

**BOARD MEETING AGENDA**

The Board of Directors of the North Fork Pool, Park and Recreation District (NFPPRD) met in person on April 15, 2024.

**Board Members Present:** Becky Ela, Sven Edstrom, Michelle Pagone, Scott Shishim, Dan Ihnot

**Others Present:** District Administrator Stephanie Bureau, Board Clerk Nan Romane

**I. Call to Order**

The meeting was called to order at 6:00pm.

**II. President’s Review of Agenda**

The Agenda was approved.

**III. Roll Call & Excuse Absent Board Members**

All Board members present.

**IV. Approval of Last Meeting’s Minutes**

Scott made a Motion to approve the minutes. Michelle seconded. The Motion passed.

**V. Pay Bills**

Sven made a Motion to pay the bills. Dan seconded. The Motion passed.

**VI. Public Appearance**

No public appearances this month.

**VII. Presentation of Staff Reports**

- Program Coordinator – Max Heepke
  - i. Soccer is underway and going well
  - ii. Swim lesson registration opened this morning
  - iii. Completed initial meeting for Pickleball tournament scheduled for October 12<sup>th</sup> with The Learning Council
  
- Aquatics Manager – Mary Smith
  - i. Mary and Max enjoyed the Wellness Expo on March 23<sup>rd</sup>
  
- Facilities Manager – Chris Straub
  - i. Met with Adam Camacho for Hotchkiss Home Plate on April 3<sup>rd</sup>, worklist underway
  - ii. Completed burning of piles from last summer (as fire department did not want to use piles for their fire training.)
  - iii. Initiating irrigation, including checking pumps, sprinkler heads, etc. Carpenter pond is still filling, not ready to use yet.
  - iv. Pool will be ready by May 20, 2024
  
- District Administrator – Stephanie Bureau
  - i. Completed 2023 Audit Exemption report & request with Joe Hood
    - Waiting to hear if District is granted an audit exemption
    - The Office of the State Auditor’s Local Government Audit Division tracks about 4,000 Colorado local governments for compliance with the Local Government

**NORTH FORK POOL, PARK AND RECREATION DISTRICT**  
**April 15, 2024– 6:00PM**  
**Location: District Office at 333 Miner’s Way, Hotchkiss CO 81419**

Audit Law [Section 29-1-601, et seq., C.R.S.], which requires submission of an annual independent financial audit to the State Auditor.

- ii. Participated in presentation to DMEA Board for capital funds request with The Nature Connection and North Fork High School. Funds of \$21,000 were granted, with the majority going to High School outdoor classroom, with some funds toward Miner’s Trail.
  - iii. Met with DOLA Regional Manager Dana Hlavac, via telephone to inquire about process of applying for Planning Grant or other DOLA funding. Dana clarified:
    - o Planning grant needs to be matched dollar by dollar;
    - o Starting point, to clarify specific needs of NFPPRD, is to meet with and possibly contract with Christopher Endreson, the West Slope Coordinator for University Technical Assistance Program. The contract is approximately 5K.
    - o Until a discussion with Chris occurs, we do not know what product they provide and the value of that product. Stephanie will have the meeting with Chris and obtain clarification about the process and product UTAP provides.
  - iv. Visited Montrose Rec District on April 2<sup>nd</sup> with Mary and Max, very productive and informative. Montrose Rec District represents a greater population than Hotchkiss, thus has more property value funds, from mill levy. Their annual budget is significantly larger allowing them updated infrastructure, gym equipment, more personnel (they have 85 lifeguards, grant writer, financial analyst), and programs.
    - A significant take away from the visit was the realization that NFPPRD accomplishes strong offerings on our community with the budget and resources we manage.
    - o Suggestion for District to join National Parks Association that can assist with setting up scholarship/financial aid fund, policies.
  - v. Responded to community concern for safety of Paonia skatepark regarding hairline cracks. Determined concrete is performing exactly as anticipated.
- Committee Reports (no activity this month)

