

**Crystal Park Metropolitan District (CPMD)
December 1st, 2021, Board of Directors Meeting**

MINUTES

The meeting was called to order at 6:01 PM.

DIRECTORS PRESENT:

Twana Denton, *Chair*, Marlene Henderson, *Secretary*, Joan Powers, *Treasurer*, Jim Terbush, *DEO*, Paul Welsch, *Compliance Officer*

ABSENT: None

GUESTS: Chief Leander, Deputy Chief Jackson

Approval of Minutes:

Twana Denton made a motion to approve November minutes, Marlene Henderson seconded and the motion carried.

Monthly Treasurer's Report:

Joan Powers presented the November Treasurer's report to the Board:

- 1) As of end of month, we have a balance of \$123,731.05 which includes the below designated reserves:
 - a) Emergency Reserve: \$20,000
 - b) Volunteer Reserve: \$36.90
 - c) This brings the General Fund available ending balance to **\$103,694.15**
 - d) Additions were \$2,802.92 with \$1,002.92 coming from EPC tax income and \$1,800 from the 2021 fundraising campaign
 - e) Deductions totaled \$14,839.59 with \$7,259 being USI insurance and \$5,535 for radio user fees
- 2) Tabor Emergency Fund stands at \$1,370.95

Twana Denton made a motion to approve the Treasurer's report as is and Jim Terbush seconded. The motion carried.

Crystal Park Fire Department Monthly Report

- 1) Chief Leander reported on calls received this past month including several smoke investigations and a medical call
- 2) Discussion regarding the UL invoice. Chief and Deputy Chief Jackson will verify that the invoice is correct and get back to the Treasurer to pay or not.
 - a) In previous years, MSFD has paid this invoice, but we now have our own UL account set up
- 3) Active 911 will be renewed
- 4) 912 testing will be completed on Dec 8th and an additional invoice is expected

Grants and/or Fundraising Updates

- 1) Annual fundraising event
 - a) Twana Denton reported on progress made with this year's fundraiser – we are at a total of \$21,073 – BIG APPLAUSE!!!
- 2) PPE Grant
 - a) Dep Chief Jackson reviewed Fire Dept PPE needs: We are looking at approximately \$1K per set of WL gear

- b) Structure gear is estimated at approximately \$900 per set
- c) The Fire Dept has decided to pursue this grant and submit a proposal. The deadline is Dec 17

Public Comments/Correspondence

- 1) No public comments
- 2) Marlene Henderson reviewed mail received

Old Business

- 1) CPMD 2022 Draft Budget Approval
 - a) The Treasurer reviewed the draft budget and discussed specific line items
 - i) Key figures: \$76,293 revenue, \$122,429 surplus from last year, \$87,241 expenditures for 2022, \$198,722 (revenue + last year's surplus)
 - b) The Treasurer moved to approve the 2022 budget, Paul Welsch made a second and the motion carried
 - c) The Treasurer reviewed all resolutions:
 - i) Joan Powers moved that we adopt **A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2021, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CRYSTAL PARK METROPOLITAN DISTRICT, COLORADO FOR THE 2021 BUDGET YEAR.** Twana Denton seconded and the motion carried
 - ii) Jim Terbush moved to adopt **A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE CRYSTAL PARK METROPOLITAN DISTRICT, COLORADO, FOR THE 2021 BUDGET YEAR.** Twana Denton seconded and the motion carried
 - iii) Joan Powers moved to adopt **A RESOLUTION TO SET ASIDE AND DESIGNATE AS A "RESERVE INCREASE" ANY AND ALL 2021 YEAR-END FUND BALANCES.** Marlene Henderson seconded and the motion carried
 - iv) Paul Welsch moved to adopt **A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CRYSTAL PARK METROPOLITAN DISTRICT, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2022 AND ENDING ON THE LAST DAY OF DECEMBER, 2022.** Joan Powers seconded and the motion carried
 - v) A comment was made that we need to spend our surplus before we can entertain the idea of asking for a raise to the mill levies
- 2) Lake Pump Update
 - a) Chief Leander provided an update and is currently researching pumps
- 3) Fire Protection Codes
 - a) Paul Welsch reported on progress made and discussed information distributed to the Metro Board regarding false alarms. Any fees associated with false alarms will go to Metro. Paul Welsch stressed the importance of having a lawyer review all codes at the end of the project
- 4) Modified Trail Maps – No update (*project is active*)
- 5) Planning for May 2022 Elections – No update
- 6) Bathroom in the Fire Station
 - a) Jim Terbush updated on progress made and reported that he has a virtual meeting planned with the Head of Environmental Health next week. For this meeting, he requested any structure/architectural plans there may be, usage

statistics on freshwater line, soil samples and information on where we might be able to put in a drainage pipe.

- i) The goal is to be able to describe the Station, what we want and expected usage.
 - b) Action to Joan Powers to share any information available on previous cost estimates with Terbush prior to meeting
- 7) The Treasurer is investigating a CPA change

New Business – No new business items discussed

The meeting adjourned at 18.59 PM.

The next regular meeting will be on Wednesday January 5th at 6:00 PM at the CPFDD Station or by Zoom unless a change is noted in the meeting minutes and/or officially posted to the public. The Zoom link will be noted on the agenda. The CPFDD Station is located at 496 Palmer Trail in Crystal Park, Manitou Springs, CO.

Marlene Henderson, Secretary



**Hard copy of approved minutes with original signature are filed with the CPMD and are available for viewing upon written request.*