

**North Humboldt Recreation and Park District**  
Board of Directors Meeting  
Mad River Hospital, Minckler Education Center Conference Room  
3800 Janes Road, Arcata, CA  
Thursday, January 16, 2020  
4:34 PM

Directors Present: Jan Ross, Kelley Hurlburt, Harvey Kelsey, Marj Fay  
Also Present: Dave Nakamura, Katie Burnham (recording secretary), Mike Nichols

**MINUTES**

SUBJECT: Approval of the Agenda – **Action Item**

MOTION: It was moved (Hurlburt) and seconded (Fay) to approve the agenda.

ACTION: The motion was approved.

SUBJECT: Approval of the December 18, 2019 Board Meeting Minutes – **Action Item**

MOTION: It was moved (Kelsey) and seconded (Hurlburt) to approve the meeting minutes from December 18, 2019.

ACTION: The motion was approved.

SUBJECT: Correspondence & Communications – *none*

SUBJECT: Public Comment – *none*

SUBJECT: Reports

Program/Operations Report – Lawre and Aaron Maple on vacation; no reports.

Financial Reports for December – Nakamura noted that Cash and Humboldt Investment Fund is a combined \$259,000. The parking lot bill is more than that. The pool typically has about \$25,000 in pass sales during the month of January. All funds in the Humboldt Investment Fund will move into cash funds and the Line of Credit from the UC will be moved over to pay the parking lot bill.

Parks Department still has not released bond money. Nakamura will check-in with his contact to get an update.

Under fixed assets, it has yet to be decided whether the parking lot will be a one-time expense or a fixed asset that depreciates over time. This will be a conversation between Wendy and the Auditors.

Revenue is static. January and February are the biggest months for pass sales. Minimum wage went up \$13/hr on January 1<sup>st</sup>, which will be reflected in higher wages. Also, the soundboard was replaced in 2018; compared to this year, there has been a lot less spent on maintenance, labor, and supplies.

Board Chair Ross, again suggested that there needs to be proper signage at the front desk announcing pass sales, open lap swim times, and other important messages. The Board agreed that there should be a small sign inside and a large sandwich board outside. Nakamura suggested a flat screen monitor to better draw attention.

Other Reports – *none*

SUBJECT: Old Business

Parking Lot Project Update – Nakamura noted he had received the itemized list from the contractor, including the change orders. He expects the invoice by next week and to have it paid shortly thereafter. The total cost was almost exactly the original quoted amount.

SUBJECT: Other Old Business

Nakamura spoke with the graphic designer last week and the next step is to get a package for letterhead, business cards, etc. She will also be able to work with the company manufacturing the new sign for the specifics on the logo.

The graphic designer does not do website design; the pool will need to look elsewhere for a website designer, possibly Precision Media in Eureka.

Board member Kelsey remarked that he would like to provide input to the content and design of the website.

Chair Ross noted that she thinks the pool needs an email list for notifications. Nakamura noted the pool would need an employee devoted to that task.

SUBJECT: New Business

SUBJECT: Humboldt Swim Club

Discussion with Mike Nichols, the Humboldt Swim Club Coach, and the Board ensued. As there was another group scheduled for the room at 5:30 PM, the coach

