

NORTH FORK POOL, PARK AND RECREATION DISTRICT
September 29, 2025– 6:00 PM
Location: District Office at 333 Miner’s Way, Hotchkiss CO 81419

BOARD MEETING MINUTES

The Board of Directors of the North Fork Pool, Park and Recreation District (NFPPRD) met in person on September 29, 2025.

Board Members Present: Rebecca Ela, Kim Burke, Sven Edstrom, Scott Shishim

Others Present: District Administrator - Dan Ihnot, Administrative Assistant - Elsie Edstrom, Board Clerk - Ruben Santiago, and public attendees included members of the “Paonia Peaches” tennis group.

I. Call to Order

Rebecca calls the meeting to order at 6:05 PM.

II. President’s Review of Agenda

Rebecca approves the agenda as presented.

III. Roll Call & Excuse Absent Board Members

Michelle Pagone is out.

IV. Approval of Last Meeting’s Minutes

Sven makes a motion to approve the minutes, seconded by Scott. The motion carries unanimously.

V. Pay Bills

Bills were reviewed and discussed, including recurring services for Greg’s Lawn Service, Benson Brothers, Elevate/TDs landline consolidation, and alarm system upgrades to a cellular connection.

Rebecca makes a motion to approve the bills as presented, seconded by Scott. The motion carries unanimously.

VI. Public Appearance – 5 minutes per person

- Audrey Mae and Benny Hebrew, representatives from the “Paonia Peaches” tennis group addressed court maintenance concerns and facility improvements:
 - Tennis Court Repairs: Cracks forming around posts and across courts; group requested sealing or patching to prevent water damage.
 - Signage: Request for updated rules signage (“no skateboards, dogs, or bikes”) and refreshed information display case for tennis group postings.
 - Access Gate: Requested the rear gate be unlocked to retrieve balls more easily.
 - Shelter Proposal: A covered seating bench between Courts 1 & 2 was proposed, with a private offer to fund or build the structure.
 - Lighting & Maintenance: Some bulbs are out; town maintenance coordination suggested.
 - Pool Comment: A representative requested extending the pool season by contracting trained guards from Delta and expressed concern over the pool’s long-term viability given its age (~30 years).

The Board thanked the group for their input and requested written follow-up for staff review.

VII. Presentation of Staff Reports

- District Administrator – Dan Ihnot
 - i. Pool Manager exit interview
 - Dan spoke to having conducted an exit interview with former Pool Manager Mary; transition and coverage discussed.

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- ii. Workers Compensation, Property and Liability Insurance renewal
Dan has begun renewals for property, liability, and workers' compensation insurance, due in October.
- iii. Budget meetings – Kim Burke, Lanore Cambrea (professional fees)
Continuing work on FY2026 budget with Kim Burke and consultant Lenore Cambrea.
- iv. Board Clerk – Opening
The Board Clerk position was announced as vacant due to Ruben's departure, with transition support planned but no new appointment yet identified.
- Program Coordinator – Max Heepke
 - i. Soccer – Season underway, two (2) large hosting's at Crossroads
The soccer program is active and thriving, with two major hosting weekends completed successfully at Crossroads Park.
 - ii. Pickleball Tournament – October 18
The pickleball tournament was mentioned.
- Aquatics
 - i.
Dan and Max will collaborate to plan and launch the hiring process for a new Aquatics Manager, focusing on advertising strategy and timing for the next pool season.
- Facilities Manager – Chris Straub
 - i. Flood mitigation management
Flood mitigation measures were tested by recent rains and worked well, with no new problems identified.
 - ii. Pool shut down and closure
This item is completed.
 - iii. Ball fields winterized
The ball fields are being properly winterized, with irrigation shutoff and equipment secured for the off-season. Dan is seeking a regional contractor for sod work since local staff lack capacity for the project.
- Committee Reports (no activity this month)
- CORA Request
Dan spoke to having received a public records request from a Delaware-based organization seeking purchasing data. Legal clarification was provided by Ruben Santiago, noting that the district is only required to release existing records (e.g., AP check registers) but is not obligated to generate new documents.
- Nature Connection letter of support
Board agreed to continue an in-kind support commitment of \$2,000 for the trail crew program.
- Hotchkiss K-8
The district donated a \$65 pool punch card to support a Hotchkiss K-8 fundraiser.

VIII. Old Business

- Pool Management review
The pool management review discussion focused on lessons learned from the 2025 swim season, particularly the workload challenges experienced by the former Pool Manager.

