

**MINUTES OF THE BOARD OF DIRECTORS MEETING
PARACHUTE/BATTELEMENT MESA PARK AND RECREATION DISTRICT
Monday, June 21, 2021 @ 5:30 p.m.**

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

ATTENDEES

Directors present: 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 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 5:31 p.m. and a quorum was noted. Treasurer Seidel made a Motion to excuse VP Ford, with Asst VP Tomasulo seconding. VP Ford was unanimously excused.

Treasurer Seidel made a Motion to approve the agenda with the deletion of discussion of the Master Plan until VP Ford returns. Asst VP Tomasulo seconded said Motion. The agenda was unanimously approved as modified.

Public Comments: N/A

Minutes: The Manager provided the Minutes from the May 17, 2021 Regular Board Meeting. Asst VP Tomasulo 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. The Manager noted an additional check to American Underwater for mucking removal of \$28,032 that was not included in the check detail. Asst VP Tomasulo 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 Asst VP Tomasulo seconding. The Financial Reports were unanimously accepted.

2020 Audit: The Manager presented the 2020 Audit and reviewed the Management Discussion and Analysis (MD&A) Report which summarized the financial details. The Manager noted that there were no issues found by the Auditor. Secretary Palcer made a Motion to accept the 2020 Audit, with Treasurer Seidel seconding. The 2020 Audit was unanimously accepted. The Manager asked if it was sufficient to post the MD&A to the website and the Board agreed.

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 thanked President Hall for holding the Kiwanis tournament at the course. There were 103 players for the Kiwanis tournament and 81 for the Mesa Open.

Asst VP Tomasulo stated that Trip Advisor had listed the best courses in Colorado and noted that BMGC was not included. It was recommended that we investigate being included in next year's Trip Advisor golf course rankings.

Director Curtis stated due to hot weather that afternoon play had dropped off. He also mentioned that Lakota, our competition was up and running. It was mentioned that their green fees with cart are \$89. The couples league was cancelled last week due to weather.

Director Choate stated that the irrigation system is complete with only 3 small leaks. The last mucking bag is full, and it is estimated that the pond is now 8-9 feet deep. He stated that on the hottest day the course only required 800,000 gallons and they are saving around 300,000 gallons per day with the new system. The Manager noted they came in at .3% of the budget due to an increase in back 9 (change order) and decrease in as-built plans.

Director Choate was asked to have Manera come back and finish the posts at the club house.

President Hall asked about the cart path and Director Choate stated that it is being done in conjunction with BMSA. The contractor will clean and asphalt the areas.

Asst VP Tomasulo mentioned the rocks on #18 into the tunnel.

President Hall asked about the sink holes and Director Choate said they will be filled and seeded.

Rec Center & Programs: Director Matzl stated there were currently 834 members, with 3,236 attendees for the month of May.

Athletic Surfaces is awaiting a product to finish the tennis/pickleball/basketball court.

CivicRec, the new POS system for the Rec Center will be up and running by August 23rd. Asst VP Tomasulo asked about the ballfield. Director Matzl stated it looked good and that Lowe's had donated \$1,700 in products to refinish the concession stand floor, refurbish counters, and donate a refrigerator and stove. President Hall asked if the Manager would prepare a thank you letter. Director Matzl stated that currently we are using volunteers to sell concession food and that he will investigate us purchasing the products and hiring someone part time to sell those items.

Director Matzl said he had been contacted by a homeowner who stated they might be interested in purchasing a PBMPRD lot north of the ballfield. The property is .973 acres. Director Matzl will ask them what they would be willing to pay and Asst VP Tomasulo stated we may need to get an appraisal. The Manager stated she had looked up the two properties adjacent to the homes and the county showed \$50,000 value for land of around 2 acres.

Director Matzl stated that all IT work at the Rec Center is complete. Asst VP Tomasulo stated he had provided Director Matzl with a contact at the school in order to discuss using their facility to get access to the cameras at the Community Park.

MANAGER'S REPORT

Balance Due on Projects: The Manager provided a spreadsheet showing the balances of various projects and noted two additional projects that have not been approved by the Board. Director Choate stated that a new river pump and lowering of the intake would be needed, probably by next year. He will have Chris Manera take a look at the project.

The Manager stated she and Director Choate had discussed the cost of moving some of the golf course water to the rec center once the Water Court rules that the transfer is authorized. Director Choate is hopeful that gravity may force the water toward the rec center.

Camera Grant from Garfield County: The Manager provided the acceptance letter for the \$4,000 donation from Garfield County. Asst VP Tomasulo made a Motion to accept the \$4,000, with Secretary Palcer seconding. It was unanimously accepted, and President Hall signed the document. Director Matzl stated that Kyle Copan was ordering the cameras, at which point the Manager will submit for payment to Garfield County.

CivicRec: The Manager had signed the agreement with CivicRec for \$21,212 (which includes the Annual software fee of \$5,224). Ms. Bertrand stated that the agreement needed to be signed in order for the Rec Center staff to get the training last week as it is only offered twice a year. She requested retroactive approval from the Board. Asst VP Tomasulo made a Motion to approve the agreement, with Treasurer Seidel seconding said Motion. The purchase of CivicRec software and equipment was unanimously approved.

Forté: The Manager provided the credit card merchant agreement which is used with CivicRec POS system. She noted that once the POS system is installed that the fees for credit card processing will be passed on to the consumer at 2.5%. The Manager stated that there are people who charge \$.94 and the cost to the District is around \$6,000-\$8,000/yr. for credit card processing services. The Manager stated they will post a notice regarding this fee approximately

a month before it is implemented. The Board was in agreement with this credit card charge being passed on.

Craft Fair: The Manager stated that Director Matzl is planning on holding the Craft Fair at the Rec Center vs. the school primarily because the school cannot commit to rentals at this time due to COVID. There will be fewer vendors, but the vendor fee is increasing to \$120 per booth. The Board discussed concerns over parking and the Manager mentioned contacting the Town to see if the PAT Van could be used to shuttle people.

CVRF Grant: The Manager stated she has submitted another \$26,500 for CVFR reimbursement. This brings the total grant received to \$263,637. The Manager also said she is researching a new potential grant that would compensate for lost revenue. She stated she is attending a meeting on June 29th with DOLA to get more information. Ms. Bertrand completed a survey for these funds and stated that lost revenue was around \$390,000.

ColoTrust Edge: The Manager provided information on a new investment being offered by ColoTrust. The main difference between the current Plus+ fund and Edge is that it is not as liquid and when requesting funds there is a 7 day hold instead of immediate liquidation. The Manager said that currently our ROR is around .05% and Edge yield is .117%. However, in order to see that yield it is necessary to keep those funds in the account for around 5-6 months. Ms. Bertrand stated that she would like to move some money from the General fund into the Edge fund as there are no major capital projects through year end. Asst VP Tomasulo made a Motion to move \$2,000,000 from the ColoTrust General Fund into the ColoTrust General Edge fund. Secretary Palcer seconded said Motion and it was unanimously approved.

Chillers for Rec Center: The Manager stated that Director Matzl had obtained bids for replacement of a control board. Fortney had stated that the chillers should not run as they are for too long. The Manager requested authorization to order the parts and have Fortney install them for up to \$9,600. Secretary Palcer made a Motion to order parts and complete the project up to \$9,600, with Asst VP Tomasulo seconding. It was unanimously approved.

NEW BUSINESS

N/A

ADJOURNMENT

There being no further business to come before the Board at this time, President Hall adjourned the meeting at 7:05 p.m.

The next Regular Meeting is scheduled for **Monday, July 19, 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 JUNE 21, 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