

**Crystal Park Metropolitan District (CPMD)
March 1, 2023 Board of Directors Meeting**

MINUTES

The meeting was called to order at 6:01 PM

Directors Present

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

Guests

Chief Steve Leander
Rich Jackson
Eric Julian

Approval of Minutes

Marlene Henderson made a motion to approve the February 2023 Meeting Minutes, Jim Terbush seconded the motion and the motion carried. The approved February 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 February 2023 Treasurer's Report to the Board:

- 1) The month ended with a balance of \$130,143.36 which includes the below designated reserves, additions, and deductions:
 - a) Emergency Reserves: \$20,000.00
 - b) Volunteer Reserves: \$2,005.47
 - c) Additions were \$2,306.24
 - d) Deductions totaled \$8,495.38
 - e) The General Fund (available) balance is **\$108,137.89**
- 2) Tabor Emergency Fund Stands at \$1,371.10

Jim Terbush made a motion to approve the February 2023 Treasurer's Report and Paul Welsch seconded. The motion carried. The approved report will be posted to the CPMD website:

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

Crystal Park Fire Department Monthly Report

- 1) Chief Leander reported three calls during February, all smoke investigations.
- 2) Chief Leander reported that, regarding transporting patients, CPVFD and MSFD have completed a draft of The Intergovernmental Agreement for Automatic Aid For Fire Protection and Emergency Services (IGA), which he provided a copy for the board with the changes from the previous IGA highlighted in yellow. The draft is being reviewed by MSFD's legal team. Jim Terbush made a motion for CPMD to approve the IGA with the highlighted changes; Marlene Henderson seconded the motion and approval of the IGA was carried.

- 3) A summary of the CPVFD's vehicle maintenance is as follows:
 - 970 – In the shop for maintenance, which will include a new tie rod and new converter.
 - 960 – Is presently parked outside. The battery was replaced so it will start.
 - Manitou's 961 – We are waiting for MSFD to make an offer as to their asking price. Manitou Springs will make necessary repairs and sell it to CPVFD in good working condition.
- 4) Rich Jackson reported that the CPVFD had electric vehicle and lithium battery training.
- 5) The evacuation plan community meeting is scheduled for June 3.

Grants and/or Fundraising Updates

- 1) EMTS Grant Update: Twana Denton reported will be receiving approx. \$7,500 for medical supplies.

Public Comments/Correspondence

None.

Old Business

- 1) 2023 May Elections: Jim Terbush reported that, as of March 1, 2023, CPMD is in compliance with Colorado Special District Election Law. CPMD has received 3 Self-Nomination forms as follows: Eric Julian – 4 year term; Marlene Henderson – 2 year term; and Twana Denton – 2 year term. First step is to declare the election cancelled, as there were no other candidates. The following forms need to be completed and sent to Joan.

- Notice of Cancellation and Certified Statement of Results
- Cancellation of Election and Declaration Deeming Candidates Elected Board of Directors Resolution
- Notice to Candidates of Election to Office – Cancelled Election (letters for each candidate notifying – that they were elected for a designated term)

The elected members will be sworn in at the June 2023 Meeting.

Joan Powers has agreed to be CPMD's unpaid bookkeeper.

Although we are not having an election at this time, the process for beginning an election would be to request the list of eligible voters from the County Clerk.

- 2) Update on Bathroom: Jim reported that Jeff of Affordable Plumbing and Heating would like to come on Friday (March 3, 2023) at 3pm to do measurements and provide a bid. The Board would like to have the installation completed before the Firewise Meeting (end of April). Eric said he will clear the rooms for Jeff's visit.

- 3) Update on Fire Protection Codes: Crystal Park will go with the El Paso County codes. We should be able to review the latest version, but Chief Leander has not seen that yet. We will be working out what additional regulations are important for Crystal Park.

- 4) Update on the Lake Pump Project: The lake pump project has been assigned to David. Twana Denton has narrowed down to 3 different pumps, and a control panel will need to be installed. Once the pump has been selected, the electrician is ready to install the panel.

- 5) Other Old Business: None

New Business

1) Approval of Audit Exemption and Adoption of Resolution: Marlene Henderson moved to approve the Approval of Audit Exemption and Adoption of Resolution for fiscal year 2022 and it was seconded by Twana Denton. The Resolution was approved and signed by all Board Members.

2) Other New Business:

Firewise Meeting: Twana Denton is preparing for the Firewise Meeting– the first Saturday in May.

The meeting adjourned at 7:15 PM

The next regular meeting will be on Wednesday April 5, 2023, at 6:00 PM at the CPFD 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 CPFD 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.*