

**West Custer County Hospital District
Meeting of the Board of Directors
October 30, 2025
Minutes of the Meeting**

Directors Present: Mr. Terry, Ms. Golden, Ms. Alvarado, Mr. Shepard, Ms. McKellip

Staff Present: Ms. Builder, Ms. Beach, and HRRMC staff Mr. Asbury

In Attendance: Ms. Jackson, Mr. Gutknecht, Mr. Brinkley, and Ms. Powell on Zoom

A quorum being present, Mr. Terry called the meeting to order at 3:00 p.m. All meeting attendees recited the Pledge of Allegiance.

Public Comments: N/A

Approval of Minutes: Board Meeting for September 25 and for October 3, 2025, moved by Mr. Shepard, seconded by Ms. Alvarado.

Chair Report: Mr. Terry announced that our district attorney will be joining the meeting via Zoom. The topic is inclusion continuation. Mr. Terry spoke on the Senior Health Fair that he attended on October 18th representing the Board and come to find out, the clinic. Mr. Terry said that he has a presentation to the County Commissioners on November 19th all Board Members are invited to attend if available. It is to ask for the BOCC support as we move forward on the inclusion of the Wetmore area, he referred to the handout that was passed out. The attorney that will join us today sent us documentation outlining the chronology for this to be a formal presentation.

Budget Report: Ms. Alvarado said that going forward she will report up to the prior month, not up to the previous day as in the past. This will make the report more accurate to ensure all data was input. The Balance Sheet total assets shows we are within 3% as to where we were last year. In regard to the P&L comparing actuals to budget showing income at 76% and expenses at 64%. She said that she is aware of some large expenses coming up. She confirmed that there is some wiggle room for the upcoming EMS Generator Enclosure project presented by Ms. Kidwell at the previous meeting.

Clinic Report: Mr. Asbury said that Ms. Roberts is unable to join the meeting today, it conflicts with another meeting. Mr. Asbury spoke on the September Financial Report for the clinic. He said the numbers are a little lower than expected. Dr. Stephens has returned to the clinic 3 days per week. He will be back up to full-time in December. He said we will be seeing volumes increase over the next couple of months as operations return to normal staffing. The Pharmacy numbers continued to increase, in September there were 1681 prescriptions filled. Mr. Asbury said they thank Dr. Wuellner for his service this past year and especially during Dr Stephens leave of absence. Dr Wuellner will be leaving CCHC with his last day being 12/23/25. Natalie Kaufman, RN will be starting full time November 3rd. She is a Westcliffe resident. Maria Aulich, registration specialist, will be retiring December 17th. She has been with the clinic for over 8 years. She will be missed not only by the CCHC staff, but the patients as well.

EMS Report: Ms. Beach spoke on the Run Report; in September there were 51 calls total; 20 were Transports, and there were 2 Second Calls. Total calls for the year thru September are 590. She announce that she did not send any SOGs to be reviewed by Board Members this past month. They have been busy with PR events which included the Senior Fair, Stand-by at the football games, and she presented at Liberty Rocks. They are doing the Trunk or Treat tomorrow, and they just started a new activity where EMS goes over to the school once a month and has lunch with the students. Ms. Beach said she met with the state on the licensing, She received a list of all their requirements. They have to redo the licensing between January and July 2026 and it will be good for two years. She said they are going to do some Emergency Vehicle Operator Course (EVOC) training. She introduced the two crew members that are attending the meeting today. EMS is now fully staffed, and all members are trained completely. She spoke on her new schedule. She brought information on pay increases for the staff, stating that

more needs to be looked at before a decision is made. She said that as she researched current salaries, we are still comparative with other agencies.

Facilities Report: Ms. Kidwell was unable to attend the meeting today. Ms. Builder read the report received by Ms. Kidwell on current and upcoming projects. There was discussion on the usage of the EV Charging Stations, Mr. Asbury said he knows that the clinic providers are using them regularly.

