

NORTH FORK POOL, PARK AND RECREATION DISTRICT
September 21, 2026– 6:00PM
Location: District Office at 333 Miner's Way, Hotchkiss CO 81419

BOARD MEETING MINUTES

I. Call to Order

- Becky called the meeting to order at 6:00 pm.

II. President's Review of Agenda

- Becky added Chain of Command (standard operating procedures) to New Business.

III. Roll Call & Excuse Absent Board Members

- Board members present: Becky, Scott, Sven, and Michelle.
- Kim was absent. She let the board know ahead of time that she could not attend.
- Staff present: Dan Ihnot, Elsie Edstrom, and Kaydee Barker (minutes).

IV. Approval of Last Meeting's Minutes

- The minutes of the August 17, 2026 meeting were reviewed and the following corrections were made: the staff appreciation note was reworded to say that the gathering, which included all staff and lifeguards, went very well ("modeled after previous staff parties" was removed); "nothing" was corrected to "noting" in the Treasurer's Report; the spelling of "prairie dog" was corrected; and the leak detection item was corrected to read "has been scheduled."
- Scott moved to approve the August 17, 2026 minutes as corrected. Michelle seconded. Motion passed unanimously.

V. Treasures Report, Pay Bills

- The bills and financial reports were sent to the board before the meeting, and Scott met with Elsie the day before to go over them. Becky asked for a brief overview. Board members had no questions on the bills going in.
- Scott reviewed the profit and loss comparison to last year. Year to date, total income is up about 20% and total expenses are up about 3%. Higher property tax revenue, about \$10,000 in interest earned, and increases in both operating and non-operating revenue all contributed. Net income is about \$75,000. Scott pointed out that the shade structure and the landscaping budgeted for this year have not been done yet. The general consensus was that the financials are positive.
- Elsie noted that the packet now includes only the January–August comparison to last year, and no longer a separate January–August profit and loss.
- Scott read the Treasurer's Report as of September 16, 2026: General Fund \$574,629.87; Lottery \$8,641.63; Payroll \$361.03; Petty Cash \$297.45; Sports Complex \$3,487.65; total checking and savings \$587,417.63. Total current assets are \$949,725.30. Total assets are \$2,145,551.09, which matches total liabilities and equity.
- The bills are now presented in two parts: checks and electronic funds transfers first, followed by a page of Visa charges in detail.
- Heritage Pool Supply contacted Elsie after discovering it had not billed the District since June. Six invoices for June through August, about \$3,600 in total, were received and paid and are reflected in the financial reports.
- Elsie explained that the \$2,500 payment to the Paonia Soccer Club is registration money the District collected and passed on to the club. She will pay the clubs out monthly from now on. She has also worked out how to bill the clubs for their share of credit card fees under the new monthly statement, and the clubs are paying less than they did before.
- A \$4,406 payment appears twice. Checks were mailed and had not been cashed, so the bill was paid online to keep a purchase on schedule, and the checks were cashed right afterward. Elsie is correcting the double payment.

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- There was a \$460 charge from the Town of Hotchkiss for backflow testing that no one recognized. Sven will follow up to find out what it is for and how often it is charged. The Town of Hotchkiss utilities bill for August was \$4,375, which is normal for summer. The Elevate charges are for phone and internet at both the pool and the office.
- Sven moved to pay the bills as presented. Michelle seconded. Motion passed unanimously.
- Elsie reviewed the Budget Tracking Sheets. August income was down because fewer people came through the pool and hours were reduced once school started on August 17, when most of the lifeguards were done for the season. Lottery funds arrive in September. The \$10,344.69 in capital outlay for August was the Brookstone reseeding. Max has added a note to District emails inviting people to work at the pool so it can stay open longer, and one person has already responded.
- The board discussed "hiding" line items on the tracking sheets that are not regularly used. The lines stay in the spreadsheet and can be unhidden when needed, but they will not clutter the report each month with \$0 entries. It was agreed that this is a workable solution.

VI. Public Appearance – 5 minutes per person

- There was no public appearance.

