

North Humboldt Recreation and Park District
Board of Directors Meeting
Teleconference:
Thursday, August 19th, 2021

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

Directors Absent: None.

Also Present: Dave Nakamura, Lawre Maple, Mike Nichols, Ivy Breen, Brianne Calhoun

The meeting was called to order at 4:33 P.M.

SUBJECT: Approval of the Agenda

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

ACTION: The motion was approved.

SUBJECT: Approval of the Minutes

MOTION: A motion and a second (Hurlburt, Fay) was made to approve the June 16th minutes.

ACTION: The motion was approved.

MOTION: A motion and a second (Hurlburt, Swartz) was made to approve the July 21st minutes.

ACTION: The motion was approved.

SUBJECT: Public Comment – Mike Nichols wanted to keep the Board informed with enrollment for the swim team. Due to space constrictions, the Humboldt Swim Club has had to waitlist about 60 swimmers. At this time, they have 6 swimmers per lane, keeping the swimmers in “pods”.

Mike also proposed an adjusted start time for the swim team to move to 4 pm. Parents of the swim club swimmers, Brianne and Ivy, also advocated for a 4 pm start time for the swim team.

SUBJECT: Programs/Operations Report

Regular pool operations are running smoothly. Business has been slower due to the new Delta wave of COVID and due to smoke from recent wildfires. Private lessons are still running. Due to the high volume of requests and low number of instructors, the pool has had to stop taking new requests.

Dave and Lawre are looking at alternatives to work on repairing the hot tub as soon as possible. This could be difficult to do as not many contractors in the area have the experience and equipment to complete the repairs needed. A definitive answer will be needed from Aaron before outsourcing begins.

Wing Inflatables offered to repair several old lifeguard tubes the pool has for free. They are doing this as a thank you for allowing them to use the facilities for testing in previous years. The board is looking into writing a thank you letter and appreciate the relationship between both facilities.

The board does not think they will be requiring vaccinations for employees at this time. Lawre stated he believes almost all of the staff are already vaccinated. The opening for Program Coordinator closes soon and a few prospective candidates have applied. There will also be a position of "Maintenance Supervisor" being put up soon to help with the management of other day-to-day operations.

The board agreed to adjust the open hours of the pool to accommodate the proposed swim club times. Open hours for regular patrons will be Mon-Fri 6 am to 3:30 pm and 6 pm to 7:30 pm, and Saturday 8 am to 12:30 pm. The swim club will have closed practice Mon- Fri 4 pm to 6 pm and Saturday 12 pm to 3 pm.

SUBJECT: Other Reports – none.

SUBJECT: Audit Update

The auditors have been very flexible and have been very understanding of the changes that happened in the middle of the fiscal year. They have agreed to ensure if they ask for supporting documents, they will try to request dates after the break from University Center. The documents that they have requested for review are nearly completed. Field work will be in mid-September.

SUBJECT: Employee Manual

Until March 1st, most documents were done through University Center, including the employee manual. Dave plans to build a new employee manual from one the University Center that was recently updated. He plans to meet with a consultant to review the manual before it is brought to the board.

SUBJECT: Other Old Business – None

SUBJECT: Board Member Elections

Kelly Hurlbut and Patrick Swartz were the only two applicants for the two open board seats. They will continue to hold their positions on the board.

SUBJECT: Financial Update

Drafts of the June and July financial statements should be sent to the board by the end of August.

SUBJECT: County Investment Pool Transfer

As it gets closer to the end of 2021, the pool is starting to see its annual decline in available cash. As of the board meeting, the pool currently has enough funds to support itself through the end of October and possible November. Dave recommended drawing funds from the NHRDP county investment fund.

MOTION: A motion and a second (Kelsey, Fay) was made to withdraw \$75,000 from the county investment fund.

ACTION: The motion was approved.

SUBJECT: Admission Fees Adjustment

The board has looked at a prospective fee adjustment chart and is considering increasing all prices by about 6%. This percentage is approximately the same as CPI since the last increase two years ago. Due to COVID closures the Board decided not to raise any prices a year ago. Input was received on the initial draft. Dave will continue working on the fee adjustments and present a finalized version at the next board meeting.

SUBJECT: Other New Business – None

SUBJECT: General Board Comments – None

ADJOURNMENT: Motion passed to adjourn.

The meeting was adjourned at 6:30 PM.

The next meeting will be held September 15th, 2021, in the Zoom format.

Submitted By:

Abigail Brunner, Acting Recording Secretary

Date

Approved By:

Jan Ross, Board Chair

Date