

NORTH HUMBOLDT PARK AND RECREATION DISTRICT
Minckler Education Center Conference Room at Mad River Hospital
Wednesday, February 27, 2019

PRESENT: Jan Ross, Pam Loudenslager, Kelley Hurlburt, Bridget Beck, Harvey Kelsey (via Skype)
STAFF: Dave Nakamura, Lawre Maple

I. CALL TO ORDER

The meeting was called to order by Chairperson Jan Ross at 4:36PM at Minckler Education Center Conference Room at Mad River Hospital.

II. APPROVAL OF THE AGENDA

A motion was passed to approve agenda. (Beck/ Hurlburt/all in favor)

III. APPROVAL OF THE MINUTES

A motion was passed (Loudenslager/ Beck/all in favor) to approve the minutes of the January 23, 2019 meeting.

IV. CORRESPONDENCE AND COMMUNICATION

- Swim team update (Ross): Humboldt Waterdogs Swim Team

- Team requesting later morning swims during the summer perhaps 7-8, 7:30-8:30, or 8-9
- New coach is coming next Monday

Maple and Nakamura said a decision can be made on the new summer practice times by the March NHPRD meeting.

Ross also mentioned that the Humboldt Waterdogs Team is looking to address the issue of team-member bags and equipment left at the pool during the school day. Both Arcata Community Pool and Humboldt Waterdogs are trying to come up with a storage solution. (bin, hooks, additional cabinet, cage)

- Maple reported that there is some interest in a Masters Swim Team practice at lunchtime 2-3 days per week year round. It would be in addition to the morning swim.

-A patron questioned why children are only permitted during rec swims and designated classes. Could they be able to come anytime? Board discussed what other pools do and staffing issues that would be required.

- Nakamura presented form to Board for signatures. This continues to allow University Center to access pool's reserve funds, which is standard procedure.

-Nakamura presented CA form 700 – Statement of Economic Interests - to be signed by each individual Board Member.

V. PUBLIC COMMENT

Loudenslager mentioned the leak that this in the women's locker room skylight. Few commented that it has been there for years. Nakamura suggested having Aaron Maple take a look at it and try to find the source of the leak.

VI. REPORTS

A. Program/Operations Report

Maple reported:

- Swim lesson are full - filled up quickly.
- School group swim lessons started as well. Continue through April. May and June are very busy months.
- Pool has many employees on staff, but their availability is low. Scheduling has been a challenge
- Season passes count up to date of meeting is 73 sold (32 Adult, 41 Senior) plus 4 Family Passes; seems to be an increase. Many former patrons have returned to Arcata Community Pool (ACP) to swim, others have joined due to their Silver Sneakers benefit being canceled by insurance company

- Two vehicles have been broken into recently, both in the afternoon, both employees cars. Same space - two spots down from the handicap parking.
- Aaron Maple and employee installed soundboard – it looks great.

B. Financial Report

D. Nakamura reported:

- Review of the Cash Reserves document from 2014-2018. Current Cash reserves are \$235,861.22
- It is ideal to keep three months of operating budget in cash reserves which would be \$150,000 (\$50,000 per month)
- Operating Revenues: Most are up this year compared to 2017/18. Total Operating Revenue is up about \$20,000.
- Loudenslager questioned if payroll is up due to minimum wage increase. Nakamura stated that the hours are up, but need to print reports and “fine tooth comb” those expenses.
- Utilities: Redwood Coast Energy Authority can give us utility history data on the pool.
- Outside Professional Service fees this year are for SHN and the necessary parking lot repair/sewer lateral project.
- In addition, the reserve monies for the soundboard were in last fiscal year statement, but cost of item was in this year’s report.

C. Other Reports

None at this time

VII. OLD BUSINESS

A. Parking Lot Project

1. Concept Approval and Authorization for Capital Expenditure

Nakamura presented overall cost estimate of the Parking Lot Project from SHN which was originally necessitated by the City of Arcata sewer lateral project.

- 1.) Main scope of work estimate = \$240,000
- 2.) Hot Tub ADA compliance overhaul estimate= \$37,000
- 3.) Additional bid item (Add. Alt): Asphalt Overlay estimate = \$23,000 [would reduce item 1.) by approx. 3,000]
- 4.) Additional bid item (Add. Alt): Remaining Patio Concrete = \$28,000

Total estimate of items #1-4 = \$325,000

Prop 68 that passed in CA is the largest bond in nation’s history for Parks and Recreation. NHUPD is allocated at least \$200,000. There is also a competitive grant program for additional funds. Nakamura would need to screen possible funding options to see if NHUPD would be eligible - unsure as of now.

Reviewed option to use additional reserves at \$50,000 and then a possible loan amount of \$125,000. The loan repayment amount for \$125,000 may be difficult to swing because it would be about \$1,550 per month. Discussed terms of loan – 7, 10 or 15 year loans and prepayment penalty possibilities. Perhaps a smaller loan would be best.

Prop 68 monies are retroactive to July 2018, so payment to SHN could be recuperated into budget.

Kelsey motioned to move forward with obtaining bids. Monies would be as follows: \$200,000 from Prop 68, up to \$100,000 from ACP reserve funds and up to \$100,000 for bank loan.(Kelsey/Beck second motion/all in favor)

B. Other Old Business

None at this time

VIII. NEW BUSINESS

A. BOARD MEMBER UPDATE – TRAINING

Sexual Harassment and Ethics online workshops are available and encouraged for board members. All in favor of participating in trainings.

B. Other New Business

Nakamura distributed a document on board duties, *Your Six Responsibilities as a Board Member by Dan Cain*, to help answer any questions on Board member responsibilities. Not a perfect document, but helpful.

IX. GENERAL BOARD COMMENTS

Maple commented that she submitted a grant to Humboldt Sponsors on February 8th. Also, commented that Arcata Community Pool had advertised opportunities for children's parties in the Mad River Union newspaper.

X. ADJOURN

Meeting was adjourned at 6:17PM

Next meeting is Wednesday, March 27, 2019 at 4:00PM Minckler Education Center Conference Room at Mad River Hospital.

Respectfully submitted,
Bridget Beck
Acting Recording Secretary
Approved:

Chair

Date