

North Humboldt Recreation and Park District Board of Directors Meeting

The meeting was called to order by Chairperson Ross at 4:30 PM on Wednesday, October 16, 2019 at the Minckler Education Center Conference Room, Mad River Hospital in Arcata, CA.

Directors Present: Jan Ross, Pam Loudenslager, Kelley Hurlburt

Directors Absent: Harvey Kelsey

Also Present: Dave Nakamura, Lawre Maple, Marj Fay, Katie Burnham (recording secretary)

MINUTES

SUBJECT: Approval of the agenda

Note change in the agenda to move item 8, the audited financial statements, to the first item of discussion.

MOTION: It was moved (Hurlburt) and seconded (Loudenslager) to approve the agenda with the change.

ACTION: The motion was approved.

SUBJECT: Approval of the September 11, 2019 meeting minutes.

ACTION: It was moved (Hurlburt) and seconded (Loudenslager) to approve the September 11, 2019 meeting minutes.

ACTION: The motion was approved.

SUBJECT: Review the 2018-19 Audited Financial Statements

Donna Taylor, the Auditor from Hunter, Hunter, & Hunt presented the Drafted Financial statements for the 2019-18 Audit. As of June 30, 2019, the auditors issued a clean opinion. Donna further discussed the individual sections of the Audit and noted a few key points that need to be addressed.

There were inquiries on the soundboard replacement. If the soundboards had gone into the balance sheet with depreciation, there would have been a loss this year, and depreciated over time. There was discussion about the soundboards, as much of it was paid for via a donation made in 2018.

In the Fixed Assets category, there is a group of unidentified assets (pre-1994). An item never brought into service would not be depreciated (i.e., water climbing wall).

Auditors also noted that all payments made should be signed off on (and double checked for initials) in addition to more robust Board Minutes.

Auditors noted there is one year left in the contract with HH&H.

The audit it expected to be finalized by the November Board Meeting.

SUBJECT: Correspondence & Communications

Ross: Presented a letter addressed to the Pool Board Chair and received in the mail on October 16th, 2019. The letter was in regards to ADA Accessibility and patron swim tests for pool deep end use. Board discussion ensued. Ross and Nakamura agreed to consult the Pool Attorney.

Maple: The International Brotherhood of Electrical Workers made a \$500 donation to the Arcata Community Pool; a thank you letter was signed by Board Chair Ross.

Nakamura: The Pool got a Gold Star for no liability claims for 5 years; similarly got a Gold Star for no workers compensation claims filed for 5 years.

Ross: Fortuna Parks and Rec are looking to build a pool and contacted the Arcata Pool Board to discuss general pool maintenance and budget. It was agreed to invite Fortuna Parks and Rec to the November meeting and add that as a line item on the agenda.

SUBJECT: Public Comment

There was no public comment.

SUBJECT: Program/Operations Report

Silver Sneakers – Loudenslager asked to bring the Silver Sneakers topic to a formal vote next meeting. The Board agreed to gather more information and vote on whether or not to initiate a Silver Sneakers program at the Pool.

SUBJECT: Old Business

Parking Lot Project Update – Nakamura noted Miller Farms has not finished planting per the design plans. Nakamura will contact and inquire about their timeline.

Pool Logo Update – Nakamura showed two updated logos based off of the Board’s input from last meeting. The Board preferred the image of the swimmer with rounded hands. Nakamura will inquire with the artist about different fonts.

SUBJECT: Rate Adjustment for 2019-20

Nakamura noted this proposal includes minor increases of patron fees to increase 3-4% and asked the Board to consider keeping the monthly membership the same price. He also noted that minimum wage is set to increase 6%, but the revenue from property taxes has increased slightly and should cover the deficit. The majority of the patron rates were not increased last year.

Board discussion followed.

Chairperson Ross motioned to bring the Rate Adjustment for 2019-20 to a vote.

MOTION: It was moved (Hurlburt) and seconded (Loudenslager) to approve fee increases and the Rate Adjustment for 2019-20.

ACTION: The motion was approved.

SUBJECT: New Business

Holiday Open/Close Dates – Lawre Maple asked the Board to discuss Holiday hours and the possibility of allowing two swim groups access to the pool on December 21, 23, 30, and 31. The coaches are both lifeguard employees, and so the Pool would only have to cover the cost of heat.

Holiday hours were discussed and agreed to have regular hours December 19, reduced hours December 20, possibly closed December 21 through January 4th, reopen with reduced hours on January 5th, and back to normal hours on January 6th. Discussion about keeping the pool open throughout the holidays with reduced hours was also discussed, but many of the employees will be away and not able to live in the HSU dorms during those times.

Final decision for Holiday open/close dates will be finalized next meeting.

SUBJECT: General Board Comments

There were no general comments.

The meeting was adjourned at 6:17 PM.

The next meeting is scheduled for Wednesday, November 20, 2019, at 4:30 PM.

Meeting Minutes Submitted by:

Katie Burnham, Recording Secretary Date

Agreed and Accepted:

Jan Ross, Board Chair Date