

NORTH FORK POOL, PARK AND RECREATION DISTRICT
August 17, 2026- 6:00PM
Location: District Office at 333 Miner's Way, Hotchkiss CO 81419

BOARD MEETING AGENDA

This agenda is preliminary and may be amended by vote of the Board at the meeting.

I. Call to Order

- It was noted that Becky would record the meeting so that it could be sent over to Kaydee who was not able to be present.
- All members agreed for the meeting to be recorded.

II. President's Review of Agenda

III. Roll Call & Excuse Absent Board Members

- Scott was the only member noted as absent and had previously let the board know he would not be able to attend.

IV. Approval of Last Meeting's Minutes

- The minutes from the previous meeting were reviewed, with members noting no major changes needed.
- A motion to approve the July 2026 minutes was made, seconded, and passed unanimously.

V. Treasures Report, Pay Bills

- Financial Reports & Online Payments: Financial summaries and bills were sent out via email early in the month. The board discussed the ongoing shift toward the online payments via Visa and QuickBooks, noting that monthly statements separate Visa charges from detailed transaction pages.
- Revenue & Tax Highlights:
 - The district experienced a high-income month, notably receiving \$58,000 from the county clerk for general property tax revenue.
 - Checking account interest earnings remained high, and general admissions for July hit \$7,506.
 - Program fee highlights included \$360 for private swim lessons, along with strong revenues from swim classes, lifeguard training, locker rentals, and sports registrations (Hotchkiss Soccer, Paonia Soccer, and Hotchkiss Flag Football).
- Major Expenses & Liabilities:
 - A \$13,000 Department of Treasury expense was reviewed, which accounts for withheld payroll taxes for employees.
 - Capital outlays included the initial Brookstone check for facility improvements, as well as a \$3,700 expense for a carbon monoxide pest management device.
 - Pre-paid insurance expenses and specific liability account adjustments (such as annual board/worker's compensations insurance paid in December for the following year) were reviewed.
- Payrolls & Staffing Costs: July included three pay periods instead of two, causing higher payroll totals, increased 941 withholdings, and elevated treasurer fees paid back to Delta County.
- A motion was made, seconded, and carried to approve the bills and financial reports as presented.

VI. Public Appearance – 5 minutes per person

- There were no public appearances recorded for this meeting.

VII. Presentation of Staff Reports

- District Administration– Dan Ihnot, Elsie Edstrom
 - i. "Good Things" - Staff Appreciation Celebration.

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- Discussion of the successful staff appreciation gathering modeled after previous staff parties, nothing that including all staff and lifeguards went very well.
- ii. Pay Band research, job description update.
 - Addressed pay band research, job description updates, and potential Human Resources consulting to review employee handbooks and policies.
- iii. Baseball field reseeding – Chris and Dan
 - The fields located in the back area were successfully reseeding my Brookstone in the heat of summer.
 - They have returned multiple times to assess the sprinklers and adjust the watering schedule.
 - There has been good coordination between the seeding work and Greg Zongker and that ensured that groundskeeping operations ran smoothly without any perceived friction.
 - Chris closely managed the mowing, seeding, and watering, which was further supported by having Ian on-site to handle small detailed tasks like applying nitrogen or treating specific chemical needs.
- iv. Staffing and HR – onboard/offboard streamlining, HR consultant
 - The district has been discussing the need to streamline staffing, onboarding, and human resources processes, especially since a large portion of current training focuses heavily on lifeguards and swim teachers rather than administrative procedures and handbook rules.
 - Elsie mentioned a contact who does HR and finance consulting for a valley nonprofit, noting that they brought in a consultant to review their employee handbook and standard operating procedures.
 - This consulting option was noted as an eye-opening way to address liability possibilities and improve organizational efficiency at a reduced rate.
- v. Audit Exemption Approval
 - While referenced as part of broader financial and administrative oversight items, the district handles routine compliance tracking alongside its ongoing accounting practices, capital improvement tracking, and pre-paid expense adjustments.
- vi. Letters of Support
 - Addressed as part of ongoing administrative communications and community alignment efforts to support district initiatives, program expansions, and recreational grants.
- Program Coordinator – Max Heepke
 - i. Fall sports registrations are running smoothly. Max successfully utilized postcard mailers sent out to community members to drive sign-ups, which proved effective.
 - ii. Coaches meetings have been set for August 18th.
- Aquatics
 - i. Operating hours transition to reduced hours starting August 17 through September
 - The aquatics facility shifts to a reduced schedule beginning August 17, which continues through the month of September as the summer season wraps up.

