

PUBLIC NOTICE
BOARD OF DIRECTORS MEETING
FOR THE
DOUGLAS PUBLIC FACILITY MUNICIPAL PROPERTY CORPORATION

will meet

Tuesday, May 21, 2019, at 5:30 p.m.

at

Douglas Golf Course
1372 E. Fairway Drive
Douglas, AZ

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT (ADA), THE CITY OF DOUGLAS DOES NOT, BY REASON OF A DISABILITY, EXCLUDE FROM PARTICIPATION IN OR DENY BENEFITS OF SERVICES, PROGRAMS OR ACTIVITIES OR DISCRIMINATE AGAINST ANY QUALIFIED PERSON WITH A DISABILITY. INQUIRIES REGARDING COMPLIANCE WITH ADA PROVISIONS, ACCESSIBILITY OR ACCOMMODATION CAN BE DIRECTED TO RENE MOLINA WITHIN 72 HOURS AT 520.417.7312, FAX 520.417.7143, 425 10TH STREET, DOUGLAS, ARIZONA 85607.

AGENDA

Board of Directors Meeting
Douglas Public Facility Municipal Property Corporation

Tuesday, May 21, 2019, at 5:30 p.m.

at

Douglas Golf Course
1372 Fairway Drive
Douglas, AZ 85607

1. Call to Order
2. Roll Call
3. Persons wishing to address the committee in writing or verbally on any item not on the agenda.
4. Report or update on current Balance Sheet(s) and/or Bank Balance(s), with possible Quarterly Report from City Finance Department (Luis Pedroza) regarding the current status of the subsidy.
5. Approval of Minutes for the Douglas Public Facility Municipal Property Corporation (MPC) for board meeting held on March 19 and April 16, 2019.
6. Information/Discussion, Reporting and possible Decision on standing report from staff regarding maintenance of the golf course MPC facility, equipment and water delivery system.
7. Information/Discussion with possible Decision regarding the status and renewal of the Douglas Public Facility Municipal Property Corporation liability and D&O insurance for the Golf Course facility and Board.
8. Information/Discussion, Reporting and possible Decision on accepting resignation from Member Paula Shelton and discussion on suggesting a candidate to replace Mrs. Shelton.
8. Information/Update with a possible Discussion/Decision on current events, updates or concerns at the golf course since the April, 2019 meeting.
9. Discussion/Decision regarding rental property lease at the facility.
10. Discussion and direction/consensus for items to be discussed at future meetings.
11. Adjournment

Posted May 17, 2019, at 3:50 p.m. by: Alma Andrade, Deputy City Clerk 

MEETING MINUTES

Board of Directors Meeting Douglas Public Facility Municipal Property Corporation

Tuesday, March 19, 2019, at 5:30 p.m.

at

Douglas Golf Course
1372 Fairway Drive
Douglas, AZ 85607

1. Call to Order

Meeting was called to order by Bosco Selchow at 5:30 p.m.

2. Roll Call

Board Members present were: Francisco “Tachi” Durazo, Manny Robles came in a bit late, Ruben Robles, Ken Nelson and Kevin Alvarado. City Official(s) present were Juan Pablo Flores, City Attorney. Paula Shelton was absent and excused.

3. Persons wishing to address the committee in writing or verbally on any item not on the agenda.

(NONE)

4. Report or update on current Balance Sheet(s) and/or Bank Balance(s), with possible Quarterly Report from City Finance Department (Luis Pedroza) regarding the current status of the subsidy.

Bosco Selchow initiated the report by noting that pre-day deposit bank balances were \$6, 800 and Juan Pablo Flores advised he had spoken to Luis Pedroza, who noted that the financials from Larry Moss for January 2019 had come in the day prior, and that he did have no time to update reported finances. The MPC management had requested a simple cash flow report from Larry Moss, and that MPC should report their options concluded Mr. Durazo.

5. Approval of Minutes for the Douglas Public Facility Municipal Property Corporation (MPC) for board meeting held on February 19, 2019.

There was a motion by Mr. Durazo with a second from Ruben Robles to approve the Minutes for the Douglas Public Facility Municipal Property Corporation (MPC) board meeting held on February 19, 2019. With no discussion, the minutes were approved unanimously.

6. Information/Discussion, with possible Reporting/Feedback regarding action taken and status of Board action regarding the unimproved path between the private RV Park and the Golf Course parking lot.

Bosco Selchow reported the rolling gate that controls the cart path to the Golf Course and also the private RV Park has been mostly closed with a limited opening to let golf carts through. Mr. Selchow reported that he spoke to the private RV Park caretaker and there was not opposition and all parties agreeing on the action. There has been no reported incidents relative the closing of the gate or vehicles still crossing through as Dave has been telling patrons that this is no longer allowed. Mr. Selchow also reported that owner has no opposition and that he has communicated with RV Park owner, Jim Schumaker directly on the concept, and all seem to be in agreement.

