

**CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
NOTICE OF SPECIAL BOARD MEETING AND AGENDA**

Wednesday, November 29, 2023, at 5:30 PM (MST)

This meeting will be held via in-person and teleconferencing and can be joined through the directions below:

At 614 N Tejon St, Colorado Springs, CO 80903

- AND -

Please join meeting from your computer, tablet or smartphone.

<https://video.cloudoffice.avaya.com/join/790257478>

You can also dial in using your phone.

United States: [+1 \(213\) 463-4500](tel:+12134634500)

Access Code: 790-257-478

Public Invited to Attend

Board of Director	Title	Term Expiration
Matt Grage	President	May 2027
Val Schoenherr	Secretary/ Treasurer	May 2025
Gordon Loux	Director	May 2025
Debbie Van Ness	Director	May 2027
Roger Peyton	Director	May 2027

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Review and Consider Approval of Board Meeting Minutes from May 16, 2023 (enclosed)**
- 5. Conduct Public Hearing on 2023 Budget Amendment and 2024 Budget Adoption**
 - a. Review and Consider a Resolution to adopt the 2023 Budget Amendment and 2024 Budget (enclosed)
- 6. Legal Matters**
 - a. Discuss 2024 Meeting Dates
 - b. Review and consider approval of WSDM Engagement letter (enclosure)
 - c. Review and consider Resolution to apply for 2023 Audit Exemption (enclosure)
 - d. Discuss Website Compliance and WCAG 2.1 AA Requirements for ADA Compliance
- 7. Public Comment**
- 8. Other Business**
- 9. Adjourn**



CHEYENNE CREEK METROPOLITAN
PARK & WATER DISTRICT
MINUTES OF THE BOARD OF DIRECTORS' MEETING

May 16, 2023

The meeting of the Board of Directors of the Cheyenne Creek Metropolitan Park and Water District commenced at 5:40 p.m. on the May 16, 2023. The meeting was held at 720 Bear Paw Lane N., Colorado Springs, CO, and called to order by Matt Grage, President. Other directors attending were: Gordon Loux, Sandra Meagher, Roger Peyton, and Val Schoenherr. Others attending were Connie Goodwin, Administrator; Debbie Van Ness, and Kevin Walker of WS District Managers (WSDM). Pres. Grage introduced the newcomers to the meeting.

As the meeting progressed, the board expressed their appreciation to Connie Goodwin for her administrative services for the past 24 years.

First item of business was the approval of minutes from the last meeting. Motion to approve the minutes for the Board meeting held December 12, 2022, was made by Sandra Meagher and seconded by Val Schoenherr. The motion passed unanimously.

Next business item, Pres. Grage asked the newcomers to give background information on themselves. Kevin Walker proceeded about himself, as well as WS District Managers. After Mr. Walker fielded questions from the board, he left for another meeting. Debbie Van Ness shared her background. After Mr. Walker's departure, the board discussed the proposal for services from WSDM. Motion to accept the proposal from WS District Managers was made by Val Schoenherr and seconded by Gordon Loux. Motion carried with a unanimous vote.

Discussion of the transition continued with the acknowledgement that Connie Goodwin should continue to assist with compensation for additional time on the transition. Roger Peyton moved to appropriate additional payment(s) to Connie Goodwin to assist/advise WSDM for at least one month. Motion was seconded by Val Schoenherr and carried unanimously.

Pres. Grage acknowledged the election of himself, Roger Peyton, and Debbie Van Ness by acclamation. In discussing the appointment of officers, Pres. Grage agreed to continue as President. Sandra Meagher moved to appoint Val Schoenherr as

Secretary/Treasurer which was seconded by Matt Grage and carried unanimously.

Last item, Matt Grage moved to authorize both officers as signers on the bank accounts at Eastern Colorado Bank and ColoTrust. Motion was seconded by Gordon Loux and passed with a unanimous vote.

There being no further business, the meeting adjourned at 6:45 p.m.

Respectively submitted,

A handwritten signature in cursive script, appearing to read "Connie Goodwin".

/s/Connie Goodwin, Assistant Secretary



**CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
RESOLUTION/ORDINANCE TO ADOPT 2024 BUDGET**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2024, AND ENDING ON THE LAST DAY OF DECEMBER, 2024.

