

## **RECORD OF PROCEEDINGS**

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### **MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

OF

**BATTLEMENT MESA METROPOLITAN DISTRICT**

Held, Thursday, the 26th of March 2015 at 401 Arroyo Drive,  
Battlement Mesa, Colorado.

**Attendance**

A regular meeting of the Board of Directors of Battlement Mesa Metropolitan District, Garfield County, Colorado was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following Directors present and acting:

Sara McCurdy  
Lynn Shore  
Bill Nelson  
Michelle Foster

Steve Rippy, Anne Huber, Denise Gallegos and Amie Martin were also in attendance.

**Call to Order**

Director McCurdy called the meeting to order at 9:00 am.

**Excuse Absent Board Members**

A motion was made by Director Shore and seconded by Director Nelson to excuse absent Board member Vinnie Tomasulo. The motion carried unanimously.

**Conflict/Disclosures**

Director McCurdy disclosed that she is a Board member of the Battlement Mesa Service Association.

**Public Comments**

None

**February 26, 2015  
Regular Minutes**

A motion was made by Director Shore and seconded by Director Foster to approve the February 26, 2015 regular meeting minutes as presented. The motion carried unanimously.

**Financial Statements**

A motion was made by Director Nelson and seconded by Director Shore to approve the February 2015 financial statements; subject to audit. The motion carried unanimously.

**GVRC Report**

See attached report.

Manager Report

See attached report.

Discuss tap fees for  
P/BM Park & Rec

Mr. Rippy stated that he reviewed the BMMD Rules & Regulations as they related to irrigation tap fees to determine the appropriate fees to be charged for the new park currently under construction by the Parachute/Battlement Mesa Park & Recreation District. In addition, Mr. Rippy researched water usage of similar sized open space and park areas in Battlement Mesa to estimate average water use at the park and requested an estimated water use from the park's landscape design architect. Based upon these figures, Mr. Rippy projected the water use to be equal to 3.0 EQR or \$13,500 and 1.00 EQR for sewer of \$4,500 totally \$18,000 in tap fees.

The Board of Directors discussed applying a discount in the cost of tap fees in light of the benefit of the new park to the community and members of this community pay taxes to the Park and Recreation District.

After further discussion, a motion was made by Director Shore and seconded by Director Nelson to apply a 50% discount in the cost of the fees and charge a total of \$9,000 for the water and sewer taps. The motion carried unanimously.

Other Business

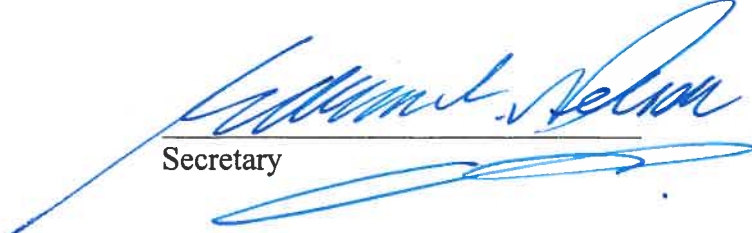
Director Foster asked if BMMD is continuing to do random drug testing.

Mrs. Huber stated that the computer with all the employee information had crashed so all information was lost. She is in the process of re-imputing the information back into the computer to continue doing random drug testing.

Adjournment

There being no further business to come before the Board, and upon a motion made and carried, the meeting adjourned at 10:20 am.

The foregoing constitutes the true and correct minutes of the above referenced meeting and was approved by the Board of Directors of the Battlement Mesa Metropolitan District on the 23rd day of April 2015.



Secretary

## *Grand Valley Recreation Center*

**398 Arroyo Drive**

**Battlement Mesa, Colorado 81635**

[www.gvrc.net](http://www.gvrc.net) **970 285 9480**



**Memo:** Battlement Mesa Metropolitan District Board of Directors  
**From:** Anne Huber  
**Subject:** Monthly Report March 19, 2015

### **Liquor Licensing at GVRC**

A Request for Bids Notice will run in the March 26 edition of the Citizen Telegram. Samantha Zimmerman prepared a list of upcoming events that will need bartender services. A copy of the newspaper notice is attached.

**Community Yard Sale** is scheduled for Saturday, June 6, 2015. The sign-up form will be available in the May newsletter, via email and at the front desk. The catalog of yard sales will be available Wednesday, June 3.

### **Events**

A wedding reception for about 300 people was held at the Center on Saturday March 14<sup>th</sup>. The decorations were outstanding and different from previous events.

The Center had an information table at the **Health Fair**. The Fair was held at Grand River Health West Clinic after many years of holding it at the Recreation Center.

The **BMSA Annual Meeting** on Thursday, April 23<sup>rd</sup> has been moved to the Fire Station.

### **Kiwanis 100<sup>th</sup> Anniversary**

The local Kiwanis Club is planning a very nice dinner and program that will be held at the Recreation Center on Saturday, April 25<sup>th</sup>.

