

NORTH HUMBOLDT PARK AND RECREATION DISTRICT
Minckler Education Center Conference Room at Mad River Hospital
Wednesday, January 23, 2019

PRESENT: Jan Ross, Pam Loudenslager, Kelley Hurlburt, Bridget Beck
STAFF: Dave Nakamura, Lawre Maple

I. CALL TO ORDER

The meeting was called to order by Chairperson Jan Ross at 4:35PM at Minckler Education Center Conference Room at Mad River Hospital.

II. APPROVAL OF THE AGENDA

A motion was passed to modify agenda and move item VII.) A.) Parking Lot Project before VI.) Reports. (Kelley Hurlburt/ B.Beck/all in favor) to accept agenda as modified.

III. APPROVAL OF THE MINUTES

A motion was passed (K.Hurlburt/B.Beck/all in favor) to approve the minutes of the December 12, 2018 meeting.

IV. CORRESPONDENCE AND COMMUNICATION

None at this time.

V. PUBLIC COMMENT

Question posed by K. Hurlburt regarding the new swim coach for the Humboldt Waterdogs Swim Team. J. Ross commented that things are in the works and hopefully will happen soon.

VII. OLD BUSINESS

A. Parking Lot Project

- Dave Nakamura introduced item: the Board has been working on the Parking Lot Project which was originally necessitated by the City of Arcata sewer lateral project. In reviewing the hardscaping at pool it is also come to the attention of the Board that the patio needs to be upgraded for ADA compliance. D. Nakamura reported that he spoke to someone in Sacramento regarding Prop 68 funds. A public hearing planned for the end of February and we should know our allocation. It should be \$200,000 minimum. Receptions of funds should be late spring/early summer. Representative from government office in Sacramento stated that we could spend the money now, as long as we get it allocated later.D. Nakamura recommends that we get the bid documents submitted to contractors sooner than later – winter months typically allow for lower cost estimate than spring/summer. If the Board should decide to pursue the full scope of the project (the parking lot and the patio area), \$200,000 from Prop 68 would not be enough money. Would need to use reserves and/or get a loan.

- Jared O'Barr, PE, of SHN Consultants in attendance to present preliminary plan update for the parking lot area. Presented two options regarding the entryway into the building:

1. Install a ramp at entryway. This would allow for a seamless transition from parking area sidewalk. It would require railings and limited entry points
2. Keep slope low. Railings would not have to be used because it would not be a ramp. Entry points not limited. It is not a seamless transition and creates a tripping hazard. Board discussed the ramp, railings, entry points, walkway and the eleven parking spaces. Board decided on option (2) and to place a permanent planter (not a railing or anything climbable) in the area where the tripping hazard is created. J.O'Barr informed the board that an electrician would need to be hired to install walkway lighting.

-D. Nakamura discussed the outdoor shower on the patio and one of the complications. Rainwater cannot get into the sanitary sewer because of water treatment regulations. Needs to be covered. Perhaps installing a

shelter like a small gazebo over the outdoor shower or putting it up again at the sauna and covered. D. Nakamura also mentioned a re-build of the sauna.

- J.O'Barr discussed that there is no survey of the patio area so that planning would be done without that. He also mentioned the various permitting required for a project of this scope. Also discussed use of additive alternates on baseline bids. The additive alternated describe work that can be added to or deleted from the baseline bid for the project.

- D. Nakamura mentioned the possibility of needing an environmental impact survey because the project is government funded.

- P. Loudenslager questioned if it is possible not to do the patio at the same time as the parking lot. D. Nakamura mentioned that it could cost an additional \$20,000-\$30,000 to mobilize work if done at a later date.

- B. Beck commented that ideally both would be done as to not destroy completed work and using the money more wisely.

- J. O'Barr mentioned treatment options to the asphalt on the west side of the building. To rehab the asphalt a slurry slea could be applied, which looks just like paint. This would be part of the base bid. Or, new asphalt could be installed. There is also a grind and overlay technique which he soed not recommend because of the size of the area and the uncertainty of how deep the asphalt was poured initially.

