIAL NOTE: If the election is cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the special district following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing and filing of an oath with the County Clerk and Recorder and posting of a bond.	1-13.5-513(1) 1-13.5-513(3) 1-13.5-513(6) 1-13.5-112(2)
3-7-25	Certify ballot content (no later than 60 days before the election). Every ballot shall contain the names of all duly nominated candidates for the offices to be voted for at the election. The arrangement of the names shall be established by lot at any time prior to the certification of the ballot. The Designated Election Official shall notify the candidates of the time and place of the lot drawing for the ballot. The drawing shall be performed by the Designated Election Official or a designee. If any ballot question(s) or ballot issue(s) will be included on the ballot, they must follow the list of candidates.	1-13.5-511 1-13.5-902(2) 1-13.5-902(7)
3-7-25	FCPA NOTE: Each candidate or the Designated Election Official shall file with the Secretary of State a copy of such candidate's Self-Nomination and Acceptance forms or Affidavits of Intent to be a Write-In Candidate (no later than 60 days before the election). If the Self-Nomination and Acceptance form contains a statement that the candidate is familiar with the provisions of the Fair Campaign Practices Act, then no filing of a “Candidate Affidavit” under the Fair Campaign Practices Act is required. FCPA NOTE: A candidate who does not accept contributions but who expends money for campaign purposes shall not be required to form a Candidate Committee, but shall be required to file disclosure reports for the reporting periods during which the expenditures are made. FCPA NOTE: Candidate Committees shall register with the Secretary of State before accepting or making any contributions. Issue Committees shall register with the Secretary of State within 10 calendar days of accepting or making contributions or expenditures in excess of \$200 to support or oppose any ballot issue or ballot question.	1-45-108(3) 1-45-108(3.3) 1-45-110(1) Article XXVIII, Section 2(10), Colorado Constitution Secretary of State Rules 2.1, 16.1 and 16.3 of the Rules Concerning Campaign and Political Finance

Continued on page 12

May 6, 2025 Regular Mail Ballot Election Calendar

Date	Action	Authority
3-12-25	Designated Election Official must have on file at the principal office of the District or Designated Election Official a plan for the conduct of the mail ballot election (no later than 55 days prior to the election). SPECIAL NOTE: Pursuant to Section 1-13.5-111(2), all regular elections that will include a TABOR ballot issue must be conducted as a mail ballot election. Such election cannot be conducted as a polling place election.	1-13.5-1104(1)
3-21-25	Written comments for and against the TABOR ballot issue(s) must be received by the Designated Election Official (45 days before the election). (Comments must be filed by NOON on the Friday before the 45 th day before the election).	1-13.5-503(1) 1-7-901(4) Article X, Section 20, Colorado Constitution
3-22-25	Designated Election Official shall mail absentee ballots to those eligible electors who have applied and are designated as a “covered voter” under the Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) (not later than 45 days before the election).	1-13.5-618 1-8.3-103(1)(d) 1-8.3-110(1)
3-22-25	Earliest date to hold a class of instruction concerning the tasks of an election judge (not more than 45 days prior to the election).	1-13.5-408
3-27-25	Last day for the Designated Election Official to order the voter registration and property owners lists (no later than 40 days prior to election). Designated Election Officials of overlapping political subdivisions conducting an election shall confer concerning the preparation of the notice required by TABOR (“TABOR Notice”) (no later than 40 days prior to the election). If feasible, the political subdivisions shall enter into an intergovernmental agreement for the preparation and mailing of the TABOR Notice.	1-13.5-203(1) 1-13.5-204(1) 1-13.5-204(2) 1-13.5-1105(2)(a) 1-13.5-503(1) 1-7-905(2) 1-7-906(3)
4-4-25	Last day for County Clerk and Recorder to certify initial list of registered voters and County Assessor shall certify initial list of property owners (no later than 30 days prior to election). NOTE: These lists should be requested to be received prior to this date since the TABOR Notice must also be mailed this date. Designated Election Official shall have available printed ballots (at least 30 days prior to election). Mail TABOR Notice to each household where an active registered elector of the District resides (at least 30 days before the election).	1-13.5-203(1)(a) 1-13.5-204(2) 1-13.5-1105(2)(a) 1-13.5-902(1)(a) Article X, Section 20(3) (b), Colorado Constitution
4-14-25	Designated Election Official may begin mailing to each eligible elector, who is an active registered elector, a mail ballot package, including property owners who are active registered electors, but may not reside within the District. Mail ballots shall be made available at the office of the Designated Election Official, or the office designated in the mail ballot plan, for eligible electors who are not listed on the voter registration or property owners lists, but who are authorized to vote (not sooner than 22 days prior to election).	1-13.5-1105(4)(a) 1-13.5-1105(4)(d)
4-15-25	FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (21 st day before the election).	1-45-108(2)(a) (II)
4-16-25	Last day to publish Notice of the election once (at least 20 days before the election). Post Notice in the office of the Designated Election Official. Mail a copy of the Notice to the County Clerk and Recorder of each county in which the special district is located. DEBT OR OTHER FINANCIAL OBLIGATION election. Post notice of additional financial information on District’s website, or if no website, in the chief administrative office of the District (no later than 20 days before the election). County Clerk and Recorder shall supply supplemental list of registered voters and County Assessor shall supply supplemental list of property owners (no later than 20 days prior to election).	1-13.5-502(1) 1-13.5-502(2) 1-13.5-1105(2)(d) 1-13.5-503(2) 1-7-908(1)(a) 1-13.5-203(1)(a) 1-13.5-204(2) 1-13.5-1105(2)(b)
4-21-25	Last day to mail the ballot packages (no later than 15 days before the election).	1-13.5-1105(4)(a)

