



City of Longview

Recreation Office,
2920 Douglas
Longview, WA 98632

Minutes - Final

Mint Valley Golf Advisory Board

Wednesday, January 16, 2019

4:00 PM

Recreation Office, 2920 Douglas

1. Roll Call

Called to order at 4:00 pm

Attendance (Board Members/Staff): Rick Parrish, Ken Pence, David Schloss, Scott Knapp, Jim Nickerson, Kim Higgins, Ken Botero, Chuck Bergquist, Jennifer Wills, Melissa Harbour (kbotero@comcast.net)

Attendance (Constituents): Dave Grumbois

2. Approval of Minutes

Ken Pence moved to approve minutes from July 18, 2018, Chuck Bergquist seconded the motion. Motion passed.

[MN 19-0408](#)

MVGACMinutes07.18.18Draft

Attachments: [MVGACMinutes07.18.18](#)

3. Constituent Comments

N/A

4. Board Member Comments

N/A

5. Reports

5a. Golf Course Superintendent

Scott Knapp, Course Superintendent, reported on assistance provided for pro-shop cleanup and renovations. Scott also thanked Dave Grumbois and Ken Pence for their hands-on assistance with painting. New employees are currently being trained both inside the Pro-shop as well as on the maintenance crew. Storm cleanup is underway on the greens and in the rough. Mowing, equipment repair, and greens repairs are happening at present. Discussions ensued on the topic of the potential creation of an onsite cart washing station for personally owned carts. No resolution at this time.

5b. Interim Golf Operations Manager

Jim Nickerson, acting Pro-shop Manager, reported on the renovation of the pro shop and arrival of the new equipment such as the range picker, drinks cart, and golf cart fleet. The pro-shop will continue to be under renovated until the restaurant is complete, but they pro shop area is fully stocked with new inventory including clothing, shoes, grips, clubs, bags, etc. Additional inventory is on order. Clarification was provided on specific new range equipment purchases as well as additional mats, dividers and all other newly purchased range supplies.

5c. Director's Report

Jennifer Wills, Director reported on Quarters 3 & 4, 2018 Play & Revenue and distributed said reports. Mrs. Wills also reported on actual numbers for month to date revenue for January including the same time frame for the last four years. Initial revenue and round numbers coupled with the current weather forecast has started the year off strong. The committee would like to see Golf Now provide weather day specific play reports moving forward.

[19-5754](#)**2018 3rd & 4th Quarter Play & Revenue Reports**

Attachments: [3rd Qtr. 2018 Play & Rev Report.pdf](#)
 [4th Qtr. 2018 Play & Rev Report.pdf](#)

6. Old Business

N/A

7. New Business**7a The First Tee- South Puget Sound**

Highlights:

- *March 16th clinic, \$20, introduction to golf and snack followed by informational session for parents*
- *Coaches are recruited, vetted and funded directly through First Tee*
- *First Tee offers scholarships for youth unable to pay for the program*
- *April 15th – May 19th is the first session*
- *Looking for volunteers to help would with the sessions*

7b. 19th Hole Restaurant

Highlights:

- *New layout, design and construction*
- *Equipment purchases*
- *Cold cooler food items to be sold*
- *Submittal of draft plans for restaurant to Cowlitz County Health Department*
- *Liquor license has been procured, waiting on health permit*

7c. Future Plans & Events

A 2019 Mint Valley Golf Association (Combined Men's and Women's Clubs) tournament schedule was distributed for discussion. League play and business involvement was discussed for future consideration. An audit of other course's tournament guidelines will take place.

[19-5753](#)**2019 Golf Tournament Schedule**

Attachments: [2019 Golf Tournament Schedule.pdf](#)

7d. Season Pass Sales

The Annual Pass Sales price list, guidelines and application information was distributed and discussed at length, specifically the current cost of a junior pass.

[19-5752](#)**2019 Season Pass Application & Flyer**

Attachments: [Mint Valley Annual Pass Sales.pdf](#)
 [2019 Season Pass Application & Flyer](#)

7e. New Equipment

50 (20 electric, fully enclosed, USB port) new carts, drinks cart, range equipment, and new range picker have arrived as well as full array of pro shop merchandise. Golf Now Cloud Based Point of Sale System, which will replace Szen in March 2019 is on order as well.

7f. Questions/Discussion about Management Transition

The Board discussed some of the difficulties for golf patrons during the management transition. The only aspect for golfers that has not been smooth is the carry over of gift certificates from previous management. All passes (annuals, punch passes, and range passes) are able to be honored, but gift certificates purchased from the previous contractor were unable to be negotiated and therefore are unable to be honored by the City. The previous contractor states that he will honor anyone who reaches out to him for either reimbursement or the purchase of golf equipment.

Management Transition - Jim Nickerson is currently the interim Pro-shop Golf Operations Manager. The position will open officially in the next few weeks and will include a panel interview as well as the potential for board input. Rick Parrish and Ken Pence both expressed interest in participating in the hiring panel.

8. Adjournment

*Meeting adjourned at 5:04 PM
Next Meeting Scheduled for April 17th, 4:00 PM, Recreation Office*