

**MINUTES OF APRIL 8, 2015**  
**GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT**  
**817 COLORADO AVE, SUITE 201**  
**GLENWOOD SPRINGS, COLORADO**

**1. Call to Order. 9:10 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 for March 11, 2015 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. Ms. Payne presented Balance Sheet and Profit and Loss statements through March 2015, with year-over-year reporting. Motion to approve financial reports as submitted by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.

**b. Staff Reports**

- i. General counsel responded to inquiry from Edward Chusid of CMC regarding Davis Bacon Act by referring him to his own legal counsel. There have been no Davis Bacon issues in the history of the GCFMLD.
- ii. Ms. Payne presented letter from State Auditor requesting information on the 2014 disbursement from DOLA. Letter was addressed to Director Schmela but still refers elsewhere to former Garfield County Treasurer Georgia Chamberlain. Mr. Gorgey will clarify the matter with the State Auditor's Office.
- iii. Email from Brian Gall presented to the board. Ms. Payne recommended he work directly with Theresa Hamilton, Director of Districtwide Services for Re-2 School District.
- iv. E-Signatures information from ShareFile presented to the board. Director Rippy feels e-signatures would be helpful for our grant agreements. Director Rippy prefers DocuSign from the State of Colorado. Discussion followed. Mr. Gorgey will pursue DocuSign.gov and return with an update next meeting.
- v. SDA insurance pool credited the district \$170.87, a discount on premiums. There will additional funds credited directly from Philadelphia Insurance sometime in April.
- vi. Ms. Payne reported the need to update QuickBooks Pro subscription. Incident to the upgrade, she will change her personal AMEX credit card to the new district debit card. Payroll module to be updated as well.
- vii. Engagement letter from McMahan and Associates for the annual audit presented to the board for signature. Director Rippy will sign. Engagement is intended to cover review, preparation, and filing of 2016 Proposed Budget and 2015 Amended Budget next fall. Professional service to be competitively bid after January 1, 2016.
- viii. Mr. Gorgey and Ms. Payne set up a petty cash account with Alpine Bank in March to include a debit card. Discussion on tracking of expenses using the debit card. Only activity as of this meeting was update of Norton Anti-Virus. ShareFile has been notified of change. Ms. Payne will present a monthly report of transactions against the petty cash account as part of the financial report.

**8. Unfinished Business.**

- a. SIPA update – Mr. Gorgey continues to work on contacting SIPA to expedite the process. He has not been able to talk to Briana Milligan, the District's contact.
- b. Director Samson and Mr. Gorgey will be traveling to Huerfano County on May 25-26.

**9. New Business**

- a. 2014 Audit – Engagement letter received from McMahan and Associates. Director Rippy requested a new calendar for the 2016 Budget. Calendar needs to include the audit date, board approval date and due date for audit. Motion by Director Samson to approve Director Rippy sign engagement letter, seconded by Director Schmela. Passed, Vote 3-0. See also 7.b.vii. above.

b. Requests for Payment

- i. 14-SM-05 – Garfield County School District #16 – Mental Health Expansion – Final \$7,365. Mr. Gorgey recommends reimbursement for 14-SM-05. Motion to approve payment by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.
- ii. 14 ST-01 – Garfield County Public Library District – Rifle Branch Meeting Room – Final \$84,888. Mr. Gorgey questions staff hours used as in kind match. Director Rippy has questions about the number of hours regarding project management. At Board’s direction, Mr. Gorgey will call Ms. Shelley to obtain additional facts.
- iii. 14-ST-04 – Parachute/Battlement Mesa Park & Rec – Park Surfacing & Landscaping – Advance Payment. Mr. Gorgey indicated the request for payment shows the front of the checks and not cancelled checks. Mr. Gorgey recommends the board rejects the request for payment, subject to approval with the correct documentation. Director Schmela moved to reject request for payment, seconded by Director Samson. Passed, Vote 3-0.
- iv. 14-FM-02 - Garfield County School District Re-2 – Parking Lot Safety/LED Lighting – Final \$25,000. Mr. Gorgey recommend payment. Director Samson moved to approve payment, seconded by Director Schmela. Passed, 3-0.
- v. 14-FM-03 – Garfield County School District #16 – Technology Upgrades – Final \$23,175. Mr. Gorgey recommend payment. Director Samson moved to approve payment, seconded by Director Schmela. Passed, 3-0.

c. Grant Issues & Updates

- i. 13-ST-04 - City of Glenwood Springs – Sopris Avenue – Request for extension. Director Samson moved to grant an extension through July 31, 2015, seconded by Director Schmela. Passed, Vote 3-0.

d. Discussion of 2015 Spring Grant Applications

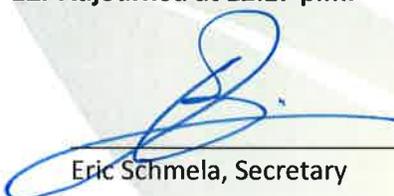
- i. Mini Grant Applications – Director Rippy did not view the Garfield County Public Library District mini grant application. Director Schmela did not view the Parachute/Battlement Mesa Park & Recreation District mini grant application. Discussion with Garfield County Housing Authority mini grant application. Scoring matrix displayed by rank, highest to lowest. Each Director expressed their recommendations, approvals, and concerns for the mini grant application applicants. Director Sampson made a motion to award; Carbondale & Rural Fire Protection District \$25,000, Carbondale Police Department \$25,000, Town of Parachute \$25,000, Rifle Housing Authority \$25,000, City of Rifle \$25,000 and Town of Silt \$25,000 and seconded by Director Schmela. Passed. Vote of 3-0. Director Samson made a motion to award Parachute/Battlement Mesa Park & Recreation District \$25,000, seconded by Director Rippy. Passed. Vote of 2-0. Director Samson made a motion to award Garfield County Public Library District \$25,000, seconded by Director Schmela. Passed. Vote of 2-0.

