

**NORTH FORK POOL, PARK AND RECREATION DISTRICT**  
**December 9, 2024– 6:00PM**  
**Location: District Office at 333 Miner’s Way, Hotchkiss CO 81419**

**BOARD MEETING MINUTES**

The Board of Directors of the North Fork Pool, Park and Recreation District (NFPPRD) met in person on December 9, 2024.

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

**Others Present:** District Administrator – Stephanie Bureau, Board Clerk – Ruben Santiago

**I. Call to Order**

Rebeca calls meeting to order at 6:02PM.

**II. President’s Review of Agenda**

The agenda was approved with the addition of two items: one under new business and another under old business.

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

There were no excused absences.

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

Dan makes a motion, seconded by Michelle, to accept minutes as presented. The motion carries unanimously.

**V. Pay Bills**

Sven makes a motion, seconded by Rebecca, to pay the bills as presented. The motion carries unanimously.

**VI. Public Appearance**

No public appearances.

**VII. Presentation of Staff Reports**

- Aquatics Manager – Mary Smith: completed Lifeguard Instructor training course in Lakewood, CO.
- Facilities Manager – Chris Straub
  - i. Flood mitigation projects – soccer and baseball fences moved; replacement of soccer field irrigation started but delayed due to weather
  - ii. Therapy pool and wader pool consultations completed – awaiting schedule from selected contractor.
- Program Coordinator – Max Heepke: Paonia Skatepark
- District Administrator – Stephanie Bureau
  - i. Inventory of all District assets, used for more than a single season, underway using software application Asset Tiger.
  - ii. Completed remediation to Board Minutes for 2023 & 2024 to ensure PDF compliance with accessibility standards.
  - iii. District Administrator job opening posted locally and nationally on INDEED. Stephanie provided the Board with an update on quality of candidate applications received and a possible two-person approach for the open position. There would not be much of an impact to the budget of this two-person approach is accepted due to the difference in pay rates. The Board is open to this modified operational model.
  - iv. Annual Performance appraisals for year-round employees completed. Stephanie recommends the Board re-consider syncing the Program Coordinator and Aquatics Manager salaries in future budgets. The Aquatics Manager’s duties are more complex due to the volume of direct reports of the summer season staff and the volume of activity at the pool. Stephanie advocates for a higher wage for the Aquatics Manager in future budgets.
  - v. Per Section 32-1-306, C.R.S. letter stating no changes to district boundaries filed with Division of Local Government, County Clerk and Recorder and County Assessor. (Required by Jan 1, 2025).
  - vi. Preparing new information for revisions to reporting Mill Levy Public Information per 39-1-125 C.R.S. (Required by Dec 15, 2024).
- Committee Reports (no activity this month)

**VIII. Old Business**

- Miners Trail – Sven  
Sven’s update included that the pedestrian bridge would be placed in January and working with Nature

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Connection to create spur between the two properties with the school district is hiring contractors for that work. Sven also received a recommendation the Town of Hotchkiss may have funds for sidewalks that could be used for the work between Nature Connection and the pool. Finally, Nature Connection contractor is doing drainage work right on property line, work on flow is being addressed for drainage.

- Flood mitigation – Sven & Becky  
Sven met with Luke McCrain of High Altitude Reclamation based on a referral from Max, who has excavator and is willing to help stabilize hillside & drainage issues. Potentially after approval, can start within the next few weeks. Sven presents map to indicate the area being discussed. Luke had an idea about moving a culvert and utilize a different option to eliminate a clogging point. Sven will speak with Chris about the work involved for phase 1. Potential cost of \$15k. Phase 2 would involve creating a berm around pool. Stephanie speaks to compressed areas the heavier trucks are causing while accessing the dumpster. Phase 3 involves asking Luke about costs to complete culvert work. The board proceeded to discuss additional concerns with budgeting and potential mess created by the work. But all spoke to the need of work to be done is necessary to protect the physical resources.
- Crawford Pickleball Club & Glenda Young – confirm next steps in providing 'Guidelines when Requesting Recreation Facility or Program Aid by NFPPRD.'  
Stephanie speaks to constructing web form on website and asks the board if it would be appropriate to reach out to the Club and Glenda to provide the guidelines. The board agrees this is a good time.
- MOU with Nature Connection – awaiting confirmation of approval from revised MOU from Jess Finnigan.  
Stephanie updates the board that they are still waiting.
- Hotchkiss Home Plate – revised MOU with recommended annual field(s) usage fee of \$500 and shared cost of 10% of Sports Engine annual subscription cost (\$799) in the amount of \$79.90 conveyed to HHP Board.  
Stephanie speaks to expenses incurred of \$500 and presented to Eva and their board. They came back to items already paid since NFPPRD is not receiving payment. At this point NFPPRD is waiting for a response from Hotchkiss Homeplate. TBD. Max is working on the requested registration form.

### IX. New Business

- 2025 Budget
  - i. Resolution 2024-12 Adopt Budget for 2025  
Rebecca makes motion, seconded by Michelle, to adopt Resolution 2024-12 for NFPPRD budget for 2025. The motion carries unanimously.
  - ii. Resolution 2024-13 Appropriate Sums of Money for 2025  
Rebecca makes a motion, seconded by Scott, to adopt Resolution 2024-013 for NFPPRD Appropriate Sums of Money for the 2025 budget year. The motion carries unanimously.
  - iii. Resolution 2024-14 Set Mill Levies for 2025 Budget  
Rebecca makes a motion, seconded by Scott, to adopt Resolution 2024-14 Set Mill Levies for 2025 budget year. The motion carries unanimously.
- Year-end Bonus Awards to year-round employees  
Stephanie reminds the board of the wage adjustments completed in 2024, noting distributing year-end bonus amounts are a now a function of 'over an above' performance and results. In reviewing hours budgeted vs. worked:
  - i. Chris worked 124 hours more than his budgeted hours due to taking on additional efforts for ballfield maintenance and flood mitigation. His effort and results warrant a year-end bonus.
  - ii. Max worked 288 hours less than budgeted, which impacted tasks Stephanie completed.
  - iii. Mary worked 323 hours less than budgeted, as she pushed more hours to the guards.
  - iv. The Board discusses hours left on table is concerning and questions if there is an issue of motivation/interest. The Boards spoke to making sure Max is aware of the concern during his review process as there may be a disconnect of what expectations are.
  - v. The board discussed potential bonuses, with Chris and Stephanie identified as the only candidates for a year-end bonus. Scott makes a motion, seconded by Dan, for maximum bonus for both Chris and Stephanie. The motion carries unanimously.

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- Soccer– Certifying referees.  
Stephanie spoke towards Max learning about online course for certifying soccer referees for \$40. District will pay for training for employees and non-employees via an online course.

Rebecca makes a motion, seconded by Sven, to create a policy to pay for the \$40 for an online referee course. The motion carries unanimously.

**X. Marketing**

Stephanie spoke to the 2025 year being the 30<sup>th</sup> anniversary of the pool. Speaks for ramping up to come up with additional programs, such as Father’s Day (free admin for the dads), giveaways, etc. Also reached out to Merchant Herald for articles. Targeting the original opening date as some sort of fanfare. Asks for input from board. Stephanie briefly speaks to historical highlights of pool.

**XI. Treasurer’s Report**

Dan presents the financials.

**XII. Next Meeting**

January 20, 2025

**XIII. Adjourn**

Rebecca adjourns the meeting at 7:33PM

Respectfully submitted, Ruben Santiago, Board Clerk

Approved\*                     *Rebecca Ta*                     Dated 01/20/2025

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