



JUNIPER GOLF COMMISSION MEETING MINUTES

Date and Time: 25 August 2011; 2:00 pm

Location: Juniper Golf Course; 1938 SW Elkhorn Avenue, Redmond

Commission Members Present: Paul Klotz; Pam Garney; Don Noldge; Bill Saling

City Staff Present: Chris Doty, Director of Public Works; Summer Sears, Controller; Jason Neff, Finance/Budget Manager; Susan Bailey, Public Works Administration

CourseCo/Juniper Staff Present: Tom Bugbee, CourseCo; Bob Sommers, General Manager

Media/Others Present: None present

CALL TO ORDER

Paul Klotz welcomed the Commission and called the meeting to order at 2:00 pm.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

Saling moved to approve the minutes of 28 July 2011, as written, seconded by Garney, motion unanimously passed.

DISCUSSION/DECISION ITEMS

Monthly Update and Review of Current Budget

Sommers explained that July performance was solid with cart and range numbers up. Bugbee clarified that gift certificates are on the balance sheet and then expensed to the revenue category when they are redeemed.

Bugbee explained that wages will be distributed across the months and that the August financials will show a more accurate picture. Doty clarified how the accrual accounting method affects the budgeted and actual columns on the financials. Klotz asked for clarification on footnote B and Bugbee explained that savings were incurred from the cart delivery being delayed a month. Garney and Bugbee discussed taxes on the golf carts. Sommers explained that August trending is meeting budget.

Managers Report/ Operational Update

Sommers discussed the visit from the USGA Turf Advisory Service who provided a comprehensive analysis on condition of the course. Sommers indicated that the results of the tests were very favorable.

Sommers reported on current sales and marketing activities and noted that new Catering and Events Manager, Carol Burnett, has been out to visit local businesses and that she is working with the Expo Center.

Sommers explained that they are continuing to collect contact data at point of sale and have approximately 2,000 names. Sommers noted that the 4th of July event and the junior golf lessons have been successful.

Sommers reported that membership numbers have seen a steady progression. Bugbee suggested that capacity may be around 300 depending on the participation level of the members, and Sommers explained that they are still looking to see what the appropriate balance should be. The type of memberships going forward was discussed and will be evaluated further at the October meeting.

Klotz asked about the replacement of the range ball machine and Bugbee explained that they will look into replacing it in the spring. Doty noted that approximately \$15,000 in capital funds from the City are available. Bugbee explained getting a machine and building an enclosure.

Policy Discussion

Review draft policy to establish the parameters associated with the timing and the amount of residual cash transfer from the course accounts to the City's Golf Fund (Debt Service, Capital Outlay).

Doty explained the need for a clear and consistent policy to transfer cash to cover the debt service payment and other golf related obligations. He noted that a cash flow report would be prepared twice each year (January and July) and that one payment would be received in April of next year. Bugbee explained that there would be a 30% buffer to minimize the potential of having to ask the City for operating cash. He noted that the goal is to give as much money to the City as possible to cover debt service. Doty reviewed the 30% buffer and the quarterly process. Sears explained that the City has an account designated for the golf course for transferred funds until the debt service payment is made.

Noldge made a motion to approve the Cash Transfer Policy as presented; Garney seconded the motion. Klotz called for discussion.

Saling asked what would happen if there wasn't enough cash available. Doty explained that there would be special action by the Commission and the City Council, and that direct cost overruns were addressed in the contract. Doty and Sears discussed reserves for long term capital expenses and that there would need to be a prioritization process to determine if maintenance needed to be done or debt service paid.

Klotz called for a vote on Noldge's motion, the motion was unanimously passed.

COMMISSIONER/STAFF COMMENTS

Klotz called for additional comments and none were given.

PUBLIC COMMENTS

There were no public comments.

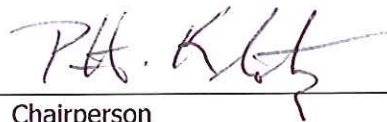
ADJOURN

There was no further business. The meeting was adjourned at 3:08 pm.

Next Meeting: The next meeting will be held on 22 September 2011 at 2:00 pm at the Juniper Golf Course.

APPROVED by the Juniper Golf Commission and SIGNED by the Chairperson this 27 day of

Oct., 2011.



Chairperson