Old Business:

- a. Emily Powell, with Ireland Stapleton, joined on Zoom for her presentation of the proposed Inclusion of the Wetmore area. She introduced herself, saying that she is 100% dedicated to the Special Districts. She said within the firm she does boundary adjustments and realignments. She spoke of the documents that she had emailed Mr. Terry. She spoke through the process of inclusion by resolution and the step-by-step actions to take to move forward. She shared information and recommendations from attachment titled Colorado Special District Act, Procedures for Accomplishing Property Inclusion Through Board Resolution. Also, she thoroughly walked through the detailed attachment titled Timeline for Conducting Inclusion by Resolution of the Wetmore Area Updated: October 19, 2025. The Timeline was specific, and color coded by Board Process, Court & Election Process and Recording Process. No specific action was taken by the Board at this meeting.
- b. Mr. Terry spoke on the final draft of the Bylaws, referring to the document handed out at this meeting. The plan is for the Board Members to send Ms. Builder any edits no later than next Thursday. It was agreed that the final draft will be brought to the next Board meeting and the Board Members will vote on them.
- c. Mr. Terry spoke on the Resource Navigator job description, asking the Board Members to review the document in front of them. There was discussion on the document.

Action Items:

- a. Mr. Terry will check with Ms. Kidwell for the timeline on several of the projects to get done before winter.
- b. Mr. Terry will ask Ms. Kidwell for the frequency and hours that the EV Charging Stations were used in the last 6-weeks.
- c. All Board Members will inform Ms. Builder of any edits of the Resource Navigator Job Description by November 6th.
- d. All Board Members will review the Bylaws and inform Ms. Builder of any edits by November 6th.
- e. Ms. Powell agreed to provide a cost estimate for the Wetmore area inclusion.

Next Board meeting – Thursday December 4, 2025

Next WCCHD/HRRMC Advisory meeting TBD

The meeting adjourned at 4:15 p.m., motion made by Mr. Shepard and seconded by Ms. McKellip

Attachments included:

- Colorado Special District Act, Procedures for Accomplishing Property Inclusion Through Board Resolution
- Timeline for Conducting Inclusion by Resolution

Respectfully submitted,
Dr. Alma Golden

In collaboration with,
Melody Builder

Colorado Special District Act
Procedures for Accomplishing Property Inclusion Through Board Resolution

Board Process

1. The Board adopts a Resolution proposing to include a specific area of land; in this case, the Wetmore area. The area must be "specifically described," ideally by legal description. No single tract or parcel of land may make up more than 50% of the area to be included, unless the owner(s) of the parcel consents. C.R.S. § 32-1-401(2)(a)(II).
2. The Board publishes a notice of the Board meeting at which the Resolution will be considered, including the place, time, and date of the meeting, the area to be included, and a statement that anyone interested in the inclusion and any municipality or county that can provide service to the area should show cause in writing why the Board should not adopt the Resolution. C.R.S. § 32-1-401(2)(b).
3. Between 20 and 30 days before the public meeting at which the Resolution will be included, the Board sends a letter to all property owners within the area to be included, informing them of the proposal to include the area into the District's jurisdiction, the date, time, and location of the public meeting, the District's mill levy. C.R.S. § 32-1-401(3).
4. The Board conducts the public meeting and approves the Resolution and a Certified Order of inclusion of the property into the District's jurisdiction. C.R.S. § 32-1-401(2)(b)-(c).

Court & Election Process

5. The Board files the Resolution and Certified Order with the District Court. The Court directs that the question of inclusion be submitted to the District's eligible electors at an election. The election is held only within the area proposed to be included, and the ballot must be drafted as follows:

"Shall the following described area become a part of the West Custer County Health Services District upon the following conditions, if any?"

For inclusion: _____

Against inclusion: _____

C.R.S. § 32-1-401(2)(d).

6. Following the election, the District files the election results with the District Court and, if a majority of the eligible electors voted in favor of inclusion, a request that the District Court issue an Order including the property into the District's jurisdiction. In such case, the District Court must issue the Order including the property into the District's jurisdiction. C.R.S. § 32-1-401(2)(e).

Recording Process

7. The District records the Court Order of Inclusion in the real property records of the Custer County Clerk & Recorder. The inclusion is effective as of the date and time of recording. C.R.S. § 32-1-105.
8. The property will be transferred onto the District's tax rolls effective January 1, 2027, assuming a November 2026 election date. C.R.S. § 32-1-110(1.5).

