

**North Fork Pool, Park and Recreation District
Board Meeting Minutes
June 15, 2015**

The Board of Directors of the North Fork Pool, Park and Recreation District (NFPPRD) met on Monday, June 15, 2015 at the District office in Hotchkiss.

Board Members Present: Mr. Ulrich Lange, Mr. Ken Butcher and Mrs. Kathryn Oxford.

Board Members Absent: Mrs. Teresa Driscoll and Mrs. Debra Faulkner.

Others Present: Mrs. Gloria Crank, Board Clerk, Mrs. Lenore Cambria and Mrs. Esther Koontz, District Administrator.

Mr. Lange called the meeting to order at 7:05pm.

Review of Agenda: No changes were made.

Minutes: Mrs. Oxford moved to approve the meeting minutes of May 18, 2015 as presented. The motion was seconded by Mr. Butcher and the motion passed.

Mr. Butcher moved to approve the minutes for a special meeting held on June 4, 2015. Mrs. Oxford seconded the motion and the motion passed.

Bills presented: After discussion, Mrs. Oxford moved to approve the bills as presented. The motion was seconded by Mr. Butcher and the motion passed.

Public Appearance: There were no public appearances.

Pool Report: Mr. Cranor was not in attendance. Mrs. Koontz informed the Board that the pool start-up has been completed and everything is working as it should. Swim classes have started and are being well attended. In addition, water safety aid classes were completed with 9 students attending and 6 new lifeguards have been certified.

Old Business –Media Ads: Mrs. Crank stated that no new media ads have run, with the exception of the job opening ads that had been placed by Mrs. Koontz. Website has been updated and the Facebook page has been maintained.

Old Business – Park Entrance: Mrs. Koontz announced that Hotchkiss High School students have completed the sign for the park entrance and Mr. Lange stated that he will arrange for the installation. Mr. Lange also suggested that an informational sign be placed on Highway 92 indicating the location of the pool. It was decided that the Colorado Dept. of Transportation be contacted to obtain signage. Mrs. Crank will get contact information and forward to the Board.

Old Business – Skate Park: Mrs. Koontz informed the Board that the lease renewal was approved by the Town of Paonia at their last regular meeting. Mr. Lange will continue to pursue someone to talk with regarding the components in the park. Mr. Lange also suggested that a bench would be useful in the area of the pickle ball courts but no action was taken.

Old Business – Update on Pool Manager Position

Mrs. Koontz informed the Board that no new applicants have applied for the Pool Manager position. There was discussion about whether to split the job into two separate positions, one being mechanical and the other to handle pool staff and operations. Mrs. Crank was asked to use the current advertising criteria and expand the distribution via whatever internet opportunities are available. Mrs. Cambria mentioned an employment website called Indeed.com and Mrs. Crank will research it. Mrs. Koontz will continue to run the print ads.

Administrators Report:

Correspondence: Mrs. Koontz presented a copy of the Families Plus newsletter, a thank-you note for the Beta Sigma Phi for a donation and a solicitation from the Hope West Gala committee for a donation to the silent auction at their 2015 fundraising event. The Board agreed to donate a 20 day punch pass. No vote was taken.

2014 Audit: Mrs. Koontz stated that she has received the packet from the auditor to initiate the 2014 audit. Mrs. Koontz also informed the Board that due to recently passed legislation, special districts with an annual budget of less than \$750,000 are no longer required to have annual audits. After discussion with the auditors, it was suggested that the Board obtain annual reviews for 2 years and a full audit every third year. A full audit for 2014 will be performed and the Board will decide next year, whether to have just the review.

Bank Accounts: Mr. Lange announced that Mrs. Lenore Cambria has been hired as the new District Administrator and she will replace Mrs. Koontz. The Board authorized Mrs. Koontz to have Mrs. Cambria added as a signatory on all existing bank accounts and Mrs. Koontz indicated that new signature cards would need to be signed.

Pool Concession Stand: Mrs. Koontz informed the Board that the lifeguards are running the concession stand this year, under the supervision of Mr. Cranor, the Pool Manager. They are only opening the concession stand during one afternoon break and closing it after all the kids have been served and that seems to be working fine.

Ambulance Association: Mrs. Koontz reported that she attended a recent public meeting sponsored by the North Fork Ambulance Association and that she had a discussion with Kathy Steckel, the Executive Director regarding the kids train that they provide at different events. Mrs. Koontz suggested that they might want to bring the train to the pool as a celebration at the end of swim lessons. There was discussion regarding whether it is appropriate to have the Association charge a fee for the train rides. The Board indicated that was fine and Mrs. Koontz will make the arrangements with the Association.

Treasurer's Report: Financial figures were presented by Mrs. Koontz, showing the District is operating "in the black". There was discussion that pool passes and punch cards are down but swim lesson attendance is up.

Report from Clerk: None

Mr. Lange adjourned the meeting at 8:05pm.

Respectfully submitted,
Gloria Crank, Board Clerk

Approved: _____ Dated: _____

Action Items:

- Mrs. Crank will continue online advertising for a Pool Manager.
- Mr. Lange and Mr. Butcher will arrange for sign installation for the new Crossroads Park sign.
- Mrs. Crank will obtain contact information for a CDOT representative and forward to Mrs. Cambria.
- Mr. Lange will pursue discussions with local skate park users regarding new installations.
- Mrs. Koontz will contact the North Fork Ambulance Association and arrange for their train to come to the pool.
- Mrs. Koontz will have new bank signatory cards prepared and add Mrs. Cambria to all accounts.
- Mrs. Koontz will bring firm prices to the April meeting regarding the picnic shelter project.