

**NORTH FORK POOL, PARK AND RECREATION DISTRICT**  
**May 28, 2025– 6:00PM**  
**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 May 28, 2025.

**Board Members Present:** Rebecca Elan, Sven Edstrom, Michelle Pagone, Scott Shishim

**Others Present:** District Administrator – Dan Ihnot, Board Clerk – Ruben Santiago, Mary Smith – Aquatics Manager, Elsie Edstrom – Administrative Assistant, Ben Goodwin – Paonia Youth Soccer, Sara Seller – Observer & Supporter of PYS

**I. Call to Order**

Rebecca calls the meeting to order at 6:02PM and begins with round-robin introductions by all present.

**II. President’s Review of Agenda**

Dan adds discussion of swim passes for the Wilder Bunch crew as requested by Ben Gaves.

Sven would like to discuss on behalf of the Town of Hotchkiss under Miners Trail.

Rebecca accepts the items to the agenda.

**III. Roll Call & Excuse Absent Board Members**

No excused absences.

**IV. Approval of Last Meeting’s Minutes**

Rebecca notes the following corrections to the 4-28-2025 Meeting Minutes: Pg. 1 - Staff Reports - Item .ii - updated new board member to reflect 'Kim Burke' - moved Elsie Edstrom help mention to next sentence. Pg. 2 - Old Business - Miners Trail - Updated 'Dan pointed to a \$15k "Flood" line item' to reflect \$50k instead of \$15k. And on Pg. 3 - Old Business - 3rd paragraph - Corrected "Matt Jenkins" to "Matt Jennings" and included 'of Delta County'.

Scot makes a motion, seconded by Sven, to approve last month’s meeting minutes with the corrections identified.

The motion carries unanimously.

**V. Pay Bills**

A couple of questions regarding items on the report were brought up and addressed. Elsie clarified that to help staff prepare financial reports, no bills will be paid after the Wednesday before a board meeting. This allows a few days to finalize the reports, especially the more detailed sections. This process was followed for the current cycle for reporting output.

Michelle makes a motion, seconded by Scott, to pay the bills..

The motion carries unanimously.

**VI. Public Appearance – 5 minutes per person**

- Ben Goodwin – Paonia Youth Soccer

Rebecca explains that speakers are given five minutes to present. Requests should ideally be submitted in writing, and the board will either discuss them immediately or follow up after further review.

Ben Godwin, President of Paonia Soccer Club, presented a request for assistance from the

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Recreation District with registration for the Fall 2025 soccer season. The club, run by volunteers and parents for over 25 years, is currently facing a shortage of volunteers and leadership transitions. They are asking the Rec District to manage player registration through its existing online system, similar to the process used for Hotchkiss Youth Soccer. The District would handle online registration and fee collection, then provide Paonia Soccer Club with a player list for team formation, along with the collected fees (minus an agreed service fee). This trial arrangement could become ongoing if successful. Ben confirmed the club is based in Paonia (within district boundaries), aligns with the District’s mission, is a registered nonprofit in Colorado, and maintains liability insurance. He is prepared to submit any necessary forms and answer questions.

Rebecca inquired about the broader context behind the decline in youth participation in the valley and what underlying concerns parents may not be expressing. She also asked about the potential consequences if these issues remain unaddressed.

Sarah highlighted the challenges of being working parents and requested additional support for Paonia, noting that other towns receive assistance from their recreation districts.

Ben reported that 80 kids are currently registered for the program, half of whom are new participants. The total pool of children aged 6–12 is about 120, with no U14 teams formed in recent years. He noted a registration deadline of July 1 for the fall season and emphasized the need to inform parents of any changes in a timely manner.

Sven asked whether registration is the main priority or if field availability is also a concern.

Sarah responded that field usage is not currently being addressed but expressed openness to support in that area. She added that PYS is managing coach coordination and referee scheduling.

Ben stated that the county has no involvement with Volunteer Park and does not maintain it. He outlined the current arrangement with the town of Hotchkiss, including a \$50 registration fee. Rebecca concluded by outlining the next steps in the process and committed to following up with PYS.

### VII. Presentation of Staff Reports

- District Administrator – Dan Ihnot
  - i. Onboarding – 22 additional summer staff.  
Dan spoke to Payroll due on Monday and stressed the importance of paperwork for the new staff be submitted before end of the pay period.
  - ii. Summer season contractors – Turf, weeds, bugs. (no Parie Dog)  
The weed control contractor is scheduled to spray on the 29th. Pest Away has completed an initial treatment and will return to address the concession area. Efforts to locate a specialist for prairie dog issues have been unsuccessful; the individual previously used by NFPPRD has not responded to outreach attempts. Sven will contact the police department to report on WCC individuals camping on site.
  - iii. GOCO/RMS, SDA Liability Pool – Meetings and updates (EAP)  
GOCO Grant Program: GOCO has restructured their grant program. Key insights include identifying appropriate grant categories for applications and implementing strategic planning for submissions. F or larger funding requests, applications should exceed 10-20 per week.  
RMS Funding: Funding has been suspended - awaiting further updates.

