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SDA NEWS

DECEMBER 2021

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Our 2022 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, 2022 (and pay by July 1, 2022), you will receive a 25% discount!**

Renewing is quick and easy. Simply go online to the SDA website at www.sdaco.org (and remember to have

your 2022 budget information handy as you go through the process).

If you have any questions or need any assistance, please feel free to contact Karla Boughey, Membership Services Coordinator, at 303-863-1733.

Don't delay; go online and renew today!

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Designed by Emmett Jordan

Happy Holidays!



Ann Terry



Michael Valdez



Meredith Smith Quarles



Megan Lippard



Anthony Sandoval



Dianne Criswell



Karla Boughey



Elena Salinardi

We would like to wish everyone a safe and healthy holiday season and a very Happy New Year!



All the best from the SDA team!



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Meredith Burcham

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SDA Legislative Briefings Set to Begin January 25!

The 2022 Legislative Session officially convenes on Wednesday, January 12 which means it's time to start making plans to join us for the 2022 SDA Legislative Briefings!

The first briefing is scheduled for Tuesday, January 25 at 1:00 pm. These briefings will take place via Zoom, and all SDA members are welcome to listen in for an update on the latest legislative issues for special districts.

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

- » Tuesday, February 8 at 1:00 pm
- » Tuesday, February 22 at 1:00 pm
- » Tuesday, March 8 at 1:00 pm
- » Tuesday, March 22 at 1:00 pm
- » Tuesday, April 5 at 1:00 pm
- » Tuesday, April 19 at 1:00 pm
- » Tuesday, May 3 at 1:00 pm
- » Wednesday, May 18 at TBD (this will be the wrap-up for the 2022 Session with a peek at what's to come in 2023)

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

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.



Welcome New SDA Members

District Members

34 9.5 Metropolitan District
BennT Creek Regional Water Authority
Berthoud-Heritage Metropolitan District No.6
Bradley Heights Metropolitan District Nos.2-3
Chambers Highpoint Metropolitan District Nos.1 and 2
Egnar Slick Rock Fire Protection District
Englewood Downtown Development Authority
Gunnison Rising Metropolitan District
Haxtun Conservation District
Hidden Valley Farm Metropolitan District No.4
Kings Point Community Authority Board
Lakes Metropolitan District No.4
Lanterns Metropolitan District No.2
Legato Metropolitan District Nos.4-7
Liberty Mead Metropolitan District
Loretto Heights Community Authority
Loretto Heights Metropolitan District Nos.2-5
Mayberry Community Authority
Muegge Farms Metropolitan District No.3
Powhaton Community Authority
Powhaton Road Metropolitan District Nos.4-6
Powhaton Road Metropolitan District Nos.8-11

Prosper Park & Recreation Financing Metropolitan District
Redtail Ridge Metropolitan District Nos.1-4
Senac South Metropolitan District No.1
Spring Valley Metropolitan District Nos.5 and 6
Waterfront at Foster Lake Metropolitan District Nos.1-3
Windler Business Improvement District Nos.1 and 2

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Origination Platform Built for Efficient Muni Financing

Guest article by Alpha Ledger

Our public finance technology firm, Alpha Ledger Technologies, was founded with the understanding that municipal finance plays a critical role in building our nation's infrastructure and that more efficient financing enables more productive use of public capital. We are on a mission to modernize the antiquated municipal debt issuance process and empower municipal issuers through digital transformation. To that end, Alpha Ledger has developed a purpose-built platform for capital procurement and debt management.

Our capital procurement platform levels the playing field and enables districts and their advisors to interact directly with investors on an open, transparent marketplace. Districts have achieved demonstrably lower transaction cost and lower interest expense by leveraging the Alpha Ledger platform to increase direct competition between banks and investors within the primary market. With Alpha Ledger, districts avoid costly placement agent and underwriting fees. Lowering the cost of debt issuance helps to decouple the question of how often to borrow and invest in your organization from the question of debt issuance fee efficiency (economic order quantity).

The Alpha Ledger platform creates an auditable, immutable record of the procurement process and the resulting debt instrument which municipal finance officers can use with ease to meet their internal reporting and continuing disclosure responsibilities. Existing loans and bonds can be digitized and combined with any new debt issuance to create a comprehensive, immutable record of an organization's entire debt portfolio. Alpha Ledger's platform can complement or supplant existing spreadsheet-based data management and reporting processes, freeing managers up to focus on strategic work.