May 6, 2025 Regular Mail Ballot Election Calendar

Date	Action	Authority
4-21-25	Designated Election Official shall appoint election judges (at least 15 days prior to election). Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. Each election judge shall file an acceptance of appointment with the Designated Election Official within seven (7) days after certificate of appointment and acceptance forms were mailed. Designated Election Official shall appoint at least one member of the special district Board and at least one eligible elector of the special district who is not a member of such Board to serve with the Designated Election Official as the Canvass Board for the election (at least 15 days prior to election). Election Judges may receive and prepare mail ballots for tabulation. Counting of the mail ballots may begin fifteen (15) days prior to the election and continue until counting is completed.	1-13.5-401(1) 1-13.5-403 1-13.5-404 1-13.5-1301(1) 1-13.5-1107
5-2-25	FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (Friday before the election).	1-45-108(2)(a) (II)
5-5-25	Deliver to election judge the registration records and all necessary election supplies, including ballots, Poll Book, etc. (at least one day prior to the election).	1-13.5-205
5-6-25	ELECTION DAY. 7:00 A.M. to 7:00 P.M.	
5-14-25	Last day to receive voted absentee ballot from UOCAVA eligible elector, if such ballot was postmarked or transmitted electronically by 7:00 p.m. on the day of election, in order for ballot to be counted (by the close of business on the 8 th day after the election).	1-8.3-111 1-8.3-113(2)
5-20-25	Canvass Board shall certify the official abstract of votes cast at the election (no later than the 14th day after the election). A copy of the certificate of election results shall be filed with the Division of Local Government. The Designated Election Official shall transmit to each person declared to be elected a certificate of the person's election. The term of office of each newly elected person shall commence at the next meeting of the Board of Directors of the District following the election, but no later than thirty (30) days following the date the election results were certified and upon the signing of an oath and filing with the County Clerk and Recorder and posting of a bond. If the election was cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the District following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing of an oath and filing with the County Clerk and Recorder and posting of a bond.	1-13.5-1305(1) 1-13.5-1305(2) 32-1-104(1) 1-13.5-112(1) 1-13.5-112(2)
6-5-25	FCPA NOTE: File Candidate Committee or Issue Committee Report of Contributions and Expenditures with the Secretary of State (30 days after the election).	1-45-108(2)(a) (II)
6-20-25	For debt authorization elections, mail the election results by certified mail to the Board of County Commissioners of each county in which the District is located or to the governing body of a municipality that has adopted a resolution of approval of the District and to the Division of Securities (within 45 days after the election).	32-1-1101.5(1)
	Election official shall retain the sealed voted ballots until time has expired for any contest proceedings or 25 months after the election, whichever is later. All other election records and forms shall be preserved for at least six (6) months following the election.	1-13.5-616(1) 1-13.5-616(2)

We would like to thank Micki Mills from Cockrel Ela Glesne Greher & Ruhland, PC (CEGR Law) for developing this valuable resource.



2025 Calendar of Statutory Deadlines

The following is a to-do list for your district in the upcoming year. Please note that this list merely highlights some of your reporting and filing responsibilities; it is not exhaustive.

Deadlines in **the blue boxes** occur on the same date each year. Deadlines in **the green boxes** fall on different dates each year.

On or before January 1 of each year

File a current, accurate map of the district boundaries (or letter stating there were no changes) with:

- » the Division of Local Government (DLG);
- » the County Clerk and Recorder of each County in which the district is located; and
- » the County Assessor of each County in which the district is located.¹

First Board meeting

At the first regular Board meeting of the new calendar year, designate the “official” posting place for 24-hour (agenda) notice of district meetings.² The posting location may be the public website of the district or the physical location(s) within the district boundaries designated by the district at the first regular Board meeting of the new calendar year. In order to comply with the posting of notice on the public website of the district or at the physical location, the notice must contain the specific agenda information, if available, and posted not less than 24 hours prior to the holding of the meeting. A district that posts notices on a website shall provide the address of the website to the Department of Local Affairs. The district must still designate one physical location within the district boundaries for posting in the event of an exigent or emergency circumstance which prevents posting or public access to the online webpage.

Conduct annual meeting

Metropolitan districts that were organized after January 1, 2000 conduct annual meeting. No official action may be taken by the Board at the annual meeting. At the annual meeting, there must be a presentation on the status of the public infrastructure project and outstanding bonds, and a review of the district’s unaudited financial statements. The district Board must provide an opportunity for members of the public to ask questions about the district.

