

NORTH HUMBOLDT PARK AND RECREATION DISTRICT

University Center Business Office Conference Room, Humboldt State University

Wednesday, May 22, 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 4:37PM at the University Center Business Office Conference Room, Humboldt State University.

II. APPROVAL OF THE AGENDA

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

III. APPROVAL OF THE MINUTES

A motion was passed (Pam Loudenslager/K. Hurlburt/all in favor) to approve the minutes of the April 17, 2019 meeting.

IV. CORRESPONDENCE AND COMMUNICATION

- Lawre Maple reported that new swim staff asked about use of pool when not coaching. Board agreed to offer HSC staff member 25% off of 10 visit or monthly pass.
- L. Maple reported on staff dealing with difficult patrons. Discussed customer service and public entity admission.

V. PUBLIC COMMENT

- J.Ross reported on a public forum she attended regarding a potential swimming pool build in Fortuna/Rohner Park. A feasibility study will be completed by the end of July. A very positive meeting and forum.

VI. REPORTS

A. Program/Operations Report

L. Maple reported:

- Lifeguard training class is in session – three attendees.
- Lessons are in session. Things are going well. Not a large staff at the ACP, but a dedicated and hard-working group.
- High school lifeguard training recertification in June. Initial certification class coming up. J. Ross will put in swim team newsletter.
- Busy next four weeks.
- Sunday and Monday closed for Memorial Day (May 26&27)
- Patron who regularly attends lessons through grant funding has continuing lessons thanks to a grant for the Knights of Columbus and private donation.
- Auto-filler on pool broke for a day – pool was very full for one day and maintenance room flooded, but all is well now and repaired.

1. Pass Income and Number Issued Report

- L. Maple presented reports on types of passes and income generated 2016-2019 as well as season pass information 2011-2019

2. HSC Request for Additional Summer Times

- J. Ross reported that the Humboldt Swim Club is asking for additional hours and lanes for two Saturdays in June and one additional hour on Tu and Th mornings. Board decided to offer HSC use of lane three lanes total on Saturdays and two lanes for the additional Tu/Th times at the rate of \$15 per lane per hour.

- Board agreed signage is needed to notify lap swimmers of rental changes.

B. Financial Report

Dave Nakamura discussed the spreadsheet handed out regarding projected budget and current budget. Utilities, insurance and payroll will all increase in the coming budget year. 2018-19 has been a “break-even” year.

L. Maple reported that there is opportunity to increase revenue with additional SCUBA classes. She explained that the pool receives a per-participant fee. SCUBA instructors are independent contractors who carry their own insurance etc.

VII. OLD BUSINESS

A. Parking Lot Project

1. Update by D.Nakamura

Two bids were received for work. One approachable bid:

\$304,000 for initial scope; \$25,000 for misc. fees = \$329,000 total (Misc. fees include landscape, signage etc.). This total does not include the hot tub/patio project.

State funds from Prop 68 \$200,000, \$129,000 reserve funds (Board previously voted on \$150,000 maximum) = \$329,000. Prop 68 funds distribution has been delayed until late summer – 3 months from now, so we could run into a cash-flow problem. Need to have completion by mid-August – before Arcata High School is back in session.

Hot tub project is \$110,000 estimated. One person in area does this type of work. Looking at 4 months of construction.

Thoughts on Hot tub component of project:

- an updated hot tub can generate revenue
- has to be completed at some point because there is a leak and also ADA compliance issue
- construction could be more complicated to go back and do later
- issues may come up during parking lot project that impact the patio – may be more economical to address while parking lot construction is happening.
- to do the addition work of the hot tub project, we would need to take a construction loan
- patrons who have paid for season passes will be unable to use their pass to the fullest (because the hot tub area will be closed for 4 months)

Board decided for D. Nakamura to investigate possibility and terms of construction loan.

Discussed possibility of grant funding because of compliance issues.

Discussed design for new sign that will be more visible from street. D. Nakamura showed examples.

B. Board Member Training

Emails from training site to Board members were never received. Issue with the training provider.

C. Other Old Business

D. Nakamura reported that University Center is upgrading financial software. As of Jan1, 2020 a new law will go into effect, every employee will have to complete 1 hour of Sexual Harassment Training. Issue of how to track the completion for each employee is being discussed.

VIII. NEW BUSINESS

None at this time

IX. GENERAL BOARD COMMENTS

P. Loudenslager asked if there are Bylaws through the NHRPD detailing responsibilities of Board Members. J. Ross and D. Nakamura mentioned that they looked into this and there is nothing comprehensive on record. D. Nakamura referred to the handout from a previous meeting, "You Six Responsibilities as a Board Member" by Dan Cain.

X. ADJOURN

Meeting was adjourned at 6:23PM

Next meeting time and location TBD.

Respectfully submitted,
Bridget Beck
Acting Recording Secretary
Approved:

Chair

Date