

## MEETING MINUTES

Board of Directors Meeting  
Douglas Public Facility Municipal Property Corporation

Tuesday, November 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 at 5:40 p.m.

2. Roll Call

Board Members present were: Bosco Selchow, Ken Nelson, Francisco “Tachi” Durazo, Manny and Ruben Robles. City Official(s) present were Jim Russell, City Manager and Juan Pablo Flores, City Attorney. The other persons attending were Rhiannon Posada and Robert Forrest, MPC employees. Kevin Alvarado and Ruben Robles were excused and Paula Shelton was absent and presumably excused.

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

(NONE)

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

It was reported by Mr. Selchow that the September and October 2018 financials had not yet been received from Larry Moss. Mr. Selchow reported the bank balance was in decent shape despite the payroll function being done last Friday and was reported at \$7697.

5. Approval of Minutes for Douglas Public Facility Municipal Property Corporation (MPC) meetings held on September 25, 2018 and October 16, 2018.

A motion was made by Francisco "Tachi" Durazo and seconded by Manny Robles to approve the minutes as written and presented for both months and the motion was approved unanimously.

6. Discussion/Decision approval of employment terms/status and job description for Greens Keeper (Robert Forrest).

The initial discussion between Board and Mr. Forrest concerned salary numbers and an issue about additional compensation of \$38 every 2 weeks Mr. Forrest felt he was not being offered. Mr. Selchow addressed it by noting the so called back-pay went only through June 2018 and that moving forward, those same funds could not be extended by the MPC and that this was unfortunate. The employee numbers (subordinate) was also raised by Mr. Forrest as to those he would supervise as these were not specified as Mr. Forrest expressed a desire that the concepts could have been talked about prior to tonight's meeting. The issue of being an exempt employee (not subject to overtime pay) was discussed and Mr. Russell explained that if Mr. Forrest works more than 40 hours then the extra hours are time off and unpaid due to the fact he will be getting paid/compensated for 40 hours a week. The scope of work was discussed with Mr. Forrest and expectancy of work performance was described by Board and that he will need to work to the best of his ability understanding that a lot of prioritizing is performed by Mr. Forrest and that he is doing the best under a tough environment of limited resources and ailing machinery. A motion was made by Francisco "Tachi" Durazo and seconded by Manny Robles to approve the employment agreement/job description with Mr. Forrest and the motion was approved unanimously.

7. Information with Discussion and possible Decision on any concept noted in this agenda item, along with a standing report from staff regarding maintenance of the golf course MPC facility and equipment, networking/partnering with City of Douglas on these concepts, ADOC crew and report on status of rental property.

Initially the equipment 3 mowers currently working and that these are marginal and ailing pieces of machinery that are worn out. The cost considerations and financial feasibility components of machinery repairs were discussed by the group & City Manager addressed the lack of capital improvement money that the City lacks above and beyond the subsidy money. Mr. Russell explained that although there is very little to no capital improvement funds available he may be able to facilitate city staff to perform mechanical work/repairs for the MPC equipment & that he would be looking into this concept & that this would be accomplished at no cost the MPC to include reasonable parts and labor (if it is worth to repair versus the cost of purchasing a new piece of machinery. The Board was grateful for this & asked that non-repaired equipment not be sold at auction.

Equipment may also be loaned by City to the MPC along with City operators and Mr. Russell advised that he would not abandon the MPC. Mr. Flores politely suggested that management and Mr. Forrest can discuss many of these maintenance issues and purchasing of parts prior to the Board meeting in order to speed things up and not bog the Board down with trivial factors. Mr. Selchow reported water seepage on the east wall of the clubhouse and Mr. Forrest noted that some caulking and sealant had been applied. Mr. Russell invited future conversations and that these should take place regularly and as to larger financial needs would require talks prior to the budget formulation stages. CM also noted he will be looking to expand facility maintenance schedule in order to encompass more repairs by

City of MPC machinery. The DOC matter was discussed and that the pending contract may be making some progress at the administrative level and Bosco Selchow confirmed that DOC has been absent since late June, early July 2018 and that they are really needed. CM will be calling Pacheco to see if matter can be accelerated by ADOC for approval. Mr. Majalca was at facility last week to do some electrical applications for the AC to the rental & time line is not yet specific. Francisco "Tachi" Durazo made a request regarding water pipe repairs not being left exposed from Mr. Forrest and then Mr. Russell concluded the agenda item by noting to the Board that the City is considering using reclaimed water at the Golf Course.

10. Information/Update with a possible Discussion/Decision on volunteer situation status and current events, updates or concerns at the golf course since the October 2018 meeting.

Mr. Selchow made a comment that MPC may not be getting a compliant level of maintenance from Mr. Summers equivalent to the \$400 of in-kind benefits plus golf cart use he gets and that there will be a need to discuss the topic as part of a future agenda item to consider terminating agreement and make Bob Summers just a standard paying customer or building in more accountability. Mr. Selchow equated the benefits to about 30 hours of work per month for the MPC and he feels this may not be performed. Placing volunteer on notice seemed to be the majority consensus from the Board along with tracking the volunteer hours and direction was for Chair to address matter with Bob Summers. Ken Nelson then moved to have matter handled administratively by having Chair address matter directly with volunteer by placing him on notice, and matter was seconded by Manny Robles. The motion was approved unanimously.

There was an event (funeral social gathering) at the clubhouse a week from last Saturday with a large turnout with bar doing close to \$4,000 that evening with a parking lot drinker group that was remedied uneventfully. On the 28<sup>th</sup> of this month the DHS football team will have their banquet.

Toy for Tots event is scheduled for December 9<sup>th</sup>, and the Pete Robles yearly celebration is scheduled for December 14. The DHS formal event date is still not finalized, maybe for the 15<sup>th</sup> and the Douglas Golf and Social Club tournament to be held on the 16<sup>th</sup>. The Sundowner is still going with the Thursday being closed for Thanksgiving. The MPC will be loaning out 3 golf carts for use in the Turkey Trot fundraiser event and managed by DPD, there were no objections to the loan program. The tournament formats were discussed and the agenda item was closed.

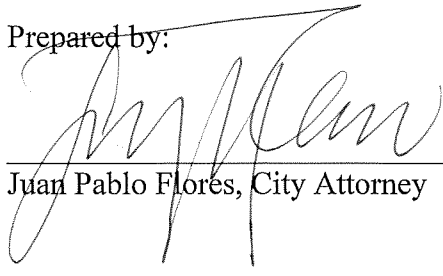
11. Discussion and direction/consensus for items to be discussed at future meetings.

The volunteer situation will need to be discussed, along with a subsidy update from City Finance. Update on the rental was also requested. The RV Park easement will also need to be discussed.

12. Adjournment

A motion was made by Ken Neslon and seconded by Francisco "Tachi" Durazo to adjourn the meeting at 6:29 and the motion was approved unanimously.

Prepared by:

 12/17/2018

Juan Pablo Flores, City Attorney