Notice of rate or fee change for water or sanitary sewer services

Special districts fixing or increasing fees or

other charges for water and sanitary sewer services must hold a public meeting to do so. Special districts must provide notice to their customers 30 days in advance of the public meeting.³

The notice to customers must be made in one or more of the following ways:

- » Mailing the notice separately to each customer; or
- » Including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter or other informational mailing sent to each customer; or
- » Posting the notice on the district’s official website, if there is a link to the district’s website on the official website of the DLG; or
- » If the district is a member of the Special District Association of Colorado (SDA), by updating the transparency notice on SDA’s website.

January 15

Pursuant to Section 32-1-809, C.R.S., an annual “transparency” notice must be provided to eligible electors between November 16 and January 15. The annual transparency notice to electors must contain certain information about the district, including, but not limited to:

- » Address, telephone number, and contact for the district;
- » Board member names and contact information;
- » Name of Board Chair or President;
- » Name of each Board member whose office will be on the ballot at the next regular special district election;
- » Date of next Board election and procedures for self-nomination;
- » Mill levy and total property tax revenues received during the last year; and
- » Regular Board meeting and posting location information.

The notice to electors must be made in one or more of the following ways:

- » Mailing the notice separately to each household where one or more eligible electors of the district reside; or
- » Including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, or other informational mailing sent to each customer; or
- » Posting the notice on the district’s official website, if there is a link to the district’s website on the official website of the DLG; or

- » If the district is a member of SDA, by updating the transparency notice on SDA’s website; or
- » For a special district with less than 1,000 eligible electors that is wholly located in a county with a population of less than 30,000, posting the notice in at least three publication places within the district and at the County Clerk and Recorder’s office.

In addition, a copy of this annual “transparency” notice is also filed with:

- » the DLG;
- » the Board of County Commissioners;
- » the County Assessor;
- » the County Treasurer;
- » the County Clerk and Recorder; and
- » the governing body of any municipality in which the district is located.⁴

January 30

File with DLG a certified copy of adopted budget, including budget message and any resolutions adopting the budget, appropriating money, and fixing the rate of any mill levy.⁵

March 1 (60 days after end of fiscal year)

Annual information report to the DLG with respect to any nonrated public securities of the district which were outstanding as of the end of the fiscal year (December 31).⁶

March 31 (within 3 months of close of fiscal year)

Application for exemption from audit, if applicable, due to State Auditor. Any local government where revenues or expenditures are at least \$100,000 but not more than \$750,000 may, with the approval of the State Auditor, be exempt from the provisions of Section 29-1-603.⁷

If district has authorized but unissued general obligation debt as of the end of its fiscal year (December 31), submit copy of application for exemption from audit to Board of County Commissioners or governing body of municipality that adopted a resolution of approval of the service plan.⁸

Prior to May 1

If any new property included in district by 100% owner petition, deadline to record court order of inclusion with County Clerk and Recorder to enable district to levy tax against newly included property for the year in which the inclusion occurred.⁹

File a recorded copy of the certified court order of inclusion with the DLG and the County Clerk and Recorder.¹⁰

Prior to May 1 (continued from page 14)

Record a special district public disclosure document and a map of the new boundaries of the district at the same time as recording the order of inclusion.¹¹

June 30

Auditor submits completed audit and audit report to district Board.¹²

File copy with State Auditor within 30 days after receipt.¹³

Submit audit report or application for exemption from audit to Board of County Commissioners or governing body of municipality that adopted a resolution of approval of the service plan if district has authorized but unissued general obligation debt as of the end of its fiscal year (December 31).¹⁴

Prior to July 1

If any new property included into district by taxpayer petition or Board resolution, deadline to record court order of inclusion with County Clerk and Recorder to enable district to levy tax on newly included property for year in which inclusion occurred.¹⁵

File a recorded copy of the certified court order of inclusion with the DLG and the County Clerk and Recorder.¹⁶

Record a special district public disclosure document and a map of the new boundaries of the district at the same time as recording the order of inclusion.

July 30

File audit report with State Auditor within 30 days after the report is received,¹⁷ but not later than July 30, or file request for extension of time to file audit.

Submit audit report to Board of County Commissioners or governing body of municipality that adopted a resolution of approval of the service plan if district has authorized but unissued general obligation debt as of the end of its fiscal year (December 31).¹⁸

August 25

County Assessor certifies district's valuation for assessment (preliminary).¹⁹

September 30

If the State Auditor has granted extension of time to file audit, this is the final date an audit may be filed. Failure to file the audit may result in the State Auditor authorizing the County Treasurer to prohibit the release of any monies which were generated pursuant to the taxing authority of the district until the district submits an audit report to the state auditor.

October 1

Any special district created after July 1, 2000, shall file not more than once a year a special

district annual report for the preceding calendar year. Unless the requirement is waived or otherwise requested by an earlier date by the Board of County Commissioners or by the governing body of the municipality in which a special district is wholly or partially located, the annual report must be provided by October 1 of each year. The annual report must be electronically filed with the governing body that approved the service plan or, if the jurisdiction has changed due to annexation into a municipality, the current governing body with jurisdiction over the special district, the Division, and the State Auditor, and such report must be electronically filed with the County Clerk and Recorder for public inspection, and a copy of the report must be made available by the special district on the special district's website.

