

**North Fork Pool, Park and Recreation District  
Board Meeting Minutes  
January 15, 2018**

The Board of Directors of the North Fork Pool, Park and Recreation District (NFPPRD) met on Monday, January 15, 2018 at the District office in Hotchkiss.

**Board Members Present:** Ken Butcher, Kim Egging, Kathryn Oxford, Uli Lange

**Others Present:** Lenore Cambria, District Administrator; Niki Richardson, Board Clerk

The meeting was called to order at 6:55 p.m.

**Review of Agenda:** The agenda was reviewed and approved.

**Board Absences**

Mrs. Sharer is absent because of an illness. Mrs. Oxford made a motion to excuse Mrs. Sharer, Mrs. Egging seconded it, the motion passed unanimously.

**Minutes**

The minutes of December 11, 2017 were reviewed. Mr. Butcher made a motion to accept the minutes with changes. Mrs. Oxford seconded, the motion passed.

**Bills Presented**

The bills were reviewed. Mrs. Oxford made a motion to accept the bills as presented, Mrs. Egging seconded, the motion passed.

**POOL REPORT**

**- Dave monitoring heaters and antifreeze level**

Dave is making sure we don't freeze pipes and pours antifreeze into the toilets.

**- Backflow prevention test Town requirements**

The town contacted our plumber, directly, twice, to make sure we do our backflow prevention tests. But we don't have water now! Dave met with the town and requested that they call us, not the plumber, and wait until summer when we have water again to do the backflow prevention test.

**OLD BUSINESS**

**- MOU with The Nature Connection Revision**

We had to sign a document that says we'll be the fiscal agent for the part of their grant which will be implemented on our land. This might mean we front the money and get reimbursed. Lenore will find out exactly what this means. Anita has changed part of the GOCO grant to say that they will work with us on the Inspire Grant. Now we need to sign it again. Mr. Lange said that we can't front \$70,000, so we would like clarification before we sign it.

Mr. Butcher asked who is responsible for maintenance? In the MOU, the Nature Connection is responsible for maintaining it with volunteers. Mr. Butcher is concerned that Lenore will have additional duties of incoming bills, outgoing payments and probably an accounting report.

**- Board election seats**

Lenore had to get clarification from Briscoe which term Mrs. Egging will be going for. In May of 2018, there will be 3 seats open for a 4-year term and one seat open for a 2-year term. After that, Mr. Butcher and Mrs. Oxford will be term limited after this next 4-year term. Mrs. Egging can decide to run for a 2-year OR 4-year term if Mr. Lange won't be running again. Whoever else self-nominate will take the one Mrs. Egging doesn't go for. We're wondering if there are term limits that will stop a person from finishing a 4-year term.

Self-nomination must be done by March 2<sup>nd</sup>. We'll put something on the website, Jim Briscoe will put it in the paper. We'll put it on Facebook and in an email blast. They need to live within our district boundaries. Mrs. Oxford will talk to Neil Schwiederman about running for a seat on the Board.

**- Fairgrounds Utilization Committee Meeting Report 1/8/18**

Mrs. Cambria went to the meeting. They gave reports from every group that was there. A portion of the inspire grant is going for a boat-ramp at the fairgrounds. They will build that in the Spring. The Rocky Mountain Elk Foundation will apply for a grant this month for ventilation in Heritage Hall. Nature Connection has hired two new directors. Mid-February they will start marketing the Fairgrounds to get more use. Trying to get WIFI everywhere. The next meeting is February 12<sup>th</sup> at the Maloney house and they're asking for more brainstorming for other fairground uses.

#### **NEW BUSINESS**

**- Laws Affecting Special Districts – policies to approve re: Colorado Open Records Act response, Communications Policy, Document retention, Agenda item added to officially excuse absences of Board members, Minors' Liability Waivers (swim lessons, & volunteers), Nursing mothers, Domestic Violence Leave**

At the first Board Meeting of the year, we need to decide the specifics of our meetings, where, when, and where we'll post the details. Mrs. Cambria typed up a proposal, Mrs. Oxford made a motion to accept the proposal, Mrs. Egging seconded, the motion passed.