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Insurance Review: Materials have been submitted to the insurance company for evaluation.

Emergency Response Planning: Max has volunteered to develop an emergency response plan for the organization.

- iv. Seasonal Marketing – Adds, Article Electronic  
Advertising has been updated in Shopper and Merchant Herald, and the print materials have been confirmed as completed. Mary and Max have been handling updates to email campaigns and social media content.
- Program Coordinator – Max Heepke
  - i. WSI Introduction and Training Good mix of returning, crossover and new staff. Most interest in lower levels (consider expanding.)  
Max provided an update on his team and teaching approach. He has a good mix of returning instructors and three new aides joining, which helps maintain a strong employee pipeline. His process includes weekly lesson reviews with his team before each new session. As a support aide, Max observes and assists instructors in the water, emphasizing hands-on, in-water instruction as his core teaching philosophy. He maintains open communication with all team members, providing ongoing feedback and challenges even to returning instructors to help them continue improving their skills.
  - ii. Swim lessons registration – 178 spots filled  
Dan spoke to not knowing how it reflects to 2024 year. However, the lower levels fill up the most and may need possible expansion for 2026 year.
  - iii. Soccer – Season ended all went well. Good to have solid reffs
- Aquatics – Mary Smith
  - i. Lifeguard training May 27 – 29  
Mary spoke to currently having 8 trainees: 5 new team members and 3 returning guards. It’s a strong group, and their enthusiasm is appreciated. The new chairs have arrived and look great. All trainees are scheduled to work on Friday, May 30th. So far, 12 people have registered for the Fitness Self-Challenge. Mary asks spreading the word: if you see a related post on social media, consider liking, commenting, or sharing to boost engagement. She is looking forward to the Miner’s Trail event on the 21st, and there may be a food truck attending. Overall, everything is progressing well. Additionally, Hayley Hall has been promoted to Assistant Manager and is currently in training.
  - ii. Facilities and Operations
- Facilities Manager – Chris Straub
  - i. Irrigation – Numerous repairs. Fully operational  
Chris completed facility repairs, and all systems are operational. During his upcoming two-week vacation, the team will handle back filter maintenance and other operational task such as: Dan to confirm chemical spill training status with Mary, check on safety data sheet availability, implement written safety protocols with staff signoffs, and schedule back filter maintenance.
  - ii. Pool – Fully operational. Materials and supplies purchased for the season
- Committee Reports (no activity this month)

### VIII. Old Business

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- Miners Trail – Conservation crew. Gravel pathway (U.C. \$800) Bridges, Culverts, Town of Hotchkiss  
The Western Colorado Conservation Corps crew of eight has achieved 65% completion on the pathway project over two days, nearly finishing the west side pathway from the road to nature connection with 4-inch compacted road base and planning to complete a gravel pathway to the pool entrance by Friday. The project has stayed cost-effective at approximately \$900 in gravel costs by eliminating an unnecessary culvert and repurposing materials, while also improving drainage and installing weed barriers. A \$15,000 funding application has been submitted to the town for paving 350 yards of pathway, with positive initial feedback from the operations manager, Marvin with the Town of Hotchkiss, and a formal presentation to the town council is planned pending this week's agenda submission, leaving the foundation ready for either concrete paving if approved or alternative surfacing options.
- Phantom Concrete – Completed refurbishing.  
Dan reported that the crew completed their site visit last week. The NFPPRD meeting was rescheduled and held on Friday, with the work extending two days beyond the original timeline. Upon review, the completed site work met quality standards.
- Turf Rehabilitation – RK Seeding/Buffalo Brand Seed. Create Maintenance Plan  
Dan concluded that Fender Field requires a comprehensive maintenance plan to address ongoing field condition issues that have persisted for several years. Current routine maintenance has proven insufficient to maintain adequate playing conditions. A hydro seeding company recently contacted the district to provide service estimates (labor only, excluding seed materials). Additionally, a seed sales representative visited the facility, though seed purchases would be handled directly between the vendor and the hydro seeding contractor rather than through NFPPRD. While recommendations have been provided, no formal maintenance plan has been established for the recreation district. Developing a proactive maintenance strategy would better position the district for future needs. Max will conduct soil sampling to determine specific soil amendment requirements. Fall presents the optimal window for field renovation work. Although the initial recommendation targeted completion by Father's Day, a more realistic timeline would aim for October implementation. The district would benefit from establishing a long-term field maintenance plan that includes regular assessment, seasonal treatments, and scheduled improvements to ensure consistent playing conditions.
- Soccer – DCYSA. PYS Update on recent meetings. Define NFPPRD roll  
Current Organizational Structure  
Delta County Youth Soccer (DCYS) operates as a county-wide umbrella organization with four member clubs, each represented by two individuals on the DCYS board. However, the organization has significantly weakened since COVID-19, with much of its structure having "melted away."

