

**Grand Junction Rural Fire Protection District
Minutes of the Regular Board Meeting**

July 29, 2008

I. CALL TO ORDER:

The meeting was held in the Mesa Mall Community Room, 2424 US Hwy 6 & 50 and was called to order by President Steve Grant at 6:30 p.m.

II. ROLL CALL – Board Members:

Board present: Steve Grant, President, Vicki Felmlee, Vice-President; John Mayerik, Treasurer, Harland Adams and Gayle Mittlestadt. Public: Deborah Heidel-Davis, Scribe and Mary Brenen, District Auditor.

III. APPROVAL OF AGENDA:

The Board reviewed the agenda items and President Steve Grant asked if there were additions or deletions to the agenda. Treasurer John Mayerik requested that an item (b) Bookkeeping Services and item (c) Record Retentions be added to the “Action Items”. Vicki Felmlee made a motion that the Board approve the agenda, with the additional items. Harland Adams seconded the motion. Roll call. All ayes. Motion carried.

IV. PUBLIC COMMENTS: None

V. APPROVAL OF MINUTES:

a.) January 22, 2008: Approval tabled to next meeting.

b.) May 13, 2008: Vickie Felmlee presented the minutes for the May 13, 2008 meeting. President Steve Grant asked if there were any corrections or additions to the meeting minutes. Gayle Mittlestadt made a motion that the Board approve the minutes as presented. Harland Adams seconded the motion and it was approved by unanimous vote of the Board.

VI. TREASURER’S REPORT:

a. Treasurer’s Report/Financial Statements: Financial statements through the month of June, 2008, were distributed and reviewed by the Board.

Total Current Assets:	\$	250,773.49
Income/Expense Statement:		
Total District Taxes:	\$	636,931.63
Total Sub-District Taxes	\$	773,157.27
Total Other Income	\$	3,694.86
Net Income:	\$	1,413,783.76
Total Administrative Operation:	\$	11,221.43
Total Fire Fighting Operation:	\$	1,275,000.00
Total Tax Collection:	\$	26,709.15
Total Expense:	\$	1,312,930.58
Net Income:	\$	100,853.16

b. January, 2008 Payables:

Check #	Payee	Purpose	Amount
6227	Steve Grant	Director Fees	\$ 100.00
6225	Vickie Felmlee	Director Fees	\$ 100.00
6226	Gayle Mittlestadt	Director Fees	\$ 100.00
6227	Harland Adams	Director Fees	\$ 100.00
6228	John Mayerik	Director Fees	\$ 100.00
6229	City of Grand Junction	Firefighting	\$ 660,000.00
		Service Fees	
6230	The Daily Sentinel	Advertising	\$ 64.30
6231	Beckner, Achziger, Shaver	Legal Fees	\$ 210.00
6232	John Mayerik	Office Expenses	\$ 189.33
6233	Deborah Heidel-Davis	Secretarial Fees	\$
<u>133.50</u>			
		Total Payables	\$
		660,713.63	

Harland Adams made a motion to approve the December, 2007, financial statements and the January, 2008, accounts payables. Gayle Middlestaff seconded the motion. Roll call. All ayes. Motion carried.

VII. FIRE CHIEF REPORT: None

VII. DISCUSSION ITEMS:

a.) Purposed Draft Contract – City/GJRFPD

The Board and the District's auditor discussed the current purposed draft contract between the District and the City of Grand Junction for payment of firefighting services provided by the Grand Junction Fire Department. Each Board member has received the draft proposal (via e-mail) and has had a chance to review the new contract as drafted by the District's attorney Larry Beckner and the City's attorney, John Shaver. The provisions of the new amended contract states that upon agreement and signature by each party that:

- i.) The contract will become effective immediately and will expire December 31, 2018.
- ii.) The contract calls for a "pass through" of monies collected by the GJRFPD to the City of Grand Junction for payment of firefighting services.
- iii.) Monies to be retained by the District will include:
 - Reserve funds to maintain all "TABOR" requirements and any adjustments needed to the "TABOR" reserves.
- iv.) District will retain, each year, \$25,000.00 for the District operating expenses. This amount is adjustable on a per need basis for extenuating circumstances such as if the District needed to hold an election.
- v.) Payments to the City of Grand Junction will be issued by January 31st and July 31st of each year.

