



HORIZON DRIVE **District**

Gateway to Grand Junction

Official Minutes

Board Meeting of the Horizon Drive Business Improvement District

November 9, 2011

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

Attendance:

Clark Atkinson
Jan Rohr
Lynne Sorlye
Bill Milius
Chuck Keller
Brenda Brock

Absent:

Dale Reece

Others:

Victoria Patsantaras, District representative
Linda Todd, owner, Associated Brokers and Consultants Inc
Robert Burkey, outside sales, Networks Unlimited
Kathy Portner, City of Grand Junction
Duane Hoff, City of Grand Junction

Call to Order: The meeting was called to order at 10:10 a.m. by Clark Atkinson. Minutes were taken by 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: Representative's report dated November 2, 2011 and Minutes of October 12, 2011, were received by all board members. The Treasurer's report was not available for review at this meeting, due to the proximity of meeting to delivery of last month's bank statement. October Treasurer report will be available for the next meeting.

VISIT THE DISTRICT

WWW.HORIZONDRIVEDRIVEDISTRICT.COM

970.985.1833

P.O. Box 4191 Grand Junction, CO 81502

Lynne Sorlye moved for approval of the Representative's report and October 12, 2011 board meeting minutes. Chuck Keller seconded the motion and it is unanimously approved.

Routine Business:

1. Lightning Round. The Board chairman requested each person present give a short comment or update on the District and related matters.

2. Info and updates.

a. Budget for 2012. The City Council approved HDD's budget for 2012 on November 2, 2011. Pursuant to an inquiry from City Council at that meeting, Clark Atkinson prepared another letter explaining the Horizon Drive District's budget and the request for City partnership on the capital improvements. Copies of the letter are distributed.

Guest Presentation:

Duane Hoff, purchasing department, City of Grand Junction. Mr. Hoff has assisted HDD with the SOQ sent out for landscape and design firms and is present at the meeting to update the Board on the response and to generally outline the procedure the City uses when evaluating responses to these types of solicitations. Mr. Hoff explained that seven proposals were received by November 3, 2011, and five were delayed due to a FedEx mechanical issue. After discussion concerning the delayed responses, the Board directs Mr. Hoff to accept all the proposals, so that twelve proposals may be considered by the selection committee. Mr. Hoff then explains the evaluation forms and the matrix that the City has created, indicating that these are tools the selection committee may use during their review.

Following Mr. Hoff's remarks, the Board discusses the method of evaluation, how to weight the response and ultimately the selection process that they envision.

New Business/Action Items:

1. Selection Committee. Following presentation and discussion of the responses to the SOQ, the Board chair requested volunteers for the evaluation and selection process, with a suggestion that three or four board members join to review the twelve responses. After discussion and consideration, the selection committee is: Brenda Brock, Chuck Keller, Bill Milius and Clark Atkinson.

The selection committee will receive the twelve proposals as soon as practical, to review on their own time. The four will meet at the Horizon Drive District office (2764 Compass Drive, #205) on Monday, November 21, 2011 at 3 p.m. to discuss and short list the responses, after which the short list firms will be requested to interview with the entire Board. Interviews will be scheduled for December 1, 2011, at 760 Horizon Drive.

Following this action item, at approximately 11:00 a.m., Mr. Hoff and Ms. Portner leave the meeting.

2. 2011 Audit. Bill Milius and Victoria Patsantaras explain the audit proposal received from CS&D, CPAs. The audit proposal is similar to those of past years, as is the cost of \$2,600. Once all 2011 bookkeeping is complete, by mid- January 2012, the information can be sent to the auditing CPAs. Jan Rohr moves that the District engage CS&D to prepare the 2011 audit according to the audit proposal letter. Lynne Sorlye seconds the motion and it is unanimously approved.

3. Other business items.

a. Presentation/ information sharing with other community boards. Clark Atkinson explains that he and Victoria Patsantaras have been working on a power point presentation that explains the District's capital improvement project, with the goal to present the power point to other community Boards and potential stakeholders, such as the GJEP and Chamber Board. Due to the holidays and year end schedules, such a presentation may only be possible in January or February, 2012. Any board member who would like to view the power point, should contact Victoria.

b. Bylaws. Victoria Patsantaras explains that she has learned of an effort by the City to offer an electronic database of all community board bylaws and operating documents. The District's bylaws (2004) and the two subsequent amendments create three separate documents. Three documents are somewhat cumbersome for the general public to review, and Victoria suggests creating a combined document. The Board is in agreement that the Bylaws may be combined and should be sent to legal counsel for approval. The new document should be readied for Board review at the January 11, 2012 meeting.

c. Subcommittees. Victoria Patsantaras has requested the Board consider authorizing a few subcommittees to provide her with input in more specific areas than those covered in the monthly Board Meeting. To support several of the strategic policies for "outreach" outlined this year, the Board may need a promotions committee to consider involvement in the 2012 Air Show, JUCO, etc. Additionally, as the District becomes better known, Victoria has received several business to business service requests from businesses located within the District.

Those present discuss committees generally, and a business to business committee in the Horizon Drive District specifically. Linda Todd volunteers to head this committee. Generally, the connection is supported, but the Board wishes to leave the details of a future committee's "boundary, mission and purpose" for discussion at a later meeting. The Board chair suggests that all subcommittee discussion be tabled until the January or February 2012 meetings, at which time the Board considers and sets goals for 2012 projects.

d. Cancel the December 2011 Board meeting. Due to the holidays and the extra work underway to interview the landscape & design consultants on December 1, 2011, the Board chair suggests cancelling the December 14, 2011 regular board meeting. A motion is made by Jan Rohr, seconded by Chuck Keller, to cancel the December 14, 2011 Board meeting. The board members present unanimously agree.

e. Location for future monthly Board meetings. Beginning October 1, 2011, the District rented an office within the Horizon Drive District, at 2764 Compass Drive, #205, Grand Junction, CO 81506. The Board agrees that all future Board meetings should be held in the conference room in the District's office building. All future agendas will reflect the new meeting location, and the website will be updated to reflect the location change.

f. Officers for 2012. The first meeting of the Board of Directors in 2012 will include an election of officers for 2012. Board members should consider their nominations and be prepared to vote at the January 2012 meeting.

g. Board member terms expiring in 2012. According to the City Clerk's roster of board members, Chuck Keller and Bill Milius' board member appointments are ending in April, 2012. Both are eligible for appointment for additional terms. Both Mr. Keller and Mr. Milius indicated their willingness to continue on the Board.

All business before the Board being concluded, the meeting is adjourned at 11:40 a.m.

The December 14, 2011 Board Meeting is cancelled.

The next scheduled Board meeting is January 11, 2012, to be held at the Horizon Drive District office, 2764 Compass Drive, Suite 205, Grand Junction, Colorado.

Horizon Drive District

By: _____
Chuck Keller, Secretary

Date: _____