

**WRITTEN PLAN FOR THE CONDUCT OF A  
MAIL BALLOT ELECTION TO BE HELD MAY 6, 2025**

**1. Contact information for Special District conducting the election:**

Name of the Special District (“District”):	Berthoud Fire Protection District
Primary contact person:	Jill Wilson
Phone:	970.532.2264
Email:	<a href="mailto:jwilson@berthoudfire.org">jwilson@berthoudfire.org</a>
Principal Office Address:	248 Welch Avenue, Berthoud, CO 80513

**2. Date of the Election:** May 6, 2025 (“Election”)

**Type of Election:** Regular special district election

**3. Citation of the statute authorizing election:**

Title 32, Article 1, C.R.S.; Title 1, Article 13.5, C.R.S. (“Election Laws”).

The political subdivision will conduct the Election according to all relevant provisions of the statutes authorizing the Election.

**4. Name and contact information for the Designated Election Official who will be responsible for all aspects of the election:**

Deputy Election Official  
Sue Blair  
Community Resource Services of Colorado, LLC  
7995 E. Prentice Ave., Suite 103E  
Greenwood Village, CO 80111  
Phone: 303-381-4960  
Email: [elections@crsofcolorado.com](mailto:elections@crsofcolorado.com)

**5. Eligible electors and timing for mailing ballots:**

There are approximately 13,000 eligible electors in the District.

No later than 40 days prior to the Election, the Designated Election Official shall request a list of the registered electors residing within the District from the County Clerk for each county in which the District is located. The Designated Election Official shall also request a list of the owners of all taxable real and personal property with the District from the County Assessor for each county in which the District is located. Such initial lists shall be received no later than 30 days prior to the Election, and the supplemental lists received no later than 20 days prior to the Election. 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. The DEO may also choose one complete list 6 days prior to the election.

No later than 45 days prior to the Election, the Designated Election Official, Deputy Designated Election Official, or election judges will mail or transmit electronically a ballot to each active eligible elector residing within the District who is a covered voter, 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, the Designated Election Official or election judges will mail ballots to each active eligible elector of the District. Section 1-13.5-1105(4)(a), C.R.S.

#### **6. Total number of drop-off/walk-in locations:**

There will be two places of deposit, which will be located at:

Berthoud Fire Protection District Headquarters, 248 Welch Avenue, Berthoud, CO 80513.

Community Resource Services of Colorado, LLC, 7995 E. Prentice Avenue, Suite 103E, Greenwood Village, Colorado

For security reasons, there will be no unmonitored freestanding drop-off locations.

The walk-in location to obtain new or replacement ballots shall be located at Community Resource Services of Colorado, LLC, 7995 E. Prentice Avenue, Greenwood Village, Colorado. This location will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday, beginning at least 22 days prior to the Election and from 7:00 a.m. to 7:00 p.m. on the day of the Election. Section 1-13.5-1105(4)(d), C.R.S.

## **7. Notice of Election:**

A notice of the District's election shall be published one time at least 20 days before the Election in a newspaper, which is a legal publication having general circulation in the District. Such notice shall also be posted in the office of the Designated Election Official and Deputy Designated Election Official 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.

## **8. Ballot delivery and processing:**

The Designated Election Official or Deputy Designated Election Official 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 Designated Election Official or Deputy Designated Election Official 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 Designated Election Official, Deputy Designated Election Official or an election judge 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.

Ballot envelopes will be date stamped upon receipt. Each day when ballots come in, an election judge will count the ballots, batch them and record the number of ballots received, including those that were returned as undeliverable. The Designated Election Official or Deputy Designated Election Official will maintain a daily log containing the total number of ballots returned.

## **9. Description of procedures to be used to ensure ballot security at all stages of the process:**

The Ballots 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). To protect the elector's privacy, the District will include a secrecy sleeve, with 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 Designated Election Official, Deputy Designated Election Official, or election judge or person designated by the Designated Election Official or Deputy Designated Election Official. Ballots will not be left unattended while being processed. After processing is complete, ballots will be placed in a safe and secure area. Access to the secure area shall be determined by the Designated Election Official or Deputy Designated Election Official.

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.

**10. Counting of the mail ballots:**

The election judges shall receive and prepare the mail ballots for counting. The counting may begin no sooner than 15 days before the Election. 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.

Dated this 12<sup>th</sup> day of March, 2025.

BERTHOUD FIRE PROTECTION  
DISTRICT

By: *Jill Wilson*  
Name: Jill Wilson