WHEREAS, the Board of Directors of the Cheyenne Creek Metropolitan Park & Water District has appointed WSDM, LLC to prepare and submit a proposed budget to said governing body at the proper time;

WHEREAS, WSDM, LLC, District Manager has submitted a proposed budget to this governing body on October 15, 2024, for its consideration;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on Wednesday, November 29, 2023, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO:

Section 1. That estimated expenditures for each fund are as indicated on the attached Exhibit A.

Section 2. That estimated revenues for each fund are as indicated on the attached Exhibit A

Section 3. That the budget as submitted, amended and herein summarized by fund and attached as Exhibit A, hereby is approved and adopted as the budget of Cheyenne Creek Metropolitan Park & Water District for the year stated above.

Section 4. That the budget hereby approved and adopted shall be signed by the Chairman and board member and made a part of the public records of the District.

Adopted this 29th day of November, 2023.

CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
BOARD OF DIRECTORS

By: _____
Matt Grage, President

ATTEST: _____
Val Schoenherr, Sec/Treas

**CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
RESOLUTION/ORDINANCE TO SET MILL LEVIES
FOR THE YEAR 2024**

A RESOLUTION/ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO, FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Directors of Cheyenne Creek Metropolitan Park & Water District has adopted the annual budget in accordance with the Local Government Budget Law on November 29, 2023;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes is \$_____.

WHEREAS, the amount of money necessary to balance the budget for bonds and interest is \$0;

WHEREAS, the amount of money to balance the budget pursuant to Sections 28-1-301 (1.2) and 28-1-302 (1.5) for capital expenditures is \$0; and

WHEREAS, the 2023 valuation Creek

Metropolitan Park & Water County Assessor is \$10,590,760. for assessment for Cheyenne District as certified by the

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO:

Section 1. That for the purpose of meeting all general operating expenses of Cheyenne Creek Metropolitan Park & Water District during the 2024 budget year, there is hereby levied a tax of 6.11212 mills with a Temporary property Mill Levy Rate Reduction of 5.61212 resulting in a levy of .5 NET mill upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2023.

Section 2. That for the purpose of meeting all bonds and interest of Cheyenne Creek Metropolitan Park & Water District during the 2024 budget year, there is hereby levied a tax of -0- mills on each dollar of the total valuation for assessment of all taxable property within the District for the year 2023.

Section 3. That for the purpose of meeting approved capital expenditures of Cheyenne Creek Metropolitan Park & Water District during the 2024 budget year, there is hereby levied a tax of -0- mills upon each dollar of the total valuation for assessment within the District for the year 2023.

Section 4. That the Chairman and board member are hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for Cheyenne Creek Metropolitan Park & Water District as hereinabove determined and set.

ADOPTED this 12th day of December, 2023.

CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
BOARD OF DIRECTORS

By: _____
Matt Grage, President

ATTEST: _____
Val Schoenherr, Sec/Treas

**CHEYENNE CREEK METROPOLITAN PARK & WATER
DISTRICT RESOLUTION TO APPROPRIATE SUMS OF MONEY
2024 BUDGET YEAR**

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO, FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the budget in accordance with the budget law on November 29, 2023, and

WHEREAS, the Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO:

That the following sums as set forth in the attached budget are hereby appropriated from the revenue of each fund, to each fund for the purposes stated: (see attached budget).

ADOPTED THIS 12th day of December, 2023.

CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
BOARD OF DIRECTORS

By: _____
Matt Grage, President

ATTEST: _____
Val Schoenherr, Sec/Treas

**CHEYENNE CREEK METRO PARK & WATER DISTRICT
2024 BUDGET
GENERAL FUND**

	2022	2023	2023	2024
	ACTUAL	PROJECTED	BUDGET	BUDGET
GENERAL FUND BEGINNING BALANCE	\$ 35,697	\$ 32,841	\$ 32,841	\$ 36,065
REVENUES				
PROPERTY TAXES	\$ 5,291	\$ 4,885	\$ 5,216	\$ 6,203
SPECIFIC OWNERSHIP TAXES	\$ 1,171	\$ 450	\$ 522	\$ 620
DELINQUENT INTEREST	\$ 28	\$ 12		
ABATEMENTS & OMMITTED	\$ -	\$ -	\$ (10)	\$ -
STATE DISTRIBUTION	\$ -	\$ 4,022	\$ 5,000	\$ -
INTEREST INCOME	\$ 450	\$ 1,100	\$ 500	\$ 500
TOTAL REVENUES	\$ 6,940	\$ 10,469	\$ 11,228	\$ 7,323
TOTAL OF BALANCE AND REVENUES	\$ 42,637	\$ 43,310	\$ 44,069	\$ 43,388
EXPENDITURES				
ACCOUNTING/MANAGEMENT	\$ 8,712	\$ 6,000	\$ 8,712	\$ 6,000
BOARD MEETING	\$ 700	\$ 411	\$ 800	\$ 1,000
DUES AND SUBSCRIPTIONS			\$ -	\$ -
ELECTION	\$ 48	\$ 74	\$ 150	\$ -
INSURANCE	\$ 100	\$ 580	\$ 100	\$ 650
LEGAL SERVICES			\$ 1,400	\$ 1,000
OFFICE / POSTAGE	\$ 156	\$ 100	\$ 200	\$ 200
TREASURERS FEE	\$ 80	\$ 80	\$ 80	\$ 93
CONTINGENCY			\$ 343	\$ 1,000
TOTAL EXPENDITURES	\$ 9,796	\$ 7,245	\$ 11,785	\$ 9,943
ENDING FUND BALANCE	\$ 32,841	\$ 36,065	\$ 32,284	\$ 33,445
EMERGENCY RESERVE 3%	\$ 294	\$ 217	\$ 354	\$ 298
ASSESSED VALUATION	\$ 10,798,190	\$ 11,162,400	\$ 11,162,400	\$ 12,406,077
MILL LEVY	0.5	0.5	0.5	0.5

DRAFT

**CHEYENNE CREEK METRO PARK & WATER DISTRICT
2024 BUDGET
GENERAL FUND**

	2022	2023	2023	2024
	ACTUAL	PROJECTED	BUDGET	BUDGET
GENERAL FUND BEGINNING BALANCE	\$ 35,697	\$ 32,841	\$ 32,841	\$ 36,065
REVENUES				
PROPERTY TAXES	\$ 5,291	\$ 4,885	\$ 5,216	\$ 6,892
SPECIFIC OWNERSHIP TAXES	\$ 1,171	\$ 450	\$ 522	\$ 689
DELINQUENT INTEREST	\$ 28	\$ 12		
ABATEMENTS & OMMITTED	\$ -	\$ -	\$ (10)	\$ -
STATE DISTRIBUTION	\$ -	\$ 4,022	\$ 5,000	\$ -
INTEREST INCOME	\$ 450	\$ 1,100	\$ 500	\$ 500
TOTAL REVENUES	\$ 6,940	\$ 10,469	\$ 11,228	\$ 8,081
TOTAL OF BALANCE AND REVENUES	\$ 42,637	\$ 43,310	\$ 44,069	\$ 44,147
EXPENDITURES				
ACCOUNTING/MANAGEMENT	\$ 8,712	\$ 6,000	\$ 8,712	\$ 6,000
BOARD MEETING	\$ 700	\$ 411	\$ 800	\$ 1,000
DUES AND SUBSCRIPTIONS			\$ -	\$ -
ELECTION	\$ 48	\$ 74	\$ 150	\$ -
INSURANCE	\$ 100	\$ 580	\$ 100	\$ 650
LEGAL SERVICES			\$ 1,400	\$ 1,000
OFFICE / POSTAGE	\$ 156	\$ 100	\$ 200	\$ 200
TREASURERS FEE	\$ 80	\$ 80	\$ 80	\$ 103
CONTINGENCY			\$ 343	\$ 1,000
TOTAL EXPENDITURES	\$ 9,796	\$ 7,245	\$ 11,785	\$ 9,953
ENDING FUND BALANCE	\$ 32,841	\$ 36,065	\$ 32,284	\$ 34,193
EMERGENCY RESERVE 3%	\$ 294	\$ 217	\$ 354	\$ 299
ASSESSED VALUATION	\$ 10,798,190	\$ 11,162,400	\$ 11,162,400	\$ 13,784,530
MILL LEVY	0.5	0.5	0.5	0.5

