

MINUTES OF MARCH 9, 2022

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 Gregg Rippy, Present
Director Mike Samson
Director Steve Rippy
Quorum established.
Also in attendance: Andrew Gorgey, General Counsel
Stefanie Davis, Administrative Assistant

3. Additions or Changes to Agenda.
None.

4. Approval of Minutes.

- a. February 9, 2022
MOTION to approve by Director Gregg Rippy, second by Director Samson, PASSED vote of 2-0, with Director S Rippy abstaining, due to absence at the February 9 meeting.

5. Consent Calendar.

- a. Current Expenses
b. Requests for Payment
None.
c. Request to Authorize President to Transfer Funds; Total Requested Payments \$ 0.00 with \$0.00 to Forfeited Grants.
MOTION to approve Consent Calendar by Director Samson, second by Director S. Rippy, PASSED vote of 3-0.

6. Comments from Public on Items Not Scheduled on the Agenda.
None

7. Reports or Update

- a. Financial Reports
General Discussion of Balance Sheet and P&L Report; expenses are as expected; reconciliation of bank accounts approved. MOTION to accept Financial Reports by Director Samson, second by Director S. Rippy, PASSED vote of 3-0.
b. Correspondence
FMLD received 23 grants submitted by the March 1, 2022 deadline, via U.S. Mail and hand delivery to the office. Applicants from City of Glenwood Springs and Town of Parachute contacted General Counsel prior to the deadline with grant-related questions. Mountain West contacted General Counsel regarding the worker's compensation audit, which has been completed. Paul Backes of McMahan and Associates sent the draft audit.

c. Staff Reports

i. Administrative Assistant to the Board

Ms. Davis reported that of the 23 grant applications received by the March 1 deadline, 12 were traditional grants, 11 were mini grants. About half of the applicants submitted their grants electronically via email in addition to print copies. Discussion regarding cover letter and grant application language. Fall cycle grant applications will again request both digital and print copies of all grant applications.

ii. General Counsel

Team meetings occurred on 2/17 and 3/3, in keeping with a regular schedule of meeting on the first and third Thursdays of the month. The Master Grant List and Open Grants Reports are now being actively managed jointly by Sheana Fedirko and Stefanie Davis. Final reports due from three grantees: City of Rifle (Street Reconstruction), Garfield School District No. Re-2 (Ventilation System), and Garfield County Housing Authority. Ms. Davis will follow up with grantees.

Discussion regarding financial reporting during regular meetings. To increase transparency, General Counsel recommends allowing Ms. Fedirko to lead the discussion of the finances more thoroughly. Consent Calendar contains two items: Current Expenses and Requests for Payment. Financial Report includes two categories: Monthly Financials (Balance Sheet, P&L, Bank Statements) and Open Grant Reports. Discussion regarding ongoing improvement to Open Grant Reports.

FMLD paid its Special District Association fees. Staff recommends moving \$3,000.00 from Administrative Cost Account to the Petty Cash Account. MOTION to approve by Director S Rippy, second by Director Samson, PASSED vote of 3-0. Staff to prepare check for signature and deposit.

8. Items Removed From Consent Calendar.

None

9. Unfinished Business.

- a. Annual Review of the FMLD Investment Policy (tabled from the February meeting). General Counsel requests this item be tabled until next meeting. MOTION to approve by Director Samson, second by Director S Rippy, PASSED vote of 3-0.

10. New Business.

a. Grant Issues & Updates

- i. General Counsel reported there are three grants still outstanding from the 2019 Fall Cycle. They are past their completion dates and have yet to submit final reports. Administrative Assistant will follow up.

b. 2021 Audited Financial Statements

General Discussion about the audited financial statements received from Paul Backes of McMahan and Associates. Directors will add one minor change on page XX of the audit, adding language recognizing that DOLA distribution in September 2021 returned to a more traditional level, allowing the District to restore traditional grant program in 2022. General Counsel to add the language. MOTION to approve the audited financial statements with edit, by Director S Rippy, second by Director Samson, PASSED vote of 3-0.

- c. 2022 Spring Grant Program Update
Administrative Assistant would like to have the scoring sheets back by March 31, 2022.
- d. Apple Cards
The investigation into the fraudulent email that led to the purchase of Apple Gift Cards (\$1,400.00) has not yielded any answers as to who wrote into info@garfieldfml.org requesting the purchase. The FMLD has lost no funds. This is not a theft as defined by law. General Counsel stated that Columbia ltd. Is willing to purchase the cards. Ms. Federiko states that as a result of an appeal, the USPS has returned the \$1,400.00 to the District's account. Further discussion regarding debit cards and automated payments. Staff to follow up.

11. Other Business.

Directors are moving next month's regular meeting date to Tuesday, April 12 to accommodate a conflict with Director Samson's responsibilities as county commissioner. MOTION to approve by Director Samson, second by Director S Rippy, PASSED vote of 3-0.

12. Executive Session

None

13. Next Meeting.

Tuesday, April 12, 2022, 9:00 a.m. - District Office

14. Adjourn.

Adjourned at 10:04 a.m.


Steve Rippy, Secretary


Date