Municipal issuers, including members of the Special Districts Association of Oregon (SDAO), have started to adopt digital transformation solutions as a matter of staying current with best practices. David Ulbricht, Director of Advisory Services for SDAO Advisory Services concluded, "The platform certainly demonstrates where technology is leading us into more a transparent and efficient form of financings that are not typically available today, not only for large frequent issuers of debt but smaller issuers as well."

The Alpha Ledger team could not agree more, and we are eager to drive real value for municipal issuers nationwide. We welcome the opportunity to engage with you as your organization evaluates the benefits of digital transformation. 🍌

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The information provided herein is not directed at any investor or category of investors and is provided solely as general information about our products and services and to otherwise provide general education. It is not intended as an offer or solicitation for the purchase or sale of any financial instrument or as an official confirmation of any transaction. Furthermore, no information contained herein should be regarded as a suggestion to engage in or refrain from any investment-related course of action as none of Alpha Ledger nor any of its affiliates is undertaking to provide investment advice, act as an adviser, or give advice in a fiduciary capacity with respect to the materials presented herein. If you are an investor, contact your financial advisor or other fiduciary unrelated to Alpha Ledger about whether any given investment idea, strategy, product or service described herein may be appropriate for your circumstances.

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Congratulations to the 2021 SDA Leadership Academy Fellows!

We have just finished another successful year of the SDA Leadership Academy program! This year's Fellows demonstrated great adaptability as we once again navigated the ongoing pandemic to offer these valuable training events throughout the year.

"I am so proud of all of our Leadership Fellows! We had a great year of speakers who shared their insights and



SDA Leadership Academy

knowledge with us, and we enjoyed getting to know this wonderful group

of leaders," said Ann Terry, SDA's Executive Director.

Please join us in congratulating this year's class! And if you're interested in joining the 2022 Leadership Academy, please go to our website at www.sdaco.org for all the information and to complete the application.

As always, we would like to thank COLOTRUST for sponsoring this ever-popular program.

Name	District or Organization
Chad Alevras	Gregory & Associates
Anthony Baker	Fire & Police Pension Association of Colorado
Christina Barkley	Leyden Rock Metropolitan District
Chief Karl Bauer	Eagle River Fire Protection District
Carrie Billingsly	Meridian Service Metropolitan District
Kayla Blair	Community Resource Services of Colorado (CRS)
Jim Bradford	Eagle County Paramedic Services
Anthony Briseno	CEBT
Jane Burk	Livermore Fire Protection District
Krystin Campion	Estes Park Local Marketing District
Elaina Cobb	Pinnacle Consulting Group, Inc.
Matthew Cohrs	Special District Management Services, Inc.
Andrea Cole	Dominion Water & Sanitation District
Jeffrey DeHerrera	Pueblo West Metropolitan District
Nicole Detweiler	Spencer Fane LLP
Mark Dickerson	Highlands Ranch Metro District
Kara Finch	Colorado SIPA
Tracy Forristall	The Romero Group
Preston Fujiki	Hyland Hills Park & Recreation District
Heather Galbraith	Cherokee Metropolitan District
Polly Gallagher	Grand County Library District
Janet Gibbs	Livermore Fire Protection District
Amy Gnojek	Eagle County Paramedic Services
Jim Grim	Thompson Rivers Parks and Recreation District
Sarah Hadsall	Alameda Corridor Business Improvement District
Matt Hamlin	Hyland Hills Park & Recreation District
Rebecca Hardekopf	Walker Schooler District Managers
Christina Hawker	Donala Water & Sanitation District
Connie Hughes	Cherokee Metropolitan District

Name	District or Organization
Roni Kimbrel	Pueblo West Metropolitan District
Frank Kinder	Northern Water
Kenneth Koger	South Adams County Fire Department
Charlene Korrell	Kiowa County Hospital District
Maria Lara	Streamline
Kathy Lawn	Greater Eagle Fire Protection District
Aubrey Lewis	Cordillera Metropolitan District
Valerie Lovato	Colorado Water Resources and Power Development Authority
Paula Lowder	Colorado Special Districts Property and Liability Pool
Ben Mendenhall	Public Trust Advisors-COLOTRUST
Jonathan Moore	Fountain Sanitation District
Kindra Mulch	Kit Carson County Health Service District
Mike Murphy	Ramey Environmental Compliance
Jan Nelson	Cortez Sanitation District
Joe Norris	Collins Cockrel & Cole
Jessica Pankey	Pueblo West Metropolitan District
Laura Ratcliffe	Hanson Bridgett
Shauna Richardson	Kit Carson County Health Service District
Alexandria Romero	Pueblo City-County Library District
Katie Rummel	Thompson Rivers Parks and Recreation District
Carolyn Schierholz	Highlands Ranch Metro District
Justin Schuvie	Hyland Hills Park & Recreation District
Robert Spangler	Leading Associations
Kathy Steckel	North Fork EMS
Matt Susser	TCW Risk Management
Jordan Tasei	Roxborough Water and Sanitation District
Megan VanCamp	Fromm & Company LLC
Elizabeth Warning	Pacific Western Bank
Trey Zima	South Adams County Fire Department



