

**North Fork Pool, Park and Recreation District  
Board Meeting Minutes  
April 20, 2015**

The Board of Directors of the North Fork Pool, Park and Recreation District (NFPPRD) met on Monday, April 20, 2015 at the District office in Hotchkiss.

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

**Board Members Absent:** Mrs. Teresa Driscoll

**Others Present:** Mrs. Gloria Crank, Board Clerk, Mr. Roy Cranor, Pool Manager and Mrs. Esther Koontz, District Administrator.

Mr. Lange called the meeting to order at 7:00pm.

**Review of Agenda:** No changes were made.

**Minutes:** Mrs. Faulkner moved to approve the meeting minutes of March 19, 2015 as presented. The motion was seconded by Mrs. Oxford and the motion passed.

**Bills presented:** After discussion, Mrs. Faulkner 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.

**Old Business –Media Ads:** Mrs. Crank stated that pool pass scatter ads in the High Country Shopper have continued to run. In addition, the on-screen ad is running at the Paradise Theatre and facebook ads are on community bulletin board pages.

**Old Business – Park Entrance:** Mrs. Koontz announced that Hotchkiss High School art instructor, Jamie Roeber will have Hotchkiss High School students design and paint a sign for the entrance to Crossroads Park if the District provides materials and work will be completed by the end of May. After discussion, the board agreed to have Mrs. Koontz provide the text for the signage and coordinate the work with Ms. Roeber. Mr. Lange stated that he will arrange for the dirt/gravel work and post installation.

**Old Business – Trails Master Plan:** Mr. Butcher stated that he has made no progress on the trails plan and requested that it be removed from the agenda.

**Old Business – Skate Park:** Mr. Lange will continue to pursue someone to talk with regarding the components in the park. Mrs. Koontz stated that a copy of the lease with the Town of Paonia has been forwarded to the new town manager along with a letter requesting renewal of the lease. She will follow up with a phone call.

**NEW Business – Job Descriptions**

Mrs. Koontz presented a draft of the job description ads for a Seasonal Pool Manager and a Part-time District Administrator to the Board. Mr. Cranor explained his job and how he carries it out and fielded questions from Board Members. Mrs. Faulkner volunteered to take on project of hiring an assistant pool manager. Mr. Cranor expressed his wishes to have an assistant hired as soon as

possible so that he can work with that person during the summer and through the pool upgrades scheduled for the fall of 2015.

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There was extensive discussion regarding how to pursue qualified candidates for both positions and how the advertising should be worded. Mrs. Oxford and Mr. Lange had met to discuss the ads and those were presented at the meeting. There was concern about finding someone who would be interested in seasonal work.

Board members expressed concerns about how long training would take for both positions and what funding would be necessary to pay two people for each position. Mrs. Koontz stated that she would give official notice as soon as a new person is hired and then help with training. Mr. Cranor stated that he would be willing reduce his hours and train someone over the course of the summer.

Mr. Lange suggested that he, Mrs. Faulkner and Mrs. Koontz be appointed as a committee to run ads and conduct interviews to fill the positions. Mrs. Oxford made that motion; it was seconded by Mr. Butcher and approved unanimously.

**Administrators Report:**

Correspondence: Mrs. Koontz presented a copy of the GOCO annual report, Colorado lottery annual report, Crawford Chamber newsletter and a solicitation from the Paonia Cherry Days committee for sponsorship of the 2015 event. Mrs. Oxford made a motion to sponsor at the \$100 level; motion was seconded by Mrs. Faulkner and passed. Mrs. Koontz also presented information from the Rural Philanthropy Days workshops in Delta, the Hotchkiss Chamber of Commerce regarding their gift bag promotion. The Board agreed to donate 40 one-day passes to the Hotchkiss Chamber program. No vote was taken. Mrs. Koontz told the Board about a Special Districts Property & Liability Insurance program that provides a 50/50 matching grant program and asked if she could use the funds to replace fire extinguishers. The Board agreed.

Mrs. Koontz stated that she has submitted the annual report for the Conservation Trust Funds and the state has approved the report. She has also applied for the funds for next year.

Pool Concession Stand: Mrs. Koontz is still seeking someone to run the concession stand this summer. She is interviewing two people but nothing has been decided yet.

**Treasurer's Report:** Financial figures were presented by Mrs. Koontz, showing the District is operating "in the black". There was discussion that pool use is down.

**Report from Clerk:** None

Mr. Lange adjourned the meeting at 8:10pm.

Respectfully submitted,  
Gloria Crank, Board Clerk

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

**Action Items:**

- Mrs. Crank will update website with swim lesson info when Mrs. Koontz provides it.
- Mrs. Koontz will provide the text for the signage and coordinate work with Ms. Roeber for the completion of the entry sign for Crossroads Park.
- Mr. Lange will contact local contractors regarding top soil and hauling for entrance.
- Mrs. Koontz will call the Paonia Town Manager to follow-up on the letter sent to the Town of Paonia regarding the lease renewal at the Paonia Skate Park.
- Mrs. Koontz will bring firm prices to the April meeting regarding the picnic shelter project.
- Mrs. Koontz will pursue discussions with Mr. Cranor regarding a concession stand contractor.
- Mrs. Koontz will obtain bids for blading and graveling the parking areas.
- Mr. Lange, Mrs. Faulkner and Mrs. Koontz will meet to discuss and place ads for the job openings, review applications and conduct interviews .