

**Crystal Park Metropolitan District (CPMD)
January 4, 2023, Board of Directors Meeting**

MINUTES

The meeting was called to order at 6:05 PM

Directors Present

Jim Terbush, DEO
Marlene Henderson, Treasurer
Micky Salsgiver, Secretary
Paul Welsch, Compliance Officer
Twana Denton, Chair

Guests

Chief Steve Leander

Approval of Minutes

Jim Terbush made a motion to approve the December 2022 Minutes, Marlene Henderson seconded the motion and the motion carried. The approved December Minutes will be posted on the CPMD website:

<http://www.crystalparkvfd.org/metro/minutes.htm>

Presentation & Approval of Treasurer's Report

Marlene Henderson submitted the December 2022 Treasurer's Report to the Board:

- 1) The month ended with a balance of \$137,262.10 which includes the below designated reserves, additions, and deductions:
 - a) Emergency Reserves: \$20,000.00
 - b) Volunteer Reserves: \$2,005.47
 - c) Additions were \$2,258.52
 - d) Deductions totaled \$9,005.47
 - e) The General Fund (*available*) balance is **\$115,256.63**
- 2) Tabor Emergency Fund Stands at \$1,371.10

Micky Salsgiver made a motion to approve the December 2022 Treasurer's Report and Twana Denton seconded. The motion carried. The approved report will be posted to the CPMD website:

<http://www.crystalparkvld.org/metro/reports.htm>

Crystal Park Fire Department Monthly Report

- 1) Chief Leander reported a very small number of calls during December. The calls that came were mostly regarding broken pipes and flooding due to the extreme temperatures during the month.
- 2) No updates from Manitou Springs regarding their plans for February 1, 2023.

3) The ambulance is scheduled to have a bumper-to-bumper maintenance checkup later in January.

Grants and/or Fundraising Updates

- 1) Twana has received the go ahead to purchase all the items included in the EMTS grant.
- 2) Twana is looking for a grant to aid in the replacement of the tender.
- 3) Jim Terbush feels like this would be a good opportunity to inform the members that, if fundraising lags, we will be seeking an increase of the mil levy, stressing the fact that our costs are going up in such areas as gas for the vehicles and other supplies for the Fire Department.

Public Comments/Correspondence

None.

Old Business

1) Update on Recruitment Campaign: Terri Harmon has been contacted regarding a writeup in the Crystal Park Newsletter. Also, a flyer will be placed at the Gate and the Mail Room to seek candidates for CPMD board positions. There will be an announcement of an election to fill the upcoming vacancies of the Board. According to the CPMD website, the status of the current board members are as follows:

Jim Terbush, Designated Election Official – 3-year term until May 2025

Paul Welsch, Compliance Officer – 3-year term until May 2025

Marlene Henderson, Treasurer – 1-year term until May 2023

Twana Denton, Chair – elected to continue a 1-year term until May 2023

Micky Salsgiver, Secretary – appointed 1 year term until May 2023

2) Update on Station Bathroom: Twana updated that the Fire Department has been receiving some of the items ordered from Home Depot for the bathroom and some items are still on back-order. Paul Welsch brought up the subject that, since we are attaching to a community well, it will need to be determined how the pressure tank functions.

3) Update on Fire Protection Codes: Chief Leander has attended a couple county wide meetings for all districts to participate. El Paso County is planning to adopt county-wide codes using on the fire codes of Colorado Springs as a template. Crystal Park will be responsible for road widths, turn arounds, and water sources. We will need to present a fine schedule to the HOA for repeat offenders.

4) Update on the Lake Pump Project: Twana Denton reported that the pump and the connections are ordered. The electricity still needs to be installed. Doug, Manager for Crystal Park, will be working with Colorado Springs Utilities for electrical requirements.

5) Other Old Business: None

New Business

1) 2023 Election: Joan Powers has emailed a compliance calendar. The *2023 Special District Election Manual* is now available online. A resolution to appoint Jim Terbush as the DEO (Designate Election Official) was approved by all Board Members. The DEO is authorized to cancel an election if certain conditions apply. An additional form is needed to designate the polling station location and hours. Jim Terbush will be attending webinars regarding the Crystal Park Metro District having an election in May 2023. Four-year terms are now required by state law.

2) Other New Business:

The meeting adjourned at 7:03 PM

The next regular meeting will be on Wednesday February 1, 2023, at 6:00 PM at the CPF D 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 CPF D Station is located at 496 Palmer Trail in Crystal Park, Manitou Springs, Colorado.

Micky Salsgiver, Secretary

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