The annual report must include, as applicable for the reporting year, but shall not be limited to:

- » Boundary changes made;
- » Intergovernmental agreements entered into or terminated with other governmental entities;
- » Access information to obtain a copy of rules and regulations adopted by the Board;
- » A summary of litigation involving public improvements owned by the special district;
- » The status of the construction of public improvements by the special district;
- » A list of facilities or improvements constructed by the special district that were conveyed or dedicated to the county or municipality;
- » The final assessed valuation of the special district as of December 31 of the reporting year;
- » A copy of the current year's budget;
- » A copy of the audited financial statements or the application for exemption from audit, as applicable;
- » Notice of any uncured defaults existing for more than ninety days under any debt instrument of the special district;
- » Any inability of the special district to pay its obligations as they come due under any obligation which continues beyond a 90-day period; and²⁰
- » Any additional information required by the district's approved service plan.

October 15

Qualified person prepares and submits proposed budget to Board.²¹

Publish/post notice of budget and hearing.²²

November 16

Begin 60-day window to provide annual "transparency" notice to electors for 2025.²³

December 10

County Assessor certifies district's valuation for assessment (final).²⁴

December 15

Adopt budget and appropriate moneys, if certifying a mill levy.²⁵

December 15

Certify mill levy to Board of County Commissioners.²⁶

December 15

File notice of inactive status, if applicable, with:²⁷

- » Board(s) of County Commissioners or governing body of municipality that approved district service plan;
- » County Treasurer;
- » County Assessor;
- » County Clerk and Recorder;
- » District Court;
- » State Auditor; and
- » DLG

December 15

File notice of intent to continue in inactive status, if applicable, with:²⁸

- » State Auditor and
- » DLG

December 31

Adopt budget and appropriate moneys, if not levying property taxes.²⁹

December 31

Calculate (as of the end of the fiscal year) district's authorized but unissued general obligation debt. Specify amount, if any, and any current or anticipated plan to issue the debt in district's audit report.³⁰

December 31

At least annually, publish information about land development charges, if applicable, on district's official website.³¹

December 31

An annual inventory of real and personal property having an original cost that equals or exceeds an amount established by the district, unless the amount is established by the State.³²

Many thanks to Micki Mills at Cockrel Ela Glesne Greher & Ruhland, PC (CEGR Law) for her assistance in reviewing and updating this calendar.

For footnote references, please see <https://bit.ly/3UYW30S>

May 6, 2025 Regular Polling Place Election Calendar

Date	Action	Authority
12-7-24	FOR METROPOLITAN DISTRICTS ORGANIZED AFTER JANUARY 1, 2000, the County Clerk and Recorder of each county in which the District is located shall provide the District with the voter registration list as of 150 days prior to the election for purposes of emailing or mailing the call for nomination between 100 and 75 days prior to the election. The list(s) must be ordered prior to this time. FOR ALL OTHER DISTRICTS that chose to mail such call for nominations, the County Clerk and Recorder of each county in which the District is located shall provide the District with the voter registration list as of 150 days prior to the election for purposes of mailing the call for nomination between 100 and 75 days prior to the election. The list(s) must be ordered prior to this time.	1-13.5-501(1.7) 1-13.5-501(1.5)
Before providing the Call for Nominations	District Board adopts Election Resolution calling the regular election, appointing Designated Election Official, approving any ballot question(s) to be submitted to the electors, if any, and determining other matters. NOTE: The Board can delay adopting a Resolution to approve any ballot question(s) until closer to the date to certify the ballot content.	
1-1-25	Earliest day Self-Nomination and Acceptance forms can be filed with the Designated Election Official or, if none has yet been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1 st and no later than the normal close of business on the 67 th day before the election).	1-13.5-303(1) 1-13.5-303(4)
1-26-25	First day to be able to provide* the Call for Nominations between 100 days and 75 days before a regular special district election. The call shall state the special district director offices to be voted upon, where a Self-Nomination and Acceptance form may be obtained, the deadline for submitting the Self-Nomination and Acceptance form to the Designated Election Official, and information on obtaining an absentee ballot. *Except as set forth below for Metropolitan Districts organized after January 2000, the Call for Nominations must be made by publication one time in a newspaper of general circulation within the District and by one of the following methods: 1. Posting the information on the District's website; or 2. Mailing the notice to each address at which one or more active registered electors of the District resides as provided on the voter registration list as of 150 days prior to the election; or 3. Including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election or other informational mailing sent by the District to the eligible electors; or 4. For Districts with fewer than 1,000 electors that is wholly located in a county with a population of less than 30,000, posting the notice in at least three public places within the District boundaries and in the office of the County Clerk and Recorder. FOR METROPOLITAN DISTRICTS ORGANIZED AFTER JANUARY 1, 2000, the District must email the notice to each active registered elector of the District as provided on the voter registration list as of 150 days prior to the election. If the elector does not have an email of record in the voter registration records, the notice must be mailed to each address at which a registered elector resides. The notice must also be provided by one of the following methods: 1. Publication one time in a newspaper of general circulation within the District; or 2. Posting the information on the District's website; or 3. Including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election or other informational mailing sent by the District to the eligible electors; or 4. For Districts with fewer than 1,000 electors that is wholly located in a county with a population of less than 30,000, posting the notice in at least three public places within the District boundaries and in the office of the County Clerk and Recorder.	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)
2-20-25	Last day to provide the call for nominations.	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)

