

MEETING MINUTES

Board of Directors Meeting
Douglas Public Facility Municipal Property Corporation

Wednesday, January 16, 2018, at 5:30 p.m.

at

Douglas City Hall
425 E. 10th Street
Douglas, AZ 85607

1. Call to Order

Meeting was called to order by Bosco Selchow, President, at 5:31 p.m

2. Roll Call

Board Members present where: Ken Nelson, Francisco "Tachi" Durazo, Manny Robles (showed up at 5:56), Ruben Robles and Kevin Alvarado, and Bosco Selchow. City Official present are Luis Pedroza (Finance Director), Jim Russell (City Manager) and Juan Pablo Flores (City Attorney). Others attending are Bob Summers, Sandy Nelson and Joe Salcido. Paula Shelton is noted absent and excused.

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

NONE

4. Approval of Minutes for Douglas Public Facility Municipal Property Corporation (MPC) meeting held on 10/25/2017 and 11/21/217.

A motion was made by Kevin Alvarado and seconded by Francisco "Tachi" Durazo to approve minutes as presented and the motion was approved unanimously.

5. Financial update with current YTD Douglas Public Facility Municipal Property Corporation financial report(s) from the City Finance Director (Luis Pedroza) and funding status on City of Douglas subsidy, along with 2016/2017 financial comparisons. Discussion to include any and all related topics/issues along with a possible presentation and review of noted financials and P & L(s) through November 2017 (if available).

Mr. Pedroza reported that he had not received the December 2017 financial report for the MPC. for December the board. There is however a report from the City relative the subsidy and expenditures. The revenue levels are coming in a rate where they should be at 50% and the subsidy is at \$114.7 K which is \$21K over the current projected amount (partially due to an advance on the insurance purchase). This is mainly due to the unexpected \$11K management payout. The December numbers show the MPC made some headway in terms of the subsidy being only \$9K wherein the MPC typically averages \$15K in subsidy. There is an insurance credit as it is being paid in advance as opposed to having it annualized and throughout the year. The loan from the City is being paid on a monthly basis.

6. Discussion/Decision and possible Action to be taken by Board on adoption of policies and procedures for the various management committees.

Mr. Selchow began with the RV Park policies and asked Mr. Flores and Mr. Summers to report. There was a general discussion of policies and discussion on fees and rules for the RV Park and will be finalized at the next meeting.

The Tournament Committee will be having a tournament on 1/10/2018 and all is good to go and format was discussed, with \$10 from the entry fee going towards a special golf course maintenance fund.

Group noted that they would like to see policies and procedures from all committees and have them codified/approved by maybe February by MPC and placed into a permanent book to be held by management for reference. Bar committee Chair was not present yet and

Kevin Alvarado as member thereof reported that they did accomplish 1 thing related to pricing of brandy from \$5 to \$3.50 and Rhiannon also has the capability to see what alcoholic drinks are being sold as part of the POS system. This may be a good way to monitor alcohol sales and inventory per Kevin Alvarado. Rental space fees for carts were lowered to \$25 for electric and \$15 for gas and there is an effort underway to clear out the non-used and abandoned carts. The user fee was eliminated but the trail fee is still in effect.

The numbered key system was implemented for the carts and seems to be working well, except that staff leaves at 3 and there may be a cart or 2 still out. The need to tighten up the cart rules was also noted by the group.

Golf course committee will also need to come up with general policies and conduct as well as regular maintenance. Mr. Selchow in conjunction with Francisco "Tachi" Durazo discussed the need for a working meeting with Ruben Robles and this was certainly noted as a possibility. The members there are Ruben, Tachi, David Arzate & Tony Romero (whose memberships are still undecided), Robert Forrest, Bosco Selchow, Calvin Romero.

Financial policies are also part of the compilation per Mr. Pedroza and asked for them a week before the upcoming meetings for group review.

7. Information/U Discussion with possible Decision (if needed) on repairing golf course mobile home for possible rental home.

All the carpet was removed and sub-floor seems to be in good shape, and there is an interest in it being a rental and it may be useful to facility based employees. Flooring, roof repair and some sheetrock as well as mechanical repairs (duct work). Jim Russell volunteered a City crew to come out and look into the needed repairs. It will depend if Board wants to rehire a facility manager and once this is decided the house could be used as an incentive, if it becomes so viable. Other managers have lived at that facility asset. Ken Nelson made motion to get it ready & make it available for renters and it was seconded by Kevin Alvarado. The motion was approved unanimously.

8. Discussion with possible Decision (if needed) on selling hot dogs on certain days of the week along with any informational topics and concerns regarding the liquor license that covers the Golf Course premises.

The other hot dog cooker was found and cleaned up with Mr. Nelson quickly moving to sell hot dogs at the very least on Wednesday, Saturday and Sundays, and Manny Robles seconded same and it passed unanimously.

Mr. Flores reported on the Golf Cart that sells beer out of a beverage cart, and how the parking lot not being part of the liquor license. Mr. Flores will bring back report on the parking lot, RV Park carry out sale/capability and package liquor sales capabilities.

9. Discussion with possible Discussion/Decision (if needed) changes to the golf course website.

There was a general discussion with various factors and brief report from Ruben Robles. Discussion then centered on partnering with the City and their IT Department and sharing the domain. Douglasgolfcourseandrvpark.com is the address. There was a motion to table by Ken Nelson to our next meeting and seconded by Francisco "Tachi" Durazo and the motion was approved unanimously.

10. Information/Update with a possible Discussion/Decision on recent events and concerns occurred at the golf course since the December 2017 meeting.

Recent events of mischief and disturbances were discussed with possible scenarios discussed with possible letter to HOA and apartment complex with general notice of required conduct and does and don'ts of the course and possible golf course marshal being instituted. Mr. Nelson suggested updating rules in the policies and procedures. The need to educate the general public was recognized as a need. No progress on moving bone yard was reported. Watering is also a topic for future discussion and possible action.

11. Discussion and direction/consensus for agenda items at future meeting(s).

Manny Ortiz' kitchen arrangement/charges and separation of transactions, review of the website, discussion of budget figures/concerns, another liquor license update as well as update on readying the house on the facility for rental.

12. Adjournment

A motion was made by Ken Nelson and Kevin Alvarado seconded it to adjourn the meeting at 6:23 and the motion was approved unanimously.

Prepared by:

Juan Pablo Flores
City Attorney

Posted by:



Alma Andrade, Deputy City Clerk