

MINUTES OF DECEMBER 12, 2012

**GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT
817 COLORADO AVE, SUITE 104B
GLENWOOD SPRINGS, COLORADO**

1. Call to Order. Meeting Convened at 9:11 a.m.

2. Roll called by Patti Payne

Director Gregg Rippy, Present
Director Mike Samson, Present
Director Eric Schmela, Present

Quorum established.

Also in attendance: Patricia Payne, Administrative Assistant to the Board
Andrew Gorgey, General Counsel

3. Additions or Changes to Agenda.

NONE

4. Approval of Minutes.

- a. Motion to accept the minutes of November 12, 2012 as presented by Director Schmela, seconded by Director Rippy. Passed, Vote of 2-0.

5. Consent Calendar.

- a. Approve Expenses
 - i. Motion to approve accounts payable and payroll expenses, with Spring Grant Cycle Requests for payment excluded until discussion, as submitted, by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.

6. Comments from Public on Items Not Scheduled on the Agenda.

NONE

7. Reports or Updates.

- a. Spring 2012 Grant Cycle Requests for Payment (in order of receipt)

- i. **12-S-03 Town of Silt - \$178,155.62** – Grant request \$179,218.55 – Motion to approve payment to the Town of Silt in the amount of \$178,155.62 by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.
 - ii. **12-S-02 Town of Parachute - \$194,571.50** – Grant request \$242,962.18 – Motion to approve payment to the Town of Parachute in the amount of \$194,571.50 by Director Schmela, seconded by Director Samson, upon proof of payment to all subcontractors. Passed, Vote of 3-0. Board requested Administrative Assistant to contact Town of Parachute and request proof of payment to all subcontractors for 12-S-02.
 - iii. **12-S-06 RE-2 School District - \$281,547.00** – Grant request \$284,893.00 – Motion to approve payment to RE-2 School District in the amount of \$281,547.00 by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.
 - iv. **12-S-01 City of Rifle - \$271,652.36** – Grant request \$330,000.00 – Motion to approve payment to the City of Rifle in the amount of \$271,652.36 by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.
 - v. Discussion related to photos being taken of the various projects.
 - vi. Discussions to hire an engineer, making sure projects are actually doing what they said they would do. General Counsel will find out what GOCO's process is with their various projects. Discussion to improve and enhance Final Report for projects in the future. Include copies of checks and photos with Final Report.
 - vii. Remaining Spring Grant Cycle requests for payment have yet to be received from Town of New Castle, Battlement Mesa Metropolitan District and City of Glenwood Springs. Motion to award these entities their grant requests provided the Final Report Form is submitted properly and approved by General Counsel before January 1, 2013 to be signed by any two directors by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.
- b. Fall 2012 Grant Cycle Grant Agreements**
- i. Agreements have been signed by President Rippy
 - Town of Silt – 12-FT-07 - Did not indicate payment preference. This has been resolved as of today.
 - Ross Montessori – 12-FT-06 - Held for discussion
 - Garfield County Public Library District – 12-FM-04
 - Town of New Castle - 12-FT-03
- c. Ross Montessori School Discussion – B.E.S.T.** Grant of \$11.8 million will not be awarded at this time. General Counsel offered several options to the Board on how best to handle the issue. Motion to deny grant application from Ross Montessori and encourage them to reapply by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0. General Counsel to draft letter.

- d. Town of New Castle - General Counsel would like more information from the town regarding funding. General Counsel will draft a letter to the Town of New Castle to break down funding.
- e. Garfield County Public Library District – General Counsel would like more information regarding an itemized description of where the money is going. Tabled until January 2013 meeting.
- f. Alpine Bank - Federal Mineral Lease District Policy – Director Schmela will discuss with Alpine Bank's with a .1% interest rate. Director Rippy will discuss with First Bank. Discussion of CD's. Discussion regarding district writing their own investment policy. Further discussion to be continued for January 2013 meeting.

8. Unfinished Business.

- a. Contract management & monitoring – Spring 2012 Grant Cycle. District may need some process of management. Funding option discussion. Perhaps add Contract Status Update to meeting agenda.
- b. First Amended 2012 Budget – continued from November 14th meeting. Discussion regarding expenses placed in capital expenses as well as Accounts Payable. Discussion regarding modified accrual system. Discussion regarding expenses over \$1000 as capital expenses. Motion made by Director Samson to adopt Resolution 12-06 regarding adoption of the first amended 2012 budget for the Garfield County Federal Mineral Lease District and appropriation of funds for the fiscal year 2012, seconded by Director Schmela. Passed, Vote of 3-0.
- c. 2013 Proposed Budget – continued from November 14th meeting. Explained to Director Samson and General Counsel as they were excused from November meeting. Motion made by Director Schmela to adopt Resolution 12-07 regarding adoption of the budget for the Garfield County Federal Mineral Lease District and appropriation of funds for the fiscal year 2013, seconded by Director Samson. Passed, Vote of 3-0. The board has exercised their power to spend these funds.
- d. McMahan & Associates – Director Rippy had a conversation with Paul Backes of McMahan, who will complete budget documents for the 2012 Budget, as amended, and the 2013 Budget. McMahan will also provide a quote for audit services for 2012.
- e. Office Space – Both Suite 200, 201 and third floor discussion. Possibility of current occupants of suite 201 moving to 200 and the District moving into 201. Director Rippy feels the second floor suits the district's needs. Discussion to sign a 5-year lease. Director Schmela authorized to negotiate on behalf of the board.
- f. January 9, 2013 awards luncheon
 - i. Hotel Denver Contract – contract has been reviewed by counsel. Director Schmela made a motion to approve the contract with Hotel Denver and to authorize Administrative Assistant to sign, seconded by Director Samson. Passed, Vote of 3-0.
 - ii. Guest List – reviewed by the Board. It was determined to include the mayors from each municipality and the superintendents from the school districts.
- g. Signs/Plaques – Traditional & Mini

- i. All the Traditional plaques are approved by the board, with changes to Public Library to read Public Library District.
- ii. The Mini plaques approved by the board. Half the size of the traditional plaques.
- iii. Signs – Patti to ask the completed projects to return signs.

9. New Business.

Reappointment of Director Schmela scheduled for the first meeting in January 2013 of the Board of County Commissioners.

10. Other Business

NONE

11. Next Meeting Date and Location.

- a. Redesignate posting of meeting.
- b. Wednesday, January 9, 2013, 9:00 a.m. – District Office

12. Adjourn at 11:45 a.m.


Eric Schmela, Secretary

1-9-13
Date