- L. Maple commented on seeing sinkholes in the current asphalt.

- J.O'Barr commented that bidding documents may require a lawyer assisting the Board.

- The Board would like to see plans near-final at the February meeting.

VI. REPORTS

A) PROGRAMS/ OPERATIONS REPORT – L. Maple

- Reef Check Foundation contacted Arcata Community Pool to possibly rent facility on May 18, 2019. This will assist them in scuba training for a sea urchin removal project that they are working on in Mendocino.

- New lifeguarding class will begin in February.

- Soundboard should be delivered on Friday, January 25, 2019.

- 32 season passes sold as of today – some new patrons, most returning patrons.

- There is a meeting/training this coming weekend for guards/employees.

- K. Hurlburt asked for clarification on weather policy in the event of a lightning storm. L. Maple clarified that the pool and interior spaces remain open. The hot-tub closes during an active lightning storm.

- K. Hurlburt commented that many people have told her that the pool is the cleanest that they have seen it in a long time and that the conditions are lovely.

- P. Loudenslager commented that there are many children in the showers during open swim times that stay in there for a length of time running the water etc. Concerned about the utility bills. Discussion on the rates of utility bills on the rise in general. Also a discussion on children being safe in locker room – not running etc. L. Maple commented that part of the guarding duties are to perform occasional locker room checks, as well as checks of all pool areas.

- L. Maple reviewed items that were attended to over the pool closure days. Some of these items include: mending of roof and flashing, refurbished hot tub, bench repair, threw out old items, cleaned windows, lobby area painted, flooring in weight room, cleaned weight room equipment, prepped walls and plywood for soundboard, lighting was redone, new fixtures, cleaned locker room and hallways, decking cleaned by a janitorial service, gutter and pool cleaning, trash and recycling, pool filter system cleaned, pool filters replaced. There was a staff of 5 people who participated in the pool maintenance and upgrades during the closure.

Some overtime hours were accrued due to the scale of projects and staff limitations.

B) FINANCIAL REPORT - D. Nakamura

- Revenue looks okay. There are a few items in expenses that are increased due to unique work this year: Payroll is increased due to the pool projects during the closure and overtime accrued to complete the work, supplies and services are increased due to the pool projects during the closure, repair and maintenance is increased due to the purchase of the soundboard, and outside professional services is increased due to the hiring of SHN Consultants. Utilities and insurance can be expected to go up with PG&E bankruptcy declaration.
- P. Loudenslager requested to know the number of hours put in during the pool closure repair period and the amounts staff are paid. Would like to do her best as a board member and know financials.
- L. Maple replied with pay rates of employees and stated that overtime hours are discouraged and only accrued when necessary.
- D. Nakamura suggested that the pay scale information be shared.
- B. Beck commented on having Board responsibilities defined.
- P. Loudenslager requested an outline of Board responsibilities at the next meeting.
- There was discussion of the information given to each board member at the beginning of his or her tenure.
- Software system was discussed - once cable system is put in place, then it would be possible.

VIII. NEW BUSINESS

A) BOARD MEMBER UPDATE – TRAINING

- D. Nakamura stated that there are two different ways boards are structured. Some voluntary, others paid. Paid board members require completion of online ethics trainings and sexual harassment law trainings. Many voluntary boards complete trainings as well. Board can discuss at a later date.

IX. GENERAL BOARD COMMENTS

- P. Loudenslager is very concerned about net income loss and year to date financials.
- L. Maple commented that she will have the guards do additional locker room checks as discussed during Program Reports. She will also provide pay scale information at the next meeting.

X. ADJOURN

Meeting was adjourned at 6:10PM

Next meeting is Wednesday, February 20, 2019 at 4:00PM Minckler Education Center Conference Room at Mad River Hospital.

Respectfully submitted,
Bridget Beck
Acting Recording Secretary
Approved:

Chair

Date