

NORTH FORK POOL, PARK AND RECREATION DISTRICT
February 12, 2024
Location: District Office at 333 Miner's Way, Hotchkiss CO 81419

BOARD MEETING Minutes

I. Call to Order

The meeting was called to order at 6:04.

II. President's Review of Agenda

The Agenda was unanimously approved.

III. Roll Call & Excuse Absent Board Members

Dan Ihnot and Scott Shishim were absent and excused.

IV. Approval of Last Meeting's Minutes

Motion to approve the minutes of January 24– Sven made a motion to approve minutes; 2nd – Becky. The Motion passed.

V. Pay Bills

Motion to pay the bills* – Becky motioned Sven 2nd. The Motion passed.

*Stephanie will check w/ Double J on prices of port-a-potties or other companies for use of months.

VI. Public Appearance.

No public appearances this month.

VII. Presentation of Staff Reports

a. Program Coordinator – Max Heepke

- i. Soccer is wrapping up 89 registered as of today as of last year there were 95. Registration closes 2/18.
- ii. Scholarship questions for soccer (no policy at this time) \$40, Peace circle, exchange of services.
- iii. Planning of Picklefest 2024 ramping up.

b. Aquatics Manager – Mary Smith

- i. American Red Cross Training Provider agreement renewed for 3 years.
- ii. Status of USAA Swim Lesson grant we submitted still pending.

c. District Administrator – Stephanie Bureau

- i. Streamline development of website underway w/ target of March release.
- ii. Interview/vetted 3 graphic designer and obtained prices. Selected Erick Ingraham, a graphic designer living in Paonia, to complete the majority of District's graphic work. Patrick Liberty, who did so much work on Picklefest, has a design team. We can use Patrick's team to develop merchandise, clothing or other material when we need it. The third candidate is starting her career and does not have the depth of experience we need.
- iii. Board clerk information provided to 3 individuals and date but no one has taken the position.
- iv. Wage history and wage review within western CO completed and results collated in a Wage History spreadsheet (see item in New Business).
- v. (MOVE TO OLD BUSINESS as it relates to Master Plan action) Request board to define parameters for managing priorities for District operations.

Becky: for 2024 season our priority is to sustain and maintain the established programs, along with our commitment for the Miner's trail. The public is not aware of how the District works and what resources exist to both support existing programs and explore supporting new program/asset requests. With the addition of new staff members and the assets the District created to date, Stephanie has spent necessary time establishing policies, shoring up the District's position should any public interface require examination.

Michelle: Could we approach the High Country Shopper and showcase the District as a Spotlight business? In addition to the email campaigns, it is another way to share with the public what the District does.

Sven: Ballot of what are the top 3 priorities of the year from each Board Member. Each Director can email Stephanie their selected priorities, selected from the Master Plan, by next meeting.

Stephanie will update the master plan grid so we can better see what we have done, what is ongoing, and what is remaining.

d. Committee Administrator (No Activity this month)

VIII. Old Business

- a. Installation shade structure(s)/solar – still pending completion of electric hook up. Niki completed sign design and ordered signs on January 8th.
 - i. Sven: Electrical panel is highly customized, which is causing delays in manufacturing. The electrician is working on issues and potentially revising design (Voltage issues) to simplify.
 - ii. Property and Liability Insurance added (increase of \$405 annually for coverage).
- b. Potential land purchases –
 - i. Georgeanne Lillie & siblings declined purchase offer. Their decision is not related to price. They realized they do not want to part with their inherited property. They restated their authorization to access their land for flood mitigation purposes. Georgeanne restated their request that the District not solve flood mitigation by creating water management issues for neighboring properties.
 - ii. Kelly Spadafora, a former Board President as well as donor to the Rec District, stopped by to drop off items and engaged in a conversation with Stephanie regarding water management. Per Kelly, a plan to manage the '100 year flood,' was put in place with applicable infrastructure before the ballfields were constructed. Per Kelly, the sole structure they were unable to address was replacing the existing culvert with a larger, 24" culvert as it required going under Miners Way and they could not obtain approval. Kelly stated there should be no water running off the fields. Kelly pointed to the likelihood that plans exist, in the District office, for the water management or possibly Randy Fender, who participated in the design, has those plans in his archives. Stephanie will research. Kelly stated she would come speak to the Board to explain the plans. She additionally mentioned cleaning/clearing of the pond to ensure water flowed smoothly each season.
- c. Additional lab acquisition (T.W. Stites) – Sven
 - i. Refer to map in packet, which Sven provided for this discussion. T.W. Stites, owner of neighboring land parcels was connected to Sven, via Bob Panetta, a local realtor. T.W. met with Sven and Stephanie on Feb 1st to discuss options relating to two portions of his land, that abut District trails.
 1. The first is an ~11.67 acre piece east of the District trails.
 2. The second is a smaller piece which it is likely the BLM would be more interested in pursuing. T.W. expressed he was open to several options as it would mitigate a time commitment, on his part, to develop the land to sell outright.T.W. mentioned estimating a value of the undeveloped ~11.67 acres at \$150, using information he obtained from Bob. T.W. mentioned several options for the land, involving grants, donations, conservation easements. T.W. and his family are great supporters of the District and genuinely would like to support it. Crystal, T.W.'s wife, was a swim instructor at the pool in 2022.

No specific course of action can be determined as 2 Board Members are absent tonight. Stephanie will notify T.W. of the need to table the discussion until a) the full Board is present and b) the Directors clarify their priorities for the year. Sven expressed

his concern that T.W. would move on to another solution and we could lose the possibility of entering into an agreement for the property.

