

**MINUTES OF MAY 8, 2013**

**GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT  
817 COLORADO AVE, SUITE 201  
GLENWOOD SPRINGS, COLORADO**

**1. Call to Order. Meeting Convened at 9:06 a.m.**

- 2. Roll called by Patricia Payne** Director Mike Samson, Present  
Director Eric Schmela, Present  
Director Gregg Rippy, Present

Quorum established.

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

**3. Additions or Changes to Agenda.**

NONE

**4. Approval of Minutes.**

- a. Motion to approve minutes as submitted, of April 10, 2013, by Director Samson, seconded by Director Schmela. Discussion relating to the Spring 2013 Grant Application Review. Minutes as drafted and approved accurately reflect the intent and action of the Board on April 10, 2013. Passed, Vote of 3-0.

**5. Consent Calendar.**

- a. Ms. Payne explained the expenses to the Board. Motion to approve expenses as submitted, by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.

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

NONE

**7. Reports or Updates.**

- a. Financial Reports
- i. Audit went well. Paul Backes with McMahan & Associates was great to work with. Two adjusting journal entries were necessary. Financials for 2012 presented to the Board. Discussion on booking project expenditures and grant monies not expensed. Mr. Backes also complemented the Board and Staff on a job well done, specifically that systems and controls in place are beyond those normally found in an organization of this age.

- b. Staff Reports
- c. Server Quote from Desk Top Consulting presented to the Board. Discussion on server size. Mini Mac server was the least expensive server and would be the most efficient. Discussion on purchase of an additional computer. This will be DTC first Mac Server and will give the District a full refund if not fully satisfied. Further discussion re: PC or Mac. Data storage and files need to be standardized, and all files need to be on District computers, not personal computers. Discussion of using Cloud as a server, Microsoft Office 365, data backup, etc. Additional computer and software are additional expense. The Board had a phone conversation with DTC. DTC will provide a quote on a PC Server first of next week, May 13, 2013. Staff requesting authority to research cost of a second computer, with software. Tabled until we receive a new quote. Motion to delegate authority to Director Rippey to go forward up to \$10,000 for a server made by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.
  - i. Canon Printer now works properly, with the exception of printing envelopes.
  - ii. New email address for Mr. Gorgey is [gencounsel@garfieldfmlid.org](mailto:gencounsel@garfieldfmlid.org)
  - iii. Discussion to have individual email addresses for each Director. Not necessary.

#### 8. Unfinished Business.

- a. Investment Policy - Resolution 13-02, approved at the last board meeting, was presented for signature. Mr. Gorgey would like to invite PFM Asset Management to a future meeting to give a presentation on Colorado Statewide Investment Pool, similar to a local government investment pool (LGIP) but not an LGIP.
- b. Contract Management System – Mr. Gorgey reported the “contract management system” is in fact the entire “grant management system,” how the District communicates with the public, from first contact through a grant closeout letter. Outline of the Administrative System was presented. Active management of each grant.
  - i. See attached memo from General Counsel
  - ii. Status Report Form presented to the Board
  - iii. Closeout letter presented to the Board
- c. Miscellaneous communications
  - i. Unsuccessful applicant letter presented to the Board.
  - ii. Board expressed approval of forms presented.
  - iii. Email from Glenwood Springs Recreation Director indicating quotes for project were over budget. Response letter to Recreation Director presented to Board. Board would like them to report back no later than July 1, 2013.
- d. Ms. Payne worked with DOLA, who told her annual payment will now be direct deposit.

#### 9. New Business.

NONE

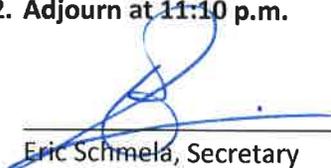
**10. Other Business**

- a. Employment Practices Liability Coverage – would become part of D&O coverage – quote attached to board packets
- b. Employee Dishonesty Coverage – quote attached to board packets
- c. Employee Manual – Director Schmela will provide General Counsel with a sample employee manual.
- d. All three items to be moved to Old Business for next meeting.

**11. Next Meeting Date and Location.**

- a. Motion to change next meeting date from Wednesday, June 12, 2013, 9:00 a.m. to Tuesday, June 18, 2013, 9:00 a.m. at the District Office by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.

**12. Adjourn at 11:10 p.m.**

  
Eric Schmela, Secretary

6-18-13  
Date