Monday, March 23 <sup>rd</sup>	Card Making with Pamela Jarrett (a P/BM Park and Rec Program)
Friday, April 10 <sup>th</sup>	Atlasta Solar Seminar – open to the public
Saturday, April 15 <sup>th</sup>	Grand Valley High School Prom
Saturday, July 11 <sup>th</sup>	Quinceanera
Saturday, July 25 <sup>th</sup>	Quinceanera
Saturday, August 1 <sup>st</sup>	Wedding Reception
Friday, August 7 <sup>th</sup>	Wedding Rehearsal Dinner
Saturday, August 8 <sup>th</sup>	Quinceanera
Tuesday, August 11 <sup>th</sup>	County Commissioners
Saturday, November 21	Mule Deer Association Banquet

### **Spring Break**

The Center will offer half off swim specials for the week of spring break: March 23 – 27, 2015

### **January 2016**

The change in ownership for GVRC is only nine months away. In an effort to make the transition as smooth as possible, I have attached a list of operational considerations for information and discussion at some point in the process.

### **Activations as of 3/17/2015**

BMP	145	(modular, apartments, RV Park)
BMP with Weight Room	182	
BMMD	258	(homes, platted lots, condominiums)
BMMD with Weight Room	480	
Corporate	1	
District employee	<u>2</u>	
	1068	

Out of District members 105

Total Active Members 1173

Staff sold 373 day passes from 2/17/2015 – 3/17/2015

On the attached Attendance Summary Reports, the fitness class, event and pool totals are actual counts. The Aphelion (swipe card) totals and weight room entry totals are inflated due to multiple entries or swipes by the same member. While the number is not totally accurate, it seems to represent an increase in activity at the front desk over 2014.

The Center was fortunate to have Judy Reitan and Janelle Schneider join the front desk staff. Ms. Reitan and Ms. Schneider have excellent office management experience. Ms. Reitan is especially skilled in Excel.

## **Request for Bids**

The Grand Valley Recreation Center [a subsidiary of the Battlement Mesa Metropolitan District [BMMD] is seeking bid proposals from qualified candidates to obtain a Colorado Liquor Retail License to perform bartender services for special events at the Grand Valley Recreation Center [GVRC], 398 Arroyo Drive, Parachute, CO 81635. This is a self-employed contractor position; not an employee of the District.

A letter of interest and intent to apply for a license should be submitted to GVRC, Attention Director, 398 Arroyo Drive, Battlement Mesa, Colorado 81635. Upon approval by the BMMD Board of Directors, applicant must apply to the Colorado Department of Revenue, Liquor Enforcement Division. Applicant's Corporation or Limited Liability Company must also be registered with the Colorado Secretary of State's Office.

For information on types and frequency of events at GVRC, call Anne Huber at 970-2859480.

Please submit letters of interest by April 15, 2015.

# GVRC ATTENDANCE SUMMARY REPORT

**2014**

MONTH	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	YTD
Fitness Class Total	176	231	236	219	241	218	277	237	286	196	238	226	2781
Event Total (Reg & Spec)	121	102	100	139	165	516	369	404	816	229	921	672	4554
Aphelion Total (Swipe Cards)	3146	3519	3495	2879	2860	2950	3098	2548	2289	1559	2625	2813	33781
Daily Admission Total (RV,paid,punch cards)	346	349	415	240	258	344	373	190	137	114	154	342	3262
<b>Grand Total =</b>	<b>3789</b>	<b>4201</b>	<b>4246</b>	<b>3477</b>	<b>3524</b>	<b>4028</b>	<b>4117</b>	<b>3379</b>	<b>3528</b>	<b>2098</b>	<b>3938</b>	<b>4053</b>	<b>44378</b>
Pool Total	1082	1194	1766	1112	1338	1773	1754	1534	1013	507	749	985	14807
Weight Room Total	1498	1535	1604	1242	1268	1485	1317	1265	1041	736	1342	1326	15659



