

**MINUTES OF THE BOARD OF DIRECTORS MEETING
PARACHUTE/BATLEMENT MESA PARK AND RECREATION DISTRICT
Tuesday, June 11, 2019 6:00 p.m.**

Grand Valley Recreation Center, 398 Arroyo Drive
Battlement Mesa, CO 81635

ATTENDEES

Directors present: Adam L. Ford, Secretary
Chuck Hall, Vice President
Jerry Mohrlang, President
Ken Seidel, Treasurer
Lynn Shore, Asst VP

Others present: Judy Bertrand, MDM (PBMPRD District Manager)

Employees present: Chuck Curtis, Director Golf Course
Samantha Smith, Director Rec Center& Programs

Public present: N/A

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The Regular meeting was called to order by President Mohrlang at 5:56 p.m. and a quorum was noted.

VP Hall made a Motion to accept the Agenda; with Asst. VP Shore seconding. The Agenda was unanimously approved.

Public Comments: N/A

Minutes: The Manager provided the Minutes from the May 14, 2019 Board Meeting. Asst VP Shore made a Motion to approve, with Secretary Ford seconding said Motion. The Minutes were unanimously approved.

Disclosure of Conflicts of Interest: The Board had previously been informed of the Colorado Revised Statutes to disclose potential conflicts of interest to the Board of Directors and Secretary of State. No Board member stated they had a conflict of interest in any discussion.

Run, Ride & Raft (RRR): The Board discussed the agreement with HAL Sports and Asst VP Shore made a Motion to retroactively approve the Agreement with HAL that was signed by President Mohrlang and Stuart McArthur on May 17, 2019. The Motion was seconded by Secretary Ford and unanimously approved. President Mohrlang and Asst. VP Shore noted that a meeting with HAL representatives, Stuart McArthur and President Mohrlang would be held on August 8, 2019. The RRR event is scheduled for August 1, 2020.

The Manager provide the IGA she had prepared between the Town of Parachute and PBMPRD. VP Hall stated that the IGA should be signed prior to the August 8th meeting. Secretary Ford made a Motion to have the Manager send the IGA to the Town Manager; with Asst VP Shore seconding said Motion. It was unanimously approved.

Open House: Part II: The Board had previously discussed holding the Open House the third week in January; however, Secretary Ford had mentioned holding it this summer. The Manager had previously stated that it may be best to wait until after the budget for 2020 was complete. VP Hall stated that he felt holding another meeting should wait until after the budget was approved. There was discussion of what day of the week and time would be optimal for attendance. VP Hall stated that BMSA holds their annual meeting in the spring in the evening. President Mohrlang wanted to insure that it was not held during Winterfest and suggested it be held on Thursday, January 23, 2020 at 6:30 p.m. The Board asked the Manager if year-end financials would be available by then. The Manager stated they would be, but would be unaudited.

It was decided that notices would not be mailed out as the cost was approximately \$3,500 to send to all residents. The Board did want notices inserted into the BMMD water invoices if BMMD would allow that. In order to reach more people, the Board directed the Manager to have PSA announcements, notice on the Town LED sign and via email. Also, notices will be placed throughout the community; at Clarks Market, in students school bags, and at Common Ground. This advertising will start after the new year.

The Board directed the Manager to have the notice state that this Open House will include a discussion of fees and a potential mill levy increase. Food will again be provided.

FINANCIAL MATTERS

Claims/Accounts Payable: The District Manager presented the claims paid outside of the Board meeting and the Check Detail for checks to be signed at the meeting. Treasurer Seidel made a Motion to approve the payments; with VP Hall seconding said Motion. The payments were unanimously approved.

Financial Reports: The District Manager presented the Statement of Revenue, Expenditures & Net and Statement of Net Position. Treasurer Seidel made a Motion to accept the financials; with Secretary Ford seconding. The Financial Reports were unanimously accepted.

The District Manager had the bank statements and reconciliations for the bank accounts available for review.

OPERATIONS- DIRECTORS REPORTS

Golf Course and Parks: Director Curtis discussed the membership of 107 and stated that it included 5 from Grand Junction and 5 from Glenwood Springs. He stated that rounds were a bit lower than last year at this time. Director Curtis mentioned several tournaments coming up; including Kiwanis Tournament which had 111 last year and the Fourth of July tournament coming up. There were 13 signed up for the Junior program. July 13-14 will be the West Chapter Championship and he expects around 120 players. Denie is knocking on doors for sponsorships for the Community Golf Classic.

Director Choate will be at the next meeting to provide updates on the Daisy Ditch and Rec Center pond feasibility study.

Rec Center & Programs: VP Hall asked which programs were free to the community. Director Smith mentioned the Craft Fair, Pickleball, Weight Room orientation class and the Photo Sessions. She also mentioned that new memberships provide the first fitness class for free. There was discussion of massage therapy 2 days a week and that the cost is \$1 per minute. A new program "Kids Creations – Art Class" has 10 people signed up.

