

## MINUTES

Board of Directors Meeting  
Douglas Public Facility Municipal Property Corporation

Tuesday, March 21, 2023, at 5:30 p.m.  
at Douglas Municipal Golf Course, 1372 Fairway Drive, Douglas, AZ 85607

**1. Call to Order.**

Meeting was called to order at 5:34 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; Jennifer Smith, Community Services & Economic Development Director and Diana LaMar, Special Projects Assistant.

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

None.

**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).**

Kevin Alvarado reported a balance of \$30,059.

**5. Information/Discussion regarding the City of Douglas review of the concessionaire agreement and by-laws of the Public Facility Municipal Property Corporation.**

Ms. Urquijo reported that Diana LaMar, special projects assistant will be handling task of updating bylaws. She added that the team and the city manager's office identified that the concessionaire agreement that is the operating agreement or managing umbrella, of how the MPC operates has been expired and it does not have the type of clause in it that continues to renew itself. Ms. Urquijo commented that they need to figure out what the original intent of the MPC was when it first started and carve out that model to their understanding and then with the most recent concessionaire agreement model will be created that captures where they have evolved to but identify what is not working. Furthermore, Ms. Urquijo commented that Ms. LaMar will be doing the analytical process to lay out all of the models to see if this is where the most recent evolved model was or is, and how the concessionaire agreement no longer covers it, and how an agreement would better cover. She also stated the bylaws will be part of that, and will incorporate items that mitigate risk for the city to include the city's liquor license, incorporating all of the MPC members into OSHA trainings and guidance for all. Lastly Ms. Urquijo commented that according to the Troon report, there are good recommendations in there and was hopeful there was to infuse some capital into the golf course to give it a jump start.

Mr. Selchow commented that as a member of the board he has never seen the concessionaire agreement or bylaws.

Ms. LaMar stated that she would be emailing the documents to all members.

Ms. Urquijo commented that Ms. LaMar created a historical binder for all members in other boards and she would like having those resources available to MPC members.

Mr. Selchow commented on the Troon report, and acknowledged that Troon is dealing with high end golf courses. He added that some of the recommendations they make in the report are out of their league, they had good points, but Troon is dealing with multi-million-dollar facilities and endless funds the recommendations are not feasible for this golf course.

**6. Information/Discussion, and possible Direction regarding improvements at the RV Park.**

Ms. Urquijo reported that the RV park improvements capital entry into the budget was stalled but there are current quotes from a contractor for all of the electrical pedestals, and panel box for APS as an upgrade. Ms. Urquijo stated that she will direct staff to look into monies in the community facilities priority budget to start and not wait until the fiscal year. She added that \$92,000 was the quote for the electrical upgrade, and in addition to the APS upgrade that was \$8,000.

Mr. Selchow reported a contractor submitting a bid to work on the border wall called about getting a quote as to what can be provided as far as RV spots. Mr. Selchow added that the only problem with that is if the RV park is full and it will be hard to proceed with the upgrade.

Discussion was held on timeline of procuring items and completing the replacement of the pedestals.

**7. 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, to integrate the watering system and stated that Max Tapia put some lines down as to a trench that had to be dug but the trench had not been dug yet.

Mr. R. Robles asked if pre-emergent or emergent has been sprayed.

Mr. Selchow answered that the greens have been sprayed with pre-emergent and a herbicide and reseeded all the tee boxes on the front line with a perennial type of ryegrass.

Discussion was held on the purchase of a reciprocating aerator.

Discussion was held on the watering system and the need to get it running correctly and also the watering plan.

**8. Information/Update with a possible Discussion/Decision on current events, updates or concerns at the golf course since the January 24, 2023 meeting.**

Mr. R Robles reported Thursday sundowners and burger nite continue. There was an MPC golf tournament on March 11, 2023 with 28 players and Douglas Golf Club had a tournament with 28 players as well. An MPC tournament is planned for April 8, 2023, and Douglas Golf Club is having a tournament also April 16, 2023.

Mr. Selchow reported that there have been few events in the dining room. He also reported there was a big tournament with 86 golfers in March that brings in out of town participation.

Member commented that the Douglas Golf and Social Club membership is currently 106 members.

Discussion was held on the Community Services Master Plan public input meeting.

Ms. Smith provided information on the community calendar and feeder programs for youth golf and basic beginner clinics.

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

Mr. Durazo requested an agenda item discussing the upcoming Labor Day tournament. He added the need as far as support from park equipment and manpower. And this is going to be our 88th annual Labor Day tournament.

Mr. Selchow thank Rene Molina for arranging the inmate crews to clean up around the houses over a period of 6 days.

Ms. LaMar asked for a standing agenda item on bylaws.

Ms. Smith reported on DOC inmate labor and discussion was held.

**10. Adjournment**

Motion by Manny Robles, second by Francisco Durazo to adjourn the meeting at 6:18 p.m. motion was approved unanimously.

Minutes prepared by:  Cynthia Acuña Robles, Deputy City Clerk