

WRITTEN PLAN FOR THE CONDUCT OF THE PARK FOREST WATER DISTRICT DISTRICT MAIL BALLOT REGULAR ELECTION TO BE HELD MAY 6, 2025

1. **Contact information for Special District** conducting the election:
Name of the Special District ("District"): Park Forest Water District
Primary contact person: Tracy M
Phone: 719-494-1320
Email: PFWD@PFWD.org
Principal Office Address: 7340 McFerran Road, Colorado Springs, CO 80908 (District Office)
2. **Date of the Election:** May 6, 2025 ("Election")
3. **Type of Election:** Special district regular election
4. Citation of the **statutes** authorizing election: Title 32, Article 1, C.R.S.; Title 1, Article 13.5, C.R.S. et seq. The District will conduct the Election according to all relevant provisions of the statutes authorizing the Election.
5. Name and contact information for the **Designated Election Official** ("DEO") who will be responsible for all aspects of the election: Wayne W. Williams, 719-439-1870, District Office and 3472 Research Parkway, Ste. 104-200, Colorado Springs, CO 80920, waynewilliamslaw@comcast.net. Tasks referring to the DEO may be accomplished through election judges.
6. **Eligible electors and timing for mailing ballots:** As of March 6, 2025, there were 595 eligible electors registered within the district boundaries with additional eligible electors to be determined as provided by law.

The DEO will receive a list of the registered electors residing within the District from the El Paso County Clerk ("Clerk") and a list of the owners of all taxable real and personal property with the District from the El Paso County Assessor. Supplemental lists will be obtained received no later than 20 days prior to the Election (May 15, 2025). Sections 1-13.5-203(1), 1-13.5-204(1) and (2), and 1-13.5-1105(2)(a) and (b), C.R.S.

No later than 45 days prior to the Election (March 22, 2025), the DEO will cause to be mailed a ballot to each active eligible elector residing within the District who is a covered voter (4 as of March 6), as that term is defined in Section 1-8.3-102, C.R.S. (UOCAVA). Section 1-13.5-1103(4), C.R.S.

Between 22 and 15 days before the Election (April 14, 2025 to April 21, 2025), the DEO will cause to be mailed a ballot to each active eligible elector of the District. Section 1-13.5-1105(4)(a), C.R.S.
7. **Ballot Return and Distribution:** Total number of drop-off locations: 1 anticipated. The official place of deposit will be the 24/7 ballot box ("ballot box") located at Black Forest Fire & Rescue, 11445 Teachout Rd., Colorado Springs, CO 80908. If that location is otherwise in use or unavailable, the DEO may alter the location to the 24/7 ballot box located at Black Forest Park-n-Ride, 7503 Black Forest Rd., Colorado Springs, 80908 or another appropriate location. The ballot box should be 24/7 video monitored (including recording). District employees will not have access to open or move the ballot box. Ballots can also be mailed to the District's DEO at Wayne Williams,

Designated Election Official, Park Forest Water District, P.O. Box 64560, Colorado Springs, CO 80962-4560.

For election integrity reasons, there will be no unmonitored freestanding drop-off locations. A 24-hour utility payment drop box also exists outside the District office. Although this is not an official place of deposit, experience has shown that some ballots will be deposited in that box. District staff who discover ballots in the utility payment drop box will promptly deposit those ballots in the official ballot box.

The walk-in location to obtain new or replacement ballots shall be located at the District's office 7340 McFerran Road, Colorado Springs, CO 80908. This location will be open from 9 a.m. to Noon p.m., Monday, Wednesday, and Friday, beginning 22 days prior to the Election (April 14), and from 7:00 a.m. to 7:00 p.m. on the day of the Election. Any voter needing a new or replacement ballot outside of these times may contact the DEO. Section 1-13.5-1105(4)(d), C.R.S. Since all active voters will be mailed a ballot, it is anticipated that the number of voters seeking new or replacement ballots will be small. Accordingly, the DEO will appoint and train a limited number of District staff (anticipated to be limited to no more than 2 individuals) rather than hire separate judges for 150+ hours. Prior to issuing a ballot packet, the staff-judge will obtain the necessary documentation and log the distribution of the ballot on an inventory prepared by the DEO. All excess ballots will be returned to the DEO.

