

North Humboldt Recreation and Park
District Special Board of Directors Meeting
Teleconference:
Wednesday, Oct. 21, 2020

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

Directors Absent: NA

Also Present: Dave Nakamura, Lawre Maple, Wendy Sotomayor

SUBJECT: Approval of the Agenda

MOTION: It was moved (Kelsey) and seconded (Fay) to approve the agenda as posted.

ACTION: The motion was approved.

SUBJECT: Approval of the Minutes

MOTION: It was moved (Hurlburt) and seconded (Kelsey) to approve the minutes for September 1st.

ACTION: The motion was approved.

MOTION: It was moved (Hurlburt) and seconded (Fay) to approve the minutes for September 16th.

ACTION: The motion was approved.

Public Comment –

Dawn Durban expressed support for the Humboldt Swim Team.

Kit Meyer also inquired about the pool's planning for HSC future use.

Reports

Prop. 68 Report – Nakamura reported that the counter signed contract has been received from the Department of Parks and Recreation in Sacramento. Now that that has been completed the next steps are to submit the payment request and project completion paperwork. There are also signage requirements and a Deed Restriction document. This document would need to be signed, notarized and recording with the County. The process is moving along although somewhat

slowly.

Grant and Loan Updates – Nakamura outlined the activity around grants and loans that are potentially possible. The grants through the Humboldt Area Foundation look extremely favorable. In conversation with Patrick Cleary with HAF it is likely to receive \$20,000. It may be possible to receive as much as between \$25,000 to \$30,000. There are multiple funds involved so the formulation and final amount are to be determined. Funding could be as soon as two weeks.

The larger Line of Credit has also been applied for and is in process. This is likely to be funded through RREDC and HAF. The hope is that this LOC would be for as much \$150,000.

Patrick Swartz joined the meeting.

There was discussion about future cash flow. More will be discussed under the financial report.

September Financial Report – Nakamura reports on the September Financial Statements. Noted a correction on the Balance Sheet detail for the RREDC COVID Loan needs to be added. September revenue over expenditures looks good. One time items include a large donation and the HSC payment.

It was noted that September is historically the month start to get a little busier when the weather starts getting colder. Another revenue source that starts to come into play is that season passes start to enter the renewal period in December.

There were questions regarding some of the Accounts receivables. Items discussed included the HSC payment. There was also clarification on the property tax accrual methodology, timing of cash flow and interest earned. Additional discussion on pre-paid expenses, accrued liabilities, and the RREDC Covid loan.

Program/Operations Report – Maple reports that things are going pretty well. The hot tub was recently opened as Humboldt County has been moved to a lower COVID tier. There has also been some increase in the capacities in the deep and shallow end. These changes have been positively received by customers.

The swim team has eliminated their Saturday practices. There was discussion about increasing the open hours during this time. This time appears to be a good time for families to use the facility.

The possibility of opening the sauna was discussed. There is not a lot of information on how to do this in relationship to COVID. Since the sauna is small it will require a lot of management and cleaning to offer this.

Private lessons are slowly building. There are starting to be more requests as people are learning that this program is being offered. There was also discussion on how swim lessons are being done in the age of COVID. Distancing and masks are challenging for the swim lesson activity. There is also a small SCUBA class being offered.

It was mentioned that there is the possibility of networking with a massage therapist who is based at Stewart School across the street from the pool. United Indian Health is also sending clients to the pool.

The grant for safety supplies and other expenses is being working on. Once completed it will be submitted to the County for consideration.

It was decided that fees, season passes and the pass drive will be kept consistent with past years.

Old Business

Humboldt Swim Club Update

The Swim Club is working on their annual budget and this is a good time to finalize plans and fees for next year. There was considerable discussion about the existing contract and the rates that are charged for the base usage. A large number of options and approaches were discussed. It was noted that the ACP charges a very low rate for this base contract. In part, the pool is subsidizing the swim club although it has always been something the pool considers a benefit to all. However, during this difficult time it is harder to maintain. Through this discussion it was noted that minimum wage is going up again on January 1.

Motion: The contract for the base amount of \$16,848 for 3,744 lane hours for the year. Details of scheduling will be working out with the swim club and ACP management. (Kelsey/Fay)

Action: Motion passed.

Additional discussion on weekend hours which are sometimes problematic.

Motion: Additional hours will offered at a rate of \$12 per hour per lane for the six lanes. This would include either the shallow or the deep end. (Swartz/Hurlburt)

Action: Motion passed.

Contract will be produced and forwarded to the swim club..

NHRPD – UC Business Agreement

Discussion about the possibility of transition to a different firm to do the bookkeeping and the payroll services. The timing of this is important as firms get extremely busy starting in February. It was also noted that the Audit contract is now in its final year. It was noted that it is a state requirement that Special Districts to do an annual audit, it cannot be downgraded to a two year cycle.

It was expressed by Wendy Sotomayor and Mark Rizzardi, (UC Board member and pool customer) that the relationship between the UC and the NHRPD has been long running and mutually beneficial.

Motion: Was made to give the UC a 90 day notice effective November 1st in order to transition February 1st.

Discussion ensued on details of what the UC supplies the pool. This includes record retention, invoicing, employee records and more. Also, the direct management that has been provided by the UC in the past. Wendy noted that the CSU auditors are questioning the extent of the services that the contract provides.

The timing of potentially putting the notice in, the unknowns with what the campus / the UC will decide, the length of time that an RFP would take were discussed.

Original motion was pulled. Motion was made to transition payroll on January 1st. After discussion this motion was also pulled.

Staff was authorized to submit a statement that the UC LOC would be paid upon receipt of the Proposition 68 reimbursement.

Discussion regarding the Swim Club possibly having more than one swimmer per lane. It was requested that a formal request be submitted by the swim club along with their approved operating plan.

Action: Motion passed to adjourn.

Adjournment – 7:30pm