President Mohrlang asked about the status of refurbishing the back entrance parking lot and removing some handicapped parking and having 1 hour parking. Director Smith stated that the original plan to remove the roundabout was not acceptable to the Fire Department. President Mohrlang asked Director Smith to investigate making handicapped spaces the first 4 spaces and replacing the signs for parking.

President Mohrlang asked if the Tanker Trail sign had been installed and the Manager stated it had been.

There was discussion about the pothole at the entrance to the Rec Center (Battlement Parkway and Arroyo). Secretary Ford stated it was not a county road. Director Smith will follow up with Steve Rippy to determine if they had received a grant for the road.

President Mohrlang wanted to insure that we attend the Philanthropic Days as it is only held every 4 years. Director Smith stated she is on the email list and the Manager has it on the calendar.

MANAGER'S REPORT

2018 Audit: The Manager reported that the audit would be complete and submitted to the Board prior to the Statutory deadline of June 30th.

Slide for Rec Center Pool: The Manager stated that Director Smith will be sending the Manager the 13 foot loop slide design contract for review.

SDA Newsletter-June 2019 Newsletter: Ask Evan Article: The Manager provided the article regarding Board members governing vs. seeking to manage.

FBI Notification of Golf Course Potential Victim of Crime: The Manager stated they had received notification from the FBI that they were researching a potential crime against the golf course. Ms. Bertrand contacted the FBI, but they could provide no further information due to it being an ongoing investigation. However, it may have to do with ETS (previous credit card processing service for the golf course).

Website Financial Uploads: The Manager stated the Board had previously approved the Statement of Net Position and the Statement of Revenue, Expenses and Net for monthly upload to the website. The Manager had stated that audits were very difficult to understand without having the financial information explained. However, Secretary Ford and Asst VP Shore felt the Annual Audits should be uploaded as well. Asst VP Shore made a Motion to upload the audits;

with Secretary Ford seconding. Treasurer Seidel voted No; President Mohrlang Abstained and VP Hall voted Yes. The Audits will be posted on the website and the Manager had already provided Secretary Ford with the 2016 and 2017 Audits for posting.

Lights for the Community Park: The Manager stated that Director Choate is obtaining a bid from Walker Electric and he will have more information when he returns from vacation. The Manager will speak with Eric Schmela regarding getting approval for lights due to vandalism at the park.

Community Park Hours Signs: The Manager stated that Director Choate installed the signs at the Community Park and Denie Noble had posted a notice on the message board. The Manager sent Garfield County Sheriff's Office (in both Glenwood Springs and Rifle) a letter stating the hours and that signs had been posted and asked them if possible, to patrol during the night.

Oil and Gas Audit: The Manager stated that the oil and gas audit was at a standstill due to not being able to locate the payment agreement between PBMPRD and Antero prior to 2008. The Auditor cannot proceed without this document. The Manager has reached out to URSA, with no response and had asked Director Smith to go through the files from the previous manager; again, with no results. The Manager will request help from the attorney in tracking down the agreement. If Mr. Downie is unable to obtain, the Board recommended reaching out to Kirby Winn, Garfield County Oil and Gas Division.

LED Message Board: The Manager apologized that due to the Audit she has not had time to investigate further. The only quote received was for approximately \$22,000 plus shipping and handling. The Board recommended contacting BUDS, the Town and the Fire Department.

Flow Meters ordered for Callahan: The Manager stated that Director Choate has ordered flow meters at a cost of \$1,700. He will provide more information at the July Board meeting.

PBM Trail Alpine Bank account: The Manager requested authorization to close the PBM Trail bank account as the project is complete. Secretary Ford made a Motion to do so; with Treasurer Seidel seconding. It was unanimously approved.

Ropes Course: The Manager stated she had contacted Clint with the School District to get an update. The project was scheduled to begin at the end of May. However, it has taken more time to obtain permits and Brad Ray, School Superintendent just signed the contract on May 30, 2019.

Park landscape near parking lot: Asst VP Shore had requested costs for landscaping the areas near the parking lot. Director Choate obtained a bid from Lush Green for \$13,500. VP Hall stated we should wait until the lights are installed, which may decrease the vandalism. President Mohrlang agreed, stated the lights should be installed first. President Mohrlang also commented on the roses by the clinic as potential plants for that area.

Community Park one year lease with Community Holdings: Asst. VP Shore had approached President Mohrlang about the Community Park lease with Community Holdings. The Manager provided the lease agreements and the Minutes from December 2016 where she had brought to the Board's attention that PBMPRD only had a 1 year lease with Community Holdings. Asst. VP

Shore stated he did not understand why Eric Schmela is the middleman between the School District and PBMPRD and why the District did not have a 25 year lease with Community Holdings. The Manager stated that she was unsure of what transpired, but questioned if it could have been prepared that way in order to comply with TABOR and multi-year contracts. The Manager stated when she speaks with Mr. Schmela regarding the Community Park lights, she can ask if he is receptive to amending the Agreement from 1 year terms to 25 years. If so, Ms. Bertrand will ask Jason Downie to prepare an amendment.

