

Crystal Park Metro District (CPMD)
January 2, 2013 Board of Directors Meeting

MINUTES

The meeting was called to order at 6:00 p.m. by Mike Doughty.

DIRECTORS PRESENT:

Mike Doughty - Chairman
Charlie Ennis – Treasurer
Dick O'Brien
Derek Strickler
Joan Powers – Secretary

GUESTS PRESENT:

John Hennessey
Clint Schneider

Minutes from Last Meeting: Vote

A motion was made by Mike Doughty to approve the minutes for the December 5, 2012 Board meeting. Derek Strickler seconded the motion and the minutes were approved with one abstention. They will be posted to the CPMD website.

Treasurer's Report: Vote

Charlie Ennis reported that there were no unusual payments or expenditures in December. CPMD and CPVFD have paid all properly submitted invoices for goods and services delivered during 2012. Joan Powers motioned to approve the report; Charlie Ennis seconded; and the report was approved unanimously. The report will be posted to the CPMD website.

Charlie Ennis then discussed the following issues for consideration and vote:

- The ending balance in the TABOR Reserve account is \$1520.22. Expenditures in 2012 totaled \$75,446. We are required to designate 3% of our prior year expenditures, or \$2263, as a TABOR Reserve. Our practice has been to set the TABOR Reserve account at the required amount at the beginning of the fiscal year. Mike Doughty moved that the Metro District increase the TABOR Reserve to \$2263, which will require a transfer of \$760.77 from the General Fund to the TABOR Reserve Fund; Derek Strickler seconded; the motion passed unanimously.
- In 2012, \$1806.81 was spent from the Designated Capital Maintenance Reserve. Charlie Ennis moved to transfer \$1806.81 from the General Fund in order to restore the Designated Capital Maintenance Reserve at \$10,000.00. Mike Doughty seconded the motion; the motion passed unanimously.
- In 2012, \$3593.59 was spent from the Designated Grant Match Reserve. Joan Powers moved to transfer \$3593.59 from the General Fund to restore the Designated Grant Match Reserve at \$7,500.00. Mike Doughty seconded the motion; the motion passed unanimously.
- In 2012, \$20,000 was spent from the Designated Capital Equipment Reserve to purchase Tender 961. Charlie Ennis moved to transfer \$5,000 from the General Fund to begin rebuilding the Designated Capital Equipment Reserve for future purchases. Joan Powers seconded; the motion passed unanimously.

Public Comments

None

Crystal Park Volunteer Fire Department (CPVFD) Update

Chief Hennessey reviewed his prepared monthly update.

The CPVFD Monthly Activities Updates are always posted on the CPVFD website at <http://www.crystalparkvfd.org/about/reports.htm>

Application for 2013 Budget Exemption from Audit

The Application for Exemption from Audit is an annual requirement. It is not due until March, but Charlie Ennis has completed and has sent the form to the CPA on January 1. Upon a positive review, the CPA makes the submission to the Office of the State Auditor along with signatures of all 5 directors.

Old Business:

Joint CWPP Advisory Group Draft Discussion

It was noted that the draft report is extremely well-written and comprehensive. Mike Doughty reviewed several small edits and grammar changes for possible incorporation into the final report.

Several issues were discussed and Mike Doughty will include them on the "Comments Resolution Matrix" and will send that document out to District directors for review and further comment. More discussion and consolidation of all comments will take place at the February meeting.

Dispatch Status Update

Although Manitou Springs planned to change its police and fire dispatch system over to EPC by January 8, 2013, Chief Hennessey reports that final negotiations have not yet taken place.

Tender 961 Status

When the necessary pipes, gauges and valves have been installed for the PTO pump, Tender 961 may qualify as a "tactical tender". The final cost of this pumping redesign will be \$5500 and will be paid out of the CPVFD account.

New Business

Radio Purchase: Vote

Although \$10,000 has already been included in the Metro budget for radios, the directors wanted to specifically support the expenditure with a vote. Mike Doughty moved to authorize expenditures of approximately \$10,000 for the purchase of 6 radios. Charlie Ennis seconded, and the motion passed unanimously. Chief Hennessey will get a vendor's quote and submit a purchase order.

SDA Membership Renewal: Vote

Mike Doughty moved to renew the annual SDA membership. Charlie Ennis seconded it. The cost is approximately \$350, which represents a 25% discount. The motion passed unanimously.

Annual Communication to Residents

Mike Doughty will draft an annual report to Metro District residents for review by directors. It is preferable to send this out by a mass email, so we need to explore how to generate an email list of all residents within the District or request it be sent by the HOA.

Board Member Replacement: Vote

Charlie Ennis submitted a letter of resignation as a Board member and treasurer. Mike Doughty moved to accept his resignation, effective at the end of this meeting, with a second by Derek Strickler. After thanking Charlie for over two and a half years of excellent service, the motion passed unanimously.

Pursuant to CRS 32-1-905, Mike Doughty then moved to appoint Clint Schneider to complete Charlie's term on the Board and to serve as treasurer, effective immediately. Dick O'Brien seconded the motion. That position on the Board is up for re-election in May 2014. The motion passed unanimously. Mike Doughty administered the Oath of Office at the conclusion of the meeting.

Compliance Calendar

A contact list must be submitted by mid-January to various State and County offices.

Adjourn

Mike Doughty adjourned the meeting at 7:55 p.m. The next meeting is February 6, 2013, unless otherwise posted.*

Joan Powers, CPMD Secretary**

* CPMD Meetings are held the first Wednesday of each month at 6:00 PM at the Multi-Use Building, located at 496 Palmer Trail in Crystal Park, Manitou Springs, CO unless otherwise noted in meeting minutes and/or officially posted to the public.

**Hard copy with original signature filed with the CPMD and is available for viewing upon written request.