

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

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

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

Board Members Absent: Mrs. Debra Faulkner.

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

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 June 15, 2015 as presented. The motion was seconded by Mrs. Driscoll and the motion passed.

Mrs. Oxford moved to approve the minutes for a special meeting held on June 26, 2015. Mr. Butcher seconded the motion and the motion passed.

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

Public Appearance: There were no public appearances.

Pool Report: Mr. Cranor advised the Board that a representative from Associated Pools has visited the pool facilities and gone over all equipment. During the visit it was determined that chemical pumps for the two smaller pools had been left off of the quote for repairs. Total cost for those items would add an additional \$5,350 to the cost of repairs. In addition, after measuring the filter, Mr. Cranor was advised that a small size would be sufficient. That change would reduce the original cost quoted by approx. \$1500. Mr. Cranor stated that the planned repairs will eliminate the current maintenance load and will update the pool to modern standards. He requested that the Board approve the additional costs, bringing the total for the work to \$43,850. A motion was made by Mrs. Oxford and seconded by Mr. Butcher to approve the revised quote. Motion passed.

Mr. Cranor stated that the work is scheduled to begin the week after Labor Day.

Mrs. Driscoll asked if the warranty on the parts and service will begin this fall or when the pool opens next spring, considering the equipment will not be used until May of 2016. Neither Mr. Cranor, nor Mrs. Koontz had asked about a warranty offered on the equipment but Mrs. Cambria will make a call to find out about it.

Mrs. Cambria presented the Board with a 2015 list of employees at the pool and requested Board approval of the list. Mrs. Oxford made a motion to approve and it was seconded by Mrs. Driscoll. Motion passed.

Mr. Lange took the opportunity to thank Mrs. Koontz for her years of service and presented her a card from the Board.

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Old Business – Reorganization & Job Description: Mrs. Cambria presented the Board with new draft job descriptions for three positions, which include a District Administrator, Lifeguard Supervisor and Mechanical/Facilities Maintenance Foreman. Restructuring options had been discussed at the Special Board meeting of June 26, and the job descriptions were a result of that. After brief discussion the Board requested that Mrs. Cambria work up some draft budget figures showing estimated payroll costs. Mrs. Oxford made a motion to approve the job descriptions as presented. Mrs. Driscoll seconded the motion and the motion passed.

Old Business Media Ads: Mrs. Crank stated that no new media ads have run. Website has been updated and the Facebook page has been maintained.

Old Business – Park Entrance: Mr. Lange stated that he has discussed the installation with Dick Kendall and will contract with him for the installation.

Old Business – Skate Park: Mr. Lange stated that one of the rails in the park had been removed due to damage and that the other rail had loose bolts, which have been repaired. Mrs. Cambria stated that the new lease agreement was received for approval and the signature of Mr. Lange. A new requirement has been added which requires the District to maintain the equipment and to lock the gate if equipment is not in safe condition. The lease was signed by Mr. Lange and will be returned for the signature of Paonia's town representative.

Old Business – Update on Safety purchases and grant: Mrs. Cambria asked the Board if she could utilize a 50% matching grant to have a fire extinguisher inspection done and upgrade as necessary. The Board approved.

New Business - Board Opening: Mr. Lange announced the resignation of Mrs. Faulkner. Mrs. Cambria stated that the resignation was dated July 9, 2015 and that a replacement must be appointed within 60 days. Mrs. Driscoll stated that Glenda Young is interested and she will ask her to attend the next Board meeting. Mrs. Crank asked if the position should be advertised and Mr. Lange said no.

Mrs. Oxford pointed out that Mrs. Faulkner had been on the hiring committee for the new staff position and would need to be replaced. Mr. Lange appointed both Mrs. Oxford and Mr. Butcher to the committee with one acting as an alternate, depending on who is available to meet.

New Business – Outdoor Recreation Forum: Mr. Butcher indicated that he will be attending the forum on behalf of the Board and requested input from the Board. After discussion, the Board agreed that he should get more details on what is planned and bring it back to the Board.

Administrators Report:

Correspondence: Mrs. Cambria presented thank-you notes from the North Fork Fishing Derby, Partners and Hope West plus assorted magazines and an invitation to the Hope West Annual Gala.

2014 Audit: Mrs. Cambria stated that all documents have been forwarded to the audit however, due to his work load he has asked for an extension to file the audit. The Board agreed and Mr. Lange signed the extension.

Umbrella Purchase: Mrs. Cambria stated that 6 of the pool umbrellas need to be replaced at the end of this season. She presented a bid for \$805 each. Mrs. Driscoll made a motion to approve the purchase based on the bid. The motion was seconded by Mr. Butcher and passed.

Re-build Pool Motors: Mrs. Cambria told the board that several pool motors would need to be rebuilt at the end of the season and that funds had been allocated in the budget for the work. The work will proceed.

The update on new equipment installation was covered under Mr. Cranor's pool report.

Administrator Training: Mrs. Cambria will be attending training on Saturday, August 15, 2015 with the approval of the Board.

Certified Pool Operator Training: Mrs. Cambria will attend the CPO training on August 10 & 11, 2015 with the approval of the Board.

Mrs. Cambria requested the week of August 18, 2015 off in order to take her son to college. Permission was granted by the Board.

Mountain Harvest Festival: Mrs. Cambria asked the Board if they would like to sponsor an event at the Mountain Harvest Festival in Paonia. She mentioned either a tennis tournament or pickleball. Mr. Lange encouraged her to pursue Pickleball. She will bring details back to the Board.

Treasurer's Report: Financial figures were presented by Mrs. Cambria.

Report from Clerk: None

Mr. Lange adjourned the meeting at 8:25pm.

Respectfully submitted,
Gloria Crank, Board Clerk

Approved: _____ Dated: _____

Action Items:

- Mrs. Crank will update online advertising for a Mechanical/Facilities Maintenance Foreman.
- Mr. Lange and Mr. Butcher will arrange for sign installation for the new Crossroads Park sign.
- 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 bring firm prices to the April meeting regarding the picnic shelter project.
- Mrs. Cambria will have all fire extinguishers inspected and recharged as necessary.
- Mrs. Cambria will look into the warranty offered on the new pool equipment and report back to the Board.
- Mrs. Cambria will pursue discussions with the Pickleball players in Paonia regarding a tournament during Mountain Harvest.