Mrs. Cambria proposed a **Communications Policy** which details that any time they use our phone or computer, those communications are not private, but they may use these things. There is also a Nursing Mother's policy which Mrs. Cambria has created to add to our employee policies.

**Documents and Records** – we need to have a policy written and on the website how a person will submit a request for documents which are public records. We can charge a research and retrieval fee – the first hour is free, after that you can charge an hourly rate up to \$30 total. Mrs. Cambria is proposing charging \$20 and a per-page charge for photocopies. We have never registered with the state archivist. The Board signed the archivist form.

**Domestic Violence Leave** doesn't apply to us because we don't have enough employees.

**Minors Liability Waiver** for parents to sign for their kids to take swim lessons.

Mrs. Oxford made a motion to approve the records response policy, communications policy, nursing mothers policy and the records management document retention and destruction schedule as prescribed by the state archivist, Mr. Butcher seconded it. The motion passed.

#### **Public Appearance**

Anita Evans from Nature Connection came to visit with the Board.

Mrs. Cambria asked Anita about the fiscal agent thing. Because we own this property, our grant will be with GOCO. The money will go to NFPPR, we'll sign our grant, the money will come to us, then we'll pay the Nature Connection. Her understanding is that we ask for the money up front so we have the funds to make the payments.

Mrs. Oxford asked about the status of the pump track. Anita said that last she knew, Sven and Darnell (the excavator) were on it.

**- Approve Resolution to Appoint Designated Election Official and Authorize Designated Election Official to Cancel Election**  
We need to officially appoint the designated election official. Mrs. Cambria created official paperwork which will be signed at tonight's meeting.

#### **- Approve Deputy Designated Election Official**

We also need to approve Mrs. Cambria as the deputy designated election official in case he isn't available.

Mrs. Egging made a motion to approve Mrs. Cambria as the deputy designation election official, Mr. Butcher seconded it, the motion passed.

Mrs. Egging made a motion to approve Mr. Briscoe as the Designated election official and authorize him to cancel the election. Mrs. Oxford seconded, the motion passed.

All self-nomination forms will be turned in by March 2<sup>nd</sup>. May 8<sup>th</sup> is the election.

**- Approve Audit Exemption and Auditor Engagement Letter, Hays, Maggard & Hood**

We don't make enough money, so we can get an exemption. Joe Hood suggests we do a big audit on a year when we have more money – like when we receive a grant. We need to sign the letter of engagement to do the mini-audit. Then we sign the exemption form to have Hays, Maggard & Hood to prepare the exemption for us.

Mrs. Egging moved to approve the above two audit items, Mrs. Oxford 2<sup>nd</sup> it, all in favor, the motion passed.

**- Approve Resolution for Fiscal Responsibility, GOCO funds for The Nature Connection pertaining to improvements on our property**

We discussed this, but didn't have any paperwork to sign.

**- Proposed Wage Increase David Young**

Mrs. Cambria proposed to increase Mr. Young's salary by the same percentage as the lifeguards so that the lifeguard supervisor isn't making more than Mr. Young. The proposed wage would be \$17.55. He is making a manual with photos. He said he'll do this next summer and get someone set up to take over the summer of 2019.

Mrs. Egging made a motion to increase Dave Young's wage 9.7% to \$17.55 per hour. Mrs. Oxford 2<sup>nd</sup> it, all in favor, the motion passed.

**Administrator's Report**

- W-2's, 1099's filed

- Intent to be in County Election filed

- Town of Hotchkiss to collect election forms

On our website, we will post a notice that self-nomination forms should be turned into town hall.

- Mrs. Cambria Out of town Feb. 23-Mar. 5

**Correspondence**

Mrs. Cambria presented the correspondence.

Paonia Grad Night asked for stuff – we'll give them one-day passes

Hotchkiss k-8 school thanked us for previous support of spring fling. We will donate 10 one-day passes again

**Treasurer's Report - Mrs. Egging**

Mrs. Egging presented the financials.

Meeting was adjourned at 8:30 p.m.

Respectfully submitted, Niki Richardson, Board Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_