8. **Notice of Election:** A notice of the District's election shall be published one time on before April 16, 2025 (at least 20 days before the Election) in the Gazette, which is a legal publication having general circulation in the District. Such notice shall also be posted in the District Office used by the DEO and sent to the County Clerk and Recorder. Sections 1-13.5-502(1) and (2) and 1-13.5-1105(2)(d), C.R.S.

9. **Ballot delivery and processing:** The DEO will supervise the distribution and handling of the ballots and will take the necessary steps to protect the confidentiality of the ballots cast and the integrity of the election. The DEO shall appoint a sufficient number of election judges to distribute, handle and count the ballots. The election judges will also take the necessary steps to protect the confidentiality of the ballots cast and the integrity of the election.

All deposited ballots will be counted as provided by the Election Laws. A mail ballot will be valid and counted only if it is returned in the return envelope, the self-affirmation on the return envelope is signed and completed by the eligible elector to whom the ballot was issued and the information on the return envelope is verified.

If the DEO determines that an eligible elector to whom a replacement ballot has been issued has voted more than once, the first ballot returned by the elector will be considered the elector's official ballot. Any other ballot will be rejected. Any such voter may be referred the 4th Judicial District Attorney for investigation and/or prosecution.

Ballot envelopes will be date stamped upon receipt. Each day when ballots are received by the DEO, the ballots will be counted, batched, and the number of ballots received recorded, including those that were returned as undeliverable. The DEO will maintain a daily log containing the total number of ballots returned.

10. Description of **procedures to be used to ensure ballot security** at all stages of the process: The Ballots or ballot labels will contain the warning set forth in Section 1-13.5-1105(4)(b). The return envelopes will contain the self-affirmation set forth in Section 1-13.5-605(1). The return envelope will have a flap covering the signature of the eligible elector. To protect the elector's privacy, the District will include a secrecy sleeve, and voting instructions, in the mail ballot packet.

When not being processed, ballots packets will be placed in a safe, secure area under the supervision of the DEO, election judge or person designated by the DEO. Ballots will not be left unattended while being processed unless secured. After processing is complete, ballots will be placed in a safe and secure area. Access to the secure area shall be determined by the DEO.

A replacement ballot may be requested if the ballot was destroyed, spoiled, lost or not received by the elector. An elector may obtain a ballot if a mail ballot packet was not sent to the elector because the eligibility of the elector could not be determined at the time the mail ballot packets were mailed. The elector requesting the new or replacement ballot must complete a sworn statement specifying the reason for requesting the ballot. A mail ballot packet will not be issued or transmitted to the elector unless a sworn statement requesting the ballot is received on or before the Election.

11. **Counting of the mail ballots:** The DEO election judges shall receive and prepare the mail ballots for counting. The counting may begin no sooner than 15 days before the Election (April 21, 2025). The election judges shall take all precautions necessary to ensure the secrecy of the counting procedures. No information concerning the count shall be released by the election judges or any watchers until after 7:00 p.m. on the day of Election. Section 1-13.5-1107, C.R.S. No counting judge will be an employee of the District or affiliated with a District director, or any candidate on the ballot.

The DEO will select a location for counting and will take necessary security precautions to ensure that no unauthorized individual will have access to the location, including changing the physical or electronic keying of the room or otherwise securing the room so that district staff will not have access while ballots are in the room unless under the supervision of the DEO or his non-employee judges.

Any candidate wishing to appoint a watcher may contact the DEO.

12. **Changes** to this Plan may be made for good cause and will be promptly posted to parkforestwd.colorado.gov.

Dated this 12th day of March, 2025,

Park Forest Water District

By: Wayne W. Williams

Name: Wayne W. Williams, DEO