
MINUTES

**DOUGLAS PUBLIC FACILITY MUNICIPAL PROPERTY CORPORATION
TUESDAY, MAY 16, 2023, AT 5:30 p.m.
DOUGLAS MUNICIPAL GOLF COURSE, 1372 E. FAIRWAY DRIVE, DOUGLAS, AZ, 85607**

1. Call to Order

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

2. Roll Call

Chairman James Selchow was absent and excused. Meeting was conducted by Francisco Durazo. Board members present were Francisco Durazo, Ruben Robles, Manny Robles, Kevin Alvarado, Nick Forsythe and David Arzate. Also present were City Officials: Ana Urquijo, City Manager.

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

Jose Montaño, Douglas, AZ. Submitted a letter and read by Mr. Durazo.

- Concerns, suggestions and questions on golf course maintenance.

Discussion was held on submitting items on the agenda for discussion.

4. Approval of Minutes for the Douglas Public Facility Municipal Property Corporation (MPC) for board meeting held on January 24, 2023 and March 21, 2023.

Motion by Ruben Robles, second by Manny Robles to approve the meeting minutes from January 24, 2023 and March 21, 2023. Motion passed unanimously.

5. Report on Balance Sheet and/or Bank Balance(s) update/report on current months for the Douglas Public Facility Municipal Property Corporation, as well as discussion/presentation on the MPC Golf subsidy (if report is available).

Mr. Alvarado reported the current bank balance is \$25,044.

Ms. Urquijo reported the combined golf course report through March 31, 2023.

Mr. Durazo asked what capital improvements were.

Ms. Urquijo answered electrical upgrade for the water distribution system.

Discussion was held on the capital improvement on the RV park.

6. Information/Discussion, and possible Direction regarding the existing bank account with Wells Fargo and possibly looking at other banking alternatives.

Mr. Durazo reported that throughout the year they pay a lot of fees to Wells Fargo and are charged fees for services.

Mr. Forsythe said that the Douglas Golf and Social club bank with Washington Federal and do not charge them for anything.

Ms. Urquijo inquired if the city is a signer on the account with them.

Ms. Urquijo suggested to seek direction for the city to assist in evaluating a possible change in bank account with Washington Federal.

Mr. Durazo asked if the city uses Wells Fargo or Washington Federal.

Ms. Urquijo answered that they use both for different purposes.

Mr. Durazo mentioned that Wells Fargo charges them \$400 a month plus another \$400 for service charges.

Motion by Nick Forsythe, second by Manny Robles for the MPC to ask the city finance department to assist in a bank account change. Motion passed unanimously.

7. Information/Discussion, and possible Direction regarding the preparation of the MPC FY 2023/2024 Budget.

Mr. Durazo reported the working group met and established a working budget for the next fiscal year as well as a list of capital requirements.

Mr. Arzate asked if the board has to approve the budget reviewed in the study session before sending it to Luis Pedroza.

Ms. Urquijo stated that based on their consensus at the work session the information can be given to Mr. Pedroza.

Ms. Urquijo reported that included in the budget recommendation are the proceeds of \$1M of the apartment sale go to the golf course capital improvement, \$180,000 subsidy and \$85,000 for the salary of a golf superintendent.

8. Information/Discussion regarding the MPC Articles of Incorporation, Bylaws, and Concessionaire Agreement and overall management and history of the Douglas Golf Course.

Ms. Urquijo reported that in the last report provided by Diana Lamar she was identifying areas that are working and not working and how to blend in a new opportunity. Ms. Urquijo added that included are general statements that the structure of the MPC is being looked at in terms of a model and that will create recommendations on whether there will be changes or come up with a completely different model. Lastly, Ms. Urquijo stated Ms. Lamar is finishing the articles of incorporation and the bylaws, also created binders with all information pertaining to MPC. Ms. Lamar will continue with the analysis, but will also give her the current state and pros and cons to develop what that future model is and strengthen areas of risk exposure to move forward in an effective path.

Mr. R. Robles asked if a different model is chosen, how does the MPC move forward with it.

Ms. Urquijo answered a portion of that part of the legal review will be done at the end of the analysis is what the city as mayor and council also want to do with that model. If they want to continue an MPC as it currently stands or if they want to modify the structure of that MPC, because currently, from a technical perspective the concessionaire agreement has expired with no word when it just rolls over, continuing to exist, and that is the reason it does have to go back to mayor and council and start with the new model in the new fiscal year.

9. Information/Discussion regarding improvements at the RV Park.

Ms. Urquijo mentioned that she signed off on fronting, capital, cause and anticipation of knowing there is funding coming. Get it going before summer time is over and the anticipation of workers for the POE project.

Speakers mentioned and asked that if the issues APS is having to get a transformer to upgrade is correct.

Ms. Urquijo answered that it was not only to upgrade pedestals but to upgrading the transformer.

10. Information/Discussion, and possible Decision pertaining to aspects to be presented in the periodic standing report from staff regarding maintenance of the golf course MPC facility, equipment, greens/fairways and water delivery system.

Mr. Durazo said that trenching was done, electrical lines were installed, the pedestals were being reviewed for missing parts to get the system on the back nine running again and then connecting to the computer system to integrate all 18 holes.

Ms. Urquijo reported that a purchase order was issued to Douglas Electric to do the work on RV Park.

Speaker asked if the pedestals should be included to the budget request.

Ms. Urquijo answered possibly but also staff is seeking grants for pedestals as reimbursement.

Ms. Urquijo adds up that a grant has been submitted for golf course improvement to cover the rest issued for Douglas Electric doing part of the pedestal work and the other part done by APS for the RV Park.

City Manager Ana Urquijo stated that Luis Pedroza engaged APS for the upgrades, and they are waiting to hear back on their timeline.

Ms. Urquijo talks about the optimal use of water and how to not lead into a drought to understand the scientific problem of unoptimized use of water.

Mr. Forsythe asked if there is any grants helpful to fund and bring water to the golf course and parks in Douglas.

Ms. Urquijo answered yes and reported some points of what the city managers' team is doing on grants.

11. Information/Discussion, and possible Direction on the preparation of the upcoming Labor Day Tournament.

Mr. Durazo reported that there was a discussion in previous meetings and received commitment of support by the city for manpower and equipment when it is needed.

Ms. Urquijo mentioned that park staff and ground keepers were stepping up to help.

Ms. Urquijo reported that it will be brought up to DOC for the opportunity to infuse DOC help back at the golf course and start with training.

Mr. Forsythe asked if the city has been out to spray any weed control.

Mr. Alvarado answered yes, they have been out but not since it has been windy.

12. Information/Update with a possible Discussion/Decision on current events, updates or concerns at the golf course since the April 18, 2023 meeting.

Mr. Durazo reported a case of vandalism on hole #8 green. The Gentleman was a nongolfer and will not be allowed to play golf here anymore.

Mr. Durazo reported that members of the Golf and Social club want to reestablish the putting green.

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

Ms. Urquijo commented on adding an item of general discussion.

Mr. Durazo stated the Labor Day Tournament to remain as an item.

14. Adjournment

Motion by Manny Robles, second by Kevin Alvarado to adjourn the meeting at 6:34 p.m. motion was approved unanimously.

Prepared by:  Cynthia Acuña Robles, Deputy City Clerk