

**North Fork Pool, Park and Recreation District**  
**Board Meeting Minutes**  
**June 19, 2023**

The Board of Directors of the North Fork Pool, Park and Recreation District (NFPPRD) met in person on Monday, June 19, 2023.

**Board Members Present:** Sven Edstrom, Dan Ihnot, Scott Shishim, Michelle Pagone and Becky Ela.

**Others Present:** District Administrator Stephanie Bureau, outgoing District Administrator Lenore Cambria, Board Clerk Niki Richardson and Pool Manager Mary Smith.

The meeting was called to order at 6:04 p.m.

**Review of Agenda:** The agenda was unanimously approved.

**Excuse Absences:** There were no absences.

**Approval of Minutes**

Motion to approve the minutes of May 15, 2023– Becky made a motion to approve minutes; 2nd – Dan. The Motion passed.

**Pay Bills**

Michelle made a motion to pay the bills as presented, Dan 2<sup>nd</sup>. The motion passed.

**Public Appearances** – Madeline Sorkin - Professional Rock Climber wishing to introduce herself to the Rec District Board, advocating climbing wall at Teen Center in Paonia and Morgan MacInnis - Trustee Town of Paonia, attending to observe meeting.

Madeline presented her vision for a climbing gym in the Teen Center at Paonia Town Park. She shared a concept drawing for bouldering which would require less oversight. A project could focus on creating terrain that works for younger kids with or without ropes. The plan will depend on budget. The ceiling is 17 feet but goes up to 35 feet in the middle. Even if we built a bouldering space first, it would have the potential to expand to a ropes area.

Madeline has been a professional climber for 15 years and can utilize her contacts for funding through their tight network. She is interested in NFPPRD’s availability to help with GOCO funding. Madeline would set up the policies and procedures and oversee developing the space. Oversight would look different if the space hosted adult climbers.

Madeline isn’t attached to the Teen Center and mentioned that Hotchkiss would be more central depending on what facility we could find. Sven mentioned a previous brainstorm that we could do an addition to the Heritage Hall in the fairgrounds to make that ceiling higher in a climbing area.

Stephanie asked if Madeline had met with Paonia’s town council. Madeline replied that that is next. Stephanie explained that NFPPRD would be subordinate to them. Becky explained that we’d be invested once the town of Paonia gets invested.

**Staff Reports**

Chris Straub-Facilities Manager

- Pool, wader and therapy tub filled, chemicals balanced, locker rooms and guard office cleaned and readied for the season. Sprinklers required a great deal of attention due to on-going impact of 2022 flood.

- Prairie dogs are a significant issue in upper soccer field. A single treatment is not sufficient. We are contacting the pest control vendor to establish a regular service rather than calling each time to get in their queue.

- A lightning strike on 5/26 impacted electricity flow to our grounds. It scorched our pool motor. We've ordered a new motor to have a backup should the existing one fail. Nearly immediate recognition of the issue mitigated potential impact to more pool equipment and could have impacted pool opening date. **Stephanie underscored Chris' excellence and quiet competence in handling every challenge that comes his way.** The same storm blew down the fence surrounding the dumpster adjacent to the pool. 2 panels survived but are ready to fall so the fence surround will be rebuilt. Materials are on the way. Stephanie will consult with insurer to determine if we can submit claim without impact to rates.

Mary Smith-Pool Manager 16 Lifeguards on-boarded and certified week of May 30th. Pool opened to public on June 3rd. Attendance to date is 1300 patrons. Activities and public interaction in the first 2 weeks of the pool season prompted elevating several items to the Board for policy consideration. Presented under new business. Managed start of Swim Aquatics club as Max is on vacation. Program well attended.

- Mary elaborated on the above items, then clarified details of the incident that happened at the pool last week when a 2- or 3-year-old child snuck onto the deck during a lightning break and went down the slide behind the back of the guard. Mary explained the changes we've made to minimize opportunity for a repeat of such an incident.

- Mary asked the Board to rethink the entrance between the park and the deck. Mary did some research on Red Cross and found that a 4-wall barrier vs a 3-wall barrier cuts down on accidents by a large percent. Maybe a turnstile to get out, maybe bathrooms out in the park.

- Aquatics Club is awesome!

- Mary would like us to do an Aerobics policy. Glenda would like to do aerobics every night, if possible, but that is unrealistic. The policy may be supported with a decision tree which will help the younger guards come to and be supported in their decisions. Mary and Stephanie will work on that policy.

- Monday, June 26, we will close early for training. Chris will present some things in the pump room. Karlie is running surprise live-action drills for on-going training and readiness of the guard staff.

Max Heepke-Program Coordinator

- Program Coordinator report – Session 1 swim lessons completed on June 15th. Session 2 begins June 19th. Community support yielded 6 full scholarships from Peace Circle. Nature Connection and Judy Coyle's Memorial Fund also donated funds supporting scholarships.

