**BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT**

**MINUTES**

**FEBRUARY 8, 2018**

1. The meeting was called to order by Ron Spencer. Tammy Thomas, Mike Saale, Elbert Smith, Bob McAfee, Jason Teeter, Jim Hackney, and Ron Spencer were present.

2. The agenda was approved with a motion from Jason Teeter and seconded by Elbert Smith with one addition under new business: c. Golf course advertisement. 7-0

3. Public Forum:

Jim Lucas, 204 W Briarbrook, spoke in support of naming Brian Lawson as the new golf pro for Briarbrook Golf Course.

Karen Rutledge, 702 Springhill Drive, spoke to the Board saying she understood the time and effort it takes to be on the board and thanking them for their service. She did have a few suggestions: Karen felt it could be a good idea to close the facility on Mondays to allow the employees to complete job tasks uninterrupted. This would also allow intense pool cleaning weekly in the summer. Or to at least consider an outside cleaning service to come in on Mondays. She feels the cleanliness of the club has been marginal. Karen also wants the board to seriously consider the skills needed for the next course manager. Most important that this person can sell golf and membership, manage employees and develop positive relationships with members and guest and be a good steward for the residents of Ward 3.

Lisa Northup, 321 Turf Lane, would like the board to address to the community why the golf pro was let go. The Board responded by saying they could not discuss personal personnel issues. They did let Lisa know that Mence CPA did finish the reconciliation of the Clubs financials and provided a copy for review. There were no discrepancies according to the review and no funds were missing.

4. The minutes from January 11, 2018 regular meeting were approved with a motion from Tammy Thomas and seconded by Mike Saale. 7-0 The minutes from the January 25, 2018 work session were approved with a motion from Jason Teeter and seconded by Jim Hackney. 7-0

5. Financials: BCID Checking Account: $41,585.62

 Cart Path Fund: $19,680.08

 Debt Service Account: $130,101.84

The board has hired Baker, Davis, and Roderique CPA Firm for accounting. They are working toward completing the financials in a new format that are easier to read and understand. These financials will be available to the public on request in the Pro Shop. The financials were approved with a motion from Mike Saale and seconded by Tammy Thomas. 7-0

6. Reports:

Restaurant: Randy Brown is providing a bid/estimate for replacing the breaker boxes. They are old and not repairable if they malfunction. Carpet replacement needs to be scheduled.

Course: Steve McKenzie researched best options for the goose problems and feels the best options are to use a deterrent spray and coyote decoys. The cost would be about $450. Steve will find out how long each spray will last and make sure it won’t damage any grass. Mark is talking with Brian every day. The old sprayer is fixed and working better than the new one. He would like to sell the newer one back and use the funds towards paying down loan on other equipment. The Z track is back from John Deere and working well. The Board asked Steve to work with Brian and Mark to come up with a chemical budget. He let the Board know that there was an opportunity to do an early order purchase with a discount and to pay it off monthly. Steve felt like the course needs 4 full time workers and 4 part timers. Brian Lawson is doing a seminar with Golf Genius on tournament scoring. Tammy Thomas thanked Brian on behalf of the Board for stepping up and being so great.

7. Old Business:

 a. Carpet to be replaced as soon as it can be scheduled.

 b. Mence CPA Audit: All Board members have a copy. The only errors found were accounting errors in the sense of items being recorded in the wrong columns on occasion. Nothing was found missing and everything is as it should be. The cost of the audit was $3,200. Copies will be available in the Pro Shop for public viewing.

c. By-law changes: All board members have a draft copy; some changes were made per Steve Lawver. The Board needs to revisit the set purchasing levels. It is still a work in progress and will be discussed at a future work session for eventual board approval.

 d. Door Enlargement: Tabled until a later date.

8. New Business:

a. Mark Tackkett has been removed from all Course accounts. All checks must be signed by Ron Spencer and Bob McAfee. Brian Lawson can make deposits.

 b. The board is actively looking for a new course manager.

c. A motion was made by Jim Hackney and seconded by Bob McAfee to approve the advertising package from KSN. The cost is $2750. The package is what we have done in the past. 7-0

9. Adjournment.

Respectfully submitted by Michelle Margeson, Board Clerk