

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
PARACHUTE/BATTELEMENT MESA PARK AND RECREATION DISTRICT  
Monday, February 15, 2021 @ 5:30 p.m.**

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

**ATTENDEES**

Directors present: Adam Ford, Vice President  
Chuck Hall, President  
Amber Palcer, Secretary  
Ken Seidel, Treasurer

Others present: Judy Bertrand, MDM (PBMPRD District Manager): Via Zoom  
Doug Choate, Director: Golf Superintendent & Parks Manager  
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.

Treasurer Seidel made a Motion to excuse Asst VP Tomasulo; with VP Ford seconding said Motion. Asst VP Tomasulo was unanimously excused.

Secretary Palcer made a Motion to approve the Agenda, with VP Ford seconding said Motion. The Agenda was unanimously approved.

Public Comments: N/A

Minutes: The Manager provided the Minutes from the January 18, 2021 Regular Board Meeting. Secretary Palcer made a Motion to approve the Minutes, with Treasurer Seidel seconding said Motion. The Minutes were unanimously approved and will be signed at the next Board meeting.

Golf Website and G Suite: VP Ford stated that he is still working with EZ Links (now Golf Now) and it is taking longer with Go Daddy than expected. He was informed by BMC that they do not host the Battlement Mesa Golf site. Director Curtis said emails go through Golf Now, but they do use battlementmesa.com for vendors. The Manager asked if she should pay Battlement Mesa Partners for the \$120 invoice they sent for emails. VP Ford said this should be paid to ensure we have email access for now. VP Ford said the pbmprd.org website is good to go.

President Hall mentioned that the Annual Report still needs to be added to the website and noted that the Annual Administrative Resolution was not posted. He also noted that there were items on the golf course website that were not compatible with what was posted on the pbmprd.org site. The Manager asked Director Matzl to have Denie Noble compare all the sites and update the pbmprd.org site monthly.

Steering Committee and Master Plan: After brief discussion it was agreed that the Master Plan discussion would be tabled until the March board meeting.

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 since she was calling in via Zoom, the checks for board signature that would be signed by her. The Manager noted two additional checks to Wadsworth for back 9 materials in the amount of \$129,178 and Jean's Printing for the Annual Report in the amount of \$1,151.38. VP Ford made a Motion to approve all checks, with Secretary Palcer 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.

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 stated that there were 3 new memberships in January. He is booking for tournaments and Kiwanis scheduled. The Manager stated that she heard from Kyle Copan that he had run the cables and will return to drop the cables down to the computers in Director Curtis's work area. Director Curtis stated Kyle may change out the hard drive and he is not sure if there will be an upgrade to Windows 10 at this time.

Director Choate provided his Director Report and noted that Wadsworth is still targeting for March 1-15 to continue work on the irrigation system. Also, JC Excavating is waiting until the weather improves to perform the concrete work at the irrigation pond. Director Choate has made arrangement with Chris Manera and JC Excavating to complete the work on Daisy Ditch. Director Choate requested a decision on completing the mucking on #8. The Manager stated she will cover this under the Manager's Report and show the increase in revenue and decrease in expenses for 2021.

Rec Center & Programs: Director Matzl provided the Director Report which showed 819 active members and 280 new member activations. He stated that with some COVID restrictions lifting that Adult Volleyball and Girls' Basketball will be offered. The game room remodel will be completed as of Friday and some cardio equipment will be moved. Director Matzl had a call with Xcel Energy today and the main changes recommended were LED lights.

President Hall asked if Kyle was done with the Rec Center. Director Matzl stated that he was.

President Hall asked if Director Matzl was happy with the functioning of the heating and air conditioning and Director Matzl stated he was not. Director Matzl said the biggest challenge is the windows and height of the ceiling in the lobby and this affects temperature in other rooms. President Hall asked if we needed more units and Director Matzl stated there were 8 zones and indicated that additional zones would not help. The Manager asked Director Matzl if Xcel Energy had provided any improvements to make the Rec Center more efficient and he stated they did not provide that detail. President Hall asked about the issues with the air in the Grand Valley Room and Director Matzl said we will not know how the air is working until the summer. VP Ford mentioned installing a film on the windows to insulate them.

President Hall asked Director Matzl about the BAF for the pool area and he stated that the first shipment was in and installation was still on target for March 5<sup>th</sup>.

The Manager asked Director Matzl if he had obtained bids for the cameras yet. He stated he had not but thought they would be around \$35 per camera.

