

**MINUTES OF THE BOARD OF DIRECTORS MEETING
PARACHUTE/BATTELEMENT MESA PARK AND RECREATION DISTRICT
Saturday December 8, 2018 2:00 p.m.**

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

ATTENDEES

Directors present: Adam L. Ford, Secretary
Chuck Hall, Vice President
Jerry Mohrlang, President
Ken Seidel, Treasurer
Lynn J. Shore, Asst. VP

Others present: Judy Bertrand, MDM (PBMPRD District Manager)

Employees present: Doug Choate, Director-Golf Superintendent & Parks
Chuck Curtis, Director Golf Course
Samantha Smith, Director-Rec Center & Programs

Public present: N/A

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The Regular meeting was called to order by President Mohrlang at 2:03 p.m. and a quorum was noted.

VP Hall suggested moving public comments after the Agenda was approved (to Item b) so that the public need not sit through issues that they are not interested in. Secretary Ford made a Motion to approve the December 8, 2018 agenda and modify the agenda going forward to move 'public comments' after the approval of the agenda. Asst. VP Shore seconded said Motion and it was unanimously approved.

Minutes: The Manager provided the Minutes from the November 13, 2018 Board Meeting. Asst. VP Shore made a Motion to approve the Minutes, with Secretary Ford 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.

Annual Administrative Resolution: Asst. VP Shore stated that the Resolution should reflect that the District Manager's responsibility ends on October 2019. Secretary Ford made a motion to modify the sections containing 2019 to reflect October 2019 and approve the Resolution with these changes. VP Hall seconded said Motion and the Annual Administrative Resolution was unanimously adopted and signed.

Website: Secretary Ford discussed the 3 websites and stated they were outdated. He mentioned that having 3 websites could be confusing for the public. He suggested having a

Master site with links to the various facilities, entities and programs. The Master site would have the financials and Board information. Secretary Ford mentioned signing up for Google Suite, which is cloud based. He stated it is easy to maintain and that no servers are required. All Board members could have email addresses on the same exchange. G-Suites also provides for archiving emails. Secretary Ford provided the G Suite Agreement from SIPA showing discounted rates. It was decided to start with the Basic G Suite service at \$44 per user per year. Once the Basic service is purchased, Secretary Ford can establish emails for each board member and will have a Google drive folder to upload documents for the Board. The email addresses will consist of the first initial and last name of the user.

Secretary Ford mentioned having the same logos on each site. He also presented a document entitled "Website information", which contained various domain names available. The Board selected **PBMPRD.org** as the official website. The cost of the domain name is approximately \$12-\$19 per year. Asst. VP Shore made a Motion to (1) obtain all 4 PBMPRD domains (PBMPRD.org, PBMPRD.com, PBPRD.org and PBRPD.com), (2) order the Basic G Suite, and (3) authorize the District Manager to apply for a grant through SIPA. VP Hall seconded said Motion and it was unanimously approved.

Pond Relocation Operations and Easement Agreement Review: The Manager presented the Draft Agreements prepared by Attorney Jason Downie. After some revisions, the Board approved presenting the agreements to BMLI. The District Manager will request that the attorney make the changes. There was discussion regarding the planned pond location allowing for irrigation of the Rec Center. Director Choate also mentioned that the pond is the only source of water when the water runs dry and that Huntley is the only ditch that runs year round.

PUBLIC COMMENT

N/A

FINANCIAL MATTERS

Claims/Accounts Payable: The District Manager presented the claims paid outside of the Board meeting. VP Hall made a Motion to approve the payments; with Treasurer Seidel seconding said Motion. These payments were unanimously approved.

The Manager presented the Check Detail for December. The Manager mentioned the \$124,451 payment to Accurate for the PBM Trail. Asst. VP Shore made a Motion to approve these payments; with Secretary Hall seconding said Motion. They 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 Financial Reports; with Secretary Ford seconding said Motion. 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 provided the golf course written report to the Board. He mentioned that he was considering raising the rate of the driving range in 2019.

Rec Center & Programs: Director Smith provided her written report to the Board. She noted that 200 people signed up for breakfast with Santa (Alpine Bank paid for the food) and that the Town collected taxes from the Craft Fair vendors. President Mohrlang asked about Jerre Witt's progress with the sports sampling. Director Smith stated that he is wrapping up volleyball, basketball and tiny tot. Director Smith stated that they have scheduled a meeting with New Castle on 12/20/18 to discuss boys' basketball. Secretary Ford asked if the boiler was functioning properly and Director Smith said a coil went out but that it was replaced by Fortney within 24 hours. Director Smith stated that the hot tub was leaking and that it would be caulked when the pool was out of service.

MANAGER'S REPORT

Updated 2019 Budget with revised Assessed Values: The Manager presented the revised 2019 budget with the increase in property taxes due to the increase in assessed values provided by Garfield County. Ms. Bertrand had also modified the Resolutions to reflect this adjustment. VP Hall made a Motion to adopt all Budget Resolutions; with Secretary Ford seconding said Motion. The Resolutions were unanimously approved and signed. The Manager will submit to DOLA and Garfield County.

Pavilion Architectural Agreement: The Manager provided the \$5,000 Agreement from Jeff Johnson for preparation of the pavilion architectural plans. Treasurer Seidel made a Motion to sign and move ahead, with VP Hall seconding said Motion. It was unanimously approved and will be signed by the District Manager and the \$1,000 initial payment provided to Jeff Johnson.

PBM Trail: The Manager presented a spreadsheet showing a difference between Accurate's sq. ft. for the additional services vs. the bids and email sq. ft. Ms. Bertrand stated that this difference amounts to around \$12,000 over bids. The Manager stated that Steve Rippey said the additional sq. ft. was for additions that made sense to the project. The Board asked her to investigate further to understand the delta. Ms. Bertrand also questioned the additional cost of approximately \$10,000 for relocation of the lights. VP Hall stated that he will discuss this expense with BMSA as they have a trail committee as well. Director Smith stated that due to the PBM Trail, the lights were out in the back of the Rec Center.

NEW BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, President Mohrlang adjourned the meeting at 3:58 p.m.

The next Regular Meeting is scheduled for **Tuesday, January 8, 2019 at 6:00 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 DECEMBER 8, 2018 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, Secretary

Chuck Hall, Vice President

Jerry Mohrlang, President

Ken Seidel, Treasurer

Lynn J. Shore, Asst. VP