VII. Presentation of Staff Reports

- Becky asked that staff reports be kept high level because of the full agenda. Dan gave the reports.
- District Administration– Dan Ihnot, Elsie Edstrom
 - i. "Good Things" Completed a safe 2026 pool season.
 - The 2026 pool season was completed safely and went very well.
 - Dan and Elsie estimated that it costs roughly \$1,000 per day to have the pool open. This counts direct costs only, such as lifeguard wages and pool supplies, and does not include Dan's or Elsie's time or office costs.
 - ii. Credit Card Data Security
 - Elsie has been working on this. The employee acknowledgement that goes with it was tabled to the next meeting (see Old Business).
 - iii. Onboarding/Bookkeeping software research
 - Staff have been researching an upgrade to QuickBooks Online and a move away from paper onboarding. This has been an ongoing project for Elsie and was discussed further under the 2027 Budget Discussion.
 - iv. Pool season debrief.
 - Dan, Elsie, Max, Ashley, and London sat down to debrief the season and came up with ideas for improvements for next season.
 - v. Pool refinishing, bid proposal.
 - Dan has been working on a request for proposals for refinishing the pool (see New Business).
- Program Coordinator – Max Heepke
 - i. Soccer Underway
 - This past weekend was one of the two hosting weekends here.
 - ii. Pickle Ball Tournament October 24
 - Max has set the date for the Paonia pickleball tournament, and it is up and going.
- Aquatics
 - i. End of season wrap up and deep cleaning.
 - Ashley, London, and a few of the guards did a full cleanup at the pool.
 - ii. Pool season planning and preparation.
 - Ashley and London are completing evaluations of all lifeguards, which had not been done in the past. They are also sending an online survey to all employees and a letter thanking the lifeguards and inviting back those they would like to return.

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- The letter will include an incentive: a bonus for lifeguards who keep working after school starts, since staffing the end of the season was a challenge this year.
- Dan let Ashley and London know there is other work available for them through the end of the year if they have the time.
- Facilities Manager – Chris Straub
 - i. Leak Detection
 - The leak detection company came out. A few items at the wading pool and spa can be handled by Chris. The larger leak in the spa has not been pinpointed, so Chris is letting the spa drain down to identify which jets are involved.
 - ii. Reseeding and fertilization
 - The fields have been fertilized. The reseeded is coming along well and is still being closely watched.
 - iii. Boiler Maintenance
 - Johnson Heating is scheduled to service the boiler on September 22. Chris could not recall the last time this was done.
- Committee Reports (no activity this month)

VIII. Old Business

- Order of business: the board took up the 2027 Budget Discussion and 2027 Capital Expenditures Discussion from New Business first so that Elsie could take part before she was excused for the items below.
- Approve creation of Financial Administrator position.
 - i. Elsie was excused for this discussion, since it concerned her position and wage.
 - ii. The packet included Elsie's current job description, a list of the additional tasks she performs, and a comparison of wages for financial positions at other organizations in the region.
 - iii. Dan recommended creating a new Financial Administrator position. The current job description is vague, and Elsie is already doing the more detailed work listed in the packet on top of it.
 - iv. Becky stressed how valuable Elsie has been in improving the District's financial stability and its work with the CPA, and that she has gone above and beyond what she was hired to do. Becky described this as a change to the job, not a raise for an individual: the description and wage would apply to whoever holds the position.
 - v. Board members discussed how the position fits the District as it grows. Having separate administrative and financial positions provides checks and balances and lets Dan and Elsie each focus on their own area.
 - vi. Dan will write a new job description for the position.
 - vii. Sven recused himself. Scott moved to approve the creation of a Financial Administrator position. Michelle seconded. Motion passed unanimously.
- Resolution 2026-01 Granting Elissa Edstrom Financial Custodianship
 - i. Dan explained that each financial institution has its own rules about who can answer for the District's accounts, and that Title 32 gives the board the right to grant custodianship to whomever it chooses. The resolution grants custodianship to the position, and the accompanying letter identifies Elsie as the person in that position.
 - ii. Becky reviewed the pros and cons. Pros: it creates a check and balance between Dan and Elsie, and account matters do not all have to go through Dan. Cons: Dan and Elsie will need to communicate consistently about financial matters, and more people will have access to the accounts. Custodianship does not pass automatically to a successor; the board would have to grant it again.
 - iii. Becky moved to pass Resolution 2026-02 granting financial custodianship to Elissa Edstrom as Financial Administrator. The motion was seconded and passed unanimously.
 - iv. The board members present signed the letter granting custodianship.
- Approve 2027 Wages and salaries.

