

## MEETING MINUTES

Board of Directors Meeting  
Douglas Public Facility Municipal Property Corporation

Tuesday, September 25, 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 Francisco “Tachi” Durazo at 5:35 p.m.

2. Roll Call

Board Members present were: Bosco Selchow, Ken Nelson, Francisco “Tachi” Durazo and Ruben Robles. City Official(s) present was Juan Pablo Flores, City Attorney. There were no others persons attending were Rhiannon Posada. Kevin Alvarado, Paula Shelton and Manny Robles are absent and potentially 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 August 21, 2018.

A motion was made by Francisco “Tachi” Durazo and seconded by Ruben Robles to approved the MPC’s Board meeting minutes for August 21, 2018 as presented and after little to no discussion, the motion was approved unanimously.

5. Report or update on current Balance Sheet(s) and/or Bank Balance(s).

Mr. Selchow began the presentation by noting that July and August had positive revenue numbers despite July being a slow month for business. Tachi Durazo noted that almost \$7,500 were made in bar revenues during those months, with most of that being made in August.

6. Discussion/Presentation and possible Decision/Direction on approving the 2018-2019 Budget for the MPC, and possible report/comparison regarding 2017-2018 and 2018-2019 Budget forms.

There were budget comparison forms presented to the Board along with the 2018-2019 budget forms being presented on individual sheets. Bosco Selchow explained that the informal form submittal to City Administration had change by a margin of possibly \$10-12K and that the new formal budget to be approved has MPC making periodic purchases of gasoline instead of the previous large quantity purchases that were made. Ken Nelson noted that MPC expenses are projected to be down in excess of \$34K along with income being reduced to around \$28K, and noted these are sizeable. The comparisons were briefly looked at and discussed and the subsidy was recapped at \$170K, and was noted as possibly being lower than the actual cost of running a golf course. Thereafter, a motion came in from Ken Nelson and seconded by Tachi Durazo to approve the 2018-2019 formal budget, and the motion was approved unanimously.

7. Discussion/Presentation and possible Decision/Direction regarding status of ADOC employee service to the golf course and facility.

Mr. Selchow reported that facility is doing without any DOC inmate help. Prior to the mishap, the DOC help was being provided through the City's contract or arrangement with DOC. As Mr. Selchow understands it, the current separation situation may have been at the bequest of the City, so he is told by DOC personnel. In light of that the MPC through Bosco Selchow submitted for an independent arrangement for DOC inmate assistance. Francisco "Tachi" Durazo went on record and related a great deal of disappointment and frustration at the low level of communication between City and MPC on the DOC labor being pulled away (presumably with City's consent) and the low degree of commitment and resources being extended by the City to the MPC relative the DOC inmate assistance in the operations of the golf course facility and characterized it as unconscionable. Tachi Durazo also noted that 100s of volunteer man hours were required in labor of the Golf and Social Club to ready the course for the Labor Day tournament, and recapped that the facility is owned by the City and is being set adrift to fend for itself and if the attitude from the City remains the same, the facility could very well be on course for being run into the ground. Ken Nelson echoed the sentiments and then Bosco Selchow concluded by noting that the DOC crew is needed, and he decided to submit for the independent DOC application after some mixed feelings. During the finishing comments Mr. Flores was able to flush out from Mr. Selchow to the effect that the MPC has made limited efforts to reach out to City Administration on the \concept.

8. Information with Discussion and possible Decision/Direction on formal documentation and reporting of employee hours worked.

Bosco Selchow noted that he has taken the lead in getting the hours tracked and submitted with an adequate level of oversight which will likely be done through the Treasurer, Kevin Alvarado, and reported this has been prompted internally and also according to auditor recommendations. Mr. Selchow also reported that he has a great deal of confidence that prior practice ensured accuracy, but that the new measures will further ensure accuracy and accountability in the hours worked reporting process and that payroll is usually a steady \$4,700 per month.

9. Information with Discussion and possible Decision on standing report from staff regarding maintenance at the golf course MPC facility.

Mr. Selchow reported that course was in fairly decent shape for the Labor Day tournament and that there is standing water on 14 and the drains in number 12 are plugged up and will not dissipate water and will be a major undertaking to repair. Ruben Robles reported that it takes away from the ability of a player to get on and play on the green. The pond owed by the HOA and the maintenance thereof was briefly discussed by the board and that signs around 17 are now gone and missing. Bare spot on number 9 was re-seeded along with same process on number 6. Ruben Robles commented that watering practice will need to be looked at closely so as not to lose newly established grass areas and these will take considerable time to regrow and will cause prolonged bare spots and group noted there are enough of those bare spots already. Bosco Selchow then reported getting a good deal on rye grass that will be used for tee boxes and that the expenditure was around \$500. The ladies bathroom was completed at number 4 and the indoor bathroom facilities are in need of being remodeled as well. A school district mower is still on loan and the green mower is not running very well and Kenny Herbert has been volunteering time to get that machine running to full potential and that employee Alex is a good asset in terms of his mechanical ability. Ruben Robles re-requested the bone yard be moved or sold for salvage value.

10. Information/Update with a possible Discussion/Decision on any recent events, occurrences, tournament updates or concerns at the golf course since the August 2018 meeting.

Board President Selchow noted that 1 bar tender had been terminated for cause and the circumstances were disclosed to the board, and she has since been replaced and new employee shows good skill set and experience. It was reported that the ice machine was repaired with a replacement relay done by a team effort with various technicians taken a hand in the repairs, and the long box cooler was also repaired. Part of the HVAC system on the north side of the building was also reported to be operating at sub-standard levels. Carpet cleaning for the hall was also identified as an item that requires attention and Bosco Selchow reported that they had obtained a quote of \$1200 along with the kitchen floor being in need of cleaning. Flooring in the bar area floor with some type of epoxy paint was also a topic of discussion. It was also reported and discussed that the baseball fund raiser tournament is scheduled for the following weekend along with the Legion championship of the 7<sup>th</sup> of October and the club championship on weekend on October 20-2. Ruben Robles reported he has not had an MPC tournament and plans to have one for the end of October of early November, and Bosco Selchow reported that he has an accounting of the proceeds for any member to review.

The last tournament bought tires for the golf carts at \$32 per unit with tax included and Bosco reported he has all receipts for the noted purchases. Francisco “Tachi” Durazo inquired about the greens keeper contract agenda item and job description and was advised it was still in the development stages as it relates to a job description and Mr. Flores stated that he would work with management or sub-committee to get an agenda item together along with suggested topics for future discussion outside of meeting constraints by way of a limited member sub-committee.

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

The first topic identified was the greens keeper job description and terms of hire, overflow RV park spaces have already been programmed, along with regular agenda items.

12. Adjournment

A motion was made by Ken Nelson and seconded by Ruben Robles to adjourn the meeting at 6:30 and the motion was approved unanimously.

Posted September 14, 2018 at 4:30 p.m. by:

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Danya C. Acosta, Administrative Assistant