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## MINUTES

**DOUGLAS PUBLIC FACILITY MUNICIPAL PROPERTY CORPORATION  
TUESDAY, SEPTEMBER 19, 2023, AT 5:30 p.m.  
DOUGLAS MUNICIPAL GOLF COURSE  
1372 E. FAIRWAY DRIVE, DOUGLAS, AZ, 85607**

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**1. CALL TO ORDER**

Meeting was called to order at 5:28 p.m.

**2. ROLL CALL**

**Board members present were James Selchow, Ruben Robles, Manny Robles, Kevin Alvarado, Nick Forsythe and Francisco Durazo. Also present were City Officials: Ana Urquijo, City Manager; and Damian Dorame, Economic Development/CMO Project Coordinator.**

**3. PERSONS WISHING TO ADDRESS THE COMMITTEE IN WRITING OR VERBALLY ON ANY ITEM NOT ON THE AGENDA.**

Mr. Forsythe asked on the appointment of Jose Montaño.

Ms. Urquijo answered it is pending for the October council agenda.

**4. 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 \$17,989.

Mr. Selchow reported the purchase of a beer cooler to replace the old cooler. He also reported a \$4,000 tax bill was paid.

**5. INFORMATION/DISCUSSION, AND POSSIBLE DIRECTION REGARDING THE EXISTING BANK ACCOUNT WITH WELLS FARGO AND POSSIBLY LOOKING AT OTHER BANKING ALTERNATIVES.**

Mr. Alvarado reported that Washington Federal has a business interest account which allows 150 checks and 90 deposits included per month, and if the balance falls below \$2,000 there is a monthly fee of \$15. He also added that Wells Fargo has navigate business checking which allows 250 transactions at no cost and anything over 250 transactions will cost \$0.50 each, with a monthly service fee of \$25.

Discussion was held on banking options.

**6. INFORMATION/DISCUSSION REGARDING THE SALE OF THE RANCHO LA PERILLA APARTMENTS PERTAINING TO THE CITY OF DOUGLAS BUDGETED FUNDS TOWARDS GOLF COURSE IMPROVEMENTS FROM THE PROCEEDS OF THE SALE.**

Ms. Urquijo reported they continue to wait while the buyer is going through with assuming the HUD loans.

**7. INFORMATION/DISCUSSION REGARDING IMPROVEMENTS AT THE RV PARK.**

Mr. Selchow reported he had not heard details as to when the process of trenching and laying the wire and conduit will begin.

Ms. Urquijo reported confirmed the cost of \$8,000 for APS to do the work of replacing the panel.

**8. 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 Max Tapia has notified him of electrical issues to the back nine, and three mowers were down.

Discussion was held on the number of working carts in preparation to a DHS baseball golf tournament.

Discussion was held on the putting green doing well and conditions of greens on the front nine.

Board member asked for spraying to be done.

Mr. Selchow reported he will be requesting certified city personnel to spray.

Board member commented that Labor Day Golf Tournament was very successful with only front nine being played, and added not postponing preparation for the next Labor Day tournament.

Ms. Urquijo asked if there is a plan or ideal situation if the capital was available.

Mr. Selchow answered that the fairways on the back nine redone with hydro-sprigging as soon as possible, and the next step would be to replace number six, number eight and number nine greens with new sod bent grass.

Discussion was held on cost estimates and ideal window/season for work to be done.

Ms. Urquijo stated once the city has a conversation with the broker and get an estimated timeline on this process left with HUD, line items can be looked at to do an advance on that project with capital that is coming.

Mr. Selchow commented the best time to do the hydro-sprigging is the fall, when in fact the water system is running properly.

Ms. Urquijo reported that Mayor and Council accepted the Arizona Office of Tourism grant for \$30,000 for irrigation support.

Ms. Urquijo reported the posting for golf superintendent on the city website, GCSAA website and government jobs.com as well. And added there is currently one applicant from California.

Discussion was held on interested individuals for the position.

**9. INFORMATION/UPDATE WITH A POSSIBLE DISCUSSION/DECISION ON CURRENT EVENTS, UPDATES OR CONCERNS AT THE GOLF COURSE SINCE THE AUGUST 15, 2023, MEETING.**

Mr. Selchow reported on hall events, and added a two-day tournament and the DHS baseball fundraiser.

Discussion was held on Rhiannon, MPC employee is out on maternity leave, and Tamara is filling in.

Discussion was held on payroll policies on leave.

Ms. Urquijo recommended putting a leave policy into effect.

**10. DISCUSSION AND DIRECTION/CONSENSUS FOR ITEMS TO BE DISCUSSED AT FUTURE MEETINGS.**

Mr. M. Robles stated to keep the bank item on the agenda.

Board member stated the water system on the back nine.

Discussion was held on meeting for a work session to discuss a plan/timeline to present at the next MPC meeting.

Ms. Urquijo stated she would go to council and request certain funds that can be allocated in anticipation of funds coming through once it is known the sale is secure.

11. **ADJOURNMENT**

**Motion by Manny Robles, second by Ruben Robles to adjourn the meeting at 6:09 p.m. motion was approved unanimously.**

Prepared by:  Cynthia Acuña Robles, Deputy City Clerk