

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
PARACHUTE/BATTELEMENT MESA PARK AND RECREATION DISTRICT  
Wednesday May 6, 2020 @ 1:00 p.m.**

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

**ATTENDEES**

Directors present: Adam Ford, Secretary  
Chuck Hall, Vice President  
Amber Palcer, Asst VP  
Ken Seidel, Treasurer

Others present: Judy Bertrand, MDM (PBMPRD District Manager)  
Vinnie Tomasulo, Elected Board Member

Public present: None

**ADMINISTRATIVE  
MATTERS**

Attendance and Agenda: The meeting was called to order by VP Hall at 1:01 p.m. and a quorum was noted. President Mohrlang was not in attendance. Treasurer Seidel made a Motion to approve the Agenda; with Asst VP Palcer seconding said Motion. The Agenda was unanimously approved.

Minutes: The Manager provided the Minutes from the February 17, 2020 Regular Board Meeting. Asst. VP Palcer made a Motion to approve the Minutes; with Secretary Ford seconding said Motion. The Minutes were unanimously approved.

The Manager provided the Minutes from the March 16, 2020 Board Meeting/Executive Session. Secretary Ford made a Motion to approve the Minutes, with Asst. VP Palcer seconding said Motion. They were unanimously approved.

(Due to COVID 19 the Board had not met to previously approve the Minutes.)

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.

Public Comments: N/A

Election Results: The DEO/District Manager reported the results of the Election and provided the *Judges Unofficial Abstract*. The results showed the following elected to the Board of Directors for a 3-Year Term:

Chuck Hall  
Amber Palcer  
Ken Seidel  
Vinnie Tomasulo

The TABOR issue request to raise the mill levy was rejected.

Oaths of Office and Certificates of Election: The Manager provided the Board members with a Certificate of Election and the newly appointed Board members all took the Oath of Office.

The Manager mentioned that the Board should elect officers at the June Board meeting.

The Manager asked Director Tomasulo if he wanted to receive Director compensation of \$100 per meeting and he did not at this time. Secretary Ford will set up an email account for Director Tomasulo.

## **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. The Manager provided the Check Detail for payments made outside the Board meeting from March 16-April 14 (no board meetings were held due to COVID 19) . Secretary Ford made a Motion to approve the payments; with Assts VP Palcer seconding said Motion. The payments were unanimously approved.

The Manager presented the Check Detail of payments made outside the Board meeting for the period April 15-April 30. Secretary Ford made a Motion to approve those payments; with Treasurer Seidel seconding said Motion. The payments outside of the Board meeting were unanimously approved.

The Manager provided the Check Detail for Board signatures at the May 6<sup>th</sup> meeting. Asst. VP Palcer made a Motion to approve those payments; with Treasurer Seidel seconding said Motion. The checks were unanimously approved and signed.

Financial Reports: The District Manager presented the Statement of Revenue, Expenditures & Net and Statement of Net Position. Secretary Ford made a Motion to accept the financials; with Treasurer Seidel 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: The Manager informed the Board that Director Curtis stated in April of 2020 that there were 749 rounds played. For comparison in April 2019 1,429 rounds had been played.

Director Curtis is planning on holding the Battlement Mesa Open the last weekend in May. If the social distancing remains in effect, he will require one player per cart.

**Golf Course new Website:** The Board discussed creating a new website for the golf course, as Battlement Mesa still holds the domain name for the golf course. However, the Manager

reminded them that Director Curtis would need assistance from Secretary Ford on creating a new site and transitioning from the existing site.

**Mucking and Ductile Pipe Issues:** The Manager stated that Director Choate had the muck bags removed and he was awaiting excavation to determine if the damage to the ductile pipe is systemic. The excavation should be scheduled in the next few weeks.

Director Choate is obtaining bids for completing the mucking on #8 and also getting a bid for removing debris from the irrigation pond. The Manager stated that the original storage was around 1M gallons, but due to debris is only storing an estimated 600,000 gallons. Director Choate should have those bids available for Board review at the June board meeting. The Manager noted that since the BMLI pond location was no longer being considered that there would be a savings to the board approved \$125,000 in expense to move boulders to the end of the driving range.

**Carryalls and Aerator:** The Manager provided the Board with a bid for 1 gas and 1 diesel carryall for performing course maintenance. The total was \$23,097 for the carryalls and Director Choate had gotten a verbal of \$30,000 for the aerator. The Manager noted that the Capital Budget included an annual expenditure of \$45,000 for equipment replacement and \$30,000 for annual cart replacement. Secretary Ford made a Motion to approve purchasing the 2 carryalls; with Asst VP Palcer seconding said Motion. The purchase of 2 carryalls was approved. Secretary Ford made a Motion to authorize the purchase of an aerator up to \$30,000 with Treasurer Seidel seconding said Motion. It was approved 3 to 4, with Asst VP Palcer voting No.

**Continuation of Cart Paths:** The Manager stated that Director Choate desired to continue to extend the cart paths and that the board approved \$50,000 for the work in 2019, but \$39,859 was actually paid. However, the Manager stated that it may be advisable to wait until after Director Choate obtained the mucking bids prior to approving the cart path expenditure. Treasurer Seidel said he believed that mucking the irrigation pond was more of a priority. After discussion it was agreed that the cart path expenditure should be included on the Manager's Report for June as Director Choate may have more information on the mucking costs by then.