Election Calendar

May 3, 2022 Regular Mail Ballot Election Calendar

Date	Action	Authority
12-4-21	FOR METROPOLITAN DISTRICTS ORGANIZED AFTER JANUARY 1, 2000 , obtain the voter registration list from the County Clerk and Recorder of each county in which the District is located for purposes of emailing or mailing the call for nomination between 100 and 75 days prior to the election (150 days prior to the election). The list(s) must be ordered prior to this time.	1-13.5-501(1.7)
Before providing the Call for Nominations	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.	
1-1-22	Earliest day Self-Nomination and Acceptance forms can be filed with the Designated Election Official or, if none has 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)
1-23-22	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. Mailing the notice to each address at which one or more active registered electors of the District resides; or 2. 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 3. Posting the information on the District's website; 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 obtained 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. 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 3. Posting the information on the District's website; 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. NOTE: This election will continue the transition to odd-year regular special district elections. Therefore, all four (4) year terms will be converted to three (3) year terms to expire in 2025.	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)
2-17-22	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 3, 2022 Regular Mail Ballot Election Calendar

Date	Action	Authority
2-25-22	Last day Self-Nomination and Acceptance forms must be filed with the Designated Election Official or, if none has been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1st and 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
2-28-22	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
3-1-22	Designated Election Official, if instructed by resolution of the Board, may cancel election if there are no more candidates, including write-in candidates, than positions to be filled, and there are no ballot issues or ballot questions, 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. The Notice must be posted in the office of the Designated Election Official, and in the office of the County Clerk and Recorder. 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 <i>following the date of the election</i>, but no later than thirty (30) days <i>following the date of the election</i> and upon the <i>signing and filing of an oath with the County Clerk and Recorder</i> 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)
3-4-22	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)
3-4-22	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
3-9-22	Designated Election Official must have on file at the principal office of the special 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)

Continued on page 12

May 3, 2022 Regular Mail Ballot Election Calendar

Date	Action	Authority
3-18-22	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 45th day before the election).	1-13.5-503(1) 1-7-901(4) Article X, Section 20, Colorado Constitution
3-18-22	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)
3-19-22	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
3-24-22	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). Such 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)
4-1-22	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
4-11-22	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)
4-12-22	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)
4-13-22	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)
4-18-22	Last day to mail the ballot packages (no later than 15 days before the election).	1-13.5-1105(4)(a)
4-18-22	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

May 3, 2022 Regular Mail Ballot Election Calendar

Date	Action	Authority
4-29-22	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)
5-2-22	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
5-3-22	ELECTION DAY. 7:00 A.M. to 7:00 P.M.	
5-11-22	Last day to receive voted absentee ballot from UOCAVA eligible elector, if such ballot was postmarked 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)
5-17-22	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 DEO 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 special 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 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 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)
6-2-22	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)
6-17-22	For debt authorization elections, mail the election results by certified mail to the Board of County Commissioners of each county in which the special district is located or to the governing body of a municipality that has adopted a resolution of approval of the special district and to the Division of Securities (within 45 days after the election).	32-1-1101.5(1)
	SALES TAX. For sales tax increase elections, notice of the adoption of a sales tax shall be submitted to the Executive Director of the Department of Revenue (at least 100 days prior to the effective date of such sales tax. An effective date is either January 1 st or July 1 st following the date of the election.) If such sales tax election is held less than 105 days prior to the January 1 st or July 1 st following the date of the election, such sales tax proposal shall not be effective until the next succeeding January 1 st or July 1 st .	39-26-104(2)(c)
	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)

SDA would like to thank Micki Mills at Collins Cockrel & Cole for developing these Election Calendars which are a valuable resource for our members.

2022 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; and
- » the County Assessor.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) 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, the notice must contain the specific agenda information, if available, not later 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.

Many thanks to Peggy Rupp at Collins Cockrel & Cole for her assistance in reviewing and updating this calendar.

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 its 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:

- » 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;
- » Board meeting information;
- » and district contact 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.

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 31

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.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

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.¹⁰

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

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.

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

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 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 State Auditor has granted extension of time to file audit, this is the final date an audit may be filed.

