

**MINUTES OF THE BOARD OF DIRECTORS MEETING
PARACHUTE/BATTLEMENT MESA PARK AND RECREATION DISTRICT**

Monday, November 17, 2025 @ 5:30 p.m.

Grand Valley Recreation Center, 398 Arroyo Drive

Battlement Mesa, CO 81635

ATTENDEES:

Directors Present:	Amber Palcer, President Wendell Goad, Vice President Anne Kellerby, Asst. Vice President Shandice Churchill, Secretary Vincent Tomasulo, Treasurer
Others Present:	Doug Choate, District Manager Mary Ochs, Director: Head Golf Professional Steve Matzl, Director: Recreation Center and Programs Rachel Miles, Director: Food and Beverage Ken Overmeyer, Director: Parks and Trails Diane Schneider, Executive Assistant
Public Present:	See Sign in Sheet.

ADMINISTRATIVE MATTERS:

Attendance and Agenda: The meeting was called to order by President Palcer at 5:31p.m., a quorum was noted. Vice President Goad made a Motion to approve the Agenda presented for November 17, 2025, Assist. VP Kellerby seconded said Motion. The Agenda was unanimously approved.

Minutes: Vice President Goad made a Motion to approve the Minutes from October 20, 2025, and Asst. VP Kellerby seconded said motion. The Minutes were unanimously approved, no corrections were made.

Disclosure of Conflicts of Interest: The Board has previously been informed of the Colorado Revised Statutes to disclose conflicts of interest to the Board of Directors and Secretary of State.

Public Comment: None

FINANCIAL MATTERS – Consent Agenda

Finance Manager's Report

Accept Payment of Claims/Accounts Payable

Accept the unaudited financial statements for the period ending October 31, 2025.

Director Frye informed the board about the challenges in transferring payroll from QuickBooks to NetSuite. The transition may not be completed in time for the first January payroll, so that payroll may still be processed in QuickBooks. The timeline for completing the data transfer remains unchanged, and there are currently seven team members working on the migration.

Vice President Goad made a Motion to approve the payment of claims, and the financial Statements, Treasurer Tomasulo seconded said motion. It was unanimously approved. The District Manager had the bank statements and reconciliations for the bank accounts available for review.

CURRENT BUSINESS:

Resolution to Adopt PBMPRD Budget for 2026: The PBMPRD Budget for 2026 was presented and the changes reviewed. Manager Choate reported a confirmed figure for the cart paths has been received, and the amount was revised from \$130,000 to \$170,000. Funds for payroll adjustments have been allocated as part of a strategic staffing transition at the Recreation Center. Projected hiring for an Operations Manager, a full-time lifeguard and a Program Manager for 2026. This initiative aims to strengthen operational efficiency, improve program delivery, and enhance customer service by converting key part-time roles into full-time positions. The board moved the Resolution to Adopt the Budget (Pursuant to 29-2-208, C.R.S.) to the December 15th Board Meeting. Choate added, if there is any change to the tax certification number, it will be incorporated into the projected budget and presented at the December meeting.

Butler Building Update: Manager Choate reported FCI has been contracted as the Construction Manager. FCI has presented available options along with a revised estimate of \$7.8 million. We are transitioning from the schematic design phase into design development, which may further reduce the estimate. A complete design is expected by the end of January, at which point we can begin applying for grants Choate said. Most of the project funding will need to come from grants, which we plan to match jointly between our District and Garfield School District. Treasurer Tomasulo requested a meeting with the Alpine Bank President through Assist. V.P. Kellerby to discuss securing three or four parking spaces in the bank's lot for future employees of the Butler Building. This need arises due to regulations requiring EV Charging Stations in our already limited parking area of the Butler Building. Kellerby did not anticipate this would be a problem.

