



## **MONTGOMERY COUNTY REVENUE AUTHORITY**

**Board Meeting Minutes – Tuesday, October 23, 2018 9:10 a.m.**  
101 Monroe Street, Suite 410, Rockville, MD 20850

### **OPEN SESSION**

#### **Members Present:**

Stephen H. Edwards, Chairman  
David D. Freishtat, Member  
Andrew W. Kleine, Member  
Jonathan W. Powell, Member

#### **Members Not Present:**

Fariba Kassiri, *Ex-officio* Member  
Herbert L. Tyson, Secretary-Treasurer

#### **MCRA Representatives Present:**

Michael Boone, Chief Financial Officer  
Gayle Jamison, Secretary to the Board  
Keith Miller, Chief Executive Officer

#### **Guests:**

#### **September 25, 2018 Minutes**

A motion was made by Freishtat and seconded by Kleine to approve the open session minutes of October 23, 2018. Carried.

#### **FY19 Capital Improvement Program**

A motion was made by Kleine and seconded by Freishtat to approve the FY19 capital plan as presented and authorize staff to proceed with all approved projects. Carried.

#### **Other Business**

##### *First Tee Recognition*

Adam Fishman will be recognized as The First Tee of Greater Washington DC's Coach of the Year at an awards dinner tonight.

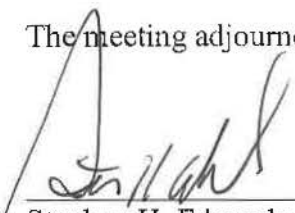
##### *Next Meeting*

The next Open Session meeting will be held in February of 2019 (date TBD).

*Closed Session*

A motion was made by Freishtat and seconded by Kleine to move into closed session to discuss a personnel matter involving an employee's performance. Carried.

The meeting adjourned at 9:18 a.m.



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Stephen H. Edwards  
Chairman



## MEMORANDUM

**TO:** Board of Directors

**FROM:** Keith Miller, PGA

**DATE:** October 23, 2018

**RE:** Capital Plan

### Capital Plan FY19

Each year the staff performs a comprehensive review of our long-term capital plan. Considering the weather impacts, the staff revised the current expenditures to include only necessary expenditures. Additionally, staff focused on the expense timing to manage cashflow.

### Financial Summary

The financial assumptions for the capital plan are based on a capital reserve of 4.5% of total revenues. Revenue projections are based on FY19 budgeted revenue.

### 2019 Projects

-	<b><u>Needwood</u></b>	
o	Tee signage to correct yardage	\$4,000.00
o	Simulator software upgrade for parties	\$6,000.00
-	<b><u>Northwest</u></b>	
o	Install drainage #1 (old #10)	\$8,000.00
o	Green drainage #5 green add drainage #7	\$10,000.00
o	Pump station repairs	\$8,000.00
-	<b><u>Little Bennett</u></b>	
o	Replace dry hydrant system	\$40,000.00
o	Replace boiler	\$55,000.00
-	<b><u>Poolesville</u></b>	
o	repair failing asphalt	\$7,000.00
-	<b><u>Rattlewood</u></b>	
o	Rebuild irrigation motors	\$10,000.00
-	<b><u>Laytonsville</u></b>	
o	repair cart bridge #4	\$4,000.00
-	<b><u>Falls Road</u></b>	
o	Install awning to increase F&B space	\$24,000.00
o	Install drainage in #7, #12, #18	\$10,000.00
o	Replace 2001 heat pump	\$11,000.00
-	<b><u>Hampshire Greens</u></b>	
	HVAC unit replacement (20 years old)	\$5,000.00
	<b><u>Total FY19 Projects</u></b>	<b><u>\$202,000.00</u></b>

**Maintenance Equipment**

Total maintenance equipment purchases of \$225,000 is planned for FY 2019. See attached for complete list.

**Golf Carts**

In FY19 we will replace the Rattlewood fleet of 70 carts for purchase of \$236,700. Rattlewood fleet will be sent to Poolesville and Poolesville fleet will be traded in. This is the last of the electric cart fleets, which will allow us to replace carts on an as needed basis. The goal is to not purchase any carts in FY20 and replace Poolesville Fleet in FY21 to coincide with the opening of the new facility.

**Airpark Projects**

There are no planned projects for the airpark in FY19 to repay the money loaned to the airpark for the taxiway project.

**Proposed Board Motion**

Motion to approve capital plan as presented on October 24, 2018 and authorize staff to proceed with all FY19 projects.