October 15

Qualified person prepares and submits proposed budget to Board.²⁰

Publish/post notice of budget and hearing.²¹

November 16

Begin 60-day window to provide annual "transparency" notice to electors for 2023.²²

December 10

County Assessor certifies district's valuation for assessment (final).²³

December 15

Adopt budget and appropriate moneys, if certifying a mill levy.²⁴

December 15

Certify mill levy to Board of County Commissioners.²⁵

December 15

File notice of inactive status, if applicable, with:²⁶

- » 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:²⁷

- » State Auditor and
- » DLG

December 31

Adopt budget and appropriate moneys, if not levying property taxes.²⁸

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.²⁹

December 31

At least annually, publish information about land development charges, if applicable, on district's official website.³⁰

¹ Section 32-1-306, C.R.S.

² Section 24-6-402(2)(c), C.R.S.

³ Section 32-1-1001(2)(a), C.R.S.

⁴ Section 32-1-809, C.R.S. and Section 32-1-104(2), C.R.S.

⁵ Section 29-1-113(1), C.R.S.

⁶ Section 11-58-105, C.R.S.

⁷ Section 29-1-604, C.R.S.

⁸ Section 29-1-606(7), C.R.S.

⁹ Sections 39-1-110(1.5) and 32-1-105, C.R.S.

¹⁰ Section 32-1-105, C.R.S.

¹¹ Section 32-1-104.8, C.R.S.

¹² Section 29-1-606, C.R.S.

¹³ Section 29-1-606(3), C.R.S.

¹⁴ Section 29-1-606(7), C.R.S.

¹⁵ Sections 39-1-110(1.5), 32-1-401(2), and 32-1-105, C.R.S.

¹⁶ Section 32-1-105, C.R.S.

¹⁷ Section 29-1-606, C.R.S.

¹⁸ Section 29-1-606(7), C.R.S.

¹⁹ Section 39-5-128(1), C.R.S.

²⁰ Section 29-1-105, C.R.S.

²¹ Section 29-1-106(3), C.R.S.

²² Section 32-1-809, C.R.S.

²³ Section 39-1-111(5), C.R.S.

²⁴ Section 29-1-108(2), C.R.S.

²⁵ Sections 39-5-128(1) and 32-1-1201, C.R.S.

²⁶ Section 32-1-104(3), C.R.S.

²⁷ Section 32-1-104(4), C.R.S.

²⁸ Section 29-1-108(2), C.R.S.

²⁹ Sections 29-1-605(2) and 29-1-606(7), C.R.S.

³⁰ Section 29-1-803(1), C.R.S.



Please note that this list merely highlights some of your reporting and filing responsibilities; it is not exhaustive.

Election Calendar

May 3, 2022 Regular Polling Place Election Calendar

Date	Action	Authority
12-4-21	FOR METROPOLITAN DISTRICTS ORGANIZED AFTER JANUARY 1, 2000 , obtain the voter registration list from the County Clerk and Recorder of each county in which the District is located for purposes of emailing or mailing the call for nomination between 100 and 75 days prior to the election (150 days prior to the election). Will need to order the list(s) prior to this date.	1-13.5-501(1.7)
Before providing the Call for Nominations	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.	
1-1-22	Earliest day Self-Nomination and Acceptance forms can be filed with the Designated Election Official or, if none has 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)
1-23-22	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. Mailing the notice to each address at which one or more active registered electors of the District resides; or 2. 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 3. Posting the information on the District's website; 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 obtained 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. 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 3. Posting the information on the District's website; 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. NOTE: This election will continue the transition to odd-year regular special district elections. Therefore, all four (4) year terms will be converted to three (3) year terms to expire in 2025.	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)
2-17-22	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 3, 2022 Regular Polling Place Election Calendar

Date	Action	Authority
2-25-22	Last day Self-Nomination and Acceptance forms must be filed with the Designated Election Official or, if none has been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1st and 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
2-28-22	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
3-1-22	Designated Election Official, if instructed by resolution of the Board, may cancel election if there are no more candidates, including write-in candidates, than positions to be filled, and there are no ballot issues or ballot questions, 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 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. The Notice must be posted at each polling location of the special district, in the office of the Designated Election Official, and in the office of the County Clerk and Recorder. 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 <i>following the date of the election</i>, but no later than thirty (30) days <i>following the date of the election</i> and upon the <i>signing and filing of an oath with the County Clerk and Recorder</i> 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)
3-4-22	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 questions 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

SDA would like to thank Micki Mills at Collins Cockrel & Cole for developing these Election Calendars which are a valuable resource for our members.

