

**Indian Mountain Metropolitan District
Minutes of the Regular Board Meeting
Indian Mountain Community Center
November 10, 2018**

Board Attendance: Bev Bushaw, Bret Crouch, Roger Mattson, Karen Goodman, Marcia Logan, Samantha Bertin - Business Manager

Guests: Tim and Kerry Mousley, Linda Tecklenburg, Larry Siverson, Ed and Becky Sturgeon, Joy Hines, John Thompson, Craig and Jeanie Campbell, Larry Disney, Don Frye, J.R. Figg, Len Hutchison, John and Julie Barlock, Tanya Kuehl, Jim Scherrer, Rhonda Cates, Tim Higgins, Gene Nagle, Brian Simpson (*Disclaimer: This listing may not be a complete record of attendees.*)

Call to Order: Bev Bushaw called the meeting to order at 9:00 a.m. She welcomed the guests in attendance and reminded them to be sure to sign in on the attendance sheet.

Additions to and Approval of Agenda: Bret Crouch requested adding a discussion on ***Spending Decisions***. Bev Bushaw added to New Business a discussion of a ***Donation of Animal Head Mounts, a Burn Pit Update, and Adding Another Signer to Bank Accounts***. Agenda was approved and included the requested additions.

Secretary Report:

****Marcia Logan moved and Karen Goodman seconded a motion to approve the minutes of the October 13, 2018 Regular Board Meeting. Motion approved.***

Treasurer's Report: Karen Goodman reviewed the current account balances as of October 31, 2018 as follows:

General Fund	\$ 95,048.98
IMWSP Fund Acquisition	\$ 36,086.48
IMWSP Fund Administration	\$ 24,541.10
Special Conservation Fund	\$ 6,966.17
Reserves Account	\$ 6,001.76
Total	\$168,644.49

****Marcia Logan moved and Roger Mattson seconded a motion to approve the Treasurer's Report. Motion passed.***

Roger Mattson asked a question to clarify the Reserve Fund and the Special Conservation Fund balances and if those funds are combined with the General Fund at year end and become a beginning balance for the next year's budget preparation. After discussion on how the balances are included, it was determined that the budget presentation should indicate that the Special Conservation Fund and the Reserve Fund are included in the Beginning Balance and that the funds would continue to be reported separately to the Board as shown above.

Business Manager Report: Samantha Bertin had information that would be included later in the meeting during the Budget discussion. She reported the Quick Books training that she and Karen Goodman attended on November 7 and 8 was very worthwhile and provided ideas for better and more efficient ways to track IMMD transactions, i.e. the ability to budget by *Classes*

of assets rather than by specific line items. A future discussion on possibly purchasing some additional Quick Book resources will be held in the near future.

Maintenance Report: Larry Siverson reported that all is in working order. The RV line was blown out in mid-September. Larry was asked if there appeared to be any big-ticket maintenance items coming up next year that should be accounted for in the 2019 budget. He didn't think so, but would review and provide follow up information if necessary. There has been some discussion about providing a shelter at the Burn Pit and an idea was put forward to contact owners of trailers that haven't been used in several years to see if the owner would consider donating the unit to be used as a shelter. Samantha reported that Pat Smith is currently working on a similar idea.

Communication and Meeting Protocol: Bev Bushaw reviewed the requirements a Special District Board has to follow regarding how meetings are conducted and how communication, especially email communication, posting agendas, and other notices have to comply with specific statutory requirements. She distributed a handout, "E-Mail Correspondence Under the Colorado Open Meetings Law" for the board members to review. In addition, the Board will continue to utilize the resources available and provided by SDA such as free workshops, on-line resources, etc. Going forward, a concerted effort will be made to provide any agenda items, documents or fact sheets needed for discussion topics at the next meeting, by the Wednesday before the meeting to allow for proper review. She also reviewed that the purpose of meeting minutes is to capture what happened in real-time at the meeting and that additional comments, suggestions, etc. about that meeting would have to be discussed at a future meeting and captured in that meeting's minutes. She also emphasized that IMMD meetings should follow a business-like format as there is always a full agenda and limited time and that board members need to continually model professional, respectful and courteous behavior for the board, the administrative staff, and the public.

At this point, the topic of **Spending Decisions** was opened and the discussion focused on when the decision was made to add additional administrative support. Per the September 2018 Board Meeting minutes, the topic was initially introduced as the 2019 budget was being discussed. The topic continued to the October meeting and is included in the current proposed budget. This item will be included as part of the proposed budget which will be on the agenda for approval at the December 2018 Board Meeting.

Unfinished Business:

Craft Fair Recap: Bev Bushaw reported that the Craft Fair was a success for both customers and vendors. There was a waiting list for vendors this year. Tim Mousley chaired the event and the volunteers (Linda Tecklenburg, Kerry Mousley (and Tim), and Tammy Flanagan (flyer)) were given a shout-out. Surveys will be sent to the vendors for feedback to help make future events even more successful. This year there was a profit of \$285.72.

Chipping Project: Roger Mattson reported that he was talking with John Thompson (IMPOA Board VP) about applying for grants to help with the project, which include mitigation efforts in addition to chipping. More details will be forthcoming.