- ii. Traditional Grant Applications - Director Schmela did not view the Parachute/Battlement Mesa Park & Recreation District traditional grant application. Director Schmela discovered the Town of Parachute's request is for \$400,000 and resolution adopted by the Town of Parachute Town Council is for \$250,000. Each Director expressed their recommendations, approvals and concerns for the traditional grant application applicants. Scoring matrix displayed by rank, highest to lowest. Each Director expressed their recommendations, approvals and concerns for the traditional grant application applicants. Director Samson made a motion to award Town of Carbondale \$48,900, Garfield School District Re-2 \$250,500, Town of New Castle \$350,000, Town of Parachute \$250,000, City of Rifle \$400,000 Town of Silt \$350,000 and West Glenwood Springs Sanitation District \$192,150, seconded by Director Schmela. Passed. Vote of 3-0. Director Samson made a motion to award Battlement Mesa Metropolitan District \$26,600, motion seconded by Director Rippey. Passed. Vote of 2-0.
- iii. Scoring matrix for both types of grants are attached to these minutes.
- iv. Ms. Payne to include in the email announcement, to applicants only, the information, following review by General Counsel, regarding the quality of applications submitted.
- v. Press release to include announcement that District has exceeded \$10 million in grants awarded since its inception.

**10. Other Business**

**11. Next Meeting, Wednesday, May 13, 2015, 9:00 a.m. – District Office**

**12. Adjourned at 12:17 p.m.**

  
Eric Schmela, Secretary

5-15-15  
Date

## Spring 2015

### Mini Grant Applications

#### GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT

Applicant	Project Name	Total	Requested	Awarded
1 Rifle Housing Authority	Part II - Jackson Heights/Phase IV Walk In Showers	56.67	\$ 25,000	\$ 25,000
2 Silt, Town of	Water Plant High Service Pump	56.33	\$ 25,000	\$ 25,000
3 Parachute Battlement Mesa Park & Rec District	Community Park Playground Bathroom	56.00	\$ 25,000	\$ 25,000
4 Parachute, Town of	Cottonwood Park Electrical Upgrade	53.67	\$ 25,000	\$ 25,000
5 Rifle, City of	Senior Activity Bus	53.67	\$ 25,000	\$ 25,000
6 Carbondale & Rural Fire Protection District	Radio Communications Equipment	51.67	\$ 25,000	\$ 25,000
7 New Castle PD, Town of	Public Safety Enhancement Program	48.33	\$ 25,000	\$ -
8 Colorado Mountain College	Cooper Commons Community Space Urban Vitalization	46.00	\$ 25,000	\$ -
9 Carbondale PD, Town of	Variable Message Signs	45.33	\$ 25,000	\$ 25,000
10 Garfield County Housing Authority	Homeowners Program	37.33	\$ 19,500	\$ -
11 Garfield County Library District	Roland VS300i Printer Cutter	37.00	\$ 22,972	\$ 22,500
12 Garfield School District No. 16	WeatherBug Station	36.67	\$ 25,000	\$ -
<b>TOTAL</b>	<b>Avg = 27.81</b>	<b>38.97</b>	<b>\$ 292,472</b>	<b>\$ 197,500</b>

Highest score 65

Spring 2015

Traditional Grant Applications

GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT

	APPLICANT	Project Description	General Question	Funding	Other	TOTAL	Amount Requested	proposed awards
1	Carbondale, Town of	Rodeo Area Improvement Project	35.33	26.33	26.33	88.00	\$ 48,900	\$ 48,900
2	Parachute, Town of	County Road 215 Major Maintenance	37.33	24.67	24.67	86.67	\$ 400,000	\$ 250,000
3	Garfield County School District No. 16	School Security Upgrades	38.00	24.67	23.00	85.67	\$ 812,725	\$ -
4	Rifle, City of	White River Avenue Pedestrian Improvements	33.00	26.33	26.00	85.33	\$ 462,945	\$ 400,000
5	Glenwood Springs, City of	West Midland Multiuse Path Connection	33.00	24.67	24.00	81.67	\$ 400,000	\$ -
6	New Castle, Town of	Downtown Improvements Only	35.33	24.00	22.33	81.67	\$ 425,648	\$ 350,000
7	Garfield School District Re-2	Boiler Replacements/Repairs	35.33	22.67	23.00	81.00	\$ 250,500	\$ 250,500
8	Silt, Town of	South Side Main Street Improvements	35.00	22.67	23.00	80.67	\$ 439,584	\$ 350,000
9	Grand River Hospital District	Remodel & Expansion of Changing Lifestyles Department	30.33	23.67	24.00	78.00	\$ 153,343	\$ -
10	West Glenwood Springs Sanitation District	Tritan Belt Filter Press	31.00	22.67	23.00	76.67	\$ 192,150	\$ 192,150
11	Ross Montessori Charter School	New Building Construction	25.00	22.33	24.00	71.33	\$ 250,000	\$ -
12	RFTA	Glenwood Springs Maintenance Facility Expansion	26.33	22.33	21.67	70.33	\$ 450,000	\$ -
13	Battlement Mesa Metro District	Raquetball Courts & Fitness Room	37.00	27.00	54.00	59.00	\$ 89,306	\$ 26,600
	Mean		35.29	24.50	24.04			
							\$ 4,375,101	\$ 1,868,150
							\$ -	\$ 197,500
								\$ 2,065,650

Total