**Golf Course Easements:** The Manager provided the Draft Easements prepared by Jason Downie and stated that it included all easements with which Director Choate had concerns. Asst VP Palcer made a Motion to have the Manager instruct the attorney to complete the easement and send it to BMLI. Treasurer Seidel seconded said Motion and it was unanimously approved.

Rec Center & Programs:

**G-Suite:** During discussion of the check detail, the Manager stated that the Rec Center is still paying an outside Administrator for the Rec Center emails. Secretary Ford stated that G-Suite would allow for up to 10 email address and the Manager stated that they would probably need 6 for full time staff. Secretary Ford made a Motion to transition the Rec Center employees to G-Suite using pbmprd.org email addresses. Asst. VP Palcer seconded said Motion and it was unanimously approved.

**CEM:** The Manager informed the Board that CEM would be installing the new pool pumps and pipes.

**HVAC:** U.S. Boiler has not paid its subcontractor Arctic Cooling and Heating and also has not performed the chiller test on the HVAC system. The Building Superintendent is working to get them scheduled.

**Ceiling Tile:** The Grand Valley Room ceiling tile has been replaced and the Manager will file for the \$5,000 grant to apply toward the \$11,305 payment.

**Domestic Hot Water repaired:** Fortney completed work on the domestic hot water.

**Locker and Shower Room Flooring Replacement:** The Manager provided a bid from Architectural Concrete Finishes to demolish the existing tile and install quartz flooring in the locker rooms and shower. The Manager stated that the new material is almost maintenance free. The current tile is chipping and buckling due to water under the floor. The prior bid was for \$51,743 but the Building Superintendent was able to negotiate it down to \$43,974. Asst VP Palcer acknowledged that the replacement should be done but questioned the expense. The Manager noted the Rec Center capital budget of \$200,000 approved for 2020 and also that she was requesting that the vendor perform the work prior to May 26 in the event the rec center is allowed to reopen. Secretary Ford stated he did not have an issue with performing this work that was necessary. Treasurer Seidel agreed the work needed to be performed and VP Hall said it was a good capital improvement. Secretary Ford made a Motion to approve the installation of the flooring for \$43,974; with Treasurer Seidel seconding said Motion. It was unanimously approved.

**Inspection of Rec Center:** VP Hall mentioned scheduling the Inspector to perform an overall assessment of the building. The Manager stated that Building Superintendent Reed was involved in so many repairs, maintenance, and capital projects that this had been put on the back burner. Ms. Bertrand also mentioned that with COVID scheduling an inspection had been difficult. VP Hall stated that we needed a full assessment in order to determine priorities for capital improvements as well as having the golf course determine priorities. The Manager stated she had not updated the Capital Improvement Plan due to awaiting the outcome of the mill levy increase request.

**Rec Center Director position:** The full time Rec Center staff had suggested that they continue to report directly to the Manager; using a 'team management' concept. The Manager stated that this concept has been working fairly well, but that after two months of acting as the Rec Center Director that she did not feel she had the knowledge or bandwidth to continue in this capacity. The Manager stated that 3 of the current full-time staff had expressed an interest in the Director position. The Board recommended posting a request for applications. The Manager will prepare the Job Description and get it posted on pbmprd.org and Facebook, as well as summarizing it for an ad in the Citizen Telegraph. However, the Manager stated that there will be a lot of resumes from people who are not qualified for the position as in 2016 only 3 out of 18 had basic qualifications for the Director position.

## MANAGER'S REPORT

FMLD Mini Grantee of the Year Award for 2019 of \$5,000: The Manager provided the Board with a Resolution supporting usage of the \$5,000 grant for the replacement of the ceiling tile in

the Grand Valley Room. Asst. VP Palcer made a Motion to Adopt the Resolution; with Secretary Ford seconding said Motion. The Resolution was unanimously adopted and signed.

Extend pay for existing Rec Center full time staff through July 31, 2020: The Manager requested that the Board approve paying the existing five rec center employees through July 31, 2020. Ms. Bertrand said that we need the skeleton staff to remain and not look for additional work in order to reopen the rec center. The Manager stated that each one of the existing staff have special skills and knowledge that will be required to effectively and efficiently transition from being closed to reopening. Treasurer Seidel made a Motion to approve paying the five full time staff through July 31, 2020; with Secretary Ford seconding said Motion. It was unanimously approved.

High School Graduation to be held at Rec Center Parking Lot: The Manager stated that Brad Ray had requested, and that she had given, authorization to use the parking lot for their graduation ceremony in late May. The exact date had yet to be determined.

Run, Raft, Ride (RRR): The Manager stated that Grand Valley Days wanted to partner with the Town and PBMPRD for the race to be held on the same day. Grand Valley Days will not contribute funds, but marketing of both events may increase by joining up. The Board had no issue with this.

**NEW BUSINESS**

N/A

**ADJOURNMENT**

There being no further business to come before the Board at this time, VP Hall adjourned the meeting at 3:46 p.m.

The next Regular Meeting is scheduled for **Monday, June 15, 2020 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 MAY 6, 2020 MINUTES OF PARACHUTE BATTLEMENT MESA PARK AND RECREATION DISTRICT BY THE BOARD OF DIRECTORS.**

**(Signed copy in possession of the District Oversight Manager)**

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Adam L. Ford, Secretary

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Chuck Hall, Vice President

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Amber Palcer, Asst VP

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Ken Seidel, Treasurer

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Vinnie Tomasulo, Director