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- i. Dan explained that all wages and salaries have to be reviewed on a regular basis, and that the board needed to approve them so the 2027 budget can be prepared.
 - ii. Dan compared District wages to similar positions in the region, including Gunnison, Fruita, and the Delta County Libraries, and believes they are competitive. The District does not offer retirement or health care, and its year-round wages are at the higher end for the area, which helps make up for that.
 - iii. The wage sheet showed 2027 recommended wages with a 2.5% cost of living increase for year-round employees and a 2.7% increase, tied to the minimum wage increase, for hourly seasonal staff. It also showed merit increase options of 3.13%, 4%, and 5%, which Becky reviewed.
 - iv. Elsie's merit increase was not revisited when she reached one year in April 2026. Dan asked whether the board would like to award it retroactively. The board agreed to award her the 3.1% merit increase retroactively for the six months from April through September 2026.
 - v. The Administrative Assistant line was changed to Financial Administrator, and "TBD" was replaced with a 2027 wage of \$38.00 per hour.
 - vi. The board reviewed each wage and agreed on them for 2027.
 - vii. Becky moved to approve the 2027 wages as discussed. Scott seconded. Motion passed unanimously. Elsie will update the wage amounts in the draft budget.
- Approve Fees for Programs and Services
 - i. Fees were changed last year. Dan and the board preferred to leave them alone for at least another year, given the increase in revenue this year and the wish to keep recreation affordable for families and for seniors on fixed incomes.
 - ii. Scott moved to keep the pool admission fees the same for 2027 as they were for 2026. Sven seconded. Motion passed unanimously.
 - Approve Employee Credit Card Security Acknowledgement
 - i. Tabled to the next meeting.
 - Cell Phone Reimbursement
 - i. Tabled to the next meeting.

IX. New Business

- Letter of Support – CPW, Non-Motorized Trail Stewardship Grant
 - This grant supports the Wilder Bunch youth trail crew. The District already makes a \$2,000 in-kind donation each year. Dan reported that the program's organizer asked the District to consider an additional cash donation of \$1,000 to \$2,000. The money would help add a shoulder-season trail crew in spring and fall.
 - Scott moved to authorize a total of \$3,000 cash donation for 2027 for the Wilder Bunch and State Trails Program. Becky seconded. Motion passed unanimously.
- Pool Refinishing Estimate Proposal – Review
 - As far as Dan could tell, the pool was last refinished in 2003. In 2023 the District got an estimate of about \$75,000, which included sanding off the old finish. That work was not done, and the pool was touched up in-house instead.
 - Dan has contacted several contractors: the one who gave the 2023 estimate, one in Grand Junction, and a national company based in Ohio. A company in Denver said it does not do this work.
 - Dan presented a draft letter requesting proposals for the board to review. Proposals would be due at the end of October, and the work would be done late in the spring, shortly before the pool is filled. Once the board's changes are in, Dan plans to send the letter out by the end of the week. A formal bid process is required only for contracts over \$120,000.