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- Despite the reduction in hours, overall summer aquatic programs—including private swim lessons, swim classes, and lifeguard training—showed strong participation and net revenues.
- Concession revenues for pool operations were noted as exceptionally strong (up significantly for the season), reflecting high visitor volume during the peak summer months.
- ii. The 3rd Lifeguard training cancellation was discussed along with manager check-ins
 - The board and staff reviewed the cancellation of the third scheduled lifeguard training session.
 - Regular check-ins with aquatic managers took place to ensure proper staffing levels, monitor chemical and supply inventories, and manage facility maintenance as operations transition out of peak summer demand.
- Facilities Manager – Chris Straub
 - i. Chris has been focusing on fall sports preparations, turf maintenance, and safety upkeeps.
 - Chris Straub managed extensive preparations for upcoming fall sports, coordinating with team schedules and ground requirements.
 - Turf maintenance involved overseeing the baseball fields and general grounds, working closely with external contractors like Brookstone to monitor sprinkler watering schedules (which adjusted from 12 minutes down to 4 minutes four times a day).
 - Routine safety upkeep, general cleaning, and property maintenance tasks were handled efficiently to keep the sports complex and pool area functional.
 - ii. Leak Detection and been scheduled for September 10th, Painting contractors research
 - Formal leak detection for the facilities was officially scheduled to take place on September 10.
 - Staff also conducted research into local painting contractors to evaluate bids and handle upcoming facility touch-ups and maintenance.
 - iii. Crossroad sign placement, Additional signs
 - The board reviewed the physical placement of crossroad signs around the park and recreational district to improve visitor navigation and traffic flow.
 - Discussions included identifying areas where additional directional or informational signs are needed for guests.
 - iv. Prairie Dog Mitigation
 - The board reviewed active prairie dog mitigation efforts across the district grounds.
 - This included tracking the use of the newly approved carbon monoxide pest management device (purchased for approximately \$3,700) to safely and effectively manage the pest population on the property.
- Committee Reports (no activity this month)

VIII. Old Business

- Nature Connection –
 - i. The board reviewed updates regarding the Nature Connection partnership and ongoing programmatic initiatives.

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- ii. Discussions touched upon capital and operational alignment to ensure the collaboration continues smoothly without impacting district resources.
- **Administrative Assistant Duties and Description**
 - i. The board evaluated the evolving scope of the administrative assistant position, particularly given the heavy operational workload during peak seasons.
 - ii. Discussions focused on ensuring clear division of duties between administrative tracking, scheduling, and supporting daily facility operations.
- **Pay Band Update**
 - i. The board discussed the status of ongoing pay band research and structural adjustments for district positions.
 - ii. This ties into broader efforts to update job descriptions, streamline hiring, and evaluate compensation fairness across various roles within the district.

IX. New Business

- **NFPPRD Policy 15.10 Smoking – revision/update – Include vaping and those legally able.**
 - The board reviewed proposed revisions to District Policy 15.10 regarding smoking on district properties.
 - Discussions focused on explicitly incorporating electronic cigarettes and vaping into the existing prohibition guidelines.
 - Clarifications were also made to address language concerning individuals legally permitted under relevant age or statutory provisions.
- **Cell Phone Reimbursement Policy – Discussion.**
 - The board held an open discussion regarding current practices for cell phone usage and potential structural reimbursement policies for applicable staff.
 - The goal is to establish clear and consistent guidelines for handling communication-related expenses across district personnel.
- **NFPPRD Policy Review Committee – Creation discussion**
 - The board discussed the potential creation and formal establishment of a dedicated NFPPRD Policy Review Committee.
 - This committee would be tasked with systematically evaluating, updating, and streamlining district policies, handbooks, and standard operating procedures to reduce liability and improve organizational efficiency.

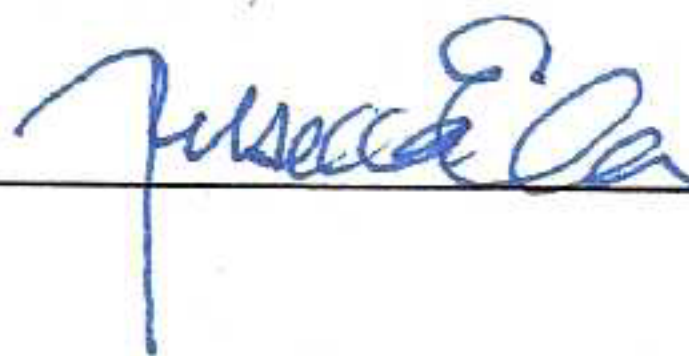
X. Next Meeting

- The next regular board meeting is scheduled for September 21st.

XI. Adjourn

- A final motion to adjourn the meeting was made and approved.

Approved: _____



9/21/26