

MINUTES OF ANNUAL MEETING FEBRUARY 12, 2014

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

1. Call to Order. Meeting Convened at 9:01 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 the minutes of December 11, 2013 and January 8, 2014, by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.

5. Consent Calendar.

- a. Motion to approve expenses 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. Financial Reports
- i. Balance Sheet for January 2014 and the Profit & Loss Statement for January 2014 compared to January 2013 presented to the Board.
 - ii. Interest rates from Alpine Bank, American National Bank, Bank of Colorado and US Bank. Wells Fargo and Vectra Bank were also contacted, but interest rates for CDs not yet available. Discussion on rates. Mr. Gorgey read portions of the investment policy to the board.

- Place \$2 million in Jumbo CDs, 500,000 per bank, 6 months or 1-year
 - Director Schmela to contact Alpine Bank
 - Director Rippy to contact Bank of Colorado
 - Ms. Payne to contact US Bank
 - Mr. Gorgey will obtain rates from Vectra Bank
- iii. DOLA has received timely District's 2014 Adopted Budget.
- iv. Thank you notes for the luncheon from Parachute/Battlement Mesa Park & Recreation and Rifle Housing Authority presented to the board. Ms. Payne had conversation with Pamela Woods, Silt Town Administrator. Silt proud to be Grantee of the Year.
- v. Status Reports sent January 2014 (response deadline April 17, 2014) to:
- 13-SM-03 – CMC – no response
 - 13-SM-04 – GarCo Public Library District – response presented to the board requesting minor change to their budget. Motion to grant change request by Director Samson, seconded by Director Schmela. Passed, Vote 3-0. Mr. Gorgey to follow up in writing.
 - 13-SM-05 – Town of New Castle – response presented to the board.
- vi. Letter from Town of New Castle
- 12-S-05. They will submit final report by May, 2014 at the latest.

8. Unfinished Business.

- a. Second Annual Awards Luncheon of January 8, 2014. Feedback, discussion. Invitations in 2013 to specify they are for the invitee only. The board agreed it was a successful luncheon. Discussion to rotate to other venues, east and west. Possible use of Ute Theater. Fall district meeting discussion and perhaps use Rifle Library. Mr. Gorgey suggested perhaps doing a dinner instead of a luncheon. Director Samson suggested the district pay for two attendees, additional attendees to be paid for by the entity. Director Rippy has concerns about having evening meals and employees being paid for attending. Discussion regarding project photos for projects.
- b. Employee Manual – Mr. Gorgey uploaded draft to ShareFile at Director Rippy's request. Mountain States Employers Council questioned the need of having a manual for two contract employees, both part-time, but also said it did not hurt to have one. One purpose for having manual is at suggestion of our auditor and Neil-Garing Insurance, who point it out as best employment practice. Board discussed and modified Jury Duty provision. Motion to accept employee manual as modified, made by Director Samson, seconded by Director Schmela. Passed. Vote 3-0.
- c. Insurance Contracts – Workers compensation with Pinnacle Assurance renewed, no changes. D & O and commercial rental policies set to renew in April through Neil-Garing Insurance, agent. Employed lawyers liability coverage is currently through an agent in Colorado Springs. Mr. Gorgey suggests using Neil-Garing in the future so all major policies will be through same agent. Employee manual to be supplied to Neil-

Garing. Motion to add Mr. Gorgey as an authorized person – Ms. Payne and Director Rippy previously authorized – to discuss insurance, add and/or modify, with Neil-Garing by Director Samson, seconded by Director Schmela. Passed. Vote 3-0.

9. New Business

- a. Election of Officers (Operating Resolution, Art. III, Section 2)
 - i. Nomination of Gregg Rippy as President by Director Samson, seconded by Director Schmela. Rippy accepts. Passed. Vote 2-0.
 - ii. Nomination of Eric Schmela as Secretary, by Director Samson, seconded by Director Rippy. Schmela accepts. Passed. Vote 2-0.
- b. Requests for Payment
 - i. Town of Silt – 13-FM-05 – Water Plant Membrane - \$25,000. Staff recommends approval. Motion to approve as submitted, by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.
- c. McMahan and Associates
 - i. Engagement letter from McMahan and Associates for annual audit services presented to board for review. Fee shall not be increased more than 3% from the previous year. Motion to accept and authorize chair to sign engagement letter by Director Samson, seconded by Director Schmela. Passed. Vote 3-0.
- d. April Board Meeting Date
 - i. Director Rippy will be out of town on the regularly scheduled meeting of April 9, 2014. Motion to move the April 9, 2014 meeting to April 16, 2014 at 9:00 a.m. by Director Schmela, seconded by Director Samson. Passed. Vote 3-0.

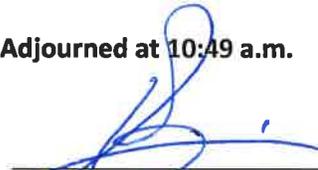
10. Other Business

- a. Various emails.
 - i. RFTA sent copy of envelope for the Fall 2013 grant cycle issue as proof of mailing.
 - ii. Tom Whitmore of Rifle updated status of 13-ST-06.
 - iii. Heather McGregor of Garfield Clean Energy with questions regarding Spring 2014 grant cycle. Ms. Payne to email them back telling them to follow instructions, per board direction. Board will take up any issues in due course.
 - iv. Discussion re: phone calls from Rebecca Ruland.
 - v. Discussion regarding phone call from Mary Anderson with Parachute /Battlement Mesa Parks & Recreation Department. Discussion re: use of GOCO funds as cash match for district application, and vice versa. Board policy

- decision is that Board is concerned only with cash match for its own grant program and defers to GOCO's discretion in administration of GOCOs program.
- vi. ShareFile invite discussion. Meeting planned to advance use of ShareFile.

11. Next Meeting, Wednesday, March 12, 2014, 9:00 a.m.

12. Adjourned at 10:49 a.m.


Eric Schmela, Secretary

3-27-14
Date