DRAFT



8:14 AM

11/29/23

Accrual Basis

Cheyenne Creek Metro Park & Water District

Profit & Loss

January 1 through November 29, 2023

	<u>Jan 1 - Nov 29, 23</u>
Ordinary Income/Expense	
Income	
CY Property Tax - O&M	5,296.84
Delinquent Interest - O&M	29.96
Specific Ownership Tax - O&M	480.11
Interest Income - O&M	1,341.04
Int Inc - Conservation Trust	3,726.48
State Distribution	4,021.59
	<hr/>
Total Income	14,896.02
Expense	
Accounting	4,356.00
Board Meeting	411.04
District Management	2,000.00
Election Expense	74.40
Insurance	590.00
Office Expense	349.79
Treasurer Collection Fee - O&M	79.91
	<hr/>
Total Expense	7,861.14
	<hr/>
Net Ordinary Income	7,034.88
	<hr/>
Net Income	7,034.88

Cheyenne Creek Metro Park & Water District

Balance Sheet

As of November 29, 2023

	<u>Nov 29, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Eastern Colorado Bank 5808	1,000.00
Eastern Colorado Bank 5775	2,035.81
Colo Trust CT Fund - 8002	90,968.27
Colo Trust General - 8001	<u>32,524.89</u>
Total Checking/Savings	<u>126,528.97</u>
Total Current Assets	<u>126,528.97</u>
TOTAL ASSETS	<u><u>126,528.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>2,253.60</u>
Total Accounts Payable	<u>2,253.60</u>
Total Current Liabilities	<u>2,253.60</u>
Total Liabilities	2,253.60
Equity	
Retained Earnings	117,240.49
Net Income	<u>7,034.88</u>
Total Equity	<u>124,275.37</u>
TOTAL LIABILITIES & EQUITY	<u><u>126,528.97</u></u>

Cheyenne Creek Metropolitan Park & Water District
GENERAL FUND ACCOUNT
11/29/2023

Company	Invoice	Date	Amount	Comments
Constance Goodwin	90123	9/1/2023	\$ 253.60	
WSDM District Managers	7671	8/31/2023	\$ 1,000.00	July-Aug
WSDM District Managers	7682	9/30/2023	\$ 500.00	
WSDM District Managers	7727	10/31/2023	\$ 500.00	
TOTAL			\$ 2,253.60	

		<u>Cheyenne Creek Metro Park & Water District</u>
Cash in Bank 11/29/23	\$ 2,035.81	
Payables	\$ (2,253.60)	
Funds Needed	\$ (217.79)	





RE: Annual Engagement Letter

This agreement constitutes a Statement of Work (“SOW”) to the Original Service Agreement made by and between WSDM – District Managers and **Cheyenne Creek Metropolitan Park & Water District** (“the District”). This engagement letters serves as a renewal to the service provided or additional service to be provided as prescribed below.

Management Services

1. Meeting and Reporting Services – WSDM will provide the following services:
 - a. Coordinate Board meetings, prepare and distribute meeting agenda. Preparation, filing and posting of legal notices required in conjunction with the meeting.
 - b. Ensure meeting notices are properly and timely posted.
 - c. Contact Board members 72 hours prior to a scheduled meeting to ensure a quorum will be present. In the event of a cancelation of a meeting, contact and advise all parties of the cancelation and any changes to the meeting date, time and place, if available.
 - d. Meeting packets will be distributed by U.S. Mail and/or email, as determined by the Board
 - e. Prepare for and attend regular and special meetings of the Board.
 - f. Draft, revise and finalize the minutes of the meeting and circulate for review and comment to ensure all statutory requirements have been met.
 - g. Prepare and maintain a record of all Board members, consultants and vendors. Direct and oversee all service providers, consultants and employees.
 - h. Prepare and make annual compliance filings (but not judicial filings) with the various State and County officials, as required. Coordinate review and approval of annual compliance filings with the attorney.
 - i. Respond to inquiries made by various officials, property owners or consultants in a timely and professional manner.
 - j. Set up and maintain the official records of the District and service as official custodian for same pursuant to the Colorado Open Records Act.
 - k. Monitor requirements pertaining to HB 1343 (Illegal Aliens).
 - l. Insurance administration, including evaluating risks, comparing coverage, process claims, completing applications, monitoring expiration dates, processing routine written and telephone correspondence. Ensure that all District contractors and subcontractors maintain required coverage for the District's benefit. Obtain quotes for insurance annually.