### Key Issues Discussed

The primary concern addressed was the reorganization of DCYS, as the county-wide organization has faltered and requires restructuring. Delta County currently lacks any formal agreement with DCYS, creating a need for a clear Memorandum of Understanding (MOU) between organizations. The financial structure presents additional challenges, as DCYS currently assesses \$9.50 per player registration fee to member organizations, though the fee breakdown structure was described as confusing during discussions. NFPPRD (North Fork Pool and Park Recreation District) needs to identify clear benefits before committing to any payments.

Regarding registration management, Ben from Paonia Youth Soccer requested that NFPPRD handle

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their registration process. Max estimated approximately 10 hours of work for basic registration, though significantly more time would be required if referee management were included. NFPPRD would charge a 10% administrative fee for program costs. Current system costs include a \$799 annual Sports Engine fee, \$109 monthly processing fees, and a 3.5% transaction processing fee.

### Board Decisions

For immediate actions in 2025, NFPPRD will handle registration for Paonia Youth Soccer for spring 2025, with Max confirmed to manage the registration process. The service will be limited to registration only, not referee management. Future planning involves developing a comprehensive MOU outlining all fees and costs for additional services, establishing a clear fee structure for expanded services in 2026, and limiting NFPPRD involvement to Hotchkiss and Paonia areas. The board emphasized a cautious approach, requiring formal agreements before any financial commitments. The special district status of NFPPRD requires careful consideration of partnerships, with no payments to DCYS until a clear understanding and benefits are established.

### Key Takeaways

The meeting highlighted the need for organizational restructuring at the county level while establishing clear, formal agreements between participating entities. The board took a measured approach, agreeing to provide limited services in 2025 while developing comprehensive frameworks for future collaboration.

- Election update – DEO, County, office posting of cancelation. DOLA filing of cancelation. DEO contact candidates  
Dan spoke to Election being completed and those elected having letters sent out to them.

## IX. New Business

- Swearing in of Board Members  
New board member, Kim Burke, was sworn in to Dan at an earlier date.  
Dan swore in Rebecca & Michelle, and they complete signing forms.
- Signing Authority and Financial access for Administrative Assistant (individual log-in for banking)  
Elsie speaks to having a need to have her own access to the financials.

Rebecca makes a motion, seconded by Scott, to approve Admin Assistant, Elsie Edstrom, to have financial access.

The motion carries unanimously.

Sven makes a motion, seconded by Scott, for signing authority for all current board members.  
The motion carries unanimously.

- Review and approve pay rate for veteran WSI  
The board meeting focused on reviewing compensation for water safety instructor positions. Dan presented information about WSI levels 3 and 4 through a detailed spreadsheet analysis. During the discussion, it was noted that Mary Gore, the aquatics manager, and Linda Young, a Water Safety Instructor, were compensated at 2024 rates that reflected their years of experience in their respective roles. The board engaged in a comprehensive review of why certain WSI levels would be eliminated for 2025, basing their decision on a detailed report. This led to a broader discussion about various positions within the program, with clarification provided on different role classifications and their

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corresponding responsibilities. Scott expressed strong support for the outlined proposal and the changes being considered.

Scott makes a motion, seconded by Michelle, to approve an \$18.77 pay raise for 2025. The motion carries unanimously.

The decision-making process had overwritten the existing WSI pay band structure. This represented a significant restructuring of the water safety instructor compensation system, ensuring that experienced staff members received appropriate recognition while streamlining position classifications for the upcoming year.

- Sports Engine – Registration efficiency upgrade. (HHP MOU review)  
Elsie and Dan spoke to the proposed change would affect the fee amount and require modification of the MOU (Memorandum of Understanding) with HHP. While the specific percentage in the MOU is uncertain (possibly 10% of the fee), HHP must be notified of any fee changes. The \$7 figure referenced in previous communication was not part of the official MOU but appeared in separate printed materials. The MOU specifically references a percentage-based fee structure rather than a fixed dollar amount.
- SDA Regional Conference. June 24, Clifton, CO  
Dan spoke to having registered for the June 24<sup>th</sup> conference and asks for anyone interested in joining although agenda does not have any significant or legislative updates

### X. Marketing

Nothing was reported.

### XI. Treasurer’s Report

Elsie spoke to the May profit/loss statement reflects minimal income, but this will be reconciled in subsequent periods. This discrepancy is attributed to partial reporting due to the timing of statement cutoff dates. For HHP specifically, May payments received were for services rendered in March and April. The consolidation of two months' payments into a single reporting period was necessary to bring accounts current.

Scott reads the financials.

### XII. Next Meeting –

Monday, June 23<sup>rd</sup> at 6PM. Sven will be out. Rebecca asks for updates from Sven prior to the next meeting.

### XIII. Adjourn

Rebecca adjourns the meeting at 8:12PM.

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