



HORIZON DRIVE **District**

Gateway to Grand Junction

Official Minutes

Board Meeting of the Horizon Drive Business Improvement District

September 14, 2011

Spoons at Hospice & Palliative Care, Room 101
3090 A North 12th Street, Grand Junction, CO 81506
10:00 a.m. to 12:00 noon

Attendance:

Clark Atkinson
Brenda Brock
Bill Milius
Lynne Sorlye
Chuck Keller

Absent:

Jan Rohr
Dale Reece

Others:

Peter Icenogle, Blythe Group Co.
Victoria Patsantaras, representative for District
Jarrod Pearson, attorney for District

Call to Order: The meeting was called to order at 10:10 a.m. by Clark Atkinson. Minutes were taken by District's representative, Victoria Patsantaras. A quorum (4) of Board Members is present.

Welcome: Welcome and introduction of guests.

Consent Agenda: The consent agenda, consisting of emailed documents: Treasurer's Report for August 2011, representative's report of September 2011 and Minutes of August 10, 2011 Board meeting were received by all board members.

Jarrod Pearson notes that the August 10, 2011 minutes did not include the insert he prepared. Minutes of August 10, 2011 are pulled from the consent agenda. Additionally, Bill Milius adds that the Treasurer's report contains an error in the Balance Sheet in that the \$57,000 payment to the City of Grand Junction, made in July, was not removed from the liabilities. This error has been corrected by the CPA.

Following these clarifications, Lynne Sorlye moved for approval of the Treasurer's report, with the correction noted by Bill Milius, and the Representative's report. Chuck Keller seconded the motion and it is unanimously approved.

Routine Business:

1. Lightning Round. The Board chairman requested each person present, including our guests, introduce him or herself and give a short comment or update on the District and related matters.

2. Info and updates.

a. Economic Impact Study. Completed this month by Colorado Mesa University. Public release will occur in October.

Guest presentation: 10:20 a.m. to 10:50 a.m. Rex Tippetts, Grand Junction Regional Airport, presented to the Board an updated concept plan of the Planned Airport Area. Generally the plan outlines a future building to house administrative offices, completed parking areas and extended terminals. The Board thanks Mr. Tippetts for sharing the information and offers to provide support for the concept plan as it makes its way through the local government and planning review.

New Business/Action Items:

1. Office Space. Bill Milius reports to the Board concerning the responses to the District's solicitation for office space availability. The spreadsheet compiled and forwarded to the Board with the Representative's report shows all responses offered. Of those offered, Bill Milius recommends the District lease office #205 at 2764 Compass Drive, Grand Junction, CO 81506. This location is approximately 340 square feet for a cost of \$340 per month. Details were discussed concerning length of lease and other related items.

Clark Atkinson moves that Bill Milius negotiate the lease for 2764 Compass Drive #205, Grand Junction, CO 81506 to begin October 1, 2011 and continue through the end of 2012 for the lease fee of \$340 per month. Chuck Keller seconds the motion and it is unanimously approved.

2. Strategic Plan. Themes of the Strategic Plan are discussed and reviewed. Amendments are suggested. The Board acknowledges that the document will be used as an operating plan and, following some edit and preparation by Cobb & Associates, will become a publicly distributed document.

Lynne Sorlye moves that the Strategic Plan, with the amendments noted by the Board, be approved. Chuck Keller seconded the motion and it is unanimously approved.

3. Budget for 2012. The draft 2012 Budget, as amended since last meeting, is discussed. Suggestions are made relative to wording of categories for fund balance, end of year estimate, District representation, and footnote regarding constant reserve. The deadline for submitting to the City is September 30, 2011, at which time an operating plan is also needed. The Board agrees that the strategic plan can be adopted as the operating plan for 2012.

Chuck Keller moves that the Budget 2012, with wording amended, be adopted by the District. Brenda Brock seconded the motion and it is unanimously approved.

4. Economic Impact Study. The report, prepared by Colorado Mesa University, along with the August 2011 invoice, is discussed. The original contract amount for the report was \$14,500.00. The invoice from CMU offered a \$1,000 discount for a total of \$13,500.00. The Board unanimously agrees that the discount should not be taken, as the report was completed pursuant to the contract. The Board directs payment of the full contract amount.

5. Project Costs for marketing Economic Impact Study, Strategic Plan, etc. Victoria Patsantaras outlines the costs related to the editing and public distribution of the study, plan and other information, referencing the proposed project costs outlined by Cobb & Associates and included in the Representative's report. Noting that the cost for printing a limited number of the Economic Impact Study was not included in the \$3,472.00 estimate by Cobb, Victoria requests the Board allow project costs up to \$4,000. Following additional discussion,

Bill Milius moves to approve a budget up to \$4,000 for Cobb & Associates assistance to the representative in public distribution of the Economic Impact Study, strategic plan and corridor plans. Lynne Sorlye seconded the motion and it is unanimously approved.

6. Bank account. Bill Milius and Brenda Brock lead a discussion related to the FDIC insurance on the District's bank accounts at Alpine Bank, and the percentage of interest. Brenda Brock advises that Alpine Bank affords the District special coverage related to public funds in excess of the FDIC insurance, and offers to provide a letter stating the coverage.

The minutes taken by Victoria Patsantaras are concluded at approximately 12:10 a.m. Minutes of further proceedings are recorded by Jarrod Pearson.

Executive Session.

After a short break for refreshments, The Board entered an executive session pursuant to § 24-6-402(3)(a)(2), C.R.S., to discuss with legal counsel the Board's obligations under the Colorado Open Records Act with respect to discussions on potential office space leasing and District representation. At approximately 12:17 p.m., the Board exited the executive session and reconvened the regular meeting.

New Business, continued:

7. District Representative. Clark Atkinson asked the Board what the District needs of the District with respect to a representative or executive director were. Clark Atkinson also asked the Board to discuss whether other structures for the position were available beyond employee or an independent contractor arrangements. Discussion followed.

Bill Milius moved, Lynne Sorlye seconded and the motion unanimously passed to: 1) contract with Victoria Patsantaras to provide representation to the District as the Executive Director, on an independent contractor basis, at 20 hour per week at the same compensation level as the current contract; 2) the position will be subject to an ongoing review of limitations and authority; and 3) the Board will continue to establish policy, review work product before it is presented to third parties and make final decisions on projects. Clark Atkinson will convey the terms of the offer to Victoria Patsantaras.

Chuck Keller moved, Bill Milius seconded and the motion unanimously passed to adjourn the meeting at 1:12 p.m.

The next Board Meeting will occur on October 12, 2011, 10:00 a.m. to 12:00 noon, at Spoons, Room #101.

Horizon Drive District

By: _____
Chuck Keller, Secretary

Date: _____