

**MINUTES OF THE BOARD OF DIRECTORS MEETING
PARACHUTE/BATTELEMENT MESA PARK AND RECREATION DISTRICT
Monday, June 20, 2022 @ 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 Course Superintendent & Parks
Steve Matzl, Director: Rec Center & Programs
Mary Ochs, Director: Golf Pro & Pro Shop

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.

President Hall requested a modification to the Agenda with adding an Executive Session at the end of the meeting. VP Ford made a Motion to accept the Agenda with the modification, with Asst VP Tomasulo seconding said Motion. It was unanimously approved.

Minutes: The Manager provided the Minutes from the May 16, 2022 Regular Board Meeting. Treasurer Seidel made a Motion to approve the Minutes, with Secretary Palcer seconding said Motion. The Minutes were unanimously approved and signed.

Public Comment: N/A

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 signature. Ms. Bertrand noted that check #3732 to Swank Motion Pictures was voided as it was paid with a credit card. 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. The Manager noted that the Edge funds had regained

\$3,000 of their NAV loss. Asst VP Tomasulo suggested that once the ColoTrust Edge Funds had regained their position (\$2,500,000 in the General and \$900,000 in the Rec) that the money be moved to the Plus funds. No Motion was made. VP Ford made a Motion to accept the financials, with Secretary Palcer seconding said Motion. The financials were unanimously approved.

2021 Audit: The Manager provided the 2021 Draft Audit and the Management Discussion and Analysis, but informed the Board that there would be some minimal changes as the auditor needed to revise the expense allocation between the proprietary funds and general funds on the Budgetary Comparison statement. Ms. Bertrand stated that she will provide the 2021 Final Audit at the July meeting. Secretary Palcer made a Motion to accept the 2021 Draft Audit, with Asst. VP Tomasulo seconding. The Draft Audit was 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 Ochs presented her report and stated that the Youth Golf Camp went well but the kids were running around a lot. She used marshmallows for them to hit. The Manager noted that the camp brought in \$850 and the public is requesting more camps. Director Ochs is unable to offer more at this time but depending on her workload may offer another in the fall. She noted that there were 30 couples signed up for the Couples Tournament and she will get food from Sam's and there will be a food truck from 7:30 a.m. to 3:00 p.m.

Director Choate said the Driving Range was now complete and seeded and the water transfer parts had been ordered. The landscaping around the clubhouse is complete and the new PA system installed.

Director Choate stated that he and Chris Manera had discussed that taking Huntley water out further upstream would be a good option and there would be one diversion into the ditch. Director Choate stated that the Eaton pump should be ok for a couple more years and that accessing water and diverting it into a ditch may be a better use of funds at this time. He stated that the pump is not run that often. For this reason he is obtaining bids for this work and if possible, will provide at the July board meeting.

Asst VP Tomasulo said that the split rail fence near the turkey park was the District's property and that in the last 2 weeks BMMD had received 4 calls regarding weeds at the Dog Park. Director Choate said he would schedule Everett to do the work. A suggestion was made to sell the Skate and Dog Park. Director Choate said after golf season he would inspect the fence.

Asst VP Tomasulo explained that Barton is awaiting final approval from the County Commissioners and FEMA on developing their property.

Rec Center & Programs: Director Matzl stated that they are down 200 memberships and around 500 attendees due to people enjoying outside activities. Mr. Matzl said that summer dance has really taken off. He noted that the tile work would be postponed until August 1st, and they are

awaiting Canyon Plumbing and Western Slope Welding to do the plumbing work and recirculate the hot water. Director Matzl noted that the LED lights have all been replaced. Director Matzl said that Grand Valley Fire is working on clearing debris from Parachute Creek up to the Rec Center and will be stacking the debris on our 15.5 acres until they can do a controlled burn or remove the debris.

MANAGER'S REPORT

FMLD Grant and Thank you Letter: The Manager provided the thank you letter, and it was signed by all Board members. Ms. Bertrand will prepare the documents to request reimbursement from the FMLD Mini Grant.

The Rough Bar and Grill: The Manager stated that Director Choate had inspected the restaurant and determined that some of the appliances and equipment will need to be replaced. Director Ochs stated that the cleaning crew had spent close to two days cleaning the restaurant and removing grease. The Manager said she was planning to send a letter to Katharina Ballard regarding the outstanding rent and security deposit.

