

**MINUTES OF THE BOARD OF DIRECTORS MEETING
PARACHUTE/BATTLEMENT MESA PARK AND RECREATION DISTRICT
Monday, October 18, 2021 @ 5:30 p.m.**

Grand Valley Recreation Center, 398 Arroyo Drive
Battlement Mesa, CO 81635

ATTENDEES

Directors present: Adam Ford, VP
Chuck Hall, President
Amber Palcer, Secretary
Ken Seidel, Treasurer
Vinnie Tomasulo, Asst VP

Others present: Judy Bertrand, MDM (PBMPRD District Manager)
Doug Choate, Director: Golf Superintendent & Parks
Chuck Curtis, Director: Golf Pro & Pro Shop
Steve Matzl, Director: Rec Center & Programs

Public present: See sign in Sheet

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Hall at 5:30 p.m. and a quorum was noted.

VP Ford stated he would not be in attendance at the November board meeting. VP Ford made a Motion to cancel the December 2021 board meeting (as it was scheduled for the week of Christmas). Secretary Palcer seconded said Motion and it was unanimously approved. Secretary Palcer stated she would not be in attendance at the January board meeting.

VP Ford made a Motion to modify the Agenda to include discussion of the Master Plan bid under Financial Matters, 'section d'. Secretary Palcer seconded said Motion and it was unanimously approved.

Minutes: The Manager provided the Minutes from the September 27, 2021 Regular Board Meeting. VP Ford made a Motion to approve the Minutes, with Treasurer Seidel seconding said Motion. The Minutes were unanimously approved.

Disclosure of Conflicts of Interest: The Board had previously been informed of the Colorado Revised Statutes to disclose potential conflicts of interest to the Board of Directors and Secretary of State. No Board member stated they had a conflict of interest in any discussion.

FINANCIAL MATTERS

Claims/Accounts Payable: The District Manager presented the claims paid outside of the Board meeting and the checks for board signature. VP Ford made a Motion to approve the payments, with Treasurer Seidel seconding said Motion. The payments were unanimously approved.

Financial Reports: The District Manager presented the Statement of Revenue, Expenditures & Net and Statement of Net Position. Treasurer Seidel made a Motion to accept the financials, with Secretary Palcer seconding. The Financial Reports were unanimously accepted.

2022 Budget Presentation: The Manager had presented the 2022 Budget to the Board at the September 27, 2021 meeting but no Board discussion was held. Asst VP Tomasulo stated that although the CPI had increased 5.4%, he did not support raising rates at the Rec Center. He has no problem with increased rates at the golf course. Asst VP Tomasulo stated that we need to give the public more tangible improvements prior to raising rates. The Manager noted that she felt the services and amenities had been discounted in the past and that the \$204 annual membership per adult was not sustainable. She also mentioned that this would be the second year with no rate increases and the public had stated they would have preferred annual increases rather than a large increase to catch up. She also noted that employee compensation and hourly rates had increased as well as cost for services and supplies. VP Ford said he agreed with Asst VP Tomasulo that rates at the Rec Center should not be increased. Secretary Palcer stated that one year of not raising rates was a gift and going two years without an increase was inappropriate. Treasurer Seidel mentioned the work that had been done to infrastructure, the pickleball courts, fans in the pool, and new furniture in the lobby. Treasurer Seidel stated he agreed with Secretary Palcer that we should not skip another year without an increase in rates. Director Curtis stated that the golf course was raising rates around 8% in 2022 as costs for everything are going up. VP Ford made a Motion to approve the 2022 Budget with no rate increase for Rec Center or program services. Asst VP Tomasulo seconded said Motion. Secretary Palcer stated that this would mean increasing rates at least 10% in 2023. VP Ford stated that could be done. Treasurer Seidel voted No on approving the 2022 Budget without an increase in Rec Center Fees. Secretary Palcer and President Hall voted Yes to approve the 2022 Budget without any Rec Center rate increases. The 2022 Budget was approved with no increase in Rec Center rates (4 yeas to 1 no).

Capital Improvement Plan (CIP): VP Ford and Asst VP Tomasulo stated they had a problem with the CIP as the estimates were not formal bids received for the projects. The Manager explained that the estimates were placeholders as work would not begin for a year or more; that they were having difficulty getting bids for rec center projects (i.e. tile, blinds, etc.) and they were awaiting estimates for the golf course from the engineer to perform the water transfer, installing pump, etc. The Manager also mentioned that in the past we had requested bids and firms did not respond, that bids received were normally only for 30-60 days and that many companies did not want to travel as far as Battlement Mesa. VP Ford stated he did not believe that and stated that the County did not have trouble getting bids for projects. Treasurer Seidel stated that we should obtain bids when we are ready to perform the project. The Manager noted that the Rec Center CIP included an estimate of \$85,000 for carpet and the bid being presented for Board approval today was \$81,000. She stated that the estimates were as close as possible considering the timing of the work and the failure of many firms to even respond to requests for bids. The Manager will revise the CIP to show what removing the estimates would reflect. Asst VP Tomasulo and VP Ford mentioned that they had not seen a CIP like the one presented and Asst VP Tomasulo wanted bids for all potential capital projects and not just estimates.

Asst VP Tomasulo said that the District should allocate money to specific projects as reserves and VP Ford stated that is what the County does. Asst VP Tomasulo mentioned reserving

\$500,000 toward roof replacement. The Manager stated that this would restrict the Board's ability to deal with infrastructure replacements as they arise or limit projects that could increase revenue. The Manager stated that there was no need to approve specific projects at this time as the capital outlay was in the budget for 2022 and the Board could decide once bids were obtained which they wanted to move forward with. The Board discussed the pros and cons of restricting reserves, and no decision was made.

