MINUTES OF NOVEMBER 12, 2015
GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT
817 COLORADO AVENUE, SUITE 201
GLENWOOD SPRINGS, COLORADO

1. **Call to Order at 9:00 AM**

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
   Natalie Bowman, Rifle Housing Authority
   Mark Sours, Rifle Housing Authority
   Jason Bolton, Neil-Garing Insurance

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

   a. **NONE**

4. **Approval of Minutes.**

   a. Motion by Director Samson to approve the minutes from October 14, 2015 as presented, seconded by Director Schmela. Passed. Vote of 3-0.

5. **Consent Calendar.**

   a. Ms. Payne indicated there is also a check for Colorado State Treasurer for $4.08 for the third calendar quarter unemployment taxes. Ms. Payne informed the board she was hoping to disconnect the fax line, as we only use the fax once every 3 months. We are under contract with CenturyLink until July 2016. Colorado Department of Labor and Employment additional monies for unemployment expenses. Motion to approve expenses by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.

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

   a. 15-FT-05 – Rifle Housing Authority – Jackson Heights Maintenance Natalie Bowman of the Rifle Housing Authority requested a change to the grant amount from $101,500 to $91,483 because quotes for appliances came in lower than originally anticipated. Motion by Director Schmela to reduce the grant amount for 15-FT-05 to $91,483 as an amended grant agreement and authorize the chair to sign, seconded by Director Samson. Passed, Vote of 3-0. General counsel prepared the amended agreement, which both parties signed.

b. Jason Bolton with Neil-Garing presented the insurance quote for fiscal year 2016 from the Special District Liability Pool. Director Rippy inquired if we will need an audit. Mr. Bolton indicated because we are at lowest possible premium an audit is unlikely. Mr. Bolton explained the insurance package. Discussion regarding director and officer's liability insurance. The board feels the liability insurance is not necessary. Mr. Gorgey feels the risks are low, actually sees no risk. Director Rippy recommends discontinuing coverage for claims made prior to March 1, 2015. Worker's Compensation Insurance is the lowest possible premium allowed by the SDA Pool. Motion by Director Schmela to authorize Director Rippy to sign insurance agreement, seconded by Director Samson. Passed, Vote of 3-0. Insurance renewals and all coverages are synced up for the first time since the district's inception. The board thanked Mr. Bolton for his presentation.

7. Reports or Updates.

a. Financial Reports
   i. Ms. Payne presented Balance Sheet and Profit and Loss statement through October 31, 2015, with year-over-year reporting. Accrued liability of $6.3 million of grants to be distributed. New condensed format for the Balance Sheet and the Profit and Loss statement presented to the board. Motion to approve financial reports as submitted by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.

b. Staff Reports
   i. Email from Kimberly Bullen with the City of Rifle presented to the board. Director Rippy had previously explained at the July information session the Board does not wish to give planning grants for the mini grants. Going forward, this language will be included in all grant applications commencing with the 2016 Spring Grant Cycle. Mr. Gorgey will make this and other changes.
   ii. Both the Rifle Housing Authority and the Town of New Castle included thanks to the district in their newsletters for their grants from the fall grant cycle.
   iii. The City of Glenwood Springs transportation department inquired about signs for their fall mini grant. The stickers we have on hand may work. Discussion on the stickers be good enough for outdoor use. *Ms. Payne contacted Micro Plastics after the meeting, and Micro Plastics assured her the stickers are weatherproof and will work outside.*
   iv. Press release was out on time. Mr. Gorgey spoke with Dr. Haptonstall as requested.
   v. The District is ready to sign agreement with SIPA.
   vi. Review of lease agreement with Leaf not necessary.
   vii. Mr. Gorgey has had no further contact from CLEER.
   viii. Post Independent article from October 26 mentioned an easement for City of Rifle trail project. Mr. Gorgey reviewed their application, which represents Rifle has all necessary easements in place. Board says no further action required.

ix. The grant agreements include a new clause regarding Grantor/Grantee Relations, paragraph 16 in traditional grant agreement, paragraph 14 in the mini grant agreement.

