

**NORTH FORK POOL, PARK AND RECREATION DISTRICT**  
**BOARD MEETING Minutes**  
**January 8, 2024– 6:00PM**  
**Location: District Office at 333 Miner’s Way, Hotchkiss CO 81419**

**I. Call to Order**

The meeting was called to order at 6:03

**II. President’s Review of Agenda**

The Agenda was unanimously approved.

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

Michelle Pagone was absent and excused.

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

Motion to approve the minutes of December 11, 2023– Dan made a motion to approve minutes; 2nd – Scott. The Motion passed.

**V. Pay Bills**

Motion to pay the bills– Dan made a motion to pay the bills; 2nd – Becky. The Motion passed.

**VI. Public Appearance.**

No public appearances this month.

**VII. Presentation of Staff Reports**

**a. Program Coordinator – Max Heepke**

- i. Max initiated the enrollment process for Spring Soccer for Hotchkiss Youth Soccer.

**b. District Administrator – Stephanie Bureau**

- i. Development of NFPPRD Policies and Procedures manual underway. The January version includes Board Member policies, Personnel policies, Operating policies, Job Descriptions and Annual Calendar of Statutory Deadlines.
- ii. 2024 budget revised after special meeting called by Governor Polis to alter property taxes in 2024 (SB 23B-001), after voters rejected Prop HH.
- iii. Completed meeting with current website host regarding 2024 statutes as well as due diligence for Streamline users (Montrose Rec District and Meeker Regional Library.)

**c. Committee Reports**

No activity this month

**VIII. Old Business**

- a. Yearend bonus’ approved during December’s meeting distributed and Quickbooks direct deposit configuration confirmed as working. This was a good opportunity to test the direct deposit.
- b. Colorado Youth Corps Association (CYCA) and Great Outdoors Colorado (GOCO) chose your project to receive 3 weeks of work from Western Colorado Conservation Corps. This work is valued at \$33,300 which includes 3 weeks of a specialty crew. Work on this project must be completed by December 31, 2024. We have \$3k of our budget allocated to our match on this project.
- c. Installation shade structure(s)/solar – still pending completion of electric hook up. Niki completed sign design and ordered signs on January 8<sup>th</sup>.
- d. Potential land purchases – Pending response to NFPPRD offer to purchase from Georgeann Lille and siblings. The email to Georgeann has been acknowledged and we’re letting them take their time.
- e. Miners Trail – Sven
- f. Completed 2024 budget items:

**- Approve Budget Message 2024**

Dan made a motion, Scott 2<sup>nd</sup>. Motion passed.

**- Approve Resolution/Ordinance to Adopt 2024 Budget**

Dan made a motion, Sven 2<sup>nd</sup>. RESOLUTION 2024-01 to Adopt the 2024 budget was approved and adopted.

**- Approve Resolution/Ordinance to Appropriate Sums of Money for the 2024 budget year**

Dan made a motion to approve the resolution, Becky 2<sup>nd</sup>. RESOLUTION 2024-02 to Appropriate Sums of Money for the 2024 budget year was approved and adopted.

**- Approve Resolution/Ordinance to Set Mill Levies at 2.5 mills**

Sven made a motion for the NFPPRD Board of Directors to set the Mill Levies to 2.5 mills, Dan 2<sup>nd</sup>. RESOLUTION 2024-03 to Set Mill Levies at 2.5 mills was approved and adopted.

**- Approve Certification of Tax Levies**

Becky made a motion to approve the certification of 2.5 mills, Dan 2<sup>nd</sup>. The motion passed.

**IX. New Business**

- a. Statutory requirements for first Board meeting of year:
- i. Confirm contents of 2024 Transparency Notice
  - ii. Identify 2024 Board meeting location, dates/times and posting location(s)

Scott made a resolution of the members of the NFPPRD to post the meeting notices on the district's website and additionally in the kiosk at the District Office. Dan 2<sup>nd</sup> the resolution, RESOLUTION 2024-04 Posting Location for Districts 24-hour notices was approved and adopted.

The meetings will continue to be held the third Monday of the month at 6pm at the NFPPRD office at 333 Miners Way, Hotchkiss CO 81419.

- b. A resolution is required to support Board member Renumeration policy adopted in June.

Sven made a motion to pass the resolution to establish Board Member compensation. Becky 2<sup>nd</sup>. RESOLUTION 2024-06 specifying board member compensation was approved and adopted.

- c. **Pool Fees Increase in 2024 Resolution (addition to agenda)**

Becky made a motion to pass the resolution specifying an increase to pool fees and the associated fee schedule which was reviewed and approved at the December 11<sup>th</sup> meeting. The rates are effective as of January 1, 2024. Sven 2<sup>nd</sup>. RESOLUTION 2024-05 Increasing Pool Fees was approved and adopted.

- d. **Hotchkiss Homeplate request (addition to agenda)**

Hotchkiss Homeplate contacted Max, asking if NFPPRD can take on the registration and field scheduling for them. NFPPRD would have to receive the fees through our on-line registration and through checks then forward the money to Hotchkiss Homeplate. Max doesn't think it would be complicated on his end, but there would be more to this than just Max's time. We will need an MOU due to the exchange of funds.

- Dan asked if Max knows how much time would be involved.
- Becky wondered how it would differ from what we're doing for soccer. Stephanie explained that it would be somewhat financially similar except that the Hotchkiss soccer

dissolved entirely so the money stays with NFPPRD whereas Hotchkiss Homeplate will still exist.

- Becky voiced a concern that Max's duties to that would take time away from what he does for the Rec District.
- Scott wondered if our own reduced budget could be considered.
- Stephanie proposed we meet in the middle.
- Michelle used to do the scheduling, we'd like to know how much time it took her.
- The board agreed to table this conversation until Michelle is present and we have more information as to what the time period of registration is as well as more information regarding the time impact to NFPPRD staff.

e. **Determine process and timeline for Board member review of Policy and Procedures manual.**

Stephanie is creating a manual and wants to give the Board the opportunity to review the policies therein. (The procedures fall under Stephanie's purview, so Board input isn't *required* there.) Stephanie asked the Board how they would like to review the packet. Becky expressed that some things the Board ***should know***, other things should be referenced as needed. Sven wondered how much of the 108 page document was boilerplate and how much was specific to our Rec District. Stephanie said that she started from SDA, DOLA and School Board but made the policies specific to NFPPRD.

The Board agreed to visit the policies on an as-needed basis and to immediately review the employee review and compensation chapters because of a pending request for wage increase.

f. Niki's resignation as Board Clerk and marketing/graphic design tasks.

Niki has loved working with the District and this Board. She believes that the District is an interesting and dynamic institution with a fantastic Board and really amazing employees, and regrets not being part of the new bloom under the direction of Stephanie Bureau who has already shown to be an amazing leader.

g. Succession plan for Board Clerk, marketing/graphics tasks.

We will advertise Board Clerk and Graphic Artist positions as open contract positions for the rec district on social media, in email campaigns and in local publications. Mary Smith expressed interest in marketing position but there are considerations as to her availability during the summer season.

**X. Marketing**

Email campaign for 2nd half of December published with Board Member spotlight from Becky and Dan. We received positive comments from several subscribers.

Email campaign (early January) to alert community to spring soccer enrollments.

Email campaign (late January) will feature Board Member spotlight from Michelle and Scott.

**XI. Treasurer's Report**

**XII. Adjourn**

The meeting adjourned at 8:00

Next Meeting – February 12, 2024 (Moved from the regular 3<sup>rd</sup> Monday.)

Respectfully submitted, Niki Richardson, Board Clerk

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