

MINUTES OF JULY 8, 2020

GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT 817 Colorado Avenue, Suite 201 Glenwood Springs, Colorado

1. **Call to Order at 9:04 a.m.**
2. **Roll called by Administrative Assistant:**
 - Director Gregg Rippy, Present
 - Director Mike Samson, Present
 - Director Steve Rippy, Present
 - Andrew Gorgey, General Counsel
 - Barbara Gold, Administrative Assistant

Quorum established.
Also in attendance:
3. **Additions or Changes to Agenda.**
 - a. Motion to address 10.a.ii. 19-J-01 LOVA Meet Me in the Middle; City of Glenwood Springs and Town of New Castle as first item of business, second by Director S Rippy. PASSED vote of 3-0. Attending via Zoom: Debra Figueroa (City Manager), Terri Partch (City Engineer), and Jessica Bowser (Assistant City Engineer), from Glenwood Springs, and Dave Reynolds (Town Manager), Loni Burk (Treasurer) from New Castle. Dave Reynolds, New Castle, as fiscal agent for this grant, gives brief breakdown of funds flow; General Counsel explains funding requirements for Payment Type 1, which are signed contracts; City of Glenwood Springs Engineer, Terri Partch, addresses engineering issues and believes project will go to bid in spring of 2021. No need for IGAs. Director Rippy requests that financial document referred to by Dave Reynolds during presentation be provided for the FMLD grant file.
 - b. 20-ST-01 Upgrades to Rifle Campus; CMC; modification request; Motion to add to agenda as item 10.a.iii by Director Samson, second by Director S Rippy, PASSED vote of 3-0.
4. **Approval of Minutes.**
 - a. June 10, 2020
MOTION to approve minutes of June 10, 2020, by Director Samson, second by Director S Rippy, PASSED vote of 3-0.
5. **Consent Calendar.**
 - a. Approve Expenses
 - b. Request for Payment
None
General discussion; Motion to approve expenses by S Rippy, second by Director Samson, PASSED vote of 3-0.
1. **Comments from Public on Items Not Scheduled on the Agenda.**

None; no members of the public joined the Zoom meeting.
6. **Reports or Updates.**
 - a. Financial Reports
General Discussion of Balance Sheet and P&L Report; expenses are as expected; reconciliation of bank accounts approved. President Rippy suggests Board review funding Administrative Cost Account following receipt of DOLA funds in September as allowed by statute; MOTION to accept Financial Reports by Director S Rippy, second by Director Samson, PASSED vote of 3-0.
 - b. Correspondence
General Counsel has sent letters to CSU Extension and Carbondale and Rural Fire Protection District, as instructed at last meeting; no response at this time. Director Samson and General Counsel to schedule meeting with CSUE's Carla Farrand before August regular meeting to discuss concerns.

c. Staff Reports

i. Administrative Assistant to the Board.

Notice that Joint Grant will not be offered was posted to website and distributed by email; CSD Pool has a new claims administrator (Sedgwick) so the new worker's compensation claim information will be posted in break room; 2019 certified audited financial statements are final and have been filed with the State Auditor's Office, audit and acknowledgment are posted on ShareFile; all Spring Grant Agreements have been returned except Glenwood Springs, Sayre Park; Administrative Assistant has reached out to appropriate party.

ii. General Counsel.

Team meetings were held on June 18th and July 2nd; McMahan filed 2019 financial statements with SAO on June 18, 2020, as required; proposal from CEBT received on June 16 is under review, will present to Board in August.

7. Items Removed From Consent Calendar.

None

8. Unfinished Business.

a. ShareFile

Staff presents ShareFile web page on screen and gives brief explanation of setup and file structure; President Rippy requests all future applications be kept electronically, file titled Current Applications is added and Administrative Assistant will back-load Spring 2020 applications and General Counsel will update Fall applications to require submission of electronic copy along with hard copies; QuickBooks file is renamed to Meeting Financial Reports and will contain last three months of meeting financials including Open Grant Report; new file, Meeting Packet, added and Administrative Assistant will upload all electronic packets she has. Staff to provide updated login credentials to Director Rippy.

b. ColoTrust Training

General Counsel and Ben Mendenhall, by phone, review fund transfer procedures for Directors Samson and S. Rippy, to serve as backup to President G. Rippy; Director Samson completes practice transfer of \$10.00 from ColoTrust to Alpine Bank Project Account.

9. New Business.

a. Grant Issues & Updates

i. 20-ST-02 Compressor Replacement; Colorado River Fire Rescue; modification request General Discussion; Board approves modification and potential forfeiture, General Counsel directed to communicate Board's decision.

ii. 19-J-01 LOVA Meet Me in the Middle; City of Glenwood Springs and Town of New Castle; financial administration of joint grant. Taken up as 3.a. (See above.)

iii. 20-ST-01 Upgrades to Rifle Campus; CMC; modification request General Discussion; Board approves modification and directs General Counsel to communicate Board's decision.

b. 2020 Fall Grant Cycle

Schedule discussed: applications available August 1, 2020, returned to District no later than August 28, noon, books to be prepared for Directors for September 9 meeting, October 14, 2020 is review/decision meeting.

c. 2020 Spring Grant Agreements

General discussion; General Counsel explains CSU Extension resolution submitted with agreement does not meet the FMLD requirements; General Counsel and Director Samson will meet with Carla to discuss requirements.

10. Other Business.

None

11. Executive Session

None

12. Next Meeting.

August 12, 2020, 9:00 a.m. - District Office

13. Adjourn.

Adjourned at 10:42 a.m.


Steve Rippy, Secretary

8-12-20
Date

