

**North Humboldt Recreation and Park District  
Board of Directors Meeting**

Teleconference:

Wednesday, August 17, 2022

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

**Directors Absent:** None

**Also Present:** Dave Nakamura, Ryan McLaughlin, Kellie Long

The meeting was called to order at 4:32P.M.

SUBJECT: Approval of the Agenda

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

ACTION: The motion was approved.

SUBJECT: Approval of the Minutes

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

ACTION: The motion was approved.

SUBJECT: Resolution 2021-10 – Proclaiming a Local Emergency and Authorizing Remote Teleconference Meetings of the NHRPD for the period of **August 17 to September 17, 2022.**

MOTION: A motion and a second (**Kelsey, Swartz**) to approve the extension of Zoom meetings until **September 17, 2022.**

ACTION: The motion was approved.

SUBJECT:

Public Comment – Comment was passed on by staff regarding scheduling and fees for Tri-kids participants. Schedule was agreed on with the fee being set at the discounted youth rate.

Positive feedback was noted on the new locker room benches.

SUBJECT: Programs/Operations Report -

Discussion on swim lesson sessions that includes the Labor Day holiday. Lessons were discounted to reflect this fact. It was confirmed that the pool would be closed on Labor Day. There was also discussion about possibly opening on the Saturday of Thanksgiving break.

It was noted that a list of closed days should be produced and posted.

The new brochure will go to a small reprint as the first printing has been distributed.

There has been a coaching change with the Humboldt Swim Club. Kelly Nathane and Jacob Ireland have been hired to coach going forward.

There was also discussion about HSC's use of the shallow and deep end during their exclusive scheduled time and the potential conflicts created with ACP swim lessons. The current contract allowed for HSU use if it was not being used by ACP programs. The language should be changed to remove this use for next year's contract. Staff will talk to HSC to clarify how the evening schedule could look like to accommodate as much usage as possible.

Looking to restart the parent / child classes.

Benches have been completed.

Lisa is doing a good job on catching up on cleaning / maintenance tasks.

SUBJECT: Financial Report -

Two reports were sent to the Board. The June 30, 2022 report has been edited and updated since the last meeting. This is important for the upcoming audit.

There were a few questions on the July Financial reports. Payroll was noted as being a bit high due to maintenance projects and increased programming wages. Also noted was a potential error on the balance sheet on the Salary & Wages Payable.

SUBJECT: Other Reports – None

SUBJECT: Management Update -

Update on the audit schedule including expected field work.

Wage reports for worker's comp have been submitted to SDRMA.

Program that Jan mentioned to Dave in Del Norte county that subsidized swimming for their pool was researched. Del Norte is receiving funding from a health maintenance organization. Humboldt County does not have a similar organization.

Recreation Coast Energy Authority has been contacted to look at the pool for an energy assessment and to identify possible projects and funding. A project manager RCEA will be contacting Dave.

Discussion about confirming funding from the city of Arcata from their ARPA funds. Dave is trying to contact the City Manager.

Discussion about making inquiries for potential funding from Prop. 68 and Community Development Block Grants (CDBG). Dave will follow up.

SUBJECT: Other Old Business – None

SUBJECT: Other New Business –

California Class: Continue discussion on pursuing this opportunity to move the District's reserve funds to the California Class JPA. There was considerable discussion on pros and cons. Main advantages are ease of managing the funds, better access to the information on the funds, and more interest revenue.

SUBJECT: California Class Reserves Investment

MOTION: A motion and a second (**Swartz, Kelsey**) was made to: a. move the entire amount withdrawn from the County Investment Pool into Redwood Capital Bank into California Class. b. To create dual authorization by having the General Manager be initiator for the transfers from RCB or California Class with either the chair or vice chair be the second signatory.

ACTION: The motion was approved.

SUBJECT: Humboldt County Investment Pool Transfer

MOTION: A motion and a second (**Swartz, Kelsey**) was made to move all reserve funds less \$10,000 from the County Investment Pool into Redwood Capital Bank checking.

ACTION: The motion was approved.

SUBJECT: 2023 Admissions and Rental Fees

Discussion on fees for the Humboldt Swim Club for 2023. The board looked at historical fees and the methodology used for the 2022 contract. There was interest in covering overall costs for the pool including rising wages and other expenses and making it affordable for the swim club.

MOTION: A motion and a second (**Kelsey, Hurlburt**) was made to raise the cost per lane hour for the HSC to \$8 per lane hour.

ACTION: The motion was approved.

SUBJECT: Conflict of Interest Code Review

Review of existing COI that was last revised in 2016. Changes need to be made to Appendix A reflecting updated job titles.

MOTION: A motion and a second (**Kelsey, Hurlburt**) was made to approve the updated COI for submission to the County.

ACTION: The motion was approved.

SUBJECT: Continued Meeting

MOTION: A motion and a second (**Swartz, Hurlburt**) was made to continue the meeting to September 14.

ACTION: The motion was approved.

SUBJECT: General Board Comments – None.

ADJOURNMENT: Motion passed to adjourn.

MOTION: A motion and a second (**Hurlburt, Kelsey**) was made to continue the meeting to September 14.

ACTION: The motion was approved.

The meeting was adjourned at 6:35PM.

The next regular meeting will be held **September 21, 2022**, in the Zoom format.

Approved By:

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Jan Ross, Board Chair

Date