

## MINTUES

Board of Directors Meeting  
Douglas Public Facility Municipal Property Corporation

Tuesday, May 24, 2022, at 5:30 p.m.  
Douglas Golf Course  
1372 Fairway Drive  
Douglas, AZ 85607

1. Call to Order.

Meeting was called to order by Mr. Selchow at 5:34 p.m.

2. Roll Call.

Board members present were James Selchow, Kevin Alvarado, Nick Forsythe, Ruben Robles, Manny Robles, Francisco Durazo, and David Arzate. Also present were City Official(s) Ana Urquijo, City Manager, and Jennifer Smith, Community Services & Economic Development Director.

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

None.

4. Approval of Minutes for the Douglas Public Facility Municipal Property Corporation (MPC) for board meeting held on April 26, 2022.

**Motion by David Arzate, second by Francisco Durazo to approve the meeting minutes for April 26, 2022. 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 a bank balance of \$27,529.

6. Information/Discussion, and possible Direction regarding discussions with Troon, Golf Management Company.

Ms. Smith presented a handout on the Troon organization. Ms. Smith included an overview with facts and information and also reported that a Non-disclosure was signed and Troon has requested information for items at the golf course.

Ms. Smith also reported that the advisory service fee would be \$10,000.

Ms. Urquijo reported communication has been established with Troon and will await their direction and proposals on what they might be interested or recommend that they could take on.

Ms. Smith reported steps are being taken to move forward, in which the next one would be the advisory audit that Troon is seeking to make an assessment.

7. Information/Discussion, and possible Direction regarding the preparation of the MPC FY 2022/2023 Budget.

Ms. Urquijo reported the current year budget and added that capital was carried over into the new year and the same budgeted subsidy for the new fiscal year, which is \$180,000.

Discussion was held on projected revenues for the remainder fiscal year.

Ms. Urquijo reported City water well operation and water table issues.

Discussion was held on the pond.

Discussion was held on building a budget for the \$180K to determine whether it will sufficiently cover expenses after the revenue.

Discussion was held on adding a line item to reflect the rental of the mobile home.

Board member commented his input on the preparation of the 22/23 budget would like for the City of Douglas to allocate funds for a superintendent's position at the City of Douglas golf course. He added Mr. Salchow has worked tirelessly for five years without compensation.

Ms. Urquijo answered that it is not part of the budget.

Discussion was held on the position of superintendent.

8. Information/Update and possible Direction regarding the condition of the shed at the Douglas Municipal Golf Course.

Ms. Urquijo reported an OSHA walkthrough conducted in 2016 and clarified some of the violations. Ms. Urquijo reported that an eyewash station was installed and guarding on machinery, unused openings in the cabinets, boxes and fittings, closet and covers on outlet boxes were replaced. Fines were paid and corrected the items that citations were issued for. OSHA came back and conducted a walkthrough and approved the corrected items. Ms. Urquijo reported that the shed was never condemned.

Mr. Selchow recommended a new roof, upgrade of indoor electrical and bathroom.

Board Member asked if the golf course has flammable cabinets.

Mr. Selchow reported that there are two cabinets.

Discussion was held on maintaining Safety Data Sheets and keeping them accessible to all employees.

9. 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. Selchow reported on the water delivery system, they are close to getting the irrigation system on the back nine fully automated. He added that they lost the inmate crew.

Discussion was held on an incident and the possibility and steps needed to regain the inmate crew.

Discussion was held on the condition of golf holes, and issues with the mower.

10. Information/Update with a possible Discussion/Decision on current events, updates or concerns at the golf course since the April 26, 2022 meeting.

Mr. Selchow reported on a wedding the past Saturday and a good weekend with many people golfing. Labor Day Golf Tournament committee met to start with the planning of the tournament. MPC tournament will be held on June 5<sup>th</sup> and Douglas Golf and Social Club will host a tournament on June 12<sup>th</sup>.

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

Discussion was held on keeping the Troon Golf item as a recurring agenda item.

Budget meeting was scheduled on June 1<sup>st</sup> at 5:30 p.m.

Discussion was held on hiring a golf course superintendent.

12. Adjournment.

**Motion by Manny Robles, second by Nick Forsythe to adjourn the meeting at 6:37 p.m. motion was approved unanimously.**

Minutes prepared by:  Cynthia Acuña Robles, Deputy City Clerk