7. Information/Discussion, Reporting and possible Decision on standing report from staff regarding maintenance & condition and various other aspects of the golf course MPC facility to include rental and volunteers.

Mr. Selchow reported on the status of volunteer with Mr. Flores suggesting that any decisions regarding the volunteers be made administratively. The status/condition of the rental property was reported on by Mr. Selchow and Mr. Flores and both noted that the rental property is not quite ready for rental as of meeting time. Mr. Forrest came in towards end of agenda item and reported on weed control measures being carried out and that weed control supplies along with seeds were ordered. Mr. Forrest continued on his report and mentioned that summer weed control will require more supplies to be ordered, and that currently watering for the course is performed 3 times a week for the front and back with green watering as needed. Greens are being mowed 3 times a week. Two mowers were reported down and that the John Deer's tie-rod ends were ordered and the throttle cable for the other downed mower was being currently repaired. Robert Forrest then reported about the Sunsites golf course visit and that they have a long list of equipment that could be leased at lower than market price, and noted he had cut a lease deal for a spike type aerator and 'seed-drill' for 1 month for \$500. The plan is to verti-cut, aerate, seed, fertilize and sand one green at a time, and possibly \$1,000 worth of Bermuda grass will also go a long way. Discussion then turned to discuss an aerator that belonged to the City with MPC exchanging the tines on it. Borrowing a tractor from the City would be ideal and Mr. Selchow volunteered to try to make the engagement with the City in diplomatic manner. Mr. Selchow then took over reporting that inmates are working in numbers ranging from 2-4 and have worked on RV Park weeds and repaired leaks mainly due to faulty valves on 2, 8 and 17. Watering was reported as ongoing with back getting watered 2-3 times a week and also reported on weed control with more material ordered.

Irrigation meeting was reported by "Tachi" Durazo while the WWTP undergoes expansion & testing and this will require reduced/curtailed water usage at the golf course while maintaining greens watered along with 1 time per week watering for course in Mid-May and that this should be manageable for MPC. Range cart and refreshment (beer) cart are currently not working and discussions for repairs were entertained. Upon conclusion of discussion a motion was made by Francisco "Tachi" Durazo and seconded by Ken Nelson to approve the lease of equipment from the Sunsites golf course for \$500 for a 1 month period. Upon little to no discussion made, the motion was approved unanimously.

The condition of greens, especially #12 was briefly discussed and the water issue on 12 has been cleared up with the only water issue remaining on 14.

8. Information/Discussion, Reporting and possible reporting on status of new Golf cart lease.

It was reported that some final financing documents were needed before it could go to Council for approval and that it was too early to tell if spare carts could be purchased for spare parts or repairs.

9. Information/Discussion, Reporting and possible Decision on updating or possible changes to the facility's website and report on status of 'Douglas Golf Course & RV Park.com'.

Golf Course information is currently available on the City's website under the visitor tab. The 'Douglas Golf Course & RV Park.com' website was reported by Mr. Nelson that the domain name is owned outright through 2021, but that the website/page that had the content is supposedly deleted and for \$169 per month for 1 year with a fee of \$69 per month which was reported as ridiculously high. Ken Nelson noted that with his possible assistance a website could be and would cost around \$22 per month that could be set up and populated with some content and photos through web.com

General website topics were discussed and Mr. Nelson accepted the task of putting the page together at the cost of \$22.95 per month through the web.com entity and Kevin Alvarado made a motion to approve with a second by Ruben Robles at the price noted, and the motion was approved unanimously.

10. Information/Update with a possible Discussion/Decision on current events, updates or concerns at the golf course since the February 19, 2019 meeting.

Bosco Selchow reported on hall rental status with 1 event a couple of weeks ago, the City also had an event and noted the quinceanera issue is still outstanding. Mr. Selchow advocated to do away with these events do to wear and tear and liability and invited discussion. The group joined the discussion with various ideas and comparison of other events like weddings. In the middle of the discussion, Mr. Flores interjected and advised regarding Arizona Department of Liquor License and Control increased fines and enforcement efforts. Ruben Robles announced a tournament this upcoming Sunday and the Board appreciated his efforts of organizing tournament events.

11. Discussion and direction/consensus for items to be discussed at future meetings.

Future meetings could include the quarterly report, the golf carts along with standing agenda item on maintenance, and the quinceanera issue.