Timeline for Conducting Inclusion by Resolution

Wetmore Area

Updated: October 19, 2025

■ Board Process
■ Court & Election Process
■ Recording Process

Task	Deadline	Done	Responsible Party
Draft Resolution proposing the inclusion of the Wetmore area, and setting a public hearing to consider the Resolution approving inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(a)(II)	March 5, 2026		ISPP
Draft publication and letter notices of public hearing on the District Board's consideration of the Resolution approving inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(b), -401(3)	March 5, 2026		ISPP
Board adopts Resolution proposing inclusion of the Wetmore area, and setting a public hearing to consider the Resolution approving inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(a)(II)	March 26, 2026 [regular BOD mtg]		District Board
Obtain list of all District property owners from the Assessor. Prepare property owner mailing list and engage with printer for mailing of property owner notice. C.R.S. § 32-1-401(3)	March 27-April 21, 2026		ISPP
Draft Resolution and Order approving inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(b)-(c)	March 30-May 7, 2026		ISPP
Draft the motion for and proposed Order Setting November 3, 2026 Coordinated Election for filing with the District Court. C.R.S. § 32-1-401(2)(d)	March 30-May 7, 2026		ISPP
Mail the notice of public hearing on the Board's consideration of the Resolution approving inclusion of the Wetmore area to all District property owners. C.R.S. § 32-1-401(3)	April 28-May 8 [20-30 days before hearing]		ISPP in coordination with printer
Publish the notice of public hearing on the Board's consideration of the Resolution approving inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(b)	May 18-22, 2026		District staff, or ISPP at the District's direction
District conducts a public hearing and approves the Resolution and Order approving inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(b)-(c)	May 28, 2026 [regular BOD mtg]		District Board
District files with the District Court a motion for and proposed Order Setting November 3, 2026 Coordinated Election to seek voter approval of inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(d)	June 3, 2026		ISPP
District Court issues an Order Setting November 3, 2026 Coordinated Election for the District to seek voter approval of inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(d)	est. June 17-July 1, 2026		District Court
Draft notice to the County of District's intent to participate in the coordinated election. C.R.S. § 1-7-116(5)	July 17, 2026		ISPP
District provides notice to the County of its intent to participate in the coordinated election. C.R.S. § 1-7-116(5)	July 24, 2026 [100 days before election]		District staff, or ISPP at the District's direction

Timeline for Conducting Inclusion by Resolution

Wetmore Area

Updated: October 19, 2025

■ Board Process
■ Court & Election Process
■ Recording Process

District enters into an IGA with the County to participate in the coordinated election. C.R.S. § 1-7-116(2)	August 25, 2026 [70 days before election]		ISPP (review) District Board
Draft certification of ballot content. C.R.S. § 1-5-203(3)(a)	September 1, 2026		ISPP
Deliver certification of ballot content to the Clerk and Recorder. C.R.S. § 1-5-203(3)(a)	September 4, 2026 [60 days before election]		ISPP
Draft TABOR Notice. Colo. Const. Article X, sec. 20; C.R.S. § 1-7-902, -903	September 11, 2026		ISPP
Deadline for acceptance of TABOR Notice comments, by noon. C.R.S. § 1-7-901(4)	September 18, 2026 [46 days before election]		District staff
Add TABOR comments and deliver final TABOR Notice to the Clerk and Recorder. C.R.S. § 1-7-904	September 21, 2026 [43 days before election]		ISPP
Draft District-specific Notice of Election for publication. C.R.S. 32-1-401(2)(d)	September 23, 2026		ISPP
Deadline for mailing TABOR notices. Colo. Const. Article X, sec. 20; C.R.S. § 1-7-907	October 2, 2026 [30 days before election]		CCR/District
Clerk and Recorder publishes the general Notice of Election. C.R.S. § 1-5-205	October 14, 2026 [20 days before election]		CCR
Publish the District-specific Notice of Election one time in a newspaper of general circulation within the District's boundaries. C.R.S. 32-1-401(2)(d).	October 14, 2026 [20 days before election]		District staff, or ISPP at the District's direction
Election Day			
	November 3, 2026		
Draft a motion for and proposed Order of Inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(e)	November 4-12, 2026		ISPP
District files with the District Court the motion for and proposed Order of Inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(e)	November 13, 2026		ISPP
District Court issues an Order of Inclusion of the Wetmore area. C.R.S. § 32-1-401(2)(e)	Est. November 16-27, 2026		District Court ISPP
District records the Order with the Clerk and Recorder. C.R.S. § 32-1-105	Est. November 17-28, 2026 [Following Court Order]		ISPP
County Canvas Board finalizes the election results and the District files the Certification of Election Results with the District Court and DOLA. C.R.S. § 1-10-102	November 25, 2026		CCR/District
Included property is moved on the District's tax rolls for assessment of property taxes in 2027, for collection in 2028. C.R.S. § 39-1-110(1.5)	January 1, 2027		Assessor