

North Humboldt Recreation and Park
District Special Board of Directors Meeting
Teleconference:
Tuesday, Sept. 16, 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 (Hurlburt) 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 August 26. September 1st minutes will be continued to next meeting.

ACTION: The motion was approved.

Correspondence & Communications – Maple noted a letter from a patron noting her donation to the pool. This was for the time of the closure plus a small donation stating “she wants the pool to still be open after the pandemic”.

Public Comment – Maple reports feedback from a customer stating that it is getting harder to get lane reservations and that people should be limited to swimming four times a week. Discussion followed about there is almost always availability of lanes for walk in use, especially if you arrive shortly before the hour.

Reports

Program/Operations Report – Maple reports that things are going pretty well. The new open time between 1 pm and 2 pm are starting to be used. Signage and information on the web site has been updated.

Expiration for requests for season pass refunds was delayed until September 22nd. Most are donating this pro rated amount but there are some asking for refunds.

Short mention about the swim club which will be discussed later in the agenda.

Cold weather is coming so there was discussion about the difficulty with keeping the doors open for air circulation purposes. There was discussion about having doors opened slightly and additional smaller fans would help with air circulation and not making it too cold. There will be follow up to find out how much fresh air is being brought in by the HVAC system.

Reservation system has some issues with cancelling a reservation. The software vendor, Sign Up Genius, reports that different browsers can cause this glitch to make cancelling difficult.

Staff is considering removing the weight room from the reservation system. The demand is low so it would not have a significant customer impact.

Maple noted a \$20,000 donation from the Ross Family Trust through the Humboldt Area Foundation.

Maple noted the need to purchase two new computers for the office as they are both a little older and are not functioning well. It was noted to buy reasonable good computers and that solid state drives will help as well. Electronics don't last very long in the pool environment.

Noted that pool itself is running well. Chemical usage stays about the same regardless of bather load. Cleaning is ongoing and is a little easier since there aren't big groups using the facility.

Noted that the railing / fence under the slide is rusting. Likely that it needs to be replaced.

August Financial Report – Nakamura reports on the August Financial Statements. Shows a \$15,000 loss for the month. There are some expenses and refunds for the closure that are still washing through. This amount is concerning and the goal would be to narrow the loss over the next few months as things traditionally get busier in the winter months.

There was a request to have a separate line item for refunds in order to better track them and to understand real revenue that is coming in. There was also a request to provide detail on specific Balance Sheet items such as Accounts and Other Receivables, Pre-Paid Expenses, and Accrued Liabilities.

Proposition 68 Reimbursement Application Update – The Application packet for the project reimbursement was submitted last week. There was a fair amount of details that are required for this submission. Kelsey was thanked for being available to sign some of the forms on behalf of the District.

The next step is for the State for to approve the project and to issue a contract. Once the contract is issued the next step would be to apply for reimbursement. Once approved, the funds should be issued in a six to eight-week time frame.

Restarting Private Lessons and Small Group Classes – Nakamura contacted the County and submitted a plan under the Youth Sports category as required. In looking at the State Guidelines it is clear that face coverings and 6’ distancing will be required. Some instruction can be done from the deck and same household people can be in the water at the same time. For instance, parent / child type of instruction. Approval is expected in the next week and these type of lessons can start shortly thereafter.

There was discussion about the schedule for this program and the potential conflict with lap swimmers. It was recognized that when the lap lane is being used for lessons they will be scheduled when lanes are typically not completely being used.

Maple raised the idea of offering student discounts for HSU students. This would be due to limited open times for their use at HSU. It was agreed to extend the senior discount priced to students enrolled in HSU Aquatic Programs. This would apply to daily admission or 10 swim passes.

There was discussion about the potential of opening the sauna and/or hot tub in the future if it is allowed by the State guidelines and the County Public Health.

Old Business

Loan Updates – Nakamura outlined the activity around loans that are necessary for immediate cash flow reasons. The RREDC Covid Loan has been funded. This loan is for \$25,000 with six months forgiveness and a favorable interest rate. A larger Line of Credit has also been applied for and is in process. The Line of Credit with the University Center was also discussed as a possibility. It was agreed that all lines of inquiry may be the way to go at this point since there are a lot of unknown with UC situation.

SUBJECT: To approve the RREDC COVID Loan in the amount of \$25,000.

MOTION: It was moved (Kelsey) and seconded (Swartz).

ACTION: Motion was approved

SUBJECT: To approve pursuing both the UC LOC and the RREDC LOC

MOTION: It was moved (Swartz) and seconded (Kelsey)

ACTION: Motion was approved

NHRPD – UC Business Agreement

Discussion about whether to continue the agreement or to consider termination of the agreement. It was noted that the potential for the UC LOC would potentially complicate an early termination.

Extensive discussion about moving into next year. The audit with Hunter, Hunter and Hunt in on its last year. An RFP for audit services should be issued early in 2021 for future audits. HHH does do bookkeeping services as well but they cannot do both for separation of duty reasons.

The idea of starting a separate bank account to use for large reserves such as the Prop 68 funds could be deposited and directly controlled by the NHRPD.

SUBJECT: To direct staff to establish a business checking account for this purpose.

MOTION: It was moved (Swartz) and seconded (Kelsey)

ACTION: Motion was approved

Discussion about the potential logistics of moving payroll and bookkeeping to a different provider. Swartz noted that payroll services can be done separately relatively cheaply. Payroll could be converted at any time, it may mean that employees would be getting two W-2s. January 1 makes some sense for these reasons. Bookkeeping services could be done separately. June 30 would be ideal as it would make the audit and conversion to a different provider more streamlined.

The necessity of an annual audit was questioned. Staff will do research on the requirements for California Special Districts.

No action was taken at this time.

Humboldt Swim Club Update

The amounts being charged for the contract with discussed with Mike Nichols, the HSC Swim Coach. The issues are primarily around the amounts being charged for weekend hours and the number of lanes being used. It was agreed that staff will meet to try to work through the issues. The contract for future years will have to be more specific with more consistent scheduling.

General Board Comments:

None

Adjournment – 6:50pm