

**North Fork Pool, Park and Recreation District
Board Meeting Minutes
March 16, 2015**

The Board of Directors of the North Fork Pool, Park and Recreation District (NFPPRD) met on Monday, March 16, 2015 at the District office in Hotchkiss.

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

Board Members Absent: none

Others Present: Mrs. Gloria Crank, Board Clerk 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. Driscoll moved to approve the meeting minutes of February 16, 2015 as presented. The motion was seconded by Mr. Butcher and the motion passed.

Bills presented: After discussion, Mrs. Driscoll 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 – Scatter Ads/Theatre & Facebook ads: Mrs. Crank stated that ads in the High Country Shopper have continued to run with no response. The Board directed Mrs. Crank to change the ads to promote the sale of season passes and run them until the first week in April. Mrs. Crank presented a copy of the on-screen ad that will appear at the Paradise Theatre and she stated that she will also run ads on the local Facebook message boards for pool passes.

There was brief discussion regarding extended pool hours for the Ride The Rockies event but due to previous low attendance it was decided not to open the pool.

Old Business – Park Entrance: Mrs. Koontz stated that she wants to get another bid from a new contractor. Mr. Lange suggested some landscaping ideas and discussion ensued regarding volunteer organizations that could be solicited. Mrs. Oxford stated that she'd prefer to wait until more funds are available and invest in a quality, durable project. No action was taken.

Old Business – Trails Master Plan: Mr. Butcher stated that he is frustrated that he's not getting much input on the trails master plan.

Old Business – Skate Park: Mr. Lange questioned why the new sign was placed on the inside of the fence. Mrs. Koontz indicated that it was to protect the sign from vandals. There was discussion about purchasing different components for the park. Mr. Lange will continue to pursue someone to talk with regarding the components.

Mr. Butcher requested that Mrs. Koontz give a talk about the District at the April Rotary Club meeting in Paonia.

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There was discussion regarding the picnic shelter next to the office. Mr. Lange requested that new bids be obtained for the project so that a decision could be made regarding whether to pursue a grant. All agreed that firm pricing is needed in order to determine if the project is viable this year.

Administrators Report:

Correspondence: Mrs. Koontz presented a copy of the "SDA News" article on the Apple Valley Tennis Courts, Hotchkiss Chamber newsletter and a letter from Partners requesting a donation for their annual auction. The Board agreed to donate two 20-day pool passes.

Mrs. Koontz asked the Board if they are interested in advertising in the North Fork Visitor Guide. Mrs. Driscoll made a motion to run the same ad at a price of \$255. The motion was seconded by Mrs. Oxford and passed.

Pool Filter: Mrs. Koontz stated that the price for a smaller pool filter will be the same as the bid she already received. The contractor will come out to measure.

Season Pass letter: The letter is out and Mrs. Koontz indicated that 6 passes have been sold so far.

Tennis court Supplies: Mrs. Koontz has received a request from the tennis coach for the purchase of score keepers for the courts. The price is \$147.80 for 4 sets. The tennis coach agreed to be responsible for taking them down and putting them up during matches. A motion was made by Mrs. Faulkner and seconded by Mrs. Driscoll, to approve the request. Motioned passed.

Pool Concession Stand: Mrs. Koontz is seeking someone to run the concession stand this summer. Two people have expressed interest but one does not want to work weekends. Mrs. Koontz requested clarification from the Board regarding what days to be open. Currently concessions are open 1-5pm, 7 days/week. There is a charge of \$25/month, payable to the District by the concessionaire. The Board agreed that concessions should be open whenever the pool is open. There was discussion regarding placing ads for a concession manager. Mrs. Koontz preferred to pursue someone with the help of Mr. Cranor, who has to work with them.

Restroom Door Locks: Mrs. Koontz stated that the doors currently have locks on them and that they could be locked during the winter months. She felt that no change was necessary at this time.

Crossroads Irrigation Maintenance: Mrs. Koontz stated that Greg Hoestetler submitted a bid to maintain the irrigation system this year at a cost of \$30/hour in addition to start up fees. Start up fees would be \$110 for the big field and \$75 for the small fields. A motion was made by Mrs. Driscoll and seconded by Mr. Butcher to retain Greg Hoestetler to maintain the irrigation system. Motion passed.

Mrs. Koontz requested permission to obtain bids to have the parking areas graded and some gravel placed on the pool parking lot. The Board agreed.

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Administrators Report con't:

Personnel: Mrs. Koontz stated that Mr. Cranor has indicated that this will be his last season with the pool and has requested that the Board hire a part-time assistant that he can train as his replacement. There was discussion regarding redefining the position and splitting up some of the work to another part-time person.

Mrs. Koontz informed the Board that she and her husband are putting their house on the market in preparation for moving out of the area. She too, requested someone to train, although she did not officially give notice.

There was more discussion regarding the distribution of work and the possibility of restructuring the responsibilities for both positions. Mr. Lange requested that both job descriptions be written and presented at the next meeting. Mrs. Oxford requested a description of all of the pool jobs so that the Board could see exactly what will be needed.

Treasurer's Report: Financial figures were presented by Mrs. Koontz, showing the District is operating "in the black" however, she stated that revenues are off compared to this time last year. There was no discussion or questions.

Report from Clerk: None

Mr. Lange adjourned the meeting at 8:20pm.

Respectfully submitted,
Gloria Crank, Board Clerk

Approved: _____ Dated: _____

Action Items:

- Mrs. Crank will continue to run the scatter ads in the High Country Shopper for pool pass sales.
- Mrs. Crank will create and post ad for Facebook page regarding pool passes.
- Mrs. Koontz will contact Jamie Roeber regarding an entrance sign design.
- Mr. Lange will contact local contractors regarding top soil and hauling for entrance.
- Mr. Butcher will continue work on process to create a Trails Master Plan.
- Mrs. Koontz will send a letter to the Town of Paonia regarding the lease renewal at the Paonia Skate Park.
- Mrs. Koontz will appear at the April Rotary Meeting in Paonia.
- Mrs. Koontz will bring firm prices to the next 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.
- Mrs. Koontz will bring job descriptions for both her position and Mr. Cranor's position to the next board meeting.
- Mrs. Koontz will also bring a description of the jobs at the pool that are currently supervised by Mr. Cranor.