NEW BUSINESS

Fiber Optics: Secretary Ford stated Cedar got the permits approved and they will bore under Battlement Parkway to bring up the conduit. BMGC will be the first to have fiber optics installed and they are on schedule.

Management Structure: Asst VP Shore made a Motion to discuss management and structure; with Secretary Ford seconding said Motion. Asst VP Shore stated he wanted an alternative structure with the Manager having an office in the District. He stated that the District could contract with a third party to perform accounting, financials and payroll; if it was cost effective. Asst VP Shore said he will do the research on this option. Asst VP Shore said that he wants an onsite manager and that finance, accounting, payroll and HR could be done anywhere. Asst VP Shore stated that there should be someone onsite to check on things like the weeds at the Community Park.

The Manager stated that this is what the facility Directors do, and that Doug Choate is responsible for the parks. Asst VP Shore stated that the Directors should report daily to one person and the Manager stated that they do.

Treasurer Seidel asked how this proposition would benefit the District. President Mohrlang stated he doesn't see the benefit and that they have the best person in the job who performs all those functions and responsibilities.

Asst VP Shore stated he wanted to put payroll, finance and accounting out for bid and district management services; perform interviews and hire.

President Mohrlang asked why, with the Directors in charge of their facilities, would an onsite District Manager be necessary. He felt it was a duplication of work that is already being done by the Directors. Asst VP Shore stated that Doug Choate is overworked, and a District Manager should be doing things like walking Daisy Ditch. The Manager stated that Director Choate can hire a park manager if he desires and she has informed him of this.

Secretary Ford stated that an onsite manager could go and talk with Eric Schmela or do research on the oil and gas audit.

Treasurer Seidel asked who would train the new manager and Asst VP Shore said it would just be a learning process.

Secretary Ford stated that the constituents want a manager onsite. President Mohrlang and Treasurer Seidel stated they had never heard that, and Secretary Ford stated he would not provide names of those who felt that way.

President Mohrlang said he did not know what the District would gain as they had found the best person for the job and she is currently in the position.

Asst VP Shore made a Motion to have the Board research and analyze hiring a manager to reside on site and hire a third party to perform accounting and payroll. Asst VP Shore and Secretary Ford voted to do so. VP Hall, Treasurer Seidel and President Mohrlang voted against. The Motion did not pass.

Put Management, Accounting, Finance, HR, and Payroll out for Bid: Asst VP Shore made a Motion to rebid these services in order to insure the District was getting the best service for the best cost. Secretary Ford seconded said Motion. VP Hall asked what the term of the Management contract was, and the Manager stated 1 year. Secretary Ford stated that even if the services did not go out to bid, that the Board should discuss further. VP Hall abstained and President Mohrlang and Treasurer Seidel voted no.

President Mohrlang recommended going into Executive Session to discuss further.

The District Manager told the Board that the public is becoming aware of dissention between some members of the Board and that they are aware that Lynn Shore wants to terminate the District Manager. Asst VP Shore stated he had never tried to keep that a secret.

The District Manager asked the Board to talk with the staff before they made any decisions as changes such as this affect the Directors and employees more than the Board. However, she stated that she wanted to do what was best for the District.

Director Curtis said this type of change would disrupt business and spoke about the issues with transferring data and information when the District took over the golf course.

Treasurer Seidel asked that Chuck Curtis be allowed to attend the Executive Session and he was denied.

Executive Session: Asst VP Shore made a Motion to move into Executive Session, with Secretary Ford seconding said Motion. The Board unanimously approved moving into Executive Session at 7:51 p.m. and the District Manager and Director(s) Curtis and Smith left. The Executive Session adjourned at 8:27 p.m.

Secretary Ford made a Motion to create a request for proposal (RFP) and scope of work for the District Manager position. Secretary Ford will provide the Board with these documents for review. Secretary Ford made a Motion to create a District Manager evaluation process that includes the Board and Directors input. Asst VP Shore seconded these Motions and the Board unanimously approved.

ADJOURNMENT

There being no further business to come before the Board at this time, President Mohrlang adjourned the meeting at 8:36 p.m.

The next Regular Meeting is scheduled for **Tuesday, July 9, 2019 at 6:00 p.m.** at the **Grand Valley Recreation Center, 398 Arroyo, Battlement Mesa, CO.**

Respectfully submitted,
Judy Bertrand, District Oversight Manager

THESE MINUTES APPROVED AS THE OFFICIAL JUNE 11, 2019 MINUTES OF PARACHUTE BATTLEMENT MESA PARK AND RECREATION DISTRICT BY THE BOARD OF DIRECTORS.

(Signed copy in possession of the District Oversight Manager)

Adam L. Ford, Secretary

Chuck Hall, Vice President

Jerry Mohrlang, President

Ken Seidel, Treasurer

Lynn J. Shore, Asst. VP