May 3, 2022 Regular Polling Place Election Calendar

Date	Action	Authority
3-4-22	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
3-18-22	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)
3-19-22	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
3-24-22	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 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)
4-1-22	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)
4-4-22	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)
4-12-22	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)
4-13-22	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. Post Notice of Polling Place 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)
4-18-22	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 3, 2022 Regular Polling Place Election Calendar

Date	Action	Authority
4-21-22	If special 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)
4-26-22	Last day to request an absentee ballot (close of business on Tuesday preceding election).	1-13.5-1002(1)(b)
4-27-22	If requested, County Clerk and Recorder shall supply complete list of registered voters and County Assessor shall supply 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)
4-29-22	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)
5-2-22	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
5-3-22	ELECTION DAY. 7:00 A.M. to 7:00 P.M.	
5-11-22	Last day to receive voted absentee ballot from UOCAVA eligible elector, if such ballot was postmarked 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)
5-17-22	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 DEO 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 special 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 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 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)
6-2-22	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)





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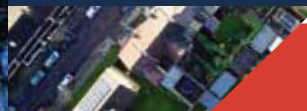
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Deadline to File Your **Transparency Notice** is **January 15**

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:

- » Business address and telephone number
- » 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 charts below list special districts that are required to provide a Transparency Notice and those that are not.

Continued on page 23

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

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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 blue 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. 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.

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? Ask Evan

Q: How does a district dispose of old, outdated, or unused capital equipment or assets, like a truck or a tractor?

A: Special districts regularly need to sell or dispose of their capital assets. However, the guidance in Colorado's laws is minimal.

First, under Colorado law, a district Board of Directors has authority to make financial and resource decisions, including the power to acquire, dispose of, and encumber real and personal property as necessary for the functions or operation of the district. For example, Colorado Revised Statutes (C.R.S.) Section 32-1-1001(1)(f).

A second important set of principles are found under Colorado's Constitution in Article XI, which prohibit gifts of public funds or lending of public credit. This is a common provision in many state constitutions, and in the context of surplus property, is a reminder that public entities must purchase and sell at market value, unless a public purpose applies (such as a charitable donation or marketing purposes which benefits the public or the donation supports a public program) or the capital asset is transferred to another governmental entity.

A district can set more specific ground rules for disposing of surplus or unused property by adopting a resolution or policy through its Board of Directors and/or incorporating these rules into a surplus property policy. Such a policy might include the following provisions:

- » An identification of who will make the determination that the property is no longer needed, outdated, and/or surplus
- » A designation of who in the district is responsible for the disposal of the surplus property
- » Direction on when or if capital assets can be sold to a district employee or official (at an arm's length transaction, for example)
- » Direction on the manner of disposing of surplus property, such as internal transfers within the district, selling to the highest bidder at a public auction, trade-in on a similar item, recycling the item, or donating the item to a non-profit or charitable



Evan Goulding, Consultant and former SDA Executive Director.

organization (with which the district Board does not have a conflict of interest)

- » If the property is sold, the surplus property policy may also direct where the funds should be deposited or used, such as a capital equipment replacement fund

Having a surplus property policy is a best practice that serves the public interest in getting the most from your district's disposed assets, both during the district's use and after the property is disposed.



...a district Board of Directors has authority to make financial and resource decisions, including the power to acquire, dispose of, and encumber real and personal property as necessary for the functions or operation of the district.

? Ask Evan

2021 Recap

This year we have covered a wide range of timely and pertinent topics in our “Ask Evan” questions. To make it easy to reference this information, below is a list of the question that was featured in each issue. We look forward to bringing you more helpful questions and answers in 2022!

January 2021

As we begin a new year, what duties must a special district Board take care of entering 2021?

Bonus Ask Evan: Can you please provide a refresher on the use of executive sessions?

June 2021

One important function of special districts is to raise money and finance the construction and management of public facilities and services. What forms of financing are available to special districts?

February 2021

Is a financial audit mandatory?

July 2021

What is a TABOR Notice, how is it prepared, and what must go into it?

March 2021

We are aware of the requirement to have an annual audit done and to file the audit report with the Office of the State Auditor. But we are not sure exactly what is included in that audit and if there is a need to have a broader audit done?

August/September 2021

What is a "resolution" and is there a particular form and format for drafting a resolution?

October/November 2021

If a district wants to have an educational retreat for Board members, is that a public meeting?

April 2021

What do you do if a Board member wants to do an end-around the Manager or Fire Chief, going outside the chain of command?

December 2021

How does a district dispose of old, outdated, or unused capital equipment or assets, like a truck or a tractor?

May 2021

Can a district move money from one line to another and does that require a budget amendment? What if a district goes over budget in one line for one fiscal year, does that need to be cured for the next fiscal year? And what is a budget amendment?





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