

North Humboldt Recreation and Park District
Board of Directors Meeting
Teleconference:
Wednesday, January 20th, 2021

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

Directors Absent: None

Also Present: Dave Nakamura, Lawre Maple, Rebecca Baugh

The meeting was called to order at 4:30

SUBJECT: Approval of the Agenda

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

ACTION: The motion was approved.

SUBJECT: Approval of the Minutes

MOTION: A motion and a second (Kelsey/Hurlburt) was made to approve the minutes for January 5th, 2021.

ACTION: The motion was approved.

SUBJECT: Public Comment – Rebecca Baugh wanted to ensure that the Board saw there was a revision to the governor’s guide to a better economy that states that pools that provide swim lessons would be eligible to re-open while in the purple tier. Currently, Humboldt County Public Health is unsure if Arcata Community Pool would be allowed to re-open for lap swimmers. The Humboldt Swim Club is eager to help in any capacity they can to aid in the re-opening.

SUBJECT: Programs/Operations Report

The When to Work application used for staff communication has expired. The new payroll system should be able to take over scheduling in the future.

Inside the building, the plumbing in the locker rooms for the toilets and showers is starting to leak. It was discussed that this is not uncommon when a facility is shut down and can be addressed during reopening work.

SUBJECT: December Financial Report

There was no revenue in December due to the closure. All payables were resolved by December 31st. The RREDC loan becomes a payable starting in April.

SUBJECT: Proposition 68 Reimbursement Update

The project officer submitted the request for an exception to a facility inspection. To do this she requested more documentation in the form of pictures from the facility. Those images were starting to be looked at on January 20, 2021.

SUBJECT: Loan and Grant Update

Greg Foster from RREDC has not returned revisions on the loan documents. If nothing else is heard by Monday, January 25th, Dave Nakamura will contact him to check on the status of it. Loan with HAF is also in process and we should hear back soon.

Lawre Maple announced one of the grants the pool received for swim lessons will have to be paid back because the pool closure prevented lessons from occurring.

SUBJECT: Other Reports

The revised guidelines for swim lessons are likely there because it is a “life saving skill”. However, the momentum may shift to allow more leniency in re-opening as schools and other youth activities are reopened. Re-opening the facility for only swim club is not feasible, however, there are many unknowns on what the reopening process will look like once it occurs.

SUBJECT: Humboldt Swim Club 2021 Contract Revisions

Nakamura received an edited contract back from the Humboldt Swim Club (HSC). Not much was changed, except for the time required to cancel the contract and a mention on lifeguard requirements. HSC proposed a minimum of 30 days’ notice for cancellation of the contract from either party. Swartz and Kelsey voiced that clause should be removed from the contract. HSC also proposed that “ACP may provide lifeguards as seen by HSC staff” for the annual fundraiser that is usually held in October. Lawre Maple wants it to be clarified that ACP will provide lifeguards for swimmer safety and because ACP staff is required to be present to close the building after the fundraiser.

MOTION: There was a motion (Swartz/Kelsey) to approve those revisions listed above to the contract and send it back to the Humboldt Swim Club.

ACTION: The motion was approved.

SUBJECT: Future Management Model – Update on audit services, payroll system, and accounting services

At this time, it appears unlikely that a CPA firm will be available for the accounting work. Tax season has begun so they are too busy to take on any additional work. There was discussion about moving forward with an Arcata based bookkeeping/accounting company that has put forward a proposal to engage in this work. It was also noted that the legal requirements indicate that that the dollar amount of the contract for this type of work would make it necessary to do a full RFP. Since the UC Agreement will terminate soon, on March 5th, it was agreed to move forward with 1Forthebooks in Arcata starting on March 1 on an “emergency” basis. RFP’s will be researched with the intent to issue them at the end of April / beginning of May for the annual audit and for continued accounting services. Patrick will join Dave on a zoom meeting with 1Forthebooks to begin the transition process.

The new payroll system is largely in place. There’s been some glitches getting the connection with the bank account so full implementation has been pushed back to the next payroll until this is resolved.

SUBJECT: Future Management Model – Changes to Signature Authority

The County of Humboldt and US bank require an authorized signature to pull larger sums. Nakamura suggests giving that authority to the Board Chair, Board Secretary, and General Manager of Arcata Community Pool.

MOTION: A motion was made (Swartz/Fay) to authorize Jan Ross, Harvey Kelsey, and Dave Nakamura as signing authority for the County of Humboldt, US Bank, Redwood Capital Bank, and any other accounts opened during the transition period away from University Center.

ACTION: The motion was approved.

SUBJECT: Other Old Business - none

SUBJECT: Other New Business – none

SUBJECT: General Board Comments – none

ADJOURNMENT: Motion passed to adjourn

The meeting was adjourned at 6:00 PM.

The next meeting will be held February 17th, 2021, in the Zoom format.

Submitted By:

Abigail Brunner, Acting Recording Secretary

Date

Approved By:

Jan Ross, Board Chair

Date