May 6, 2025 Regular Polling Place Election Calendar

Date	Action	Authority
2-28-25	Last day Self-Nomination and Acceptance forms must be filed with the Designated Election Official or, if none has yet been designated, with the presiding officer or the Secretary of the Board of Directors (no later than the normal close of business on the 67th day before the election). FCPA NOTE: If the Self-Nomination and Acceptance form or the Affidavit of Intent to be a Write-in Candidate contains a statement substantially stating “I will not, in my campaign for this office, receive contributions or make expenditures exceeding two hundred dollars (\$200) in the aggregate during the election cycle, however, if I do so, I will thereafter register and file all disclosure reports required under the Fair Campaign Practices Act”, then no disclosure reports are required to be filed unless and until the two hundred dollar (\$200) threshold has been met.	1-13.5-303(1) 1-13.5-303(4) 1-45-108(1)(c) Article XXVIII, Section 2(2) of the Colorado Constitution Secretary of State Rule 16.3.1 of the Rules Concerning Campaign and Political Finance
3-3-25	Last day to file Affidavits of Intent to be a Write-in Candidate with Designated Election Official (not later than 64 days before the election).	1-13.5-305
3-4-25	Designated Election Official, if instructed by resolution of the Board, may cancel the election if there are no more candidates, including write-in candidates, than positions to be filled, and there are no ballot question(s), and declare the candidates elected (at the close of business on the 63rd day before the election or anytime thereafter). If the electors are to consider the election of persons to office and any ballot question, the governing body may by resolution withdraw the ballot question(s) and cancel the election at any time prior to the election, if there are no more candidates, including write-in candidates, than positions to be filled. No election may be cancelled in part. Notice of cancellation of the election must be published one time prior to the election date. The Notice must be posted in the office of the Designated Election Official, and in the office of the County Clerk and Recorder of each county in which the District is located. A copy of the Notice shall be filed with the Division of Local Government. Designated Election Official shall notify the candidates that the election was cancelled and that they were elected by acclamation. SPECIAL NOTE: If the election is cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the special district following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing and filing of an oath with the County Clerk and Recorder and posting of a bond.	1-13.5-513(1) 1-13.5-513(3) 1-13.5-513(6) 1-13.5-112(2)
3-7-25	Certify ballot content (no later than 60 days before the election). Every ballot shall contain the names of all duly nominated candidates for the offices to be voted for at the election. The arrangement of the names shall be established by lot at any time prior to the certification of the ballot. The Designated Election Official shall notify the candidates of the time and place of the lot drawing for the ballot. The drawing shall be performed by the Designated Election Official or a designee. If any ballot question(s) will be included on the ballot, they must follow the list of candidates. Designated Election Officials of special districts with overlapping boundaries must meet, confer and, if practical, hold the elections in a manner that will permit the eligible electors in the overlapping area to vote in all of such elections at one polling place.	1-13.5-511 1-13.5-902(2) 1-13.5-902(7) 1-13.5-504(3)

Continued on page 18



May 6, 2025 Regular Polling Place Election Calendar

Date	Action	Authority
3-7-25	FCPA NOTE: If election is NOT canceled, each candidate or the Designated Election Official shall file with the Secretary of State a copy of such candidate's Self-Nomination and Acceptance forms or Affidavits of Intent to be a Write-In Candidate (no later than 60 days before the election). If the Self-Nomination and Acceptance form contains a statement that the candidate is familiar with the provisions of the Fair Campaign Practices Act, then no filing of a "Candidate Affidavit" under the Fair Campaign Practices Act is required. FCPA NOTE: A candidate who does not accept contributions but who expends money for campaign purposes shall not be required to form a Candidate Committee, but shall be required to file disclosure reports for the reporting periods during which the expenditures are made. FCPA NOTE: Candidate Committees shall register with the Secretary of State before accepting or making any contributions. Issue Committees shall register with the Secretary of State within 10 calendar days of accepting or making contributions or expenditures in excess of \$200 to support or oppose any ballot question.	1-45-108(3) 1-45-108(3.3) 1-45-110(1) Article XXVIII, Section 2(10), Colorado Constitution Secretary of State Rules 2.1, 16.1 and 16.3 of the Rules Concerning Campaign and Political Finance
3-22-25	Designated Election Official shall mail absentee ballots to those eligible electors who have applied and are designated as a "covered voter" under the Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) (not later than 45 days before the election).	1-13.5-618 1-8.3-103(1)(d) 1-8.3-110(1)
3-22-25	Earliest date to hold a class of instruction concerning the tasks of an election judge (not more than 45 days prior to the election).	1-13.5-408
3-27-25	Last day for the Designated Election Official to order the voter registration and property owners lists (no later than 40 days prior to election). Designated Election Official may order an initial voter registration and property owners lists be received 30 days prior to the election, with a supplemental list provided 20 days prior, or the complete lists provided as of the 6 th day prior to the election.	1-13.5-203(1) 1-13.5-204(1) 1-13.5-204(2)
4-4-25	If requested, County Clerk and Recorder shall certify initial list of registered voters and County Assessor shall certify initial list of property owners (no later than 30 days prior to election). Designated Election Official shall have available printed ballots (at least 30 days prior to election).	1-13.5-203(1)(a) 1-13.5-204(2) 1-13.5-902(1)(a)
4-7-25	Mail absentee voter's ballot to each of those eligible electors on the list of permanent absentee voters or those eligible electors who have applied for an absentee ballot (not more than 72 hours after the blank ballots have been received).	1-13.5-1002(2)(b)
4-15-25	FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (21 st day before the election).	1-45-108(2)(a)(II)
4-16-25	Last day to publish Notice of the election once (at least 20 days before the election). Post Notice in the office of the Designated Election Official. Mail a copy of the Notice to the County Clerk and Recorder of each county in which the District is located. Post Polling Place sign at each polling place (at least 20 days prior to election). If requested, County Clerk and Recorder shall supply supplemental list of registered voters and County Assessor shall supply supplemental list of property owners (no later than 20 days prior to election).	1-13.5-502(1) 1-13.5-502(2) 1-13.5-502(3) 1-13.5-203(1)(a) 1-13.5-204(2)
4-21-25	Designated Election Official shall appoint election judges (at least 15 days prior to election). Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. Each election judge shall file an acceptance of appointment with the Designated Election Official within seven (7) days after certificate of appointment and acceptance forms were mailed. Designated Election Official shall appoint at least one member of the special district Board and at least one eligible elector of the special district who is not a member of such Board to serve with the Designated Election Official as the Canvass Board for the election (at least 15 days prior to election).	1-13.5-401(1) 1-13.5-403 1-13.5-404 1-13.5-1301(1)

