

**NORTH HUMBOLDT RECREATION AND PARK DISTRICT**  
**Board Meeting**  
**Wednesday, November 18, 2015**

PRESENT: Jan Ross, Jo Anne Joy, Mike Morrison, Harvey Kelsey (via phone)  
Staff: Dave Nakamura, Lawre Maple, Aaron Maple, Edith Harmer

**CALL TO ORDER**

The meeting was called to order by Chairperson, Jan Ross at 3:35 p.m.

**APPROVAL OF THE AGENDA**

A motion was passed (Morrison/Joy) to approve the agenda as presented.

**APPROVAL OF THE MINUTES**

A motion was passed (Morrison/Joy) to approve the minutes of the October 21, 2015 meeting.

**CORRESPONDENCE AND COMMUNICATIONS**

There was considerable discussion on an issue of swimmers being able to swim adequately and safely in the deep end, in order to be allowed to swim there. It was felt that requirements should be clearly spelled out and available to participants (i.e., "Expectations of swim test"). Lifeguards must make decisions based on safety. A response letter will be sent to folks involved in the original issue, and a copy of the clarified requirements will be available at the front desk.

Richard Harmer was thanked for his letter to the editor of Times-Standard recognizing Dave Nakamura for his job well done in managing the finances of the Arcata Community Pool.

**REPORTS**

- A. Program/Operations: A letter from Bryan Heaton was considered, regarding instruction to swimmers by outside persons, rather than instructions by our staff. Discussion involved clarifying our policy on this. A recommendation was made to contact other pools to see how this issue is addressed. The issue will be on the agenda at the next board meeting. Lawre will respond appropriately to Mr. Heaton.

The meeting was temporarily adjourned in order to move, since this office closes at 4 p.m.

It reconvened at 4:20 p.m., at nearby Fiesta Café.

- B. Financials: Dave reported that we are close to last year on income and expenditures, and are about \$15,000 ahead of last year.

**OLD BUSINESS**

- A. Fees/Pricing adjustments for Pool Programs – 10-swim passes: Discussion centered on an expiration date being included on the 10-swim passes, which is an accounting issue of

monetary value. It was felt that passes should expire after one year. It was decided that passes shall have an issue date and an expiration date.

- B. Pool Heating System Plan/Costs: Dave reported on recent communications with Maples Engineering regarding their fees for installation of a new system. The issue is one of lack of details on the contract, which apparently are not clearly spelled out. We need more information, also it is possible that a bidding process will be included. At this time it will be impossible to make the heating system installation during the December break. Dave will be following up on these concerns with Maples Plumbing.

#### NEW BUSINESS

- A. Auditing Firm Selection: It was decided to direct staff to send out an RFP to local firms for the annual audit.
- B. Creation of Exempt Employee Category: There was considerable discussion regarding this issue. In general, it was felt that an exempt category is needed with job description included as well as number of hours worked. Dave will follow-up on this issue.
- C. New Meeting Location: Possibilities were discussed for a new location, since the Chamber of Commerce is moving out of this building. Board members were encouraged to investigate possibilities of locations with handicap access available, and report back at the next meeting. For this building (Chamber of Commerce), we will need to meet at 2:30 p.m. in order to complete business by their closing time at 4 p.m.

#### ADJOURNMENT

A motion was passed (Joy/Morrison) to adjourn the meeting at 4:55 p.m.

**The next meeting will be on Wednesday December 16, at 2:30 p.m., at the usual location, Chamber of Commerce building.**

Respectfully submitted,  
Edith Harmer, Recording Secretary

Approved:

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Chair

Date