Cottonwood/Callahan Final Master Plan: District Manager Choate presented the update for the Cottonwood/Callahan Final Master Plan. He stated the purpose of the Resolution for the Cottonwood and Callahan area is to confirm alignment among all parties on the proposed plan, PBMPRD, Grand Valley Park Association (GVPA) and the Town of Parachute. The version presented reflects minor changes approved by the Town of Parachute to the preferred site plan; these changes were not significant compared to the plan previously shared with the Board. We are in the Next Steps, as outlined in the meeting packet, including initiating discussions with the Town of Parachute and the GVPA to begin drafting an agreement. The agreement, prepared with legal counsel, will state that all parties agree the area should be designated for recreational use and commit to pursuing recreational development there. While the agreement will involve multiple components, drafting can now begin. GVPA is interested in realigning the Rodeo Grounds. The Association has funds available to begin work on the project; however, an agreement is required to confirm that the area will continue to be designated for recreational use. This agreement will provide clarity on future development and ensure alignment among all parties. The primary objective is to confirm inclusivity and collaboration with all entities involved in this. The current concept plan is not final but represents a shared commitment to improving recreational space. Such an agreement would allow the area to be treated as a single entity with a unified plan, which is often a requirement for grant eligibility. Secretary Churchill made a Motion to accept the Cottonwood/Callahan Final Master Plan. Vice President Goad and Assist. V.P. Kellerby seconded the Motion. Four members voted in favor, Treasurer Tomasulo abstained, citing a conflict of interest being employed by the

Town of Parachute. Resolution 251117 was signed.

Code of Conduct – Update: Manager Choate stated, due to a recent incident involving an individual who was physically and verbally threatening toward staff and patrons, I have reviewed proposed language to strengthen enforcement measures. The updated policy allows for the immediate removal of individuals who engage in threatening behavior from any/all district facilities. If an individual is barred and later requests a review, the matter will be referred to the Code of Conduct Committee to evaluate the situation and develop a plan for corrective action before reinstating access. The language was reviewed by legal counsel and provides authority to restrict facility use until further notice when necessary. The individual involved in the recent incident has not caused further issues.

OPERATIONS – DIRECTORS' REPORTS:

Golf Course: Director Ochs reported that rounds played have continued to grow steadily: increases of approximately 11% in 2022, 2023, and 2024, with a current increase of 14% year-to-date. Based on current trends, total rounds for the year are projected to exceed 22,000, even if the course were to close immediately. Scorecards are being redesigned to include combo tees, a common feature that provides flexibility for players, such as seniors who prefer an intermediate option between men's and forward tees. The new scorecards have been ordered and funded by an anonymous donor. Updated slope and course ratings will be completed before reopening. With shorter days and colder weather, lessons have decreased, and staffing adjustments are being made to reduce overhead. Ochs noted the ability to cover open-to-close operations when meetings are not scheduled.

Golf Maintenance: Director Rothe was absent. Manager Choate reported that the new cart paths have been completed and look excellent. The old tent structure has been removed. Rothe has registered herself and several team members for the Rocky Mountain Regional Turf Conference in December to gain education on turf grass management. She is currently working with Director Miles of Callahan's to determine the best method for closing the new outdoor structure once construction is complete, after which plans will be sent out for bid. The maintenance team has been preparing the course for winter by roping off all greens, blowing out sprinklers, winterizing pump stations, and applying the final winter chemicals.

Callahan's: Director Miles reported that although October was slower, customer turnout remained strong. Staff schedules were successfully adjusted to match demand, and no staff departures occurred due to reduced hours. Three events have been booked for next year, and inquiries for 2027 have already begun. November hours have been updated: Mondays 8:00 a.m.–4:00 p.m., all other days 8:00 a.m.–7:00 p.m. For December, consideration is being given to closing on Mondays or Tuesdays, or possibly both. The lunch rush remains steady, while breakfast and dinner traffic has declined. To minimize disruption, parties are being scheduled on Mondays and Tuesdays. Upcoming events include three nights of Thanksgiving, which are nearly fully booked. Director Miles also attended the Wedding MBA convention in Las Vegas, gaining insights on catering trends, venue management, and best practices for wedding planning. These learnings will support next year's events under the new structure. Staff successfully executed a private catering event in Rifle, the last prime rib dinner night featured over 60 guests. The event was completely sold out, with additional guests on a waiting list. In addition, the team fulfilled large lunch orders for Soda LC and Solvay. Board members raised concerns to Director Miles and Parks and Recreation Director Matzl regarding catering services