May 6, 2025 Regular Polling Place Election Calendar

Date	Action	Authority
4-24-25	If the District is using voting machines or an electronic voting system for the use of absentee voters, such voting machines or electronic voting system must be available from 12 days prior to the election until the close of business on the Friday preceding the election.	1-13.5-1007(1) 1-13.5-1007(2)
4-29-25	Last day to request an absentee ballot (close of business on Tuesday preceding election).	1-13.5-1002(1) (b)
4-30-25	If requested, County Clerk and Recorder shall supply the complete list of registered voters and County Assessor shall supply the complete list of property owners (as of the 6 th day prior to the election).	1-13.5-203(1)(a) 1-13.5-204(2)
5-2-25	FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (Friday before the election).	1-45-108(2)(a) (II)
5-5-25	Deliver to election judge the registration records and all necessary election supplies, including ballots, voting booths, etc. (at least one day prior to the election).	1-13.5-205
5-6-25	ELECTION DAY. 7:00 A.M. to 7:00 P.M.	
5-14-25	Last day to receive voted absentee ballot from UOCAVA eligible elector, if such ballot was postmarked or transmitted electronically by 7:00 p.m. on the day of election, in order for ballot to be counted (by the close of business on the 8 th day after the election).	1-8.3-111 1-8.3-113(2)
5-20-25	Canvass Board shall certify the official abstract of votes cast at the election (no later than the 14 th day after the election). A copy of the certificate of election results shall be filed with the Division of Local Government. The Designated Election Official shall transmit to each person declared to be elected a certificate of the person's election. The term of office of each newly elected person shall commence at the next meeting of the Board of Directors of the District following the election, but no later than thirty (30) days following the date the election results were certified and upon the signing of an oath and filing with the County Clerk and Recorder and posting of a bond. If the election was cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the District following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing of an oath and filing with the County Clerk and Recorder and posting of a bond.	1-13.5-1305(1) 1-13.5-1305(2) 32-1-104(1) 1-13.5-112(1) 1-13.5-112(2)
6-5-25	FCPA NOTE: File Candidate Committee or Issue Committee Report of Contributions and Expenditures with the Secretary of State (30 days after the election).	1-45-108(2)(a) (II)
	Election official shall retain the sealed voted ballots until time has expired for any contest proceedings or 25 months after the election, whichever is later. All other election records and forms shall be preserved for at least six (6) months following the election.	1-13.5-616(1) 1-13.5-616(2)

We would like to thank Micki Mills from Cockrel Ela Glesne Greher & Ruhland, PC (CEGR Law) for developing this valuable resource.



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SDA Legislative Briefings Set to Begin January 14!

Are you looking for an easy and convenient way to stay up to date on the latest legislative issues for special districts? Then make sure to mark your calendars to join us for the 2025 SDA Legislative Briefings!

The 2025 Legislative Session officially convenes on Wednesday, January 8, and we already have our full set of Legislative Briefings scheduled and ready to go.

The first briefing will take place on Tuesday, January 14 at 12:00 pm. These briefings will take place via Zoom, and all SDA members are welcome to listen in as we review the current hot topics and issues we have been working on at the Capitol.

Following the first briefing, the schedule of briefings for the entire Session is as follows:

Tuesday, February 4 at 12:00 pm
Tuesday, February 18 at 12:00 pm
Tuesday, March 4 at 12:00 pm
Tuesday, March 18 at 12:00 pm
Tuesday, April 1 at 12:00 pm
Tuesday, April 15 at 12:00 pm
Tuesday, April 29 at 12:00 pm

Please visit the SDA website at www.sdaco.org for more information and to register. Whether you would like to listen every time or just once in a while, this is an easy way

to stay informed on all the current issues (please note that we will not be recording the briefings).