**GVRC Tasks to Prepare for Transfer to the  
Parachute/Battlement Mesa Recreation District beginning January 1, 2016**

- 1) Identify additional addresses in the district**
  - a. Input into data base [obtain a suitable database]
  - b. Set up ability to save attachments to address/member files
  - c. Create appropriate membership forms
  - d. Determine difference between tax district and school district and make decisions regarding inclusion for in-district membership
- 2) Set criteria for in-district membership**
  - a. Homeowner(s) - owners and dependents
    - i. Others living at that address
      1. Accepted forms of proof of residency
  - b. Lessee(s) – responsible parties and dependents
    - i. Others living at that address
      1. Accepted forms of proof of residency
  - c. Battlement Mesa Company/Partners properties
    - i. Responsible parties, dependents and other living at a property
    - ii. Temporary RV park visitor membership privileges
  - d. Identify commercial properties from list in SD 16
    - i. Do these properties have in-district privileges?
- 3) Review and Set Activation Rates**
- 4) Review out-of-district membership rates and admission fees**
- 5) Assign office space to PBMPR employees**
- 6) Review KSUN Radio room rental rate and policy – note that tower is on roof of GVRC and transmitter is in air handler room**
- 7) Review room reservation policies**
  - a. Review ongoing room assignments
    - i. No charge groups such as bridge, literary guild, potluck, BCC,
- 8) Review groups/businesses that regularly meet at GVRC and pay room rent**
  - a. Energy companies
  - b. Other
- 9) Review special events**
  - a. Pool parties
  - b. Weddings, receptions, Quinceanera, Mule Deer, PEO, etc.
  - c. Staffing policies for after-hours events
- 10) Review space needs for PBMPR programs**
- 11) Consider name change for PBMPR to Grand Valley Park and Recreation (GVPR)**
- 12) Human Resources**
  - a. Develop organizational chart that includes PBMPR & GVRC staff
  - b. Transfer employees to PBMPR district and payroll
  - c. Explain insurance, workers' compensation and changes etc. with PBMPR District
  - d. Job descriptions



- i. Salary schedule
  - ii. Employee review and evaluation schedule
- 13) **Accounting** – decide whether to do the accounting in-house or contract with an outside organization such as BMMD
- 14) **Review maintenance practices and procedures**
  - a. Snow plow and sidewalk maintenance
  - b. Equipment repair
  - c. HVAC preventative maintenance schedule
  - d. Pool filter, pumps chlorination system
  - e. Hot tub (spa) pumps, filter and bromine system
  - f. Finlandia dry sauna heating system and wood seating maintenance needs
- 15) **Housekeeping**
  - a. Contracted to US Cleaning
  - b. Supplementary cleaning through Garfield County - Work coach assigned to one worker (4 hours/week)
- 16) **Hours of operation (based on estimated revenue, see 19)**
  - a. Return to 7 day/week schedule?
  - b. Extend hours if budget allows; *consider* the following
    - i. 7 AM – 9 PM Monday – Thursday
      - 1. Alternately **5 AM** – 9 PM Mon/Wed/Fri Weight Room & Cardio only
    - ii. 7 AM – 7 PM Friday
    - iii. 8 AM – 6 PM Saturday
    - iv. 1 PM – 6 PM Sunday
  - c. Building versus pool hours
    - i. Evaluate pool usage by day of week/ time of day and month [ Use totals are available for 2014 and 2015] and note that there are a number of hours with low usage
- 17) **Review computer programs and consider upgrading**
  - a. Jonas (formerly Aphelion, FiServ) is the current member management software
  - b. Property management software (ACT or Goldmine? See 1a)
  - c. In-house server capabilities
- 18) **Advertising and social media**
  - a. Phone book - dex and Gold Leaf Mesa County
  - b. Website
  - c. Facebook
  - d. Email lists for monthly newspapers
  - e. Newspaper/radio
- 19) **Estimate revenue for 2016 and prepare preliminary budget**

## Battlement Mesa Metropolitan District

### Manager Report

Date: March 26, 2015  
To: Board of Directors, Battlement Mesa Metro District  
From: Steve Rippy, District Manager

**Employee Health Insurance:** The BMMD received a quote from our insurance carrier that our current insurance provider will be increasing the current premiums by 24% which would go into effect May 1<sup>st</sup> when the current policy ends. I have asked the insurance carrier to solicit quotes from other insurance companies in an effort to maintain current levels of coverage for employees at similar costs to 2014. Once the quotes have been received we will present to the Board for review.

**Recreation Center Purchase Agreement:** BMMD attorney, Matt Dalton, has completed a draft purchase agreement concerning the transfer of the Recreation Center to the Parachute/Battlement Mesa Parks & Recreation District. I forwarded a copy last week to each of the Board Members to review and comment. Once all comments have been received I will forward to Mr. Dalton. The modified draft will then be sent to P/BMPRD attorney for review.

**Bulk Water Sales:** Bulk water sales have begun with Ursa at the Speakman A Pad. At the completion of development at the Speakman pad Ursa's plans are to begin development of the Yater Pad.

**Distribution & Collection Maintenance:** A water service line was repaired earlier this week near the 3-way intersection at Kum & Go. The service is to the Century Link building across from the Kum & Go. We had planned to do the repair early last week but due to the closing of Battlement Parkway by the company installing the fiber optic we delayed the project until this past Monday to avoid additional confusion for motorists.

**Drainage Improvements:** Garfield County has started work in the Tamarisk Meadows Village area to improve street drainage. The work includes street section re-grading and installation of concrete drain pans. The streets to be worked on this year include the intersections of Mineral Springs and Thunderberg and Horizon and Thunderberg. In addition drain pans will be constructed in the streets of Goldfield and Bent Creek.