12. Adjournment

Motion made by Kevin Alvarado and seconded by Manny Robles to adjourn and meeting closed out at 6:49 p.m., with unanimous vote.

Prepared by:

Juan Pablo Flores, City Attorney

MEETING MINUTES

Board of Directors Meeting
Douglas Public Facility Municipal Property Corporation

Tuesday, April 16, 2019, at 5:30 p.m.

at

Douglas Golf Course
1372 Fairway Drive
Douglas, AZ 85607

1. Call to Order

Meeting was called to order by Bosco Selchow at 5:30 p.m.

2. Roll Call

Board Members present were: Francisco “Tachi” Durazo, Manny Robles came in a bit late, Ruben Robles, and Kevin Alvarado. City Official(s) present were Jerene Watson, Interim City Manager and Juan Pablo Flores, City Attorney. Ken Nelson, Paula Shelton were absent and excused.

3. Persons wishing to address the committee in writing or verbally on any item not on the agenda.

(NONE)

4. Report or update on current Balance Sheet(s) and/or Bank Balance(s), with possible Quarterly Report from City Finance Department (Luis Pedroza) regarding the current status of the subsidy.

Mr. Flores reported that the report through February 2019 is accurate and up to date reflecting a subsidy of about \$12K. Bosco Selchow noted that the subsidy sheet shows MPC is in better shape than last year. The subsidy figures note some small line items that were improperly formatted in terms of contracted labor being in a different section that golf personnel and also incorrectly assumed wages without reflecting the increase in minimum wage from 2019. ADOC labor was noted at over \$5K but have not had expenses for DOC for 7 months and there was a DOC labor charge for \$1,200 that was attributable to the Doc Labor day tournament. Food sales are noted at \$10K, but these are high as they include money from Manny’s food sales, and for these reasons do to accurately reflect actual food sales. RV Park revenue and golf rounds played are down, and better control of players paying needs to be applied. The system software and bookings from Golf-Now do not provide advertisement or other financial benefits and contractual arrangement needs to be looked into. Ms. Watson received report on greens fees of about \$21.50 with a cart and how fees relate to golf course conditions.

5. Information/Discussion, Reporting and possible Decision on standing report from staff regarding maintenance of the golf course MPC facility, equipment and water delivery system.

Bosco Selchow reported the aeration process on greens is almost done on the back, with front awaiting service. MPC currently has tractor on loan from City using the brush hog with 2 mowers currently down and have current log book for the mower maintenance with checklist under use. Clubhouse maintenance is current with a recent computer upgrade. The rental should be ready to go by the end of the week and Ms. Watson was updated on the status of the rental recently fully refurbished. Water delivery will be cut back in May and this was briefly reported upon along with water leak updates.

6. Update regarding the status of new Golf Cart lease.

The Council approved the Golf Cart lease and is being processed by the City's Finance office, along with a report that old carts could not be viably purchased due to excessive price of \$3.1K per cart offered by manufacturer.

7. Information/Discussion, Reporting and possible Decision on updating or possible changes to the facility's website and report on status of 'Douglas Golf Course & RV Park.com'.

Kevin Alvarado reported that the website is up and running at roughly \$22 per month with decent content also course is getting playtime on the City website under Leisure Services.

8. Information/Update with a possible Discussion/Decision on current events, updates or concerns at the golf course since the January 22, 2019 meeting.

Tournament schedule was updated with 2 events reported for March & April and 2 more tournaments in the near future reporting good support and attendance by the public. General event discussions were presented regarding the Clubhouse along with Project Graduation coming up, with another event scheduled for April 27 and group reported still doing the Sundowner every Thursday and averaging around 20 participants coupling it with hamburger night. Douglas Days and Horse races were briefly discussed. Trespassers continue to be a problem despite postings at the golf course with brief discussions and suggested enforcement action. MPC Board Chair reported facility is down to 1 volunteer.

9. Discussion/Decision regarding whether Board will allow future Quinceanera events at the Club House.

After lengthy discussion the Board noted that although the bar reaps significant benefit, the wear and tear is significant as well. After considering the pros and cons specifically by Tachi Durazo and Ruben Robles noting the vast expanse of the golf course facility, a motion was made by Tachi Durazo and seconded by Manny Robles to do away and suspend the Quinceanera functions at the clubhouse facility, the motion was approved unanimously (any such previously scheduled event will be honored).

10. Discussion and direction/consensus for items to be discussed at future meetings.

The Board may be replacing Ms. Shelton, and the rental unit.

11. Adjournment

Motion made by Kevin Alvarado and seconded by Tachi Durazo to adjourn and meeting closed out at 6:14 p.m., with unanimous vote.

Prepared by:

Juan Pablo Flores, City Attorney