

NORTH HUMBOLDT PARK AND RECREATION DISTRICT

Teleconference

Wednesday, November 18, 2020

This meeting is facilitated through an online Zoom format, consistent with the CA Governor's Executive Order N25-20, suspending certain open-meeting-law restrictions.

Board members present: Jan Ross, Harvey Kelsey, Kelley Hurlburt, Patrick Swartz, Marg Fay
Staff present: Dave Nakamura, Lawre Maple

I. CALL TO ORDER

The meeting was called to order by Chairperson Jan Ross at 4:42 pm

II. APPROVAL OF THE AGENDA

A motion (Hurlburt/Kelsey) was passed to approve the agenda. The agenda was amended to include a COVID report and a financial report.

III. APPROVAL OF THE MINUTES

The minutes for the following two meeting were available to the board for approval:

A. September 28, 2020

B. October 21, 2020

The above two meeting minutes will be approved at next meeting after the board has had a chance to read them.

IV. CORRESPONDENCE and COMMUNICATIONS

None

V. PUBLIC COMMENT

Coach Mike relayed that swim team parents appreciated the board's efforts to work with the swim club to make swim practice as available as possible given COVID19 restrictions.

V. Reports

A. COVID Report

It was reported that Humboldt County had been changed to the Red tier for "substantial" COVID spread according to the state guidelines on Monday the 16th. These increased restrictions meant the pool had 24 hours to close as indoor pools are specifically called out for the red tier. It appears that Humboldt is moving towards the purple tier which indicates widespread COVID infections. There is no indication at this time how long these restrictions will last but it appears likely to last through the end of the calendar year.

B. Proposition 68 Reimbursement Application Update

Reimbursement hopefully will be made in the upcoming months. All required documentation for reimbursement, including the Deed Restriction have been submitted. However, a site visit by the state may be required prior to approval of award dispensation. If such a visit is required, it is uncertain how such a visit will be accomplished during COVID19 restrictions.

C. Loan and Grant Updates

1. We were awarded a \$23.8K grant from the Humboldt Area Foundation (HAF): \$13.8K has already been received (Hadley Fund), 10.0K has yet to be received (Headwaters Fund). Jan will write a thank you letter to HAF.
2. A grant application was submitted to the County for reimbursement for safety supplies and training that is COVID related. The amount applied for is approximately \$4,500.
3. The line-of-credit loan from the HAF: we need a cash flow statement to be submitted prior to finalizing this line of credit. Such a statement is tied to upcoming audit report, and the audit needs to be submitted and approved first.

D. Financial Report

The October financial reports were discussed. There has been some consistency with the past two months as far as income and expenditures during the COVID restricted operations. The loss per month has been in the 10 to 12 thousand range. Unfortunately, the most recent closure will have an unknown impact. If the closure goes into the beginning of 2021 this could have a larger impact since this is typically a time when the pool is busy and most season passes are renewed.

VI. Old Business

A. 2019-20 Audit Update

Hunter, Hunter and Hunt has not yet completed the audit. There is active discussion among Nakamura, Swartz and the auditors about not including a GCD (Going Concern Disclosure) with the audit because we have grants and loans that will carry us through next year and the pool will be up to full services by the following year.

B. Humboldt Swim Club Update: Updates and consideration of amending HSC rental contract. No action item was taken because we have already approved the 2020-2021 contract. However, two items of concern were clarified:

--Item #1: 78 lanes hours per week – these lane hours will be used during the Monday-Friday time period each week. However, if for scheduling reasons, a portion of the lane hours cannot be used during the week, then -- at the discretion and mutual agreement of Lawre and the swim coach -- these specified lane hours can be used, at no additional cost, during the following weekend.

Item #2. Under "Operational Conditions #4"

"Operational Conditions #4a": 25 lost days" is changed to "15 lost days"

"Operational Conditions #4b": "...25 days..." is changed to "...15 days..."

C. NHRPD – UC Business Agreement

1. Consider possible changes to existing management agreement.

The board decided to go with a new payroll service starting with the first paycheck dispersed during the calendar year 2021. Nakamura, L. Maple and Swartz will look into payroll servicing options. They will report back to the board at next month's meeting (Dec 16) with a decision as to which payroll service will be employed. The former IT Manager from the University Center has been helpful to Lawre with regards payroll services and set-up, and he will be available to advise as well in the transition period.

D. Future Management Model

The board heard Nakamura's thoughts on possible changes to existing management structure and providers. Nakamura asked the board to consider, on a foregoing basis, the possibility of contracting with neighboring, larger Special Districts to provide the sorts of services to the Arcata Community Pool that the University Center has provided in the past. The two candidate Special Districts that may be able to supply such contractual services are the Manila Community Services District and the McKinleyville Community Services District.

E. Other Old Business – none

VII. New Business -- No new business

VIII. General Board Comments -- None

IX. ADJOURNMENT

A motion was passed Kelsey/Fay to adjourn the meeting at 6:35 pm.

The next meeting will be held on Dec 16, 2020, in the online Zoom format

Respectfully submitted,
Harvey Kelsey
Acting Recording Secretary

Approved:

Chair

Date