

MINUTES OF DECEMBER 8, 2021

GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT

817 Colorado Avenue, Suite 201

Glenwood Springs, Colorado

1. **Call to Order at 9:00 a.m.**
2. **Roll called by Administrative Assistant:** Director Mike Samson
Director Steve Rippy
Quorum established. President Gregg Rippy, Excused
Andrew Gorgey, General Counsel
Stefanie Davis, Administrative Assistant
Sheana Fedirko, Balanced Books & Accounting, Inc. (Zoom)
3. **Additions or Changes to Agenda.**
None
4. **Approval of Minutes.**
 - a. November 10, 2021
MOTION to approve by Director Rippy, second by Director Samson, PASSED vote of 2-0.
5. **Consent Calendar.**
 - a. Approve Expenses
 - b. Requests for Payment
 - i. Grantee of the Year; Grand Valley Fire Protection Authority; \$10,000
 - c. Request to Authorize President to Transfer Funds; \$254,000 to the Administrative Cost Account. Total Requested Payments: \$10,000 with \$0.00 to Forfeited Grants; Suggested Transfer: \$267,500. Requisite paperwork received from Grand Valley Fire Protection Authority. General Counsel reported that it would be beneficial to pay FMLD's renewal dues to the Special District Association before the end of the year and suggested a transfer of \$3,000 to the Petty Cash Fund. Per President Rippy's prior suggestion, transfer 10% of annual DOLA distribution (\$254,500) to the Administrative Cost Account. Total requested transfers from Colotrust are \$267,500 as follows: \$254,500 to Administrative Cost Account, \$10,000 to Project Account, and \$3,000 to Petty Cash Account, with authority to President. MOTION to approve by Director Rippy, second by Director Samson PASSED vote of 2-0.
6. **Comments from Public on Items Not Scheduled on the Agenda.**
None
7. **Reports or Updates.**
 - a. Financial Reports
General Discussion of Balance Sheet and P&L Report through November 30, 2021, reconciliation of FMLD's four bank accounts, and current expenses, which include payment of annual insurance premiums. MOTION to accept Financial Reports by Director Rippy, second by Director Samson, PASSED vote of 2-0.

- b. Correspondence
Received annual insurance renewal notices and invoices from Mountain West (SDA Pool), annual Attorney Registration, and Special District Association annual dues.
- c. Staff Reports
 - i. Administrative Assistant to the Board.
Ms. Davis reported learning more about her duties and district procedures. She has read-only access to Alpine and Colotrust accounts online, and a debit card for the Alpine Petty Cash Account.
 - ii. General Counsel.
General Counsel conducted a New Employee Orientation with Stefanie Davis on November 17, 2021. Team meetings held Dec. 2 and 3. All Grantees from the 2022 Fall Cycle have returned their signed grant agreements, except from the City of Rifle. Staff has a working draft of the District's first Operations Manual. Director Steve Rippy has submitted a letter to the Garfield County Board of Commissioners requesting reappointment to the FML Board for an additional three-year term; General Counsel to follow up with Garfield County. Grantees in 19-J-01 (Joint Grant) will deliver their next scheduled quarterly report on February 9, 2022. General Counsel attended a celebration event for outgoing Parachute Town Manager Stuart McArthur on November 18; Parachute has chosen a new town manager.

8. Items Removed From Consent Calendar.

None

9. Unfinished Business.

- a. Public Hearings (continued from November 10, 2021): Consideration of 2021 Proposed Amended Budget and 2022 Proposed Budget (consolidated hearing).
Director Samson re-opened the public hearings, continued from November. Discussion. Directors confirmed total funds budgeted for grants in 2022 will be \$2 million, restoring the traditional grant program in both spring and fall, plus \$10,000 for Grantee of the Year. Expenses will increase for education, training, and conferences, but total administrative expenses will be lower than in 2020. New line item added for Bookkeeping. Audit of 2021 financial statements is scheduled for January 27, 2022. MOTION to close public hearings by Director Rippy, seconded by Director Samson. PASSED vote of 2-0. MOTION by Director Rippy made to adopt Resolution 21-08 Adopting 2021 Amended Budget, Samson seconded. PASSED vote of 2-0. MOTION by Director Samson to adopt Resolution 21-09 adopting 2022 Budget, Director Rippy seconded. PASSED vote of 2-0. Staff directed to finalize preparation of documents and submit timely to the state Department of Local Affairs.
- d. Annual Awards Luncheon Update
The luncheon will be held on Friday, January 28, at 11:00 a.m., preceded by the regular board meeting at 9:00 a.m. Director Samson asked whether Grand River Health has confirmed the date, because he has information they are not able to host some larger events in the spring. Ms. Davis reported she is trying to confirm with our contact, Tammy Vines. Grand River Health also requires proof of insurance (current as of January 28, 2022), which the District will have soon. Director Samson would like to be notified when our date is confirmed by the venue.

10. New Business.

a. Grant Issues & Updates

- i. The City of Glenwood Springs submitted a request for payment for Phase I of the Sayre Park Project. The City failed to submit a Final Report Form, both of which are required. Ms. Davis sent them the proper paperwork and instructions, to return for review and approval. No action can be taken at this time.

11. Other Business.

None

12. Executive Session

None

13. Next Meeting.

Friday, January 28, 2022, 9:00 a.m. – at Grand River Health, Rifle, CO, followed by the Annual Awards Banquet.

14. Adjourn.

Adjourned at 9:49 a.m.

Steve Rippy, Secretary

Date