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- The board asked Dan to move ahead with the request so that it has professional opinions, options, life expectancy, and warranty information to work from. This does not commit the District to spending the money.
- 2027 Budget Discussion
 - Elsie presented the draft 2027 budget from the last pages of the packet. The columns show 2024 and 2025 actuals, the 2026 budget, 2026 actuals through August 31, and the proposed 2027 budget. The summary at the top shows the beginning reserve, the surplus or deficit (income less expenses), capital outlay, and the ending reserve, which carries over to the next year.
 - The numbers will still move because 2026 is not finished. The 2027 beginning reserve is based on the reserve as of August 31, 2026. For a rough idea of the rest of the year, Elsie looked at the last four months of 2025, when the District took in just under \$60,000 and paid out about \$122,000. She is also waiting to hear from the CPA about how the prepaid insurance, about \$32,000, should be handled. The numbers will be closer by the time the final 2027 budget is discussed.
 - The renewal fee for the new software is still pending. This year's cost was higher because it included setup.
 - Changing the financial software is another expense being quoted for 2027. The District is still on QuickBooks Desktop 2020, and the CPA recommended moving to QuickBooks Online. Payroll could then be done in-house, which would reduce Professional Fees. It would also cut down the time Elsie and Dan spend on onboarding paperwork, and QuickBooks Online will communicate with the Sportsman software put in place this year.
 - Wages have been broken out by position since 2026, which is why some wage lines look very different from 2024 and 2025.
 - Capital outlay for 2027 is not in the draft yet (see below).
 - At the next meeting the numbers will include September 2026, and Elsie expects to have answers on the software costs and the insurance.
- 2027 Capital Expenditures Discussion
 - Pool refinishing: estimated at \$75,000 to \$100,000.
 - The pool is reaching the end of its life. Sven raised the question of whether to invest in resurfacing or to look at the bigger picture of replacing it.
 - Dan reported that patrons have commented on the condition of the surface, including peeling paint. No outside party has assessed it since 2023. Chris reports that the pool is running well mechanically and has a spare pump ready. Dan feels it is worth resurfacing.
 - Replacing the pool would be a multi-year process of planning, feasibility work, and grants, and could cost around \$1 million. Resurfacing would keep the pool in service while that work is done. The board agreed it needs to put some money in capital outlay for the pool and will decide once proposals are in.
 - AEDs: estimated at \$5,000 to \$10,000. The pads and batteries on the current units have reached the end of their life, and replacing them costs about as much as a refurbished unit (\$700 to \$1,000). New units are \$2,000 to \$2,500 each. The District has about five units, and it has been about three years since the refurbished ones were purchased. Buying a couple of new units would stagger future replacements. The cost may be reimbursable.
 - Election: one board seat is coming up for election. \$12,000 has been budgeted for elections in the past, as its own line item and not capital outlay. The District must publish a call for self-nominations. If only one person self-nominates by the deadline, the election can be cancelled.

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- Infield work: estimated at \$10,000.
- Other ideas from pool staff:
 - Slip-resistant mats
 - Heat-resistant mats
- Items that improve safety may be reimbursable through the safety grant offered by the District's insurance. The grant is a reimbursement that is replenished each spring, and money not used within three years is lost. Staff will look at what is available and try to spend anything that would otherwise be lost before the end of the year. This may affect when the AEDs or mats are purchased.
- No money has been spent on landscaping or shade structures yet. The 2026 capital outlay budget of \$40,000 has essentially been used. The District received a \$15,000 donation that has been discussed for the shade structures.
 - With that donation there is some money available for shade and landscaping without reaching into capital.
 - Sven will reach out to Wind to get the landscaping project going again.
- Pickleball and a skate park are both in discussion in the community. Sven would like to see some money set aside to help get these going, for example as a match toward a grant. He will reach out to the people involved before the next budget meeting to find out what they need. The board was in favor.
- Chain of Command
 - Becky was approached over the weekend about an HR issue. She was glad to be contacted, but she does not want to serve as the HR person for staff.
 - Becky asked that a chain of command be laid out as a standard operating procedure, by position and not by individual. It should include who staff go to if they have a concern about the District Administrator. This was looked at in the spring, but it is not clear whether it covered staff other than the District Administrator.
 - This will need everyone's input and will be on the agenda for the next meeting.

X. Next Meeting

- October 5, 2026. The board is meeting two weeks out because the preliminary budget needs to be discussed and is due by October 15.

XI. Adjourn

- Becky adjourned the meeting at 8:20 pm.

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X Delaney 10/5/24

Sign and Date