2. Elections – Service as a Designated Election Official (DEO) for district elections with familiarity with various laws, including, but not limited to the Special District Act, the Colorado Local Government Election Code, the Uniform Election Code of 1992, to the extent not in conflict with the Colorado Local Government Election Code, and Article X, § 20 of the Colorado Constitution ("TABOR")

3. Website Administration – extensive experience with creating and updating the District websites, specifically including the State Internet Portal Authority funded sites (SIPA). Or hosting the district website under www.wsdistricts.co.
4. Insurance – WSDM will be the liaison for the annual insurance renewal and payment, as well coordination for any insurance claims, as needed, and complete the annual insurance audit to ensure the district is properly covered.

Accounting and bookkeeping

1. Standard Service – WSDM will provide the following services (with a Certified Public Accountant):
 - a. Accounting:
 - i. Prepare monthly, quarterly and annual financial statements for the monthly meeting packets.
 - ii. Reconcile bank statements and trustee statements on a monthly basis.
 - iii. Coordinate bank account setup and maintenance of signature cards.
 - iv. Prepare and review all payments of claims prior to release to ensure funds are available.
 - v. Monthly email expenditures and coordinate preparation and distribution of same with the manager for the District to monitor the district is on track with the budget and appropriated expenditures.
 - b. Accounts Payable:
 - i. Receive and review invoices for accuracy and appropriateness for payment. Code the invoices in accordance with the budgeted line item.
 - ii. Prepare issuance of checks (or virtual checks) to be paid by the Board for monthly disbursement.
 - iii. Release checks to vendors when all approvals and funding have been received.
 - c. Accounts Receivable:
 - i. Process deposit of revenues
 - ii. Process bank charges and other miscellaneous accounts receivable matters.
 - d. Financial Projections:
 - i. Provide multi-year forecasting on Board request
 - e. Budgets:
 - i. Prepare annual budget and budget message for approval by the Board and coordinate with legal counsel for same.
 - ii. Prepare or assist in the preparation of supplemental and/or amended budgets and accompanying documents, if required.
 - iii. Prepare and assist in the compliance of filing the annual Budget, or amendment, as needed.
 - f. Conservation Trust Fund (Greater outdoor of Colorado - GoCo Funds) Management and associated compliance reporting.
 - g. Audits:
 - i. Submit application to state requesting exemption from audit.

Billing and Collections

1. Standard Services—WSDM may implement billing with either of two potential billing software systems for the residents, BILL billing software, or QuickBooks billing software—as seen applicable.
2. Additional Standard Services will include:
 - a. Respond to customer calls and inquiries in a timely and professional manner.

Customer Service

1. WSDM may provide customer service support by phone, email, social media, text messaging, and fax to help all customers with their inquires, questions, or request for information.
2. WSDM will provide access to a 24-hour emergency number at 719-447-4840.
3. All customer inquires will have a response to them within 1 hour during regular business hours or immediately the following business day, if not an emergency.

Hourly Rates

WSDM will provide all applicable services as listed to the District at a monthly fixed cost of \$500/ month.

Principal	\$225.00
Senior Manager	\$180.00
Senior Accountant (CPA)	\$190.00
Assistant Manager	\$150.00
Bookkeeper	\$ 75.00
Administrative/ Supporting Staff	\$ 50.00

- *Signature Page to Follow* -

Thank you,



Kevin Walker,
President of WSDM

APPROVED AS SIGNED:

Signature

Title

Date



**CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT
RESOLUTION FOR EXEMPTION FROM AUDIT**

A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2023 FOR THE CHEYENNE CREEK METROPOLITAN PARK & WATER DISTRICT, EL PASO COUNTY, COLORADO.

WHEREAS, the Board of Directors wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604 C.R.S. states that any local government where neither revenue nor expenditures exceeds \$750,000, may with the approval of the state auditor, be exempt from the provisions of Section 29-1-603 C.R.S.; and

WHEREAS, neither revenues nor expenditures exceeded \$750,000 for fiscal year 2023;

WHEREAS, an application for exemption from audit has been prepared by District Management who is skilled in government accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulations issued by the state auditor.

NOW THEREFORE, be it resolved by the Cheyenne Creek Metropolitan Park & Water District that the application for exemption from audit for the fiscal year ending December 31, 2023 has been reviewed and is hereby approved by a majority of the Board of Directors and that those Directors have signified their approval by signing below and that this Resolutions shall be attached to and become a part of the application for exemption from audit for the fiscal year ended December 31, 2023.

Adopted this ____ day of _____ 20__.

DIRECTORS:

Matt Grage

Val Schoenherr

Gordon Loux

Debbie Van Ness

Roger Peyton