New Beverage Cart: The Manager provided the bid for a new beverage cart in the amount of \$22,874 from Colorado Golf and Turf but recommended holding off on this expense due to the cost of new restaurant appliances and equipment. The Board agreed.

Policy on Security for Events held on District property: The Manager provided the Policy prepared by Director Matzl for social events with more than 100 people and noted that this did not include meetings. VP Ford made a Motion to adopt the policy, with Treasurer Seidel seconding. It was unanimously approved.

Fortney retroactive approval to replace chiller: The Manager had given approval to Director Matzl to have Fortney replace the 25-year-old east chiller that had failed in order to keep the facility's air working. VP Ford made a Motion to approve the \$13,800 expense, with Treasurer Seidel seconding. President Hall made a recommendation that Fortney not just replace the equipment, but do research on the problem. The expense was unanimously approved.

Golf Digest and Marketing update: The Manager presented the *Golf Digest Overview* provided by Noel Lucky. It showed that 442,000 'impressions' were viewed to date and that the blasts began on May 22nd. The Manager said Noel Lucky discussed having a solicitation or call to action. This is based on sending out information or providing the viewer with something that makes them react, such as sending us an email or responding to something. As of today, we have not developed a newsletter or email blast for sending out to people who contact us. The Manager noted that we have received 42 emails since the end of May. Ms. Bertrand noted that the benchmark in the *Overview* is a term used in advertising and means that if 100 emails are sent out, they expect a 10% response if it is an effective tool. Ms. Lucky noted that the Crown Unit (above the top of a page) is purely a 'brand ad' and is not telling them to go to our website.

The Manager stated that she does not have the qualifications to perform as the marketing person for the District and it is not in her scope of services. For this reason she requested that outside firms/people be hired to perform the marketing/advertising for the District. The Manager stated that Bryan Peck (who completed the website design and is currently updating

the golf site) had provided the name of a social media group but their rate was \$3,600 per month. The Manager requested that the Board approve 3 months of social media work in order to determine the effectiveness. Ms. Bertrand also stated that Noel Lucky with Golf Digest had offered to be the intermediary between the golf course and social media firm to provide them with weekly marketing suggestions and articles. This work would include getting Facebook updated and running, Instagram, contact lists, newsletter, Mail Chimp, Trip Advisor, and contact with the State of Colorado Tourism site. VP Ford made a Motion to approve spending \$10,800 for 3 months for social media, with Treasurer Seidel seconding. It was unanimously approved. The Manager noted that she expected Noel Lucky's work to be around \$1,000 per month. There was discussion about hiring an in-house marketing person next year.

Rec Center Locker Room Bids for Plumbing: After numerous requests for plumbing bids and no responses, Director Matzl received a bid from Canyon Plumbing to replace the locker/shower water line. Mr. Matzl noted that the existing line will be abandoned and will provide shut off valves to isolate the zones. He requested approval to spend up to \$20,000 for the line repair and wall. Treasurer Seidel made a Motion to approve, with Secretary Palcer seconding. It was unanimously approved. President Hall asked about the tile by the hot tub. Director Matzl stated they were doing this work in-house and using tile that is close to what is already in the area. He estimates the cost to be around \$2,000.

Autos – governmental rate: The Manager stated that she had contacted Jackie at Garfield County Clerk's Office and had not heard back, but that she needs the title to the golf course truck. Director Choate will try and locate that.

Ropes Course Training: Only Denie Noble and Director Matzl attended the training and there needs to be 3 people as spotters for a program. It is unclear at this time if they can get someone from the School to help with the program. The Manager noted that their staff time is compensated at \$25/hr. and she is not sure if at that rate the District would make a profit on the program.

NEW BUSINESS

Asst VP Tomasulo recommended inviting Travis Elliott, the new Town Manager to the next board meeting. He stated that Love's gas station was being installed on Cardinal Way. It may include a McDonald's.

EXECUTIVE SESSION:

VP Ford made a Motion to move into Executive Session at 7:26 p.m. per CRS 24-6-402(4)(e), "Determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations and instructing negotiators." Secretary Palcer seconded said Motion and the Board unanimously moved into Executive Session. Secretary Palcer made a Motion to adjourn the Executive Session at 7:47 p.m. and move back into the Public meeting. Treasurer Seidel seconded said Motion and the Executive Session was adjourned.

ADJOURNMENT

There being no further business to come before the Board at this time, President Hall adjourned the meeting at 7:48 p.m.

The next Regular Meeting is scheduled for **Monday, July 18, 2022 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 JUNE 20, 2022 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