**VIII. Old Business**

- Potential land purchases – (T.W. Stites)
  - i. If we are able to obtain funding assistance, T.W. suggested we create a letter of intent
- Miners Trail – next meeting Friday, May 3<sup>rd</sup>
- Hotchkiss Home Plate – Chris and Stephanie met with Adam Camacho on April 3<sup>rd</sup>.
  - i. A worklist and supply list resulted from the meeting.
  - ii. The existing MOU must be re-visited but the go-forward agreement is NFPPRD should manage and provide infrastructure related items such as field materials, field maintenance equipment, essentially anything that remains on the ballfields and is used for play. HHP will manage materials which could be taken away for a travel game (balls, bats, helmets, etc). HHP remains willing to participate in ballfield readiness for games.
  - iii. By request, we added more handicap parking. We confirmed the additional parking does not block any fire lanes.
  - iv. When the budget for 2025 is developed, items relating to ballfields must be considered. What is becoming evident is there is a 1 year, 2-year, 4 year and 5+ year rotation of equipment. Items such as AED’s, field equipment such as rakes, drag mats, and other items must be examined each season and assessed for replacement. Some items, such as AED’s are very expensive but essential for safety so must be evaluated each budget season.
- Crawford Pickleball – additional portable net obtained and provided. Storage trunk ordered

NORTH FORK POOL, PARK AND RECREATION DISTRICT  
April 15, 2024– 6:00PM  
Location: District Office at 333 Miner’s Way, Hotchkiss CO 81419

- Partners Mentoring Youth Donation provided

**IX. New Business**

- Soccer Coach and Referee reimbursement policy.  
Michelle moved to establish policy for reimbursing soccer coaches and referees who staff NFPPRD soccer program, Becky second. Dan recused from voting, due to being a coach. Motion passed.
- Budget – SB238 Backfill  
District receiving \$22,722 to go in General Fund by next month.
- Capital expenditures – replace pool stairs, additional shed, tractor cover.
  - i. Board agreed to expenditure for pool stairs approximately \$9,000.
  - ii. Discussion to provide guards with a break area separate from pool office to reduce congestion. The structure must be close enough for guards to respond if emergency.
    - After significant investigation for options, the most efficient and timely option may be a shed, which the guards will use while on break and to store their personal items. This shed could then be repurposed as a storage unit for the District. The Board agreed to investigating a shed for up to \$15k.
  - iii. Obtaining an estimate for the tractor cover is underway.
- Master Plan – next step.
  - Planning grant is \$25K and District can apply for it, but have to match it dollar for dollar up to \$25K.
    - Need to get a technical evaluation, that cost \$5K. We talk the team through all that we want to accomplish. They come up with a report, that is then sent to DOLA, and at that point, we can start applying for DOLA money for different things.
  - There are avenues of funding through other entities. Suggested there are other resources to embark upon besides DOLA grant that focus on recreation. Having a planning grant would create a container by which we could then start pulling in the experts in an efficient and expedited way. We have a Master Plan that is gigantic.
  - The priority for the next four months is the pool, soccer, baseball. We want to be sustainable and safe.
  - Board agreed to table this topic until after the summer season and then reprioritize.

NORTH FORK POOL, PARK AND RECREATION DISTRICT  
April 15, 2024– 6:00PM  
Location: District Office at 333 Miner’s Way, Hotchkiss CO 81419

**X. Marketing**

Email campaigns and ads in April will feature Mary and advertise for Assistant Pool Manager and Customer Service Attendant positions

- Interested parties have responded to Concessionaire position (Drive-Thru-Brew)
- Seeking commercial cleaning company for the pool building

**XI. Treasurer’s Report**

Dan read the April, 2024 Balance Sheet

**XII. Next Meeting** – May 20, conflict with North Fork High School graduation, should we re-schedule?

Board decided to change the next Board meeting to May 13, 2024.

**XIII. Adjourn**

The meeting was adjourned at 7:38 pm.

Respectfully submitted, Nan Romane, Board Clerk

Approved\* Michelle Pagone Dated April 15, 2024

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