

**MINUTES OF THE BOARD OF DIRECTORS MEETING
PARACHUTE/BATTELEMENT MESA PARK AND RECREATION DISTRICT
Monday, November 21, 2022 @ 5:30 p.m.**

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

ATTENDEES

- Directors present: Adam Ford, VP (Via Zoom)
Chuck Hall, President
Amber Palcer, Secretary (Via Zoom)
Ken Seidel, Treasurer
Vinnie Tomasulo, Asst VP
- Others present: Judy Bertrand, MDM: PBMPRD District Manager (Via Zoom)
Doug Choate, Director: Golf Course Superintendent & Parks
Mary Ochs, Director: Golf Pro & Pro Shop
- Public present: See sign in sheet

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Hall at 5:30 p.m. and a quorum was noted. President Hall suggested moving Public Comment above the District Manager, Finance Manager and DEO RFP discussion. Asst VP Tomasulo made a Motion to accept the agenda with the modification of moving Public Comment up, with Treasurer Seidel seconding said Motion. The agenda was unanimously approved.

Minutes: The Manager provided the notes prepared by Secretary Palcer from the October 17, 2022 board meeting. Treasurer Seidel made a Motion to accept the notes, with Asst. VP Tomasulo seconding. The Note/Minutes were unanimously accepted.

Public Comment: Lynn Shore presented some photos that he was offering the District for 3 years, as long as the District committed to hanging them in the Rec Center. Treasurer Seidel made a Motion to accept the photographs for display in the Rec Center for 3 years, with Asst VP Tomasulo seconding. Acceptance of the photos was unanimously approved.

Sara McCurdy stated that she would like to see the budget posted on the website prior to the public board meeting to discuss. The District Manager stated the notice was posted per Statute in the paper and it stated that the budget could be obtained from the Grand Valley Rec Center or from the District Manager.

DEO (Designated Election Official): President Hall stated that he had an issue with the solicitation for Legal Counsel and DEO. He stated that the Board approved posting notice for a Designated Election Official and instead VP Ford posted one for both Legal Counsel and DEO services. President Hall stated they were happy with Jason Downie, the current general counsel. President Hall said the solicitation should be for a DEO only. Asst VP Tomasulo said they would just take information from any attorneys who provided bids. VP Ford said there was an attorney in Glenwood that charged between \$125 and \$275/hr. The Manager noted she had charged \$85-\$100/hr. for acting as the DEO.

District Manager: President Hall stated that the Motion to appoint Doug Choate was tabled in order to check on the requirements per Statute. Asst VP Tomasulo stated that they should investigate other candidates in order to show due diligence. The Manager noted that except for Director Choate and Director Matzl that none of the other candidates had the qualifications and that Director Choate met all the qualifications for the position.

Secretary Palcer stated that after reviewing the applications that they are looking at Director Choate or Matzl. Director Matzl stated that he would pull his resume from contention in order for Director Choate to be chosen, as he felt Director Choate was the better candidate at this time. Secretary Palcer said that she respected Director Matzl, but that Director Choate had longevity with the District, knowledge of the community and infrastructures and an excellent work ethic. Asst VP Tomasulo stated he had a problem with making a decision on both positions now.

President Hall made a Motion to modify the Motion regarding District Management that was tabled last month. He made a Motion that satisfying the SDA requirements and State Statutes, the Board is naming Doug Choate as the finalist for the position of District Manager beginning February 28, 2023 for a period of one-year, subject to renewal. As the finalist, there is a 14-day waiting period prior to his appointment to the position. Doug Choate will also maintain his position as the Golf Course & Parks Director. Doug Choate can also hire a full-time employee to assist with district management administration and golf course duties. Financial compensation will be identified in an executive session. Treasurer Seidel seconded said Motion and Secretary Palcer voted to approve the Motion. It was approved with President Hall, Treasurer Seidel, Secretary Palcer voting to accept the motion, and VP Ford and Asst VP Tomasulo voting no. The Manager will make sure Doug Choate's 14-day notice as the candidate is posted to the website.

VP Ford stated he would like to schedule a work session to discuss the District Manager's duties. It was noted that Ms. Bertrand had already prepared a job description that could be used.

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.

FINANCIAL MATTERS

Claims/Accounts Payable: The District Manager presented the claims paid outside of the Board meeting. Ms. Bertrand noted that she had paid 360 Electric \$20,367 for LED lights and had invoices for TNT Striping or \$21,500 and \$50,000 to JC Excavating that were not included on the check detail. VP Ford made a Motion to approve the payments, with Treasurer Seidel seconding. The payments were unanimously approved.

Financial Reports: The District Manager presented the Statement of Revenue, Expenditures & Net and Statement of Net Position. The Manager noted that the Rec Center had a loss of almost \$600,000 Net Ordinary Income and Net Loss of \$850,000 with capital expenditures. Secretary Palcer made a Motion to accept the financials, with VP Ford seconding said Motion. The financials were unanimously accepted.

2023 Budget Resolutions: Asst VP Tomasulo made a motion to adopt the Resolution to Set Mill Levies with Treasurer Seidel seconding. The Resolution was unanimously approved and signed. Asst VP Tomasulo made a motion to Adopt the Budget, with Secretary Palcer seconding. The Resolution was unanimously approved and signed. Secretary Palcer made a motion to adopt the Resolution to Appropriate Sums of Money, with VP Ford seconding. The Resolution was unanimously approved and signed.

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

OPERATIONS- DIRECTORS REPORTS

Golf Course and Parks: Director Ochs stated that the majority of rounds were played by those out of district; with only 416 in-district out of 1,660 total. She noted that we are marketing with Divot Magazine at the cost of \$3,900 for 2023. Director Ochs has adjusted rates to accommodate Garfield County residents. The Pro-shop hours are 8:30-4:30 for the winter.

Director Choate stated that work on the water transfer pump station is complete except for testing the system in the spring. He is working with Colorado River Engineering to study the flow and ditch loss at the Dobeys Ditch. The cart path capital project has been postponed due to weather. President Hall asked about clearing of Parachute Creek and Director Matzl said he is not sure when the controlled burn will be done.

Rec Center & Programs: Director Matzl provided the Rec Center/program report and stated the Craft Fair was a success and that it was estimated that 1,800 people attended. President Hall suggested having better signage for the Craft Fair next year to direct people to the small gym. Chuck Hall and Ken Seidel were thanked for the help Kiwanis provided at the Craft Fair. President Hall stated the showers look great, but that the lockers needed to be repainted.

Treasurer Seidel discussed reducing the amount of grass in front of the Rec Center. Asst VP Tomasulo suggested waiting until the trail project begins. Director Matzl stated he would like to talk about outdoor activities.

MANAGER'S REPORT

N/A

NEW BUSINESS

N/A

ADJOURNMENT

There being no further business to come before the Board at this time, President Hall adjourned the meeting at 7:04 p.m.

The next Regular Meeting is scheduled for **Monday, December 19, 2022 at 5:30 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 NOVEMBER 21, 2022 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, VP

Chuck Hall, President

Amber Palcer, Secretary

Ken Seidel, Treasurer

Vinnie Tomasulo, Asst VP