The President asked if it would be advisable to install a new hot tub due to the expense of repairs and maintenance. Director Matzl stated he did not think it was a priority and that we have what we need in the way of parts to ensure it now functions.

The President asked about the charges for Fortney and A1 Heating. Director Matzl stated that the boiler was filled with lime and burned the coil; and the men's shower room pipe had burst in the wall due to corrosion.

VP Ford asked about the roof replacement and felt we would be throwing good money after bad with the replacement. Director Matzl said the roof was not leaking in the gym. The Manager mentioned that it had leaked in the lobby and near the front desk and Director Matzl said he had not seen that. The Manager recommended he talk with the front desk staff. Ms. Bertrand stated that the previous roof replacement had been in the pool area.

## **MANAGER'S REPORT**

Capital Plans: The Manager provided the capital plans reviewed and approved by the Directors. She stated that grant funds are drying up probably due to money being used for COVID vs. capital projects.

Terra: The Manager stated she had received a notice from Terra regarding accessing the detail behind the royalty payments and noted that the District is already set up to receive ACH (electronic transfers) into the General fund.

P&L Insurance: The Manager stated she is completing a questionnaire for Jack Sours to put out for bid.

Analysis of Revenue Changes & Repairs/Maintenance: The Manager presented an analysis of the change to Budgeted Net Income due to increased revenue (delinquent URSA property taxes from 2020 paid in 2021), gas royalties (Terra is now paying) and COVID grant funds. Also, approximately \$165,000 in capital expenditures for the irrigation project was paid in 2020 thus decreasing projected expenses in 2021. The result of this is an increase in net income of

\$486,432, which offsets the budgeted loss of \$483,855 and provides an estimated Net Income of \$2,577. Due to these changes, the Manager presented repair and maintenance expense over budget of \$40,000 for the golf course, \$18,500 for the Community Park and \$35,000 for the Rec Center. If all of these projects were performed the Net Income (with the increase in revenue) is projected to be -\$91,000 vs. the budgeted Net Income of -\$483,855.

The Manager requested that the Board consider approving a bid provided by Director Choate for painting the clubhouse and the Pro-shop up to \$20,000. She noted that they had received 2 bids; one for \$65,000 and the other for \$17,000. VP Ford made a Motion to approve the painting up to \$20,000 with Secretary Palcer seconding. It was unanimously approved.

VP Ford asked if the tennis court remodel would help increase revenue. Director Matzl stated it would not. The Manager noted that there was no charge for usage of the tennis courts.

The Board asked Director Choate if the mucking were performed how long it would be before needing to be cleaned out again. Director Choate stated 5-7 years. VP Ford made a Motion to approve spending up to \$45,000 to finish the mucking on #8, with Treasurer Seidel seconding said Motion. It was unanimously approved.

The Manager stated that not all bids had been obtained for work at the Rec Center and they will provide more information at the March board meeting.

**Head Start:** The Board asked about the expense for padding the playground area at the Rec Center and the Manager stated that Head Start believed they could obtain grants for this if they rented out the Grand Valley Room. Secretary Palcer stated that Head Start had opened up at Crown Peak Church.

## **NEW BUSINESS**

N/A

## **EXECUTIVE SESSION**

VP Ford made a Motion to Move into Executive Session at 7:05 p.m. per CRS 24-6-402(4)(e), "Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators." Secretary Palcer seconded said Motion. The Board unanimously approved.

The Board adjourned the Executive Session at 7:42 and reconvened the open meeting.

### MOTIONS AFTER EXECUTIVE SESSION:

VP Ford made a Motion to extend the District Manager and Finance Manager contract with Metropolitan District Management at the current 2020-2021 rate through September 30, 2022. President Hall seconded said Motion and it was unanimously approved.

The Board discussed obtaining bids for a long-term Master Plan. It was agreed to spend up to \$2,000 for posting an RFP. VP Ford will handle preparing the RFP and posting.

**ADJOURNMENT**

There being no further business to come before the Board at this time, President Hall adjourned the meeting at 7:44 p.m.

The next Regular Meeting is scheduled for **Monday, March 15 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 FEBRUARY 15, 2021 MINUTES OF PARACHUTE BATTLEMENT MESA PARK AND RECREATION DISTRICT BY THE BOARD OF DIRECTORS.**

**(Signed copy in possession of the District Oversight Manager)**

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Adam L. Ford, VP

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Chuck Hall, President

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Amber Palcer, Secretary

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Ken Seidel, Treasurer

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Vinnie Tomasulo, Asst VP