- Attended Trail Crew Leader training. Pursuing Elevate grant for \$10,000 to revitalize beach volleyball court on Rec District campus. Grant application due June 30th.

- Max wants to do a community clean-up day of the skate park.

- Paonia Pickleballers have chosen October 14<sup>th</sup> for the Jamm. The K-8 gyms are available as a weather backup plan.

- Crawford Pickleballers are having a great time and are offering trainings and Stephanie bought them 12 more balls.

### Stephanie Bureau-District Administrator

Lenore and Stephanie met Mary Bachran for coffee to talk about becoming better partners with the Town of Paonia. Lenore's take-away is that as soon as there is a new town Administrator (possibly mid-July) and after that person has their legs under them, we can resume positive relations.

- Board election filings were finished.

- Completed activities around pool opening, a lot of expenditures for chemicals, mats, cleaning supplies. We will submit up to \$1950 worth of purchases qualifying for Safety and Loss Prevention Grant for 50% reimbursement.

- Reviewed and adjusted personnel policies in accordance with recent statues and end of National Health Emergency (COVID-19).

- Developed personnel policy in support of SB23-172 protections against discriminatory employment practices.

- Onboarded lifeguard staff and successfully trialed a new software application for scheduling and time tracking for all employees called Connecteam. The app supports inter team communication, reducing District's need to inspect employee's personal phones for texts. We are now using Connecteam for employee scheduling, time tracking, water aerobics attendance counts, expense reimbursement requests, a suggestion box (recommended HR item), an anonymous reporting form for any type of harassment, workplace bullying, etc.

- **Activities for next period** include completing transition of signers on all accounts and credit card, reconfiguring District Office to provide desk for Pool Manager, reviewing existing policies to determine necessary adjustments or additions.

- Review website for necessary updates and coordinate with Niki to complete.

-T-Mobile and Elevate grants are quarterly and T-Mobile is specifically for Western Colorado. We are pursuing the Elevate grant for funds to revitalize the sand volleyball court in the pool park.

- **Thanking Mary Smith** We had a conversation about thanking Mary and supporting her this week. Scott suggested having a ceremony like they did at a pool Scott worked on where they had a near drowning. Mary requested the retention of a trauma support specialist BEFORE we need their services. Michelle suggested a fantastic group out of Montrose and Stephanie mentioned (Marnie Smith's) Routt County Crisis Support non profit that provides trauma support for first responders. Stephanie mentioned providing an online training for the guards as well. Michelle suggested we do the thanking at the end of the summer. Dan asked that Stephanie purchase a \$100 gift card for Mary in appreciation of her efforts and that we proceed with establishing services for trauma support.

### **Old Business**

- **Recap of SDA Training Seminar** Rebecca Ela, Scott Shishim, Sven Edstrom & Stephanie attended the conference on May 13<sup>th</sup> in Montrose. Becky recapped that she thinks we need some policies. Lenore said that as there is new legislation, new policies were put in place. Scott said that they were introduced to a lot of legal material.

- **Tractor Purchase** Stephanie presented the decision sheet and the board discussed the increase of the budget. Based on the information provided to obtain insurance coverage, we will have to write a policy defining who can use the tractor, where the tractor can be used and what the tractor can be used to do.

**Michelle made a motion to increase the budget to purchase the larger tractor, insure it and build a storage shed for it for \$50,000. Dan 2<sup>nd</sup> the motion. The motion passed.**

- **Resod Fender field** Stephanie - Paonia Soil donation + purchase completed. Chris is assisting with getting soil into District yard. Baseball regular season is over but All Stars games starting. Fields will be in use by the All Stars until mid-August.

- **Silver Sneakers** - Per Board request, investigated District's eligibility for Silver Sneakers program. We do not qualify as we do not offer at least 10 resistance training machines.

- **TCM Bank Visa** – In May, the Board asked if we could use accumulated points to pay a portion of our bill. We cannot but we can investigate rewards items. Max requested a NFPPRD provided laptop. Stephanie will investigate the possibility of using points for this or other purchases for District needs.

- **Update on SB-303.** SDA wants to see property tax management retained at local level. Bill is under appeal, on its way to Supreme Court. Bill will be on statewide ballot if upheld by Supreme Court.

- **Flood Mitigation Plan Update** We completed application to be included in Delta County Hazard Mitigation program for future events. Joining the program does not result in retroactive funding/consideration. Sven also shared that Scott the Engineer didn't receive Sven's thumbs up after our vote last month. Sven is asking for a peer review. Dan and Becky both offered to be that person.

- **Miner's Trail update,** per Commissioner Koontz, \$550,000 for Segments 1 and 2 awarded from a CDOT grant. We are hosting the next meeting on August 11th from 3:00 – 4:30 pm. Members will likely walk over to overflow parking to review options.

- **Update on solar shade structures.** Sven has been collaborating with Brad Burritt. Sven will source the materials from one of the local sawmills and the settlement might offset part of those materials.