Master Plan Bid: VP Ford provided the only bid received from GreenPlay, LLC. The bid for phase 1 was \$74,999. He recommended doing phase 1 in house and offered to be the lead on that project. He stated that Asst VP Tomasulo had talked to the map person at SGM, and they stated it would not be that expensive to identify properties that the District owns and properties that are not paying property taxes. Asst VP Tomasulo doesn't believe that the County has all properties identified that should be paying property taxes. VP Ford stated that he believes it should cost around \$30,000 to prepare phase 1 in house and that he could start in mid-January and have the first phase completed by mid-June. The Manager asked what he hoped to have included in phase 2 and he said recommendations on whether to obtain a bond, increase fees or request a mill levy increase of the taxpayers. President Hall stated discussion on phase 1 should be postponed until the January meeting as he was not ready to move ahead on it yet. It was agreed that phase 1 of the Master Plan would be discussed at the January 2022 board meeting.

Asst VP Tomasulo stated we should move ahead with SGM mapping the boundaries and ownership. He felt that it would cost less than \$2,000. Treasurer Seidel made a Motion to approve spending up to \$5,000 for mapping the property, with VP Ford seconding said Motion. It was approved with Secretary Palcer voting No.

President Hall discussed the inspection by SGM of the Rec Center and questioned whether SGM should do an inspection of the golf course. No decision was made. Secretary Palcer asked about the community meeting at the Rec Center and Director Matzl said 13 people attended. Director Matzl said that members of the public feel there are issues with the website.

Public Comments: N/A

The District Manager had the bank statements and reconciliations for the bank accounts available for review.

OPERATIONS- DIRECTORS REPORTS

Golf Course and Parks: Director Curtis presented his Director report which reflected 2,010 rounds played in September. Director Choate stated that preliminary work has begun for delivering irrigation water to the rec center, but he has yet to receive any quotes. He mentioned the photos and videos taken by Wheeler GolfScapes.

Rec Center & Programs: Director Matzl presented his Director Report showing memberships at 982 and attendance at 3,000 for the month. He discussed some of the issues brought up at the community activities meeting on October 13th. There was discussion of having speakers and offering classes such as creating flies for fly-fishing. Director Matzl stated that members of the public mentioned that the tool bar on the website doesn't scroll, at times the page is stagnant,

not being user friendly and updating pictures with people in them. They also felt the layout design of the website could be better.

MANAGER'S REPORT

Golf Digest: The Manager provided the packet from Golf Digest showing what the marketing plan was for next year. Ms. Bertrand stated that she and Director Choate were having a Zoom call with Golf Digest on October 20th and would provide more information at the November meeting.

Rec Center Carpet Bid: The Manager presented the bid from Abbey Carpet and Floor for replacing carpeting throughout most of the Rec Center. She noted that Abbey Carpet was the company that installed the carpet in the weight room, and they had done a good job and on time. Director Matzl provided a sample of the carpet and also the tile for the restrooms and locker rooms. Director Matzl is obtaining bids from them for tile and blinds as well. The total cost (after adjusting to remove sales tax) was estimated at \$81,000. Asst VP Tomasulo made a Motion to approve the capital project up to \$82,000 with Treasurer Seidel seconding said Motion. It was unanimously approved.

Grants, Colorado Tourism Site applications and Golf Digest IT work: The Manager had previously stated she did not have the bandwidth to continue with applying for grants, submitting applications for the Colorado Tourism site and future work that may be needed to assist with golf course marketing. She noted she had not been charging for this and it was not part of her contract. Ms. Bertrand stated she would like to use a MDM staff member (Cade Bertrand, who manages special districts, has an MBA and has worked on web design and grant applications) to assist with these out-of-scope items. She had previously stated that grant agencies charge around \$75/hr., and she would charge the District \$50/hr. President Hall asked the Board if anyone had a problem with this and Asst VP Tomasulo stated he did and would take responsibility for applying for grants. The Manager stated she would send Asst VP Tomasulo some of the links for grants that she wanted to investigate. Asst VP Tomasulo mentioned the Bureau of Reclamation may have grants and Director Choate said those were associated with agencies that sell water.

The Manager stated that there are numerous links and applications to apply for on the State of Colorado Tourism site for Battlement Mesa Golf Club and Grand Valley Recreation Center and noted that Garfield County was not represented on the State Tourism site. She also noted that she was unable to find a Garfield County Tourism site either. The Board asked the Manager what she expected it to cost to get visibility on the Colorado State Tourism site and she felt it could take up to 30 hours or a total of \$1,500, but would not know until they researched the various links and applications. Secretary Palcer made a Motion to authorize up to \$1,500 for out-of-scope work on the CO Tourism site, with Treasurer Seidel seconding. It was unanimously approved.

Easements: The District is still awaiting title work on the easements.

NEW BUSINESS

N/A

ADJOURNMENT

There being no further business to come before the Board at this time, President Hall adjourned the meeting at 740 p.m.

The next Regular Meeting is scheduled for **Monday, November 15, 2021 at 5:30 p.m. at the Grand Valley Recreation Center, 398 Arroyo, Battlement Mesa, CO.**

Respectfully submitted,
Judy Bertrand, District Oversight Manager

THESE MINUTES APPROVED AS THE OFFICIAL OCTOBER 18, 2021 MINUTES OF PARACHUTE BATTLEMENT MESA PARK AND RECREATION DISTRICT BY THE BOARD OF DIRECTORS.

(Signed copy in possession of the District Oversight Manager)

Adam L. Ford, VP

Chuck Hall, President

Amber Palcer, Secretary

Ken Seidel, Treasurer

Vinnie Tomasulo, Asst VP