Memorandum of Understanding (MOU): Bev Bushaw distributed copies and reviewed the highlights of the MOU, which details how the IMMD and IMPOA Boards have agreed to work together for the IM community.

****Roger Mattson moved and Karen Goodman seconded a motion to approve the MOU, which will be signed by President Bushaw for IMMD. The motion was approved with 4 Yes votes (Bushaw, Crouch, Goodman, Mattson) and 1 Abstention (Logan).***

2019 Budget – Additional Information: Samantha Bertin provided additional information that was acquired after the October Board Meeting. The new information/clarification follows:

1. Audit Exemption – WSP will be included with IMMD for a cost of \$2,100 and recorded as \$1,900 for IMMD and \$200 for WSP to maintain traceability going forward.
2. Insurance Costs – premium increased to \$6,875.33 (\$300 increase – maintain \$1,000 deductible). Karen Goodman will review the insurance policy to ensure proper coverage.
3. Reserve Fund – this fund will be added to the General Fund accounting but will be segregated as a sub-account line item to maintain the ability to track specifically.
4. Special Projects – it was decided to include an expense estimate of \$5,000 in the 2019 budget, as there will most likely be some expenditure that will be included in this category in 2019. It is more efficient to include a specific dollar amount in the budget when spending is anticipated rather than justifying a budget variance when the need arises.
5. Conservation Fund – It was agreed to budget an expense of \$3,000 for this category in 2019. Discussions are on going with IMPOA on a financial contribution to joint activities in this area between both Boards. Decision on the dollars will be provided prior to December. This category will be modified in the budget presentation and shown as “Conservation Fund Special Projects” and shown separately from “Non-Conservation Fund Special Projects”.
6. Office Expenses – some funds need to be allocated to a newly added line item, “Training, Education, SDA events, Quick Books Support Membership, etc.”
7. Suggested possible areas to consider for a reduction/change in costs/fees were discussed as follows: reduce Community Events by the amount IMPOA estimates it will contribute in 2019; combine two mailing cost categories to one and reduce the total to \$600.00; reduce Dish/Direct TV subscriptions at the Lodge and Community Center and replace them with streaming options; increase Lodge rates for second night stay plus additional days to \$75 per night (retain one night rate of \$85, increase 3rd and succeeding nights to \$75 from \$65); pumping of the septic system may not need to be done every three years and could be pushed out for a bit longer.

****Roger Mattson moved and Karen Goodman seconded a motion to add categories, delete line items, increase or decrease specified amounts to the Budget as discussed above to be approved at the December Board meeting. Motion passed.***

Board Christmas Party – after 12/8/2018 Board Meeting – skipped in interest of time

Reminder of November Chili Cook-off: Scheduled for 3:00 to 6:00 pm today; 12 cooks signed up

Reminder of Christmas Giving Tree: Bev Bushaw will forward more details

WSP Update:

- Roger Mattson reported that of the 15 faulty well permits identified over the summer, 13 have been corrected and the owners' names have been submitted to the Water Court.
- Letters regarding Decreed water rights have been sent by the Division of Water Resources to the 83 owners with Decreed water rights in the 2018 list of WSP participants. The letter describes the options available to correct the augmentation plan issue. The Water Court needs to know about the changes that have occurred with the augmentation plan numbers associated with moving from the original plan to the two new HASP plans.
- HASP has notified its Objectors of the addition of 57 new enrollees to the WSP for 2019.
- On Wednesday, November 14, 2018, Roger Mattson, Bret Crouch, and Samantha Bertin will be meeting with HASP as a courtesy call.
- The IGA (Inter-Governmental Agreement) with HASP expires in 2020. Roger will request HASP to notify IM WSP of any changes it anticipates prior to the expiration of the agreement. WSP also needs to convey its expectations for the future before the expiration, e.g. whether to continue to add participants or not, and when to purchase additional water.
- Bret Crouch reported that the WSP Water Advisory Committee recommends keeping the Administrative fee at \$100 for the 2019 Budget.

FIREWISE: John Thompson thanked everyone for participating and providing documented hours and dollars to substantiate the final calculation of \$123,113,31 for fire mitigation expenditures as part of Firewise recertification. The requirement for recertification was \$21,726. This data provides valuable substantiation documentation for grant applications. John reported that seven Chipping Days have been scheduled for the summer of 2019. John also commented that most grant applications require some matching funds from the applier, which would be satisfied if dollars allocated to the Conservation Fund budget line were to be spent on fire mitigation.

New Business:

Bev Bushaw asked to be added as a signatory to the bank accounts.

***Roger Mattson moved and Karen Goodman seconded a motion to add Bev Bushaw as an authorized signer on the bank accounts. Motion passed.**

Burn Pit: Conditions are still too dry to burn the pit safely.

Donation of Animal Head Mounts: Larry Disney has volunteered a donation of a few animal head mounts. The Lodge was deemed to be the most appropriate location and that after some further discussion to be had on details, Larry would be notified of the decision. Thank you Larry.

Public Comment:

Julie Barlock thanked the Board for its work.

Meeting adjourned at 10:56 am

Next meeting will be December 8, 2019 at the Community Center 9:00 am

Respectfully submitted,
s/Marcia Logan, IMMD Secretary