

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Teleconference:  
Wednesday, June 16<sup>th</sup>, 2021

**Directors Present:** Kelley Hurlburt, Harvey Kelsey, Patrick Swartz, Jan Ross, Marj Fay

**Directors Absent:** None

**Also Present:** Dave Nakamura, Lawre Maple,

The meeting was called to order at 4:30 P.M.

**SUBJECT:** Approval of the Agenda

**MOTION:** A motion and a second (Swartz, Kelsey) was made to approve the agenda.

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the Minutes

**MOTION:** A motion and a second (Swartz, Hurlburt) was made to approve the minutes for May 15<sup>th</sup>, 2021.

**ACTION:** The motion was approved.

**SUBJECT:** Public Comment – Board members have been hearing comments about when the hot tub will be open. There has also been a request for adult swim clinics.

**SUBJECT:** Programs/Operations Report

Re-Opening Status:

Private lessons are behind on requests as there currently is a shortage of teachers. Two new lifeguards have been hired from the last lifeguarding class.

The mask mandate for the state has been lifted, however it has not been lifted for staff per Cal-OSHA. Masks for patrons are optional for vaccinated patron and required for non-vaccinated patrons. Staff are being instructed to encourage patrons to wear masks but are not enforcing it.

At this time, the pool does not expect to change its schedule for lap lanes and swim team until public comfort has improved. The capacity for the lap lanes will

be increase to two people per lane. There will be a notice added to the reservation website with this information. Lockers will also be available for patrons again.

Humboldt Tri-Kids has contacted Lawre about using the pool as the event is scheduled for Sunday, September 12<sup>th</sup>. The board approved opening the pool that Sunday for the competitors to use the pool for the swim portion of the race.

Landscaping, hot tub:

Aaron is looking at reducing his hours at the pool. To accommodate this Lawre and Dave are putting out a job announcement for a general maintenance position. Lawre has an employee who offered to do the landscaping for \$20/hour and is willing to start immediately. This employee has all equipment needed. The board approved this to get the landscaping done in a timely manner.

The hot tub still needs major repairs before it can be reopened. The leak is suspected to be at the main seal to the drain in the bottom and cannot be opened until this is completed.

SUBJECT: Other Reports – New t-shirts are being printed for staff and for sale to the public.

SUBJECT: Audit Services Contract RFP

An audit firm that is based in Ft. Bragg did respond to the RFP. Dave believes the firm is compliant with the requirements and recommended accepting the proposal from JJACPA. They also audit the City of Arcata and other local government jurisdictions including Special Districts.

MOTION: A motion was made (Kelsey, Swartz) to accept the proposal from JJACPA

ACTION: The motion was approved.

SUBJECT: Accounting Services RFP

The only bid returned for the accounting services was from One For The Books, who was been doing accounting services temporarily during the transition away from University Center. Molly Robles proposed a \$300/month increase (total \$2700/month) from what is the current payment for her accounting services. Patrick proposed to have Molly include in her proposal that she will accommodate the audit process.

MOTION: A motion was made (Kelsey, Hurlburt) to accept the proposal from One For The Books at \$2700/month for accounting services.

ACTION: The motion was approved.

SUBJECT: Policy Handbook Section 2100 Financial Management

This item needs to be pushed to the next meeting due to technical difficulties.

SUBJECT: 2021-22 NHRPD Budget

There was discussion that this proposed budget is based on a rolling three year average before COVID along with the 2020-21 budget. It was noted that there are adjustment made due to anticipated slow startup due to current conditions and that some areas may be higher due to pent up demand. Labor was broken out per request from the past meeting. Revenues from the swim club and property taxes were discussed. It was noted that the overall revenue may be optimistic but it is good to have these amounts as goals. The loan payment will be accounted form using EBITDA per Patrick's suggested. A revised final budget will be sent out noting these changes.

MOTION: A motion was made (Swartz, Kelsey) to adopt the proposed budget for 2021-22 with the noted changes.

ACTION: The motion was approved.

SUBJECT: Management Updates – none

SUBJECT: Other Old Business – Dave was in contact with California Special Districts Association (CSDA) Representative for Northern California, Christopher Norden. He recommended that if the pool has any connection with the legislature, they use them at this time to encourage keeping the recovery allocation for special districts in the state budget. Dave plans on emailing the legislative team with Senator McGuire to continue pushing for the approval of that allocation. There is also an allocation for Park and Recreation, which the NHRPD also could qualify for if the state budget is approved as proposed.

SUBJECT: Other New Business – none

SUBJECT: Closed Session – Personnel Evaluation, General Manager

MOTION: A motion was made (Kelsey, Hurlburt) to enter into Closed Session with the Board and the General Manager.

ACTION: The motion was approved.

MOTION: A motion was made (Swartz, Kelsey) to come out of Closed Session. The motion was approved

ACTION: No action was taken during the Closed Session.

SUBJECT: General Board Comments – none

ADJOURNMENT: Motion passed to adjourn

The meeting was adjourned at 6:30 PM.

The next meeting will be held July 21<sup>st</sup>, 2021, in the Zoom format.

Submitted By:

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Abigail Brunner, Acting Recording Secretary Date

Approved By:

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Jan Ross, Board Chair Date