provided outside district facilities. Given the district's tax advantages, the Board requested awareness to avoid unnecessarily competing with other local businesses in Parachute and Battlement Mesa that do not share these benefits. Both Director Miles and Director Matzl stated they do not believe current practices are negatively impacting local businesses but agreed to keep the Board's concerns in mind moving forward. The Board commended Director Miles for her excellent work and clarified that the intent is not to penalize her efforts, but to encourage continued awareness.

Recreation Center and Programs: Director Matzl reported Sports are up and running. October performance was strong compared to 2024 in most categories, though attendance showed a slight organic decline. Recent events included a Boxing Match streamed on Facebook, drawing approximately 150 attendees and generating excellent bar sales. The event was well-received, and discussions are underway for a follow-up in February. Other activities included Frisbee Golf, a successful Broncos Watch Party, and a fully booked craft fair this Saturday with all vendor spaces filled. Staff continue to maintain quality standards by limiting participation to vendors offering homemade goods. Wrestling teams will assist with setup and Kiwanis's with parking, and donations are being provided to support their efforts. Facility improvements are progressing, painting is approximately 98% complete, with touch-ups scheduled to ensure a bright, refreshed appearance. Irrigation repairs are underway, and the hot tub design for Phase One has been finalized. Minor revisions are being sent back for review, with the goal of completing the final design in December and issuing an RFP shortly thereafter.

Parks and Trails: Director Overmeyer reported The Battlement Parkway Trail Project was approved at the November 12 meeting. We have begun the next step toward issuing RFPs. Shade structure for Sunset Park has been approved; footers have been dug and poured. SGM is scheduled to conduct a survey at Sunset Park for master planning. LiDAR topographic survey of Monument Gulch is planned for trail development. Badger Daylighting completed culvert cleaning under Hill Court. JC Excavating is scheduled to install a weir in the Daisy Ditch along County Road 215.

MANAGER'S REPORT:

District Manager Choate stated the boundary line adjustment has been submitted to the Town of Parachute and is pending approval. Once finalized, the district can begin acquiring the necessary documents to complete the planned land donation of the 92 acres of Monument Gulch to the District. The district did not receive the Traditional Grant, resulting in a budget adjustment: removal of the anticipated \$665,000 grant income and the related pavilion expense, which was contingent on grant funding. The CPW Trail Grant for non-motorized trails remains under consideration; notification of award status is still pending.

NEW BUSINESS N/A

PUBLIC COMMENTS N/A

ADJOURNMENT:

There being no further business to come before the Board at this time, President Palcer adjourned the meeting at 6:58p.m.

The next Regular Meeting is scheduled for Monday, December 15, 2025, at 5:30 p.m. at the Grand Valley Recreation Center, 398 Arroyo, Battlement Mesa, Colorado.

Respectfully submitted by Diane Schneider, Executive Assistant

**THESE MINUTES APPROVED AS THE OFFICIAL NOVEMBER 17, 2025, MINUTES OF
PARACHUTE BATTLEMENT MESA PARK AND RECREATION DISTRICT BY THE BOARD
OF DIRECTORS. Noted (Signed copy in possession of the District Manager)**

Amber Palcer

Amber Palcer, President

Shandice Churchill

Shandice Churchill, Secretary

Wendell Goad

Wendell Goad, Vice President

Vincent Tomasulo

Vincent Tomasulo, Treasurer

Anne Kellerby, Asst. Vice President