

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
PARACHUTE/BATTLEMENT MESA PARK AND RECREATION DISTRICT  
Monday, January 15, 2024 @ 5:30 p.m.**

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

**ATTENDEES**

Directors present: Adam Ford, President  
Wendell Goad, Asst Vice President  
Vincent Tomasulo, Secretary  
Karen Hamick, Treasurer

Others present: Doug Choate, District Manager, Director: Golf Course  
Superintendent & Parks  
Mary Ochs, Director: Head Golf Professional  
Steve Matzl, Director: Recreation Center and Programs  
Karen Frye, Accounting and Finance Manager (Zoom)

Public present: See sign in sheet.

**ADMINISTRATIVE MATTERS**

Attendance and Agenda: The meeting was called to order by President Ford at 5:30 p.m. and a quorum was noted. Treasurer Hamick made a motion to approve the Agenda with Asst. VP Goad seconding. The agenda was unanimously approved.

Minutes: The Manager provided the Minutes from the December 11, 2023, Board meeting. Treasurer Hamick made a motion to accept the Minutes with Asst. VP Goad seconding said motion. The Minutes were unanimously approved and signed. Secretary Tomasulo made a motion to approve the Minutes of the Special Meeting on December 19, 2023, with Asst. VP Goad seconding. 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.

Public Comment: See Sign in Sheet.

Lynn Shore addressed the Board and offered to donate two of his photographs to the Recreation Center with two conditions. The photos will be displayed for three years, and the Board must vote to take them down after that. Treasurer Hamick made a motion to accept the photos with Asst. VP Goad seconding. The Board unanimously approved the donation. Bob Prendergast addressed the Board with concerns regarding pickleball at the Administration building. Bob stated the basketball hoops on the court do not rise up out of the way.

**FINANCIAL MATTERS – Consent Agenda**

Finance Manager’s Report  
Payment of Claims/Accounts Payable  
Statement of Net Position  
Statement of Activities Budget to Actual

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

Asst. VP Goad made a motion to approve the Consent Agenda with Secretary Tomasulo seconding the motion. The Consent Agenda was unanimously approved.

## **CURRENT BUSINESS**

Restaurant Discussion: District Manager Choate asked the Board to discuss and approve the operation of the restaurant by the District. District Manager Choate stated the focus group was excited about the District taking over the operation of the Golf Course restaurant vs. having another tenant in the facility. Accounting Manager Frye had prepared a Restaurant Proforma with industry trends she presented to the Board. Accounting Manager Frye presented how she put together the 2024 budget for the operation of the restaurant. Manager Frye discussed getting a POS system that will incorporate all the needs of the Golf Course and the Restaurant. Secretary Tomasulo asked about the positions and staff requirements for the restaurant. The Board agreed the restaurant should have adequate staff and wages. Asst. VP Goad inquired about the intended wages for the cooks. Manager Frye stated in a small restaurant, staff should be able to perform multiple tasks. Manager Frye stated this gives the District the ability to control and change the operation based on revenues. Asst. VP Goad stated it is important to have good cooks. The Board discussed the predicted wages for the restaurant staff, including the Director of Food and Beverage position. Secretary Tomasulo stated the importance of hiring a quality Food and Beverage Manager and the Board and District Manager all agreed. District Manager Choate stated the Food and Beverage Manager would report to the Director of Golf. Treasurer Hamick stated the need for adequate staff was a main concern of the focus group. District Manager Choate stated the goal for the restaurant would be to provide a quality experience for the patrons. District Manager Choate asked the Board to approve three things: District to operate the restaurant, hire a full time Director of Food and Beverage, and to name the restaurant. District Manager Choate stated the focus group really liked the name Callahan's. After discussion, Secretary Tomasulo made a motion to approve all three with Asst. VP Goad seconding, the motion was unanimously approved.

District Master Plan: President Ford stated he and Secretary Tomasulo had a meeting with Colleen Kaneda with Dynamic Program Management (DPM) to help facilitate the Master Plan project. Asst. VP Goad asked to have a presentation from DPM. Secretary Tomasulo discussed the service DPM provides and the knowledge and experience they can provide. Secretary Tomasulo stated DPM would help define the goals and needs of the District Master Plan. District Manager Choate stated it would be a good to build a relationship with DPM, and DPM could help facilitate District needs now and in the future. President Ford requested a Special Meeting to have a presentation from DPM before the February meeting.

District mailing and email: District Manager Choate asked the Board about the need for any District mailings. District Manager Choate also suggested the use of the Rec Center email list for District announcements in conjunction with the monthly newsletter. President Ford stated the Master Plan should include plans for the use of District Mailings. The Board discussed the use of email to reach the public. District Manager Choate stated the need to use and develop the email list for the District.

