

MINUTES OF MARCH 11, 2015
GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT
817 COLORADO AVE, SUITE 201
GLENWOOD SPRINGS, COLORADO

1. Call to Order. 9:00 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.

- a. Ms. Payne indicated an addition to staff reports, adding the City of Glenwood Springs Transportation Director Geoff Guthrie request. Motion to accept the change by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.

4. Approval of Minutes.

- a. Motion to approve minutes for February 11, 2015 by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.

5. Consent Calendar.

- a. 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
b. Ms. Payne presented Balance Sheet and Profit & Loss statements through February 2015, with year over year reporting. Motion to approve financial reports as submitted by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.

c. Staff Reports

- i. Ms. Payne explained issues with the IRS, where they have lost all four Form 941's (Employer's Quarterly Tax Return) reported for calendar year 2014. IRS acknowledged the District has made timely deposits on a monthly basis. Ms. Payne to fax copies of 941 forms to IRS over the next four weeks at IRS request.
- ii. Tom Whitmore, City of Rifle Parks & Recreation Director, sent an email to Ms. Payne requesting the Board attend the dedication of their new facility at Deer Field Regional Park for grant 13-ST-06. The board suggested Ms. Payne contact Mr. Whitmore to obtain more information about the dedication date. April 14 date preferred.
- iii. Ms. Payne reported Align Multimedia will prorate 2015 invoice from June to December 2015, with an annual renewal for maintenance starting January 2016.
- iv. Ms. Payne presented to the board CSD Pool Training programs for March and April 2015.
- v. Discussion regarding Petty Cash account and debit card.
- vi. Ms. Payne recognized Director Rippy being awarded the Citizen of the Year award.
- vii. Geoff Guthrie with the City of Glenwood Springs requested an extension for grant #14-SM-07. Director Rippy recused himself from the discussion. Motion to approve and extension to June 30, 2015 Director Samson, seconded by Director Schmela. Passed, Vote of 3-0. Mr. Gorgey will send Mr. Guthrie a letter regarding the extension.
- viii. Discussion of SDA Property and Liability Pool by Mr. Gorgey, and submittal of conference session proposal for 2015 SDA Annual Conference in Keystone, CO.
- ix. Mr. Gorgey received an email from Paul Backes regarding GAAP.
- x. Mr. Gorgey had lunch with Randy Essex of the *Post Independent*, who had general questions regarding Garfield County government. Director Samson questioned why the *PI* did not write an article regarding the annual award luncheon in January.
- xi. Mr. Gorgey would like to have two press releases in April, one for Spring 2015 grant recipients, the other announcing the District having awarded over \$10 million to date.
- xii. Huerfano County update. Mr. Gorgey and Director Samson will travel to Walsenburg to provide assistance to the FMLD staff. Mr. Gorgey to contact Sandy White and follow up at the next meeting.

8. Unfinished Business.

- a. Mr. Gorgey presented the Intergovernmental Agreement for the Colorado Special District Property Liability Pool. A copy of Resolution No. 15-02 is attached to these minutes. Renewal date is January 1 of each year. Motion to adopt the Intergovernmental Agreement for the Colorado Special Districts Property and Liability Pool by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0. Motion

to adopt Resolution No. 15-02 by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.

- b. SIPA update – Mr. Gorgey is working on contacting SIPA to expedite the process. He has not been able to talk to Briana Miligan, the District's contact.

9. New Business

- a. Requests for Payment
 - i. None
- b. Grant Issues & Updates
 - i. None
- c. The 2015 spring grant applications were presented to the Board of Directors. Ms. Payne noted of the 25 applications only 14 applications were compliant with application rules. Seven did not address envelopes correctly. The Town of New Castle may have two projects in their application. Ms. Payne explained both the Town of Carbondale and Ross Montessori turned in their applications early. Carbondale failed to state the amount of money requested, but Ms. Payne found the amount in their budget and filled in the front of their application for them. Ross Montessori forgot to include the brief description of 250 words or less. Ms. Payne contacted Tricia Williams informing her of this oversight. Ms. Williams prepared the brief description and email to Ms. Payne before the deadline. Ms. Payne inserted the description in each of the copies of the grant application.
- d. Motion to adopt Resolution No. 15-03 Regarding Establishment of District Petty Cash Account and Related Procedures by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0. A copy of this resolution is attached to these minutes.

10. Other Business

11. Next Meeting, Wednesday, April 8, 2015, 9:00 a.m. – District Office

12. Adjourned at 10:15 a.m.


Eric Schmela, Secretary

4-8-15
Date