John Mayerik made a motion a motion for consideration that the Board accept and approve the revised contract between the District and the City of Grand Junction as drafted and to authorize the District's President and Board Secretary to sign the contract document. The motion was seconded by Vicki Felmlee and it was approved by unanimous vote of the Board members.

IX. ACTION ITEMS:

- a.) Amendments to By-Laws/Director Fees:

Vicki Felmlee presented to Board several purposed changes to the By-Laws. Several of the changes were "housekeeping" items for eliminating repetitive language of the document. New purposed additions to the By-Laws were to allow the Treasurer to retain a \$500.00 petty cash fund for various re-imburements of operating costs and to increase the District's fees from \$50.00 per meeting to \$100.00 per meeting. The increase in the Directors fees is allowed by C.R.S. for Board members up to a maximum allowance of \$1,800.00 per director per calendar year. The Board discussed the purposed revisions and fee increases. The

Board President asked if there were any motions regarding the By-Laws changes. The following motions were entertained and voted on:

- i.) Harland Adams made a motion that the Board the “housekeeping” deletions and additions in the ByLaws language as recommended by Vicki Felmlee. Gayle Mittlestadt seconded the motion and it was approved by unanimous vote of the Board.
- ii.) Harland Adams made a motion that the Board approve the new language in the By-Laws to allow the Board Treasurer to maintain a \$500.00 petty cash fund for ordinary cash expenditures. John Mayerik seconded the motion and it was approved by unanimous vote of the Board.
- iii.) Gayle Mittlestadt made a motion that the Board approve the increase in the Board member’s fee for attending meetings from \$50.00 to \$100.00 per meeting as allowed by Colorado State Statues. Harland Adams seconded the motion and it was approved by unanimous vote of the Board.

b.) Bookkeeping Services:

The Board has been experiencing difficulties with the current bookkeeper retained by the District. There are difficulties with communications between the bookkeeper and the Board’s treasurer, receiving information through the e-mail process. The Board President read a letter of resignation from AJ’s Tax Service who no longer wished to provide bookkeeping services for the District. John Mayerik recommended that the Board accept the resignation letter and that the District retain bookkeeping services through Management Services. The Board discussed the issue and the President called for any motions to be entertained to settle the bookkeeping service issue. Harland Adams made a motion that the Board accept the letter of resignation from AJ’s Tax Service and approve engaging Management Services to provide bookkeeping services to the District, contingency upon the fee not exceeding \$50.00 per hour. Vicki Felmlee seconded the motion and it was approved by unanimous vote of the Board. President Steve Grant stated that he would contact AJ’s Tax Service regarding the Board decision and to make arrangements to transfer the District’s financial information.

c.) District Records Retention/Allowed Records Destruction:

Harland Adams and Gayle Mittlestadt presented to the Board a report on the current status of the District’s records that must be retained by the District. They have been in contact with the Colorado State Archives Office regarding

what documents must be retained by the District and what items can be disposed of. They have made a preliminary search of the records and have determined that approximately 3.5 cubic feet of records can be disposed or destroyed per the schedule allowed by the State Archives office. The Board requested that they do a second review of the documents and that required archive form will be signed by the Board's President at the next meeting.

X. ATTORNEY REPORT: None

XI. OTHER ITEMS:

a.) Mary Brenens, the District Auditor, gave the Board an update on the progress of the District's audit for 2007. She requested copies of pertinent documents and inquired about several "TABOR" issues. An time extension will need to be filed with the Colorado State Auditor's office as the audit will not be completed, presented to the Board and sent to the States auditor's office until the Augusts' meeting. The Board authorized Vicki Felmlee to sign the extension and send it back to Brenens's office.

b.) The Board discussed the remaining dates and location of the Board meeting for 2008. It was determined that a meeting in August will be necessary in addition to the September and November meeting. Also, as there have been scheduling problems with Mesa Mall for meetings, it was the unanimous consensus of the Board to hold all future meetings at the Redland's fire station, pending the approval by the Fire Chief. Meeting notices will be revised to note the changes.

XII. ADJOURNMENT:

John Mayerik made a motion to adjourn the Board of directors meeting. Vicki Felmlee seconded the motion. The next regular meeting will be held on August 26, 2008. The meeting adjourned at 8:00 p.m.

APPROVED AND ADOPTED THIS ____ DAY OF _____, 2007.

Steven Grant
President

Attest: _____
Deborah Heidel-Davis, Secretary