In addition, you will also be able to access a wide variety of legislative information on the SDA website. Here you will find the full Legislative Briefing schedule, the bill tracker, and any other pertinent legislative update or reports, all in one easy-to-find place. This added convenience is a quick and helpful way for members to stay up to date with the Legislative Session.

As always, please contact the SDA office at 303-863-1733 and ask for Ann Terry or Michael Valdez if you have any questions. 🍌

Renew Your SDA Membership Today and Receive a 25% Discount!

Our 2025 membership renewals just opened, and now is the perfect time to renew yours! **And here's the best part: if you're a district and you renew by March 1, 2025 (and pay by July 1, 2025), you will receive a 25% discount!**

Plus, don't forget that your SDA membership comes with an added benefit: access to the National Special District Association (formerly known as the National Special Districts Coalition). This national membership provides additional resources, support,

and networking opportunities at a national level as well as grant funding options (please refer to <https://www.nationalspecialdistricts.org/> for more information).

Renewing is quick and easy. Simply go online to the SDA website at www.sdaco.org (if you're a district, remember to have your 2025 budget information handy as you go through the process).

If you have any questions or need any assistance, please feel free to contact Karla Boughney, Membership Services Coordinator,

at 303-863-1733.

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Balancing Transparency and Compliance

Lessons from Colorado Special Districts

Guest article by Mac Clemmens, CEO, Streamline

As new accessibility laws come into effect, many government agencies are facing difficult decisions about how to comply while maintaining transparency. A recent article in *Colorado Politics* highlighted a concerning trend: in an effort to avoid penalties of up to \$3,500 under HB21-1110, some agencies are opting to remove public records from their websites entirely. This mirrors what happened in California when AB434 passed, leading to agencies, including CalFIRE, removing critical information like fire maps from public access. For transparency advocates, it was the digital equivalent of a book burning.

Accessibility Shouldn't Come at the Cost of Transparency

At Streamline, we understand the pressures government agencies face. But there's an important lesson here: accessibility shouldn't come at the cost of transparency. That's why the DOJ's new guidance and the rules from the Office of Information Technology (OIT) include a provision for archived content. This allows agencies to retain access to important records while working towards full compliance. For more information on archived content, you can review the DOJ's definition at <https://www.ada.gov/resources/small-entity-compliance-guide/#1-archived-web-content>

For documents created before the cutoff date, Colorado's HB21-1110 allows you to archive them rather than remove them completely. It's possible to move the content to an archive section, or, like we did, solve this by adding a notification before accessing an inaccessible document — still allowing a user to access the information or request an accessible version. This way, you can continue to provide access to the public, while

ensuring that you are meeting the accessibility requirements over time.

Districts' Incredible Progress Towards the Goal

It is worth celebrating that the smallest and most local form of government in Colorado has made incredible strides, going from less than 1% of documents being accessible to more than 500 districts that are now fully in compliance with HB21-1110, including the accessible document requirements.

I can speak from personal experience that special districts have taken the mandate with the utmost seriousness and care. We have watched as they have remediated thousands of pages, learned from countless tutorial videos, collaborated with each other, and, against the odds, completely transformed the experience for users with disabilities. Organizations like the Special District Association of Colorado and Spencer Fane have dedicated enormous staff time to support districts large and small across the state. And organizations like the National Federation of the Blind have been steadfast in reminding us all of the heart wrenching consequences of not being compliant, offered during testimony at the OIT hearings, from the user who had to listen to an entire PDF document be read to them *one letter at a time*.

Today, I'm proud to say that more than 500 of our districts fully comply with the law as articulated in our 7-point checklist for special districts (download the latest at <http://www.getstreamline.com/co-ada-checklist>). This doesn't mean that every archived document is fully remediated, but there is, when eligible, a notice with the ability to request a remediated file while they work through their document backlog and continue to



More than 150 special district leaders, accessibility advocates, and technology leaders gathered in May 2024 at a website accessibility summit at the History Colorado Center in Denver to problem-solve, educate, and prepare for the July 1 deadline. Representative Ortiz, the author of HB21-1110, recognized each of the first 12 districts to be fully compliant in Colorado, along with Ann Terry, CEO of the Special District Association of Colorado.

prioritize the content most important to their community.

Districts Can—and Are—Creating a More Accessible Web

Yes, compliance is challenging, but it's possible to create an accessible experience for everyone. By working together, we can create a web that is accessible to all without sacrificing transparency.

For more information on how to comply with the ADA laws in Colorado, please visit Streamline Colorado Accessibility at <https://www.getstreamline.com/co-accessibility>. 🍌

Editor's Note: Mac Clemmens is an ADA expert and the CEO of Streamline Software, Inc.; regularly speaks on ADA best practices; and has won numerous awards for his work on website accessibility for government organizations. Streamline is a proud member and sponsor of the Special District Association of Colorado.

ABOUT US

Since 1995, the Colorado Employer Benefit Trust has partnered with the Special District Association of Colorado to provide benefit solutions that are superior and affordable. With more than 240 Special Districts participating in the Trust, CEBT is recognized for its comprehensive benefit offerings, exceptional customer service and consistently low rate increases.

