
MINUTES

**DOUGLAS PUBLIC FACILITY MUNICIPAL PROPERTY CORPORATION
TUESDAY, APRIL 18, 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 5:37 p.m.

2. Roll Call

Board members present were James Selchow, Kevin Alvarado, Francisco Durazo, Ruben Robles, Manny Robles, Nick Forsythe. Absent and excused is David Arzate. Also present were City Officials: Luis Pedroza, Deputy City Manager; Diana Lamar, Special Projects Assistant; Jennifer Smith, Community Services and Economic Development Director.

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

Mr. Selchow stated no public participation.

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 stated bank balance is \$25,300.

Mr. Forsythe asked if they will receive a printed report.

Mr. Pedroza answered yes, he will have that for next meeting.

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

Luis Pedroza reported the preparation for the new budget cycle which begins July 1st and goes through June 2023, and also open up the discussion for potential request the MPC would have considered to make sure it is considered through the city's budget process to be able to coincide.

Mr. R. Robles asked when the budget is needed.

Mr. Pedroza answered the budget needs to be approved by June, therefore any requests for consideration should be compiled by May.

Mr. Selchow stated he set up a work session with the budget committee.

Ms. Lamar asked if they have the committee formed already.

Mr. Selchow answered with yes.

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

Ms. Lamar reported meeting with members and discussing the concessionaire agreement through a special meeting. Ms. LaMar added that in terms of by-laws changes, it is premature to know where they are in terms of how to move forward. Lastly, Ms. LaMar suspected that if it continues

similarly to the way the organization is now, there would have to be some adjustments to the by-laws.

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

Luis Pedroza reported that City Manager, Ms. Urquijo gave direction to move forward with the electrical upgrade to the RV Park. Mr. Pedroza added that a quote was received at approximately \$92,000 to get those upgrades through Douglas electrical, while Douglas electrical subcontracted to get an electrical engineer to get the load calcs necessary. Furthermore, based on those load calcs a scope of work was written and put up for bid which gave them the \$92,000 bid. Lastly, Mr. Pedroza mentioned APS required an upgrade to the transformer which is estimated to be \$8,000 and the internal process by the city started to get APS engaged to begin that process and the process to issue a purchase order.

Board member asked if APS have the transformer available.

Mr. Pedroza answered that whenever APS has to order materials they do not have in stock, and it takes some time for them to get it.

Mr. Pedroza reported Ms. Urquijo sent a memo to the Mayor and Council stating that upgrades will begin and would utilize capital monies that the city has.

Mr. Pedroza stated that the City of Douglas is the one that does the trenching.

Discussion was held on the trenching machine and trenching work around the course.

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 that the water delivery system and the wiring process has begun and during the process of digging the trenches two waterlines were hit that were not on the blueprints. The next part would be to get the pedestals up and running, and asked if parts had been ordered.

Luis Pedroza answered that he spoke to Max and it seems that they have to order the entire pedestals which will be more expensive. \$3,000 a piece which Luis Pedroza will see if they can get some quotes and fund it.

Mr. Selchow reported that the greens/fairways have been aerating with the aerator that the Douglas social club purchased. The only problem is that they are one aerating the greens but cannot do anything else because it is too windy.

Luis Pedroza asked if he wants them to pursue the grant application for the piece of equipment or if there is more priority equipment.

Mr. Selchow answered that yes, there is another piece of equipment that could be used instead which is a greens mower.

Mr. Selchow reported that there are issues with the ice machine which need to be serviced. A company was called and they recommended for local people to service it but there was no answer. Mr. Selchow added that Armando Zepeda was contacted and verified he will check on it.

Mr. Durazo commented that at the end of last month meeting he made a specific request for an agenda item for Labor Day prep with manpower help and equipment. He did not see the item in the agenda and asked if there is room in the open meeting laws to discuss it under this item.

Mr. Pedroza answered if it is in relation with greens and fairways maintenance it should be covered under item 8.

Mr. Durazo mentioned that Labor Day is 4 months away, they are short on specialized equipment and manpower. He is requesting commitment from the city that they will assist on preparation and maintenance for Labor Day. In addition to the golf and social club an aerator was purchased at a reasonable price, there has also been a discussion in purchasing sod for the greens which the golf and social club is willing to purchase but there is need for manpower from the city when it is time to put the sod down.

Mr. Selchow commented that help is needed mowing and trimming that needs to get started in August, and extra man power is needed to install sod.

Discussion was held on a date to spray herbicides.

Mr. Selchow asked if they are still subject to the OSHA inspection in May.

Mr. Pedroza answered yes but does not know when and that there are some items to be addressed.

Ms. Smith provided clarification of ADOSH vs OSHA.

Discussion was held on the storage shed.

Mr. Pedroza reported there is a vehicle available for the exchange of a van at the fleet maintenance department.

Mr. Selchow stated he is interested in the vehicle.

Mr. R. Robles commented on #12, drainage in front of the greens and asked where they stand with that because every time they water it sits there.

Discussion was held on the flow of the line.

Board member asked if there is any prediction that water might not be available.

Mr. Pedroza answered that well #15 is running and they are in a better position than last year and that the automation project is a priority.

9. Information/Update with a possible Discussion/Decision on current events, updates or concerns at the golf course since the March 21, 2023 meeting.

Mr. R. Robles reported that on March 11, 2023 there was an MPC tournament with 28 players and an MPC tournament on April 8, 2023 with 30 golfers, great turnout with both. Sundowners on Thursdays is still going strong.

Mr. Forsythe reported that the Douglas golf and social club has 112 active members.

Mr. Pedroza asked if they are all local people.

Mr. Forsythe answered yes most of them are local including Agua Prieta, many young members.

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

Mr. Durazo asked that the Labor Day tournament takes priority in planning.

Mr. Pedroza commented that the budget item should be kept.

Mr. Pedroza said that work session is coming up for items developing capital project or equipment request to discuss on next regular meeting, and keep RV Park updates.

11. Adjournment

Motion by Mr. Forsythe, second by Mr. M. Robles to adjourn the meeting at 6:20 p.m.
Motion was approved unanimously.


Prepared by: Cynthia Acuña Robles, Deputy City Clerk