

MINUTES OF MARCH 9, 2016
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 Rippey, Present

Quorum established.

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

3. Additions or Changes to Agenda.

a. NONE

4. Approval of Minutes.

a. Motion to accept the February 10, 2016 made by Director Samson, seconded by Director Schmela. Passed, Vote of 3-0.

5. Consent Calendar.

a. 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.

NONE

7. Reports or Updates.

a. Financial Reports

i. Balance Sheet and Profit and Loss statement through February 29, 2016, with year-over-year reporting. Balance Sheet (condensed) and 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. Two new lease agreements for the Canon printer presented to the board. 36 months at \$112.00/month or 24 months at \$96.00/month. Following discussion, board decides 24-month lease is better option. Original motion to accept 36-month lease withdrawn, and Director Samson made a motion to accept the 24-month lease, seconded by Director Schmela. Passed, Vote of 3-0.
- ii. Grand River Hospital District invited the board to a private tour of the new emergency room on April 14. The district will attend. Lunch may follow. Staff to ensure proper notice.
- iii. Several signs are missing. The large signs cost \$300. Ms. Payne to order ten more large signs. Signs to be inventoried numbered. General Counsel to ensure agreements, sign-in and sign-out procedures.
- iv. Ms. Payne indicated she is not able to get the fire-proof storage bins. Ms. Payne would like to purchase a fire-proof file cabinet. Discretion granted to manage as Ms. Payne sees fit.
- v. Ms. Payne used her personal debit card to replace the battery in district phone. Reimbursement request will be forthcoming.
- vi. Old minutes Director Schmela and Director Rippy have kept over the past few years. Do the directors wish to maintain? They do not. Ms. Payne will take the papers to the recycle center.
- vii. Mr. Gorgey, Ms. Payne, and Mr. Mackley attended a conference call training session with SIPA regarding Pacific platform on February 12.
- viii. Mr. Gorgey assisted AGNC with training for state legislators regarding Federal Mineral Lease District Act and severance taxes as requested by Director Samson.
- ix. The City of Glenwood Springs is revising two of their grant programs, using the district's programs as a model. New programs effective January 1, 2017.
- x. Capital Presentations will commence in May, continuing in June and July.
- xi. Rifle Housing Authority Amended Grant Agreement still pending.

8. Unfinished Business

- a. Open Meeting Law – Records Retention – Records Retention Schedule (proposed) presented. Mr. Gorgey consulted with SDA of Colorado. State Archivist's Records Management Manual does not address federal mineral lease districts per se, but requirements for special districts is a reasonable guide. Discussion. Motion to adopt Records Retention Schedule, as amended during discussion, made by Director Schmela, seconded by Director Samson. Passed, Vote of 3-0.
- b. Website Conversion Update – Following training with CI and SIPA in using the Pacific platform, Ryan Mackley has started data entry, content transfer to website. Ability to do in-house updates will be immediate. Director Rippy would like statistics of use on the website: how long does someone stay on a page, what kind of activity during the opening of a grant cycle, what pages they are looking at the most, etc. Director Rippy would like a formal service agreement with Align Multimedia going forward. General Counsel to prepare.

9. New Business

- a. Requests for Payment
 - i. 15-ST-08 – West Glenwood Sanitation District - \$171,357. Mr. Gorgey recommended approval of payment request. Motion made by Director Schmela to approve payment, seconded by Director Samson. Passed, Vote of 3-0, \$20,793 to Forfeited Grants.
- b. Grant Issues & Updates
 - i. 14-ST-06 – Roaring Fork School District – Progress report and letter from Shannon Pelland. Discussion about staff time being used as a cash match.
- c. 2016 Spring Grant Applications presented to the board. Ms. Payne went over the applications with the board, pointing out some of the minor technical errors with current outstanding grants.

10. Other Business

11. Next Meeting, Wednesday, April 13, 2016, 9:00 a.m. – District Office

12. Adjourned at 10:35 a.m.


Eric Schmela, Secretary

4-13-16
Date

