

MEETING MINUTES

Board of Directors Meeting
Douglas Public Facility Municipal Property Corporation

Tuesday, October 16, 2018, 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 5:28 p.m.

2. Roll Call

Board Members present were: Bosco Selchow, Ken Nelson, Francisco “Tachi” Durazo, Manny and Ruben Robles. City Official(s) present was Juan Pablo Flores, City Attorney. There were no others persons attending were Rhiannon Posada. Paula Shelton was absent and presumably 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).

Bosco Selchow reported a Bank balance is almost at \$7,000 with payroll coming up this Friday in an amount close to \$5K. Board had paid Crop Production Services in August, September and October in the amount of \$500 with all checks having gone through today and this brought down balance. There are no financials for September from Larry, but Bosco Selchow mentioned he hoped to have them for the next regular meeting. With no questions being posed, the group moved on to the next item.

5. Information with Discussion and possible Decision/Direction on formal documentation on Greens Keeper job description and potential employment terms.

Bosco Selchow explained that the sub-committee made up of himself, Francisco “Tachi” Durazo and Ruben Robles formulated, went over, and finalized the job description being discussed this evening.

He also noted that the job description was self-explanatory and that it contains many duties that Mr. Forrest is already doing. Ken Nelson asked if there was going to be a timeframe that would be given for someone to get their herbicide certification, as board did not know whether Mr. Forrest already had it. It was also brought up that it would largely depend on whether Mr. Forrest would accept the job description and terms of the employment agreement referenced in the description. Juan Pablo Flores further explained the exempt status meant mainly having to do with the worker being exempt from overtime pay and would only be given compensatory time off for hours worked over the 40 required. An employee time (hours worked) record keeping system needs to be put in place to include oversight due to the fact the facility auditors have requested. As of this week oversight will be done when employee hours are reported Kevin Alvarado (Treasurer) and then relayed to Larry Moss. Treasures task will entail a ledger as an oversight procedure that should be in conformance with Board policies noted Ken Nelson. After the board reviewed the document, there was a Motion made by Francisco “Tachi” Durazo and seconded by Manny Robles to accept the job description/agreement for greens keeper. Motion was approved unanimously without much discussion.

6. Information with Discussion and possible Decision on standing report from staff regarding maintenance at the golf course MPC facility, or Clubhouse cleaning, maintenance or repairs.

After Bosco Selchow opened the discussion, Juan Pablo Flores explained that this item had been added to the agenda as carpet cleaning had been an item for discussion at a previous meeting. Mr. Selchow said he found someone who would clean it for \$1,200 and that another option would be to rent a carpet cleaner as noted by Ken Nelson and various members volunteered to operate one of the carpet cleaning machines. A brief discussion followed about a couple of scheduled weddings and protocol that would be followed as it related to moving the furniture around. On a separate note, Mr. Selchow noted Eddie Gonzales (from the City environmental compliance office) checked the grease traps and noted it would not pass an inspection. The need to get this cleaned up very soon was identified, as it has not been cleaned in about six months and they should be cleaned monthly. Mr. Selchow noted they are down to one greens mower and one periwig mower. Two were borrowed and these were returned and the one parked just outside does run but after sometime it stops working. Another 3100 fairways and rough mower is in need of a hydraulic motor.

Bosco Selchow reported that the ADOC inmate situation remains the same and the MPC remains without any labor to assist with tasks and course maintenance duties. The topic came up that it would be helpful to have Jim Russell attend the meetings to find out from him if the city is going to help the MPC, as Francisco “Tachi” Durazo kind of feels like the MPC is on their own with the current maintenance issues. Bosco Selchow mentioned that he is unsure if City would be willing to look at and possibly repair the broken down mowers. Francisco “Tachi” Durazo wondered if the city officials actually have this city asset (golf course) on their mind ever or at all and Ken Nelson echoed the sentiment. Mr. Selchow noted that the funds are not on hand to buy parts for mower repairs even though Alex (the MPC worker) is very able bodied when it comes to equipment mechanics.

10. Information/Update with a possible Discussion/Decision on any recent events, occurrences, tournament updates or concerns at the golf course since the September 2018 meeting.

Bosco Selchow began report by noting there will be 2 weddings coming up and also had Kevin Alvarado gave a brief report that some high school aged kids had been noticed by apartment tenants driving up and down the street by 17, and Kevin noticed group of about 15 kids throwing each other in the pond and upon making contact with these kids, they all fled with some running in one direction and others drove away partially straddling the course with their automobiles to avoid going through the gate (that is typically closed).

The police showed up during the incident as apparently someone from the apartment complex had called them and then it appeared that the officer then went in pursuit of one or more of the fleeing vehicles. It was noted that these appear to be reoccurring events and then the board discussed potential liability of the MPC or golfer for errant shots that could potentially strike large RV type motor homes as they pass through the private road (owned by the Golf course) on their way to the off premises RV Park to the east. Per the general discussion it seemed like the consensus was that liability likely rests with the golfer(s), the topic of the easement or road pass through were discussed and should be a point of discussion with the new private RV Park owner, as suggested by Mr. Flores to come up with some sort of easement arrangement and explore the thoroughfare through the private housing development for that private RV Park.

There will be an October 28 tournament with a 4 man scramble format and bar TV arrangements were briefly discussed along with Direct TV versus Dish cable providers. A few damage type incidents were reported by Ruben Robles as the greens at 13 have shown a bit of damage due to it being used as a playground and on a separate note it was mentioned that most flags may need to be replaced.

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

Bob Summers and volunteer situation status to be discussed, groundskeeper contract status, maintenance of equipment and status on the rental property,

12. Adjournment

A motion was made by Francisco “Tachi” Durazo and seconded by Manny Robles to adjourn the meeting at 6:10 and the motion was approved unanimously.

Posted October 15, 2018 at 4:30 p.m. by:

Danya C. Acosta, Administrative Assistant