- **Update on roofing replacement project** All the materials are here. Work will happen after pool hours in August.

- **Skatepark & Tennis Court relationship with Town of Paonia** – discussed in an earlier item about a coffee meeting with Mary Bachran.

## **New Business**

- **Recreation District bank accounts (review of funding for each and what is paid from each). Review/confirmation of Rec District fund security. FDA & Public Deposit Protection Act. Impact of SB-303 on planned spending.**

Lenore presented an overview on each of NFPPRD's bank accounts. General fund is where most of the funds go. Mill Levy money and pool revenue from pool passes, admissions, swim lessons are deposited in that account. Salaries, utilities, operating expenses are paid from the General fund account. Lottery (Conservation Trust Fund) is kept in a different bank in Paonia. From that we pay capital projects, maintenance, weeds, prairie dog mitigation, pool chemicals, pool equipment. Lottery funds are restricted to keeping the facilities maintained to consistent condition. Sports Complex is a place to put funds that are set aside for a specific project such as skate park, baseball, and recently soccer. Petty

cash stamps, mailing, little things. The petty fund account is the only one that only requires one signature. Payroll account is filled by exact transfers from General Fund when Stephanie gets the report from our payroll processing vendor, Marici of Thunder Mesa. This is the bank account that the automatic withholding taxes are also drawn from.

**SB-303.** Lenore Explained – Years ago, when TABOR was initiated, the authors believed that there would never be a different ratio between residential and business properties. But as she explained, that ratio DID change and to keep the taxes in line, a Residential Assessment Rate ratchets your property value down 7% THEN you are assessed property tax. Last year they tried to make the rate standard, but they backfilled low-population areas to make them whole. With this new SB-303, they want to do away with the backfill.

### **Decisions, Motions and Policies.**

-Policy to allow Emergency Meetings. During the SDA conference, Jim Collins addressed Emergency meetings and provided the recommendation for Special Districts to have this policy in place. Policy allowing Emergency meetings; **Michelle motioned to adopt this policy. Dan 2<sup>nd</sup>. The motion passed.**

-Policy regarding Board Member compensation and Board Member reimbursement. Our research indicates Board Member reimbursement is common. The recommended reimbursement is not to exceed \$100 per meeting attended. **Sven made a motion to initiate this policy for \$100, Becky 2<sup>nd</sup>. The motion passed.**

-Policy regarding monitoring employee email and text communications. Per Colorado statute 24-72-204.5, NFPPRD will establish a written policy on monitoring email and text communications, that includes a statement that employee emails may be a public record and subject to public inspection; **Becky made a motion to initiate this policy. Dan 2<sup>nd</sup>. The motion passed.**

-Policy for disposal of personal identifying information. Per Colorado statute 6-1-713, NFPPRD will establish a written policy for disposal of personal identifying information.; **Sven made the motion, Michelle 2<sup>nd</sup>. The motion passed.**

-Policy for 'swim wear' attire at pool; **Tabled; the Board would like Stephanie to seek guidance. "We're investigating the proper policy for our pool."**

-Guidelines for pool closure on holidays, also consider impact to swim lessons; **The Board guideline was to close in alignment with Cherry Days Festival and Independence Day. We will post signs, create an email blast and also post notice that we close at 3 PM on the 26<sup>th</sup> for a Lifeguard In-Service.**

-Policy (tabled at May meeting) regarding payout of accrued Paid Sick Leave. NFPPRD will adopt a policy to pay out accrued sick leave, upon separation from employment. The policy will be Sick leave may be accumulated from year to year. Upon separation from employment, after ONE year of continuous service, employees may receive ONE hour's pay at their regular rate for every ONE hour of accumulated sick leave, unless such separation is the result of dismissal for cause. **Sven made a motion that we pay out sick leave. Michelle 2<sup>nd</sup>. Motion passed.**

- TCM Bank VISA requires the following language to remove Lenore Cambria and add Stephanie Bureau as the named cardholder on the NFPPRD account. North Fork Pool, Park and Recreation District

requests the removal of Lenora Cambria as the Business Officer of the credit card with TCM Bank. Stephanie Bureau is to become the Business Officer of the North Fork Pool, Park and Recreation District credit card with TCM Bank, account number ending 0082. **Becky made a motion approving the language as noted. Dan 2<sup>nd</sup>. The motion passed.**

Becky stated she will never be serving on hiring committees for NFPPRD due to potential conflicts of interest with her job. She will complete the requisite filing with the Secretary of State regarding this conflict.

**Marketing – Niki Richardson**

Merchant Herald ad completed, one or two e-blasts, aquatics poster completed.

**Treasurer’s Report** – Dan presented the financials.

Next meeting July 17<sup>th</sup>.

Meeting was adjourned at 8:50 p.m.

Respectfully submitted, Niki Richardson, Board Clerk

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