Dan outlined a proposed restructuring to split the position into two defined roles:

- **Aquatics Manager** – responsible for administration, scheduling, training coordination, budgeting, and overall facility operations.
- **Head Lifeguard** – responsible for supervising daily lifeguard activity, mentoring junior staff, enforcing safety standards, and maintaining coverage schedules.

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The goal is to improve supervision, reduce burnout, and enhance accountability by creating clear, separate chains of responsibility.

The Board emphasized that the change would not increase total personnel costs: wages would be adjusted within existing budget limits, maintaining a combined 40-hour weekly average per position to ensure compliance with labor regulations.

Outcome: The Board reached consensus to proceed with this dual-role structure for the 2026 season, with job descriptions and wage ranges to be finalized by Dan and Max prior to recruitment.

IX. New Business

- **Master Plan Review and Discussion**

The Board conducted an in-depth review of the district’s Master Plan, now entering its fourth year. Discussion focused on aligning future capital projects with community needs and available funding.

Key points included:

- **Pickleball Facilities:** Continued strong community interest; the Board acknowledged the need for expanded facilities but noted the scale would require grant funding or partnerships.
- **Delta County Project:** Ongoing coordination regarding Robbie LaValle’s land donation for recreational development near Delta County Fair Grounds. The Board discussed working with local groups and Delta County to shape the project’s vision.
- **Pool Longevity:** Recognizing the pool is nearly 30 years old, members agreed to begin planning for a long-term replacement or major renovation over the next decade.
- **Feasibility Study:** Consensus that a professional feasibility study should be prioritized to assess future recreation infrastructure needs, including a possible community recreation center.
- **Community Access:** Emphasis on ensuring that improvements benefit the widest range of users — youth, seniors, and families.
- **Additional Priorities:** Tree planting, pump track paving, basketball/volleyball court upgrades, and entrance enhancements were identified as near-term goals.

Summary: The Board reaffirmed its commitment to the Master Plan’s long-term goals, emphasizing strategic investment in high-impact community projects and beginning groundwork for a future feasibility study.

- **2026 Preliminary Budget review and approval.**

- i. **Approve 2026 wage calculations**

The Board engaged in a detailed discussion led by Dan. He presented projected revenues of approximately \$515,000 and expenses of about \$495,000, noting that the budget maintained stable operations without overextending resources. The discussion reflected a focus on fiscal prudence while supporting necessary wage and program adjustments.

As part of the conversation, the Board first addressed staff compensation. Dan recommended a 2.7% Cost of Living Adjustment (COLA) for all staff and an additional 3.13% merit increase for the Facilities Manager and Program Coordinator, reflecting performance and market conditions.

After brief discussion, Sven makes a motion approve the 3.13% merit increases for the Facilities Manager and Program Coordinator, seconded by Scott. The motion carries unanimously.

Rebecca makes a motion to approve the other wages as presented at 2.7% for COLA,

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seconded by Sven. The motion carries unanimously.

Next, attention turned to the new Aquatics Manager position, part of the restructured pool management plan. The Board agreed that the position’s pay would be determined based on experience at the time of hiring, ensuring flexibility while staying within the approved personnel budget.

The Board then reviewed the overall Preliminary 2026 Budget, discussing line-item allocations and confirming that projected spending remained balanced with anticipated revenues.

Finally, Dan recommended setting aside \$40,000 for Capital Outlay to fund facility improvements and deferred maintenance, drawing from reserves and surplus funds.

Rebecca makes a motion to add forty thousand dollars (\$40,000.00) to the Capital Outlay in preliminary budget for 2026, seconded by Sven. The motion carries unanimously.

To close the budget discussion, the Board confirmed that the final adoption of the 2026 Budget would take place at the November 17, 2025, meeting, to be rescheduled due to the Thanksgiving holiday.

ii. **Repair and Maintenance**

Rebecca makes a motion to move Repair & Maintenance under New Business as part of budget discussion in October meeting. Seconded by Kim. The motion carries unanimously.

iii. **Capital Improvement Projects**

No direct discussion of “Capital Improvement Projects” occurred beyond the capital outlay portion of the budget conversation.

X. Marketing

No marketing report.

XI. Treasurer’s Report

Scott reads the financial statements.

XII. Next Meeting –

Monday, October 27th, 6:00 PM.

Scott makes a motion to move November’s scheduled meeting to Monday, November 17. Seconded by Rebecca. The motion carries unanimously.

XIII. Adjourn

Sven makes a motion to adjourn the meeting, seconded by Rebecca. The motion carries unanimously.

The meeting is adjourned at 8:20 PM.

Respectfully submitted, Ruben Santiago, Board Clerk

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Approved*_____ Dated_____

*Original signature on file at District Office at 333 Miners Way, Hotchkiss CO 81419