- d. Miners Trail Signage
 - Board reviewed signs within meeting packet and approved the recommended signage, understanding further discussions with the full Miners Trail committee is on-going.
- e. Crawford Multi – Purpose Pavilion
 - Stephanie and Lenore attended a meeting with the larger committee on January 25th. During the meeting, it was revealed the request originally presented to the District for a shade covering for the Crawford basketball/tennis/pickleball court located at Crawford Town Hall, has evolved to a project to build a multi-purpose pavilion. Stephanie informed the group the District cannot sponsor a project/grants that are not recreation centered. Stephanie restated the NFPPRD Board is likely unable to act as a grant sponsor/submitter if the project exceeded \$120K as CO Special Districts are required to 'go out to bid' for any project with a value of \$120K or more. NFPPRD does not have the personnel resources to manage the bid process. We left the meeting with the full committee understanding NFPPRD would return only if a recreation grant was involved.
- f. Hotchkiss Home Plate Update (Registration/division of responsibilities, Fender Field replanting)
 - Stephanie summarized her conversation with Adam Camacho, who provided clarification of HHP's request.
 - i. HHP would appreciate continuing a conversation about the District completing registration, using our Sports Engine tool, for next season. We will need an MOU, specifying the exchange of funds.
 - ii. HHP would like to clarify the responsibilities for field maintenance at Crossroads Park. HHP has taken on the majority of field maintenance, including field painting, field base prep, etc. The volunteer coaches are completing hours of work and HHP has bought maintenance equipment (rakes, materials). Adam also expressed concern at the inevitability of keys passed out but not returned.
 - 1. Stephanie asked the Board for agreement that NFPPRD is responsible for infrastructure related items, such as field maintenance, placement of safety padding, providing tools, etc. Essentially, if something is required to make the field usable and it is on NFPPRD property, the District should be providing it. The Board agreed, understanding this decision involves District resources and time.
 - 2. Adam reported he's received notice the T-ball fields, currently used by HHP, at the Delta County Fairgrounds, will be removed when the new Fairground playground work is underway. Adam did not mention it this year because they can play at the Fairgrounds for the 2024 season. Adam mentioned a term in the existing HHP-NFPPRD agreement that T-ball could be played at Crossroads. We need to work this out for the 2025 season.
 - iii. HHP does not feel they can lose the use of Fender field for reseeding in the 2024 season. Adam proposed they could limit their use of Fender field until games start in April. Because we need irrigation water for re-seeding or sod, we need to plan to address the replanting of Fender field for the fall. This is a capital outlay project.
- g. 2024 Budget documents recorded and distributed as mandated.
- h. Approve policies for compensation/specifically wage increases, performance reviews and purchasing polices.
 - i. Policies for these items were reviewed and no updates required. The specified policies are included in the meeting packet and will exist as part of the meeting minutes for this meeting.
- i. Consider motion to adopt RESOLUTION 2024-07 NFPPRD policies.
 - i. Resolution 2024-07 Establish Policies was approved and adopted.

IX. New Business

- a. Confirm Quality and Consistency Review for Performance Appraisals

- i. Becky stated, for the record, the Board is not involved in Performance Appraisal content, only the process.
 - ii. Sven asked 'when and how do we, as Board members, get involved in the Performance Appraisal process?' The clarification is only if the employee escalates their Appraisal through the dispute process, recorded in the District's policies. The Board can listen but will not alter the appraisal content.
 - iii. The members present agreed the Performance Appraisals prepared by Stephanie were prepared in an understandable and consistent manner.
- b. Review Executive Summary regarding Wage Increases and determine action.
The prepared Executive Summary is included in the meeting packet and will exist as part of the meeting minutes for this meeting. The Board agreed to take the actions recommended in the Executive Summary. Becky added the Hospital took the same action to review and adjust wages so having the District follow the same methodology made sense.
- c. Consider motion to adopt RESOLUTION 2024-08 Pay Bands by Position
Resolution 2024-08 Pay Bands by Position, establishing pay bands for each of the District's position, was approved and adopted. Becky motioned, Michelle 2nd.
- d. Paonia Skatepark – estimate received for additional work to condition surface
Phantom Concrete, LLC provided an estimate to condition concrete surfaces at the Skatepark for \$15,700. This was not discussed when the original bid/proposal was discussed. Stephanie will contact about future needs to maintain and does this needs to become a budget item. Town of Paonia is not offering to assist it is only in kind. Sven asks to be sure we are making clarification the estimate and how long it the estimate is good for. Tabled until next month.
- e. Tennis/Pickleball Courts in Hotchkiss
Tabled until next month, once Board members identify 2024 priorities.
- f. North Fork High School Grad Night Donation Request
Per District policy, 10-1 day pool passes, with a total value of \$50 donated for Grad Night.
- g. Select 2024 programs
Tabled until next month, once Board members identify 2024 priorities.

X. Marketing

Email campaign for 2nd half of January published with Board Member spotlight from Michelle and Scott.
 Email campaign (February) with introduction to Miners Trail and Friends of Miners Trail.
 February is American Heart Month.
 Email campaign (late February) will feature Board Member spotlight from Sven.
 Niki transferred history of ads/brochures/images/signs and other graphics and social media admin.
 Mary heading booth at North Fork EMS sponsored Health and Wellness Fair on March 23

XI. Treasurer Report

XII. Next Meeting 3/18/24

XIII. Adjourn

Respectfully submitted, Michelle Pagone, Board Secretary

Approved*: Rebecca Eta Dated: February 12, 2024

*Original signature on file at District Office at 333 Miners Way, Hotchkiss CO 81419