

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
PARACHUTE/BATTLEMENT MESA PARK AND RECREATION DISTRICT  
Monday, March 18, 2024 @ 5:30 p.m.**

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

**ATTENDEES**

Directors present: Adam Ford, President  
Amber Palcer, Vice 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

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. President Ford suggested two additions to the agenda under new business. A discussion regarding the District Manager evaluation and a discussion to plan a Board workshop. Secretary Tomasulo made a motion to approve the Agenda with Vice President Palcer seconding. The agenda was unanimously approved.

Minutes: The Manager provided the Minutes from the February 19, 2024, Board meeting. Asst. VP Goad made a motion to accept the Minutes with Vice President Palcer seconding said motion. The Minutes were unanimously approved and signed.

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.

**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.

Vice President Palcer inquired about the amount of office supplies purchased already this year. District Manager Choate stated he would get more details for the Board. Asst. VP Goad made a motion to approve the Consent Agenda with Treasurer Hamick seconding the motion. The Consent Agenda was unanimously approved.

## CURRENT BUSINESS

Tanker Trail: Jeremy Fister presented plans to upgrade the Tanker Trail at the Community Park. Mr. Fister has offered to donate his time and equipment to the project. Mr. Fister spoke about his passion for mountain biking and the need to have it available in the Community. Mr. Fister would create 3 trails of different ability levels, beginner, intermediate and advanced, within the easement of the Tanker Trail. Mr. Fister provided examples to the Board of the various obstacles that can be associated with trails of this nature. Mr. Fister provided a glossary of terms also associated with these types of trails/obstacles. Mr. Fister provided examples of adequate signage needed for these trails. Mr. Fister also gave examples of recreation laws from various states that protect landowners when trails are on their property. Mr. Fister mentioned building a pump track at the Community Park after the Tanker Trail area is complete. President Ford noted pump tracks are good for young mountain bikers to get started. Mr. Fister noted that bike parks of this nature are use at your own risk and adequate signage would be necessary. Mr. Fister estimated the cost to build the Tanker Trails and a pump track at \$3,000 to \$5,000 dollars including signage. Mr. Fister would like to start on May 1 and anticipates completing all three Tanker Trails this year. District Manager Choate mentioned using Conservation Trust Funds for this project, and the possibility of purchasing maintenance equipment in the future. After discussion President Ford made a motion to invest up to \$10,000 in the project with Vice President Palcer seconding. The Board voted unanimously to approve the project pending review of legal issues, easement, insurance, and adjacent property owners.

District Master Plan: Colleen Kaneda and Darla Callaway were available on zoom to speak about the District Master Plan. Darla Callaway took the opportunity to introduce herself to the Board. Ms. Callaway stated she is very excited about working on this project with Parachute/Battlement Mesa Park and Recreation District. District Manager Choate stated that the contract is pending legal review from our general counsel. District Manager Choate stated he did not see any significant obstacle in getting the contract approved. President Ford inquired about the details of the contract with Design Workshop. President Ford asked about the additional expenses for technical evaluation and program evaluation. President Ford stated the project would still be under budget. President Ford made a motion to allow District Manager Choate to sign the contract pending legal review including the two additional fees and cost estimating from FCI construction with Treasurer Hamick seconding. The motion was unanimously approved.

Restaurant Update: District Manager Choate introduced the new Director of Food and Beverage, Megan Braby. Director Braby spoke to the Board and gave a brief background to her experience in the food and beverage industry. Director Braby stated she is very excited about the opportunity to create something special at Callahan's for the Golf Course and the community. District Manager Choate stated the construction is going well. District Manager Choate noted we have a logo for Callahan's and with Megan we will start to push the logo and menu out on the websites and Facebook. Secretary Tomasulo inquired about the liquor license and how we intend to handle the period between the golf course opening and the opening of Callahan's. District Manager Choate stated we currently do not have a liquor license. District Manager Choate stated the County Clerk will not accept our liquor license transfer application until we have documentation from Garfield County Public Health that our food certificate is pending. District Manager Choate noted Bison Mobile Bar is contracted beginning this weekend to provide food and non-alcoholic drinks on site until Callahan's is open. District Manager Choate stated we will attempt to get Special Events Licenses to provide alcohol for three events prior to the opening of Callahan's.

Community Park Cameras: Kenneth Overmyer presented the best option for wi-fi and cameras at the Community Park. Kenneth Overmyer stated the decision on cameras would be made

after the internet is installed. Kenneth Overmyer stated the need to determine the speed of the internet at the park once it is set up. The better the signal at the park, the higher resolution camera we can use. District Manager Choate stated this expense falls within the budget. District Manager Choate stated he felt it was necessary for the Board to be aware of the research Kenneth had done for this project.

FMLD Resolution: District Manager Choate presented the Board a resolution for the Garfield County FMLD Grant for signature. District Manager Choate noted we have applied for the FMLD Grant for the project to repair the parking lots at the Recreation Center and the Community Park. Asst. VP Goad made a motion to approve the resolution with Vice President Palcer seconding. The motion was unanimously approved.

Delegates: District Manager Choate inquired of the Board how the District would like to use the assigned delegates within the community. The Board discussed the delegates and their responsibilities. President Ford noted the Directors and the organizations they were delegated to. District Manager Choate stated he would update the website, so the delegations were on the website. The Board decided to determine times of year and speaking points to discuss with other community organizations at the upcoming workshop.