8. Unfinished Business

a. **NONE**

9. New Business

a. Requests for Payment
   i. 14-FM-05 – Parachute/Battlement Mesa Park and Rec District – Water Feature - $25,000. Mr. Gorgey recommended approval of payment request. Motion made by Director Samson approve payment, seconded by Director Schmela. Passed, Vote of 3-0. Director Schmela has driven by the project and is very impressed with the progress.

b. Grant Issues & Updates
   i. 13-FT-03 – RFTA – New Castle Park & Ride – This project has not gone to bid yet. Extension of Completion Date granted through October 2016.
   ii. 14-FT-06 – RFTA – CNG Bus for Hogback Route – RFTA is doing its best to expedite the delivery of the bus, expected December 2015 or January 2016.
   iii. 14-ST-06 – Roaring Fork School District – Facility Upgrades – Much work has been done. Should be ready for payment in a few months. They have never come to the district for signs. Discussion of signs and finding out who has signs and how many they have.
   iv. 14-FT-01 – Garfield Emergency Operations – Mobile Data Terminal Upgrades – Project is on track.
   v. 14-FT-02 – GarCo School District Re #2 – Kathryn Senor Roof Replacement – There was no response to this request. General Counsel to follow up.
   vi. 14-FT-05 – Town of Parachute – Parachute Park Blvd – They have a contract with United Companies for this project. Director Schmela will drive by.
   vii. 14-FT-07 – City of Rifle - Waste Impoundment & Dry Beds Facility - The project will commence in the first quarter of 2016. Discussion of in kind contributions. It was determined the board needs to hold further discussion for what is acceptable as an in kind contributions. General Counsel to check with GoCo on how they deal with in kind contributions.
   viii. 14-FM-04 – Town of New Castle – Trail Equipment – The town wants to know if they need to reimburse the district $254 for equipment they traded back in for a smaller sized. Board says they do. Ms. Payne to follow up, ask town to reimburse the $254.

c. Presentation of Preliminary Budgets (attached to these minutes) pursuant to published notice. No member of the public appeared for this hearing.

   i. Ms. Payne presented 2016 Proposed Budget. Available for public review. Resolution 15-06 presented for adoption. Motion by Director Samson to adopt the 2016 Budget, seconded by Director Schmela. Passed, Vote of 3-0.
   ii. Ms. Payne presented 2015 Amended Budget. Available for public review. Resolution 15-05 presented for adoption. Motion by Director Samson to adopt the 2015 Amended Budget, seconded by Director Schmela. Passed, Vote of 3-0.
   iii. Ms. Payne asked for a raise to be effective January 1, 2016, an increase from $25/hour to $27/hour. A motion to increase Ms. Payne's hourly rate to $27 effective January 1, 2016, seconded by Director Schmela. Passed, Vote of 3-0.

d. Engagement of Professional Services with McMahan & Associates, LLC. Motion by Director Samson authorizing Director Rippy to sign engagement letter, renewable annually through Fiscal Year 2018, seconded by Director Schmela. Passed, Vote of 3-0.

e. 2016 Capital Presentations discussion. The board express interest in a five-year capital plans. Presenters will again be limited to 10 minutes, two presenters and two single-sided sheets of paper. Mr. Gorgey will bring a template to the next meeting.

f. Motion to move the regularly scheduled board meeting from January 13 to January 8, starting at 9:00 a.m. and reconvene at the 2016 Annual Awards Luncheon to be held on Friday, January 8, 2016 at the Hotel Denver from 11:00 a.m. to 1:00 p.m., seconded by Director Schmela. Passed, Vote of 3-0. Ms. Payne will contact the Hotel and will present a menu at the December meeting.

g. Grantee of the Year will be discussed at the December meeting.

10. Other Business

a. Directory Rippy suggested we do not record our meetings. Director Samson feels we need to save recordings for 60 days. Mr. Gorgey encourages the board to continue with recording meetings. He feels we have excellent detailed meetings. Mr. Gorgey will report back next meeting how long recordings need to be kept.

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

12. Adjourned at 11:00 a.m.

12.9.15

Eric Schmela, Secretary Date