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Vector Check It

Guest article by the Colorado Special Districts Property and Liability Pool

The Colorado Special Districts Property and Liability Pool (CSD Pool) remains committed to our more than 2,500 public entities as *Your Risk Management Partner*. Each month, we are focusing on a different program or service we offer our membership, either at no cost or at a discounted rate. This month's highlight is on Vector Check It, Vector Solutions' answer to fleet and asset management.

Vector Check It—Fleet and Asset Management

Vector Check It is the ultimate in operations management software, designed to streamline routine maintenance and inventory checks of vehicles, tools, and other apparatus. It also allows organizations to create customizable checklists and criteria based on your own needs.

With this software, you can ensure resources are functioning properly and have confidence that your gear is always ready for action. Features include opening service tickets, documenting costs, and tracking the progress of an out-of-service apparatus.

Vector Check It works on computers and mobile devices and streamlines operations for fire departments; water and wastewater operations; or any organization that has a fleet of autos or large equipment.

Here's how Vector Check It can help streamline your fleet management:

- » Manage apparatus and equipment checks on your computer, tablet, or smartphone
- » Identify issues immediately with real-time analytics
- » Stay informed of your equipment's repair costs and repair stage
- » Send notifications and alerts of past-due checks

The best part of this program is the reduced costs for CSD Pool members. Members receive up to 40% off the retail price, depending on your line of coverage with us. On top of that, members can use their Safety and Loss Prevention Grant funds to subsidize 50% of the costs.

If you are interested in a demo or a quote, visit csdpool.org/vector-check-it or reach out to us at info@csdpool.org.

Your Risk Management Partner

As *Your Risk Management Partner*, we remain committed to providing specialized coverages tailored for public entities, exemplary claims support, and safety and loss prevention services to ensure everyone within the organization—from Board members to supervisors and staff—has the tools they need to succeed. If you have any questions about the resources mentioned here, please visit csdpool.org or email us at info@csdpool.com. 🍌



**Colorado Special Districts
Property and Liability Pool**



A New Adventure Begins for Dianne Criswell

Please join us in wishing SDA’s Chief Counsel, Dianne Criswell, all the best as she embarks on a new chapter at the Fort Collins City Attorney’s office!

Dianne first started with SDA in February 2020. In addition to the strong legal and legislative role she filled for us, she also served as the General Counsel for the Colorado Special Districts Property and Liability Pool and the Colorado Firefighter Benefits Trust. Dianne’s unique position provided

the opportunity to work with and on behalf of SDA members from the risk management, legislative, and legal perspectives.

“Dianne’s strong skill set and her vast experience in policy and local government, especially tax related matters, has been a huge asset,” said Ann Terry, SDA’s CEO. “We will miss her valuable knowledge and insight, but we know her diverse background and expertise will be a great match for her new position.” 🍷

Welcome New SDA Members

District Members

Arikaree Ground Water Management District
Bennett Farms Metropolitan District Nos.1-6
Cobb Lake Regional Water Treatment Authority
Colorado First Conservation District
Del Norte Fire Protection District
Dove Creek Ambulance District
Evergreen Ridge Metropolitan District
Gateway-Unawep Fire Protection District
High Plains Estates Metropolitan District
King Ranch Metropolitan District Nos.3-5

Mead Place Metropolitan District No.5
Mesa Ridge Metropolitan District Nos.3-5
Norwood Sanitation District
Prairie Point Community Amenities Maintenance Authority
Promontory Metropolitan District No.2
Rampart Range Metropolitan District No.3
Rendezvous Arrow Metropolitan District Nos.4-8
Waterview North Metropolitan District Nos.1 and 2
Willow Springs Estates Metropolitan District

Associate Members

Organization	General Type of Services
AMI	Community association management
Arbitrage Compliance Specialists, Inc.	Arbitrage specialists, bond compliance
Colorado Rural Water Association	Training for water and wastewater operators
Comcast Business Services	Internet, phone, and TV provider
Curtis Justus & Zahedi, LLC	Water law & rights
K&H Printers/Integrity Voting Systems	Election services and printing company
Kaizen District Solutions	Fractional CFO, finance program management, and special district management
Kirkpatrick CPA, LLC	Tax and accounting services
Nelson Forestry	Tree services
Rose Paving	Commercial asphalt and parking lot paving and maintenance company
Sigler Communications	National strategic communications firm
Strong Capital Markets, LLC	Investment banking services
Synergy Capital of Colorado	Wealth management and public finance
The Management Trust - Colorado Division	HOA management
VF Law	Legal services
WildRock	PR and marketing company



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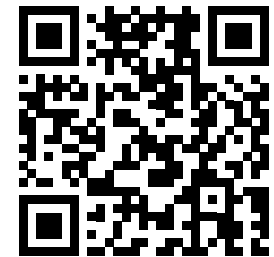


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STATION EQUIPMENT Maintain Your Equipment in Working Order

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- Track the condition and location of all assets across your department.



STATION INVENTORY Simplify Inventory and Storeroom Logistics

- Track costs and quantities in your stock to prevent over-ordering and loss.
- Easily modify compartment based on your current inventory of medical supplies, drugs and tools.



CONTROLLED SUBSTANCES Ensure Compliance with the DEA

- Maintain full compliance by requiring tracking of seal numbers and signatures upon completion of checks.
- Instant access to the status and location of every controlled substance in your inventory.