## **OPERATIONS – DIRECTORS’ REPORTS**

Golf Course and Parks: Director Ochs presented her report to the Board. Director Ochs stated the Golf Course opened on March 14. Director Ochs noted that she has good staff for this season. Director Ochs noted we have 250 rounds already this year and that we were not open at this time last season. Secretary Tomasulo inquired about the new POS software. Director Ochs stated the new system was working well with only minor issues to work out. President Ford asked if the Golf rates would be discounted during the construction of the restaurant. Director Ochs stated the golf rates would not be discounted. The Board discussed options for policing alcohol on the course once we have our liquor license. President Ford and Secretary Tomasulo discussed adequate signage and methods for prohibiting patrons from bringing personal alcohol on the course. The Board also discussed the need for no trespassing signs on the Golf Course. Vice President Palcer inquired about the Course being too busy with tournaments during the season. Director Ochs noted the course still has enough availability and that she is careful to balance the number of tournaments on the schedule. President Ford asked about signs for the restaurant out on the course encouraging patrons to schedule food at the turn. Director Ochs stated new signs for Callahan’s would be in place. Director Choate stated the Restaurant construction is still on schedule. President Ford inquired about installation of internet/cat 5 cables during the construction for future use. Director Choate stated the pro shop has adequate cables and the restaurant would receive the necessary cables during construction. Director Choate also noted there is access in the attic for any future installation requirements. Asst. VP Goad inquired about the District sponsoring a team for the Kiwanis Fundraiser tournament. The Board agreed to sponsor a team for Kiwanis. Director Choate spoke about the cart path paving project scheduled for this year. Director Choate stated the asphalt would be overlaid instead of completely removing the old asphalt, which is more cost effective and less invasive.

Recreation Center and Programs: Director Matzl presented his monthly report to the Board. Director Matzl stated attendance is still good. Director Matzl stated winter sports are winding down and discussed the upcoming spring programs. Director Matzl stated he had additional sponsors for the Easter Egg hunt this year with 10,000 eggs. Director Matzl discussed the upcoming skate night and the success of the first skate night. Director Matzl also noted some upcoming summer programs. Director Matzl stated the foundations are in for the solar lighting to the back parking lot and installation is scheduled this week. Director Matzl stated the roofing project in near completion and the final phase of work has started. Director Matzl

asked if the Board would be willing to offer a discounted rate for Rec Center use to Garfield County School District 16. Director Matzl stated we currently offer a 25% discount to Grand River Medical. The Board discussed options for offering discounted rates to these local organizations. After discussion the Board asked Director Matzl to develop policy guidelines for discounted rates to the various local entities. Secretary Tomasulo stated we should be able to track the use of the various local entities for future evaluation. Vice President Palcer and Director Matzl discussed the success of Skate Night.

## **MANAGER'S REPORT**

District Manager Choate presented the Manager's report to the Board. District Manager Choate noted the potential need for equipment to maintain the Tanker Trail after completion of the project. District Manager Choate stated we intend to submit the Public Health Application this week. District Manager Choate noted Director Braby is working to develop the menu for Callahan's. District Manager Choate stated the employee funds should transfer from Lincoln to CRA this week, completing the process of changing retirement accounts. District Manager Choate also stated the Community Park would now operate out of the Golf Course Fund and the Conservation Trust Fund is all set. District Manager Choate noted that \$200,000 was transferred from Alpine Money Market to the Golf Course fund for the restaurant construction while the course was closed. District Manager Choate asked if the Board would support a soft opening event at Callahan's restaurant. District Manager Choate would like to include the Board, the focus group, and other key people in the construction of the restaurant. Vice President Palcer asked about the scoreboard at Callahan Ballfield. District Manager Choate and Director Matzl stated we are working to ensure the scoreboards will be installed for use during the baseball season. President Ford asked for an update on the SDA leadership academy. Treasurer Hamick discussed the first event she attended. Treasurer Hamick discussed the speaker at the event, and stated the speaker was quite good. Treasurer Hamick stated the training was very good.

## **NEW BUSINESS**

President Ford stated the annual review for the District Manager was complete. President Ford stated he would prefer to postpone any rate changes for the District Manager at this time. President Ford and the Board discussed waiting until the workshop to make any decisions regarding the District Manager job description and pay rates. Secretary Tomasulo discussed using the SDA for information regarding District Manager salaries. President Ford discussed available dates for a spring workshop with the Board. The Board decided to have a workshop on Saturday May 11<sup>th</sup>. Secretary Tomasulo stated any agenda items for the workshop should be available at the regular April meeting. District Manager Choate asked the Board if moving forward having the Board Packet available on the Thursday before meetings was sufficient. The Board indicated Thursday morning before each meeting was sufficient. District Manager Choate inquired about a deadline for agenda items prior to each meeting. It was agreed that any agenda items would be submitted on Monday one week prior to the regular meetings.

## **PUBLIC COMMENTS N/A**

## **ADJOURNMENT**

There being no further business to come before the Board at this time, President Ford adjourned the meeting at 7:15 p.m.

The next Regular Meeting is scheduled for **Monday, April 15, 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 MARCH 18, 2024, 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

*Amber Palcer*

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Amber Palcer, Vice President

*Wendell Goad*

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Wendell Goad, Asst. Vice President

*Vincent Tomasulo*

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Vincent Tomasulo, Secretary

*Karen Hamick*

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Karen Hamick, Treasurer