

MEETING MINUTES

Board of Directors Meeting
Douglas Public Facility Municipal Property Corporation

Tuesday, February 20, 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, President, at 5:31 p.m

2. Roll Call

Board Members present where: Ken Nelson, Francisco "Tachi" Durazo, Manny Robles (showed up within the first 5 minutes of meeting start-up), Ruben Robles and Kevin Alvarado, and Bosco Selchow. City Officials present are Luis Pedroza (Finance Director showed up at), Jim Russell (City Manager) and Juan Pablo Flores (City Attorney). Others attending are Bob Summers, Robert Forrest. 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) meetings held on December 19, 2017.

A motion was made by Kevin Alvarado and seconded by Ruben Robles to approve minutes as presented and the motion was approved unanimously.

5. Financial update and report on Douglas Public Facility Municipal Property Corporation P&L and City of Douglas subsidy.

Mr. Pedroza reported that he had not received the January 2018 financial report for the MPC, but that there is however a report from the City relative the subsidy through January 2018. The MPC has made progress in reducing the subsidy level as the last month it was \$20K over the current projected amount and as of right now in January 2018 we are at \$16,755. The total revised subsidy at this point is \$124K and could hit the \$185K mark by the end of the fiscal year if the MPC is able to continue the current pace. The revenue and expenses have not been made available to Mr. Pedroza. Kevin Alvarado reported that he has been able to pay the bills on a timely basis, making payroll and keeping City current on the debt. The bank account balance is hovering around \$7K and attributable to no further credit card purchases being registered. Tractor Supply collection account has been stabilized and the uniform orders have been handled and paid off. Crop production services are being paid at \$500 per month. No fertilizer purchases have been made, but will be done soon. Jim Russell reported that the capital projects are slated to be discussed for the next budget year, but not right now.

6. Discussion/Decision on approval of RV Park Policies with related possible action to evict non-complying RV Park guests.

Mr. Nelson moved to approve the RV Park Policies and Procedures and was seconded by Kevin Alvarado, and did include evictions for non-compliant tenants. Mr. Flores recapped the preliminary points on the respective inclusive rules with a goal to have all new and old tenants to sign form with policies and procedures, and move forward with applicable possible eviction action. Mr. Nelson made a few questions relative notifying the tenants of the new rules either by mail or verbally. Mr. Flores noted that the tenant should be notified in any reasonable way, but that the rules are applicable whether the tenant signs for them or not. The discussion then revolved around how to best provide after-hours service and how to better secure movement within the RV Park upon initial entry and moves within the park. The method and manner of payment was also discussed and as to how best to manage this process and should be managed administratively. The motion was approved unanimously.

7. Update on Policies and Procedures from other management committees.

Mr. Durazo presented that Tee boxes and cart barn posted signs will be the basis for the Golf Course Committee rules and possible valid driver's license requirement, and also how best to enforce the rules as will be approved in the near future. Enforcement was best left up to any various staffer of board member that would be present on any given business hour or applicable time. The orange tag system is working best right now, but the Douglas Golf Course carts and other RV Park carts are still being parked in the cart barn. A consensus was arrived at that the requirement will be for a driver's license or a licensed adult as cart driver on any given time. The RV Park was reported as currently full or close to full by Chair Bosco Selchow and how this helps pay the bills, and how 1 or 2 spots will be checked to see if they are functional. Garbage is picked up regularly twice a week and Mr. Russell agreed to assist the board in any way possible, and possibly another container. The Bar and Building committee discussed the hours of operation and a possible extension of hours of operation and staff expansion, and how 4 p.m., may be a bit early to close especially with a full RV Park clientele to serve. The need to get the Bar and Building policies and procedures in a written format was the last point discussed by the group.

8. Discussion/Decision on approval of increase in any golf related rate at the MPC facility.

Chair Bosco Selchow pointed out that some fees may need to be looked at and discussed to consider slight increases. Ruben Robles pointed out that course fees are difficult to increase if the course condition continues to be poor. The group discussed operations at Turquoise Valley golf course in Naco, AZ informally and noted they are still open for golf. Mr. Forrest asked about a 9-hole punch pass as a way to better serve the public and give better playing options. Rates were also discussed in general and Bob Summers also noted various rates could be raised by just \$1, and that this would go over a bit easier for golfers.

9. Information/Update with a Discussion/Decision on purchasing Wi-Fi security camera(s).

Mr. Pedroza reported that reliability of a video system is the main concern and the need to be careful not to use up too much (or preferably no Wi-Fi) band width in order to keep Wi-Fi free for patron use. The options are video security or an alarm service for the board to consider and the City IT will be willing to help out with specs and installation. Other considerations as brought up by Mr. Nelson are alarm services and whether to go with hard-wired or Wi-Fi type systems.

10. Discussion information to be provided by Jim Russell, City Manager regarding condition and/or repair possibilities of home located at the MPC premises as well as a report on the Liquor License covering the facility by Juan Pablo Flores, City Attorney.

Jim Russell reported that about \$4K worth of in-house repairs are being done by the City outside the purview of the subsidy. Mr. Flores reported that the liquor license covers the entire golfing premises and that it does not cover sales of package liquor to the RV Park. Sales are permitted for

consumption at the golf course and for golf course participants but not to RV Park patrons. Signage will be made by the PW department as needed by the MPC.

11. Discussion/Information with possible action regarding fees to be charged by Manny Ortiz' for the kitchen/facility use and related charges.

This was a carry-over from the December meeting and Mr. Ortiz being charged 10% of revenues on Tuesday evenings, and how it should be a separate entry and line item on the POS system and also part of the deposits per Luis Pedroza & Ken Nelson, in order to cover kitchen overhead expenses during the sundowner. Ruben Robles again suggested advertising and marketing it to City employees & Jim Russell agreed to get the flyer out to employees if they can get the prepared and crafted flyer out to Jim.

12. Information/Update with a possible Discussion/Decision on recent occurrences, events and concerns at the golf course since the January 2018 meeting.

MPC is in current need to open the washer & dryer keys and also suggested MPC talk to Francisco Melgoza for a possible master key. Ken Nelson asked about the hot dog sales and how it has been going slow. Golf fairway aeration will be starting this week per Bosco Selchow and cart assigning has been a bit of slow going and it may not necessarily going according to plans, so as long as there is an orange tag the user should be good to go. Hall rentals were also briefly discussed with 2 April 2018 events and how the \$800 price tag may be a bit high. The Robles' pointed out hall rental prices are a bit high and Ken Nelson pointed out that \$500 plus related fees may be a bit high for potential users. Ruben Robles reiterated that he thought it was \$700 total for the hall rental. Mr. Flores pointed out that in October 2017 the board had approved reducing hall rental fees from \$875 down to \$700 inclusive of all fees & the need to codify and set them in a binder for managerial reference. There is a Saturday, March 3, 2018 Carrizosa tournament is coming up along with 6 more carts being needed in addition to the 30 rental carts available at the MPC facility. Sundowner entry numbers are dwindling down per Ruben Robles, and recapped that the Bar committee is made up of Bosco Selchow, Rhiannon Posada, Kevin Alvarado, Manny Ortiz, Manny Robles and Ruben Robles'.

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

Hall rental fees and Golf course maintenance, work session for Tuesday 3/6 was set, within next few weeks.

14. Adjournment

A motion was made by Francisco "Tachi" Durazo and Manny Robles seconded it to adjourn the meeting at 6:52 and the motion was approved unanimously.

Prepared by:
Juan Pablo Flores
City Attorney