

North Humboldt Recreation and Park District
Special Board of Directors Meeting
Teleconference ID: <https://humboldtstate.zoom.us/j/615517054>
Meeting ID: 615517054
Wednesday, August 26, 2020
4:39 PM

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.

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

Directors Absent: NA

Also Present: Dave Nakamura, Lawre Maple, Todd Larsen, Kit Meyer, Wendy Sotomayor

MINUTES

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

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

ACTION: The motion was approved.

SUBJECT: Approval of the August 05, 2020 Minutes – **Action Item**

MOTION: It was moved (Swartz) and seconded (Fay) to approve the August 05, 2020 Minutes.

ACTION: The motion was approved.

SUBJECT: Correspondence & Communications - *None*

SUBJECT: Public Comment

Maple reported multiple complaints from patrons regarding lane usage and time spent either in the pool or locker room. New signage has been placed regarding this topic to remind patrons of the rules.

SUBJECT: Reports

Pool Reopening Update – Nakamura commented at the last board meeting it was mentioned some patrons were reserving a lane for an hour and then using the drop in lane for another. Maple reported this is still happening with one patron

reserving a lane for an hour, then going to the drop in lane for an hour and having second lane reserved for another hour. Basically spending three hours in the pool. Newer pool staff members are being trained to watch for this and learn how to address it properly.

COVID-19 Update - Maple reports masks are required unless you are in the pool and the lane reservation systems has been working well. Nakamura concerned with Covid spread in Fall and Winter which could impact the pool financially.

Program/Operations Report – Maple reports more programs are needed to increase participation and revenue. The gutters very full and the pool is little over full. This is due to new covers, less patrons and less water getting out of the pool. The pool is also a little dirty due to turning on the waterslide for staff use. There is some concern regarding the weather cooling down and having the doors open that will need to be addressed.

July Financial Reports – Nakamura reports the bottom line doesn't look good at \$ -24,000. This is partially due to refunds for patrons who have requested them. To earn the income collected from season pass holders the pool need to be open. In August, nine patrons asked for refunds and in July there were ten. Good news is there are twenty-two credits and as we get closer to December and January passes will need to be renewed. An issue is there are still ninety-three season passes on the books and it is unknown if the patrons are going to use them or ask for a partial refund. There were some startup expenses to get the facility up and running on July 9, 2020. Supplies and services line item represents supplies that were moved in from June 30, 2020. There is a loss for cash in July around \$10,000 - \$12,000.

Swartz questioned the timeline for replenishment of the \$170, 000 for the parking lot project. Nakamura reports starting the process and getting the paperwork to them this week. The timing for receiving this is mid-October at the best. Sotomayor reports the balance sheet reflects cash at the end of July with \$5,600 in checking account and \$12,000 in the county property taxes. Currently as of this week the balance is down to around \$1,000. Swartz questioned the July 31, 2020 detail trial balance showing \$6,400 and the county investment pool at \$28,000. Sotomayor reports the property tax accrual coming in as revenue and going into cash held in the investment pool is not correct as the property taxes aren't going to come and be held in that pool until December. Maple reports bills not being able to be paid at this time including patrons' refunds that are waiting for payment.

Swartz questioned who will be providing financials to the Board since Dave is no longer the UC Executive Director? Sotomayor responded, the UC business office staff will be responsible for the financials and they can come in any format the Board wants. Sotomayor would like clarification as to who will be preparing the agenda and recording the minutes. Ross reports she will be

preparing the agendas and a UC staff member will be recording the minutes.

Kelsey requests one board packet with all documents merged together through email.

SUBJECT: Old Business

Humboldt Swim Club Schedule – Ross reports the club would like to use the pool from 3-5pm & 7-8 Monday thru Thursday as well as five hours on Saturday and three hours on Sunday. Nakamura reports billing the club for pre closure in the amount of \$3,171.88. Due to Covid we can't bill for March 19 – July 9, 2020 which is approximately \$5,000. Pre- Covid the club used 76 lane hours per week and in the new schedule they will have 114 lane hours per week.

Kelsey reports in the past it wasn't the intent to make money from the club and they were willing to take some losses to allow the kids to swim. Forgoing, the club should be charged to allow the pool to break even otherwise if it closes there will be no pool to swim in.

Nakamura and Maple are to come up with a plan for charging an extra premium over the base contract for Saturdays and Sundays and report it at the next upcoming meeting on September 1, 2020 at 4:30.

Ross expressed concern regarding not having billed the club yet for 2020. Maple reports they will be billed immediately and it will include the premium for Saturdays and Sundays.

Proposition 68 Update – Nakamura reports the state requires the project was done within the California Environmental Quality Act. This should not apply to the parking lot project but Nakamura will need to look into it. This report will be reviewed and authorized by either Larsen or Ross.

SUBJECT: New Business

University Center Line of Credit – Larsen reports receiving a request for an additional \$50,000 to get the pool through September operating expenses. Currently, all UC expenses are reviewed by the Sherie Gordon, Admin Affairs, VP prior to payment. Gordon requested more information regarding the \$50,000 in which she was given the agreement. Gordon will not approve the request as the agreement was for working capital on construction not operating expenses. Nakamura reports looking into getting an emergency bridge loan for two months in the amount of \$125K - \$150K to get through the end of the year. Swartz noted a possibility to apply for the County grant in the amount of \$12,000 for sanitation costs and an additional \$500 for the reopening plan.

Restarting private lessons and small group classes – Hurlburt commented

reaching out to parents who are doing group pods to use the pool. Maple reports starting with private or semi-private lessons and they could be done during the time the club will no longer be in the pool. Private lessons are good money makers if you have the cliental. Nakamura to contact County Public Health regarding lessons. Maple reports scuba is approved by the County and ready to be scheduled which will bring in more revenue. Meyer reported the swim team received an approved county plan to have two swimmers in the same lane from the same household which would allow for more swimmers. Meyer will forward the plan to Nakamura for review.

SUBJECT: General Board Comments

The next meeting is scheduled for Tuesday September 1, 2020, at 4:30 PM via Zoom.

The meeting was adjourned at 6:45 PM.

Meeting Minutes Submitted By:

Chele Shaw, filling in for Recording Secretary Date

Meeting Minutes Accepted By:

Jan Ross, Board Chair Date