Set Official Posting Place and Officers: After discussion Asst. VP Goad made a motion to keep the Official Posting Places the same with Secretary Tomasulo seconding. The motion was unanimously approved. The Golf Course, Rec Center and pbmprd.org are the Official Posting Places for the District. President Ford stated, moving forward, the District should find a location in Parachute such as the Library. The Board discussed the current officers. Asst. VP Goad made a motion to keep the same Officers for 2024 with President Ford seconding. The motion was unanimously approved.

## **OPERATIONS – DIRECTORS' REPORTS**

Golf Course and Parks: Director Choate stated construction on the restaurant started on January 2<sup>nd</sup>. Director Choate stated the demolition on the inside is almost complete. Director Choate stated the project to bury the native irrigation at the park has started. Director Choate noted he is waiting for Peak Surveying to mark the boundaries of the Tanker Trail easement. Director Choate noted the scoreboards at the park have been removed and the new scoreboards will be installed this spring. Treasurer Hamick inquired about cameras at the Community Park. Director Choate stated additional cameras have been added to the Golf Course Clubhouse. Treasurer Hamick discussed trying to add cameras to the Community Park. The Board discussed identifying ways to have cameras at the park. Director Choate discussed the Capital Equipment needs and availability for the golf course this year. Director Choate stated equipment that was scheduled last year, and this year are now available. Two fairway mowers at a cost of \$200,000. The Board agreed if the money was budgeted for 2023 the expense this year would be ok. Director Choate stated the restaurant remodel would be \$750,000 and under budget. Director Choate also discussed remodeling the bathrooms and the clubhouse floor as part of the project. Director Choate stated the bathrooms would get new floor, stalls, sinks, toilets and counter tops. The Board agreed to complete this as part of the restaurant project.

Recreation Center and Programs: Director Matzl presented his report to the Board. Director Matzl stated attendance is up again this year. Director Matzl stated there were 4700 new members and 10,000 additional guests in 2023. Director Matzl noted the Rec Center had over 54,000 total visitors this year. December saw 4219 in attendance at the Rec Center. Director Matzl discussed the basketball program and the use of the Administration Building for pickleball. Director Matzl stated the Grand Valley AV project started today and will be complete this week. Director Matzl discussed the timing of the sewer line project starting on May 10<sup>th</sup>. Director Matzl noted the pool sanitation upgrade will begin on February 6<sup>th</sup> and the pool will be closed that day. Director Matzl stated the roof project will be complete next week. Director Matzl stated solar lighting will be installed on the road to the lower parking lot next week.

#### **MANAGER'S REPORT**

District Manager Choate stated the first contributions to Colorado Retirement Association will begin at the next pay cycle. Transfers from Lincoln Financial are still pending. District Manager Choate inquired which project the Board would like to pursue for a GOCO Grant. The outdoor event area, RV parking at the Golf Course, a pavilion at the Community Park, and the trail at the Rec Center were possible grant opportunities. After discussion the Board agreed to pursue a GOCO grant for planning the outdoor event area and RV parking at the Golf Course.

#### **NEW BUSINESS**

#### **PUBLIC COMMENTS**

Sara McCurdy inquired about the Food and Beverage Director's ability to help with events at the Rec Center. Sara also inquired about the liquor license being used at the Rec Center. District Manager Choate stated the Rec Center will need to apply for a separate license. Sara asked why the restaurant budget was for 7 months. District Manager Choate stated it was for 7 months after completion of the construction at the restaurant.

#### **EXECUTIVE SESSION**

President Ford made a motion to enter Executive Session per C.R.S. 24-6-402(4)(1), Personnel Matters, District Manager

#### **CONCLUSION**

## **ADJOURNMENT**

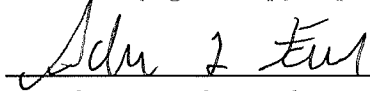
There being no further business to come before the Board at this time, President Ford adjourned the meeting at 8:30 p.m.

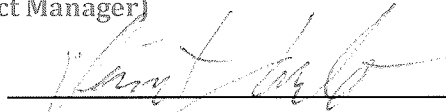
The next Regular Meeting is scheduled for **Monday, February 19, 2024, at 5:30 p.m.** at the **Grand Valley Recreation Center, 398 Arroyo, Battlement Mesa, Colorado.**

Respectfully submitted,  
Doug Choate, District Manager

**THESE MINUTES APPROVED AS THE OFFICIAL JANUARY 15, 2023, MINUTES OF PARACHUTE  
BATTLEMENT MESA PARK AND RECREATION DISTRICT BY THE BOARD OF DIRECTORS.**

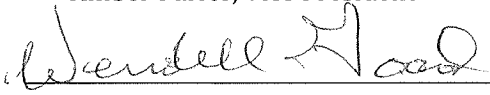
Noted (Signed copy in possession of the District Manager)

  
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Adam L. Ford, President

  
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Vincent Tomasulo, Secretary

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Amber Palcer, Vice President

  
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Karen Hamick, Treasurer

  
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Wendell Goad, Asst. Vice President