### FY2019 Equipment Purchase Summary

Course	Product	Cost	Notes	Supplier
Falls Road	2 - used utility carts	\$ 10,000	replace two 11-yr. old Gators with off-lease carts (rust)	to be determined
	main wiring harness (rough mower)	\$ 3,000	replace full wiring harness on 4700 rough mower	Turf Equipment and Supply Co.
Laytonsville	pull-behind blower	\$ 7,000	replace 21-year old tractor blower with more efficient pull-behind blower	Finch Services
Poolesville	greens mower reels	\$ 3,000	replace greens mower reels on 2 primary mowers	Turf Equipment and Supply Co.
	used fairway mower	\$ 26,000	replace 19-year old fairway mower with off-lease unit	to be determined
	sod cutter	\$ 5,000	no sod cutter on site, typically need to borrow one at the same time everyone else is using theirs	to be determined
Rattlewood	fairway mower (used)	\$ 26,000	replace worst one of the 2 14-year old fairway mowers; in shop virtually every week for repairs	Turf Equipment and Supply Co.
Hampshire Greens	2 - used utility carts	\$ 10,000	replace two 12-year old utility carts	to be determined
	rough mower decks	\$ 3,000	replace 3 Sidewinder decks that have become unsafe to use	Turf Equipment and Supply Co.
	Greens roller	\$ 17,000	replace 10-year old greens roller with new one, twice as wide, for labor savings and improved tournament/outing prep	Finch Services
Sligo Creek	topdresser	\$ 7,500	replace defunct topdresser	to be determined
Northwest	4 - used Gator utility carts	\$ 20,000	replace 3 rusted out Gators with off-lease units	Finch Services
	rough mower	\$ 45,000	existing rough mower becomes secondary mower to extend life, purchase new mower; rare this year to get all rough	to be determined
Needwood	tractor	\$ 28,000	replace defunct 26-year old tractor	Gladhill Tractor
	used triplex mower	\$ 18,000	replace 18-year old triplex mower	Finch Services
	GPS system for sprayer	\$ 10,000	GPS system with individual nozzle control for primary spray rig; save ~\$5,000 per year in spray applications	Site One
	truck	\$ 5,000	replace 2005 Chevy; needs new engine, been unusable for 2 months	Criswell Chevrolet
Little Bennett	fairway mower reels	\$ 2,500	replace Jake 1880 reels	Jacobsen
	verticutter units	\$ 4,500	purchase one set of verticutter units (LB has none); improve putting green consistency and quality	Turf Equipment and Supply Co.
	sprayer	\$ 26,000	replace 15-year old sprayer that gets heavy use	Turf Equipment and Supply Co.
Grand Total		\$276,500	\$ 225,500	

## FORM OF STATEMENT FOR CLOSING A MEETING

Location: MCRA Office, 101 Monroe Street, Suite 410, Rockville, MD 20850

Date: October 23, 2018

Time: 9:30 a.m.

Motion By: Freishtat

Seconded By: Kleine

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Stephen H. Edwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David D. Freishtat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrew W. Kleine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan W. Powell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Herbert L. Tyson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Statutory Authority to Close Session State Government Article §10-508(a):

- (1) To discuss:
- [ ] (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
- [■] (ii) Any other personnel matter that affects one or more specific individuals.
- (2) [ ] To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) [ ] To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) [ ] To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5) [ ] To consider the investment of public funds.
- (6) [ ] To consider the marketing of public services.
- (7) [ ] To consult with counsel to obtain legal advice on a legal matter.
- (8) [ ] To consult with staff, consultants, or other individuals about pending or potential litigation.

- (9) [ ] To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) [ ] To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
- (i) the deployment of fire and police services and staff; and
  - (ii) the development and implementation of emergency plans.
- (11) [ ] To prepare, administer, or grade a scholastic, licensing, or qualifying examination.
- (12) [ ] To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) [ ] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) [ ] Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

Confidential personnel matters

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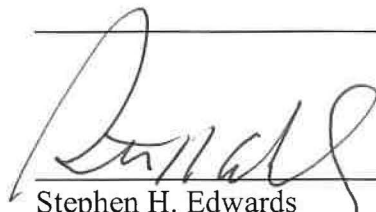
REASON FOR CLOSING:

To discuss personnel matters

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Stephen H. Edwards  
Chairman, Board of Directors  
Montgomery County Revenue Authority