

North Humboldt Recreation and Park District
Board of Directors Meeting
Mad River Hospital, Minckler Education Center Conference Room
3800 Janes Road, Arcata, CA

The meeting was called to order by Chairperson Ross at 4:32 PM on Wednesday, November 20, 2019 at the Minckler Education Center Conference Room, Mad River Hospital in Arcata, CA.

Directors Present: Jan Ross, Pam Loudenslager, Kelley Hurlburt, Harvey Kelsey

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

MINUTES

SUBJECT: Approval of the Agenda

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

ACTION: The motion was approved.

SUBJECT: Approval of the October 16, 2019 Meeting Minutes

MOTION: It was moved (Hurlburt) and seconded (Loudenslager) to approve the October 16, 2019 Meeting Minutes with the change – only one group wanted to use the pool during holiday.

ACTION: The motion was approved.

SUBJECT: Correspondence & Communications

Coach Nichols inquired why the Pool would require two coaches present if swim club is permitted to use the Pool during holiday closures. Maple responded that lifeguards are trained in pairs and for safety, one would act as the coach and the other as the lifeguard on duty.

Tri Counties: Ross, Maple, and Nakamura had a conference call with Tri Counties on November 20th. Tri Counties will be following up with the patron they represent.

SUBJECT: Public Comment

There was no public comment.

SUBJECT: Reports

SUBJECT: Program/Operations Report – Maple

The landscaping has been completed by Miller Farms, completing the parking construction project. There's drought tolerant plants, a few trees, and a grass area for kids to play on. Additionally, the curbs have been painted yellow for high visibility and the lighting has been improved.

Swimming lessons have ceased in the evenings and will resume on January 20th.

Contacted Lost Coast Advertising for radio commercials; Pool hoping to branch out to different radio stations and capture more clientele.

There have been a few staffing issues lately and Maple will have an All Staff Meeting and training after Fall Break. Maple is expecting a high employee turnover once the college seniors graduate in December.

The Pool brochure is currently in draft form and will go to final print within the next two weeks. Discussion ensued; it was decided the Pool's contact information should be on the cover and to include 15 years and older lap swim times in the brochure.

Maple remarked it was very busy on Veterans Day but most days are quiet.

Nakamura – presented three potential Pool logos. Discussion regarding which logo was preferred, colors, fonts, and capitalization. The Board agreed they preferred the logo with the blue swimmer, large ARCATA font in blue, and smaller “North Humboldt Recreation & Park District” below. The designer will be asked to follow-up with a few more mock-ups of this design.

SUBJECT: Silver Sneakers – Action Item

Nakamura – requested the opinion of an attorney in regards to conflict of interest and received written opinion that was forwarded to Board members. In summation, if any Board member were to vote on an issue that they would benefit from—either financially or personally—that could result in a misdemeanor and fine. Nakamura asked the Board to consider this information and, if they deemed a conflict of interest with voting on whether or not the Pool should participate in the Silver Sneakers program, they should recuse themselves.

Loudenslager announced her conflict of interest in regards to the Silver Sneakers program and recused herself from the discussion and voting.

Board agreed to postpone the discussion and the vote of Silver Sneakers until the end of the meeting.

Nakamura asked the Board to consider appointing Ryan Plotz the attorney for the District, as the currently appointed attorney could not be reached for an opinion. The Board agreed to vote on this next meeting.

SUBJECT: Financial Reports for September and October – Nakamura

Revenue for October was very slow but it was comparable to October 2018. Concessions has been slow all year. The Board suggested that Maple conduct a survey to determine what concession items patrons would prefer. Revenue over expenses was similar to 2018 as well.

Other Reports – *none*

SUBJECT: Old Business

SUBJECT: Parking Lot Project Update

The parking lot project is complete except for one small cap to be placed on a bollard and the new Pool sign needs to be manufactured. Accounting has not received the construction bill.

SUBJECT: Tri Counties Letter Update

Ross, Maple, and Nakamura had a conference call with Tri Counties on November 20th. Tri Counties will be following up with the patron they represent.

Discussion transitioned to contacting a local ADA compliance assessor for Pool evaluation and ADA certification. The Board agreed more information should be gathered, discussed, and added as an action item to the future agenda.

SUBJECT: Holiday Open/Close Dates – **Action Item**

The Pool will be closing December 19th through January 2nd, reopening either the 2nd or 3rd (depending on lifeguard availability) with reduced hours through January 5th. The Pool will be back to normal hours on January 6th.

MOTION: It was motioned (Kelsey) and seconded (Hurlburt) to approve the holiday open/close dates.

ACTION: The motion was approved

Loudenslager remarked that if the Pool is closed to public, it should also be closed to the swim club.

ACTION: It was motioned (Loudenslager) and seconded (Hurlburt) to not allow swim club access to the Pool during the holiday closure.

MOTION: The motion was approved.

SUBJECT: Other Old Business

No other old business.

SUBJECT: New Business

SUBJECT: Review & Accept the 2018-19 Audited Financial Statements – **Action Item**

There was no further discussion or questions in regards to the 2018-19 Audited Financial Statements.

MOTION: It was moved (Hurlburt) and seconded (Kelsey) to approve the 2018-19 Audited Financial Statements.

ACTION: The motion was approved.

SUBJECT: Review & Accept Line of Credit from University Center – **Action Item**

Nakamura described that this is a “stop-gap line of credit” to pay the Pool’s construction bill while it waits for State Bond money. The University Center Finance Committee approved the line of credit with interest set at LAIF + 1%, totaling 2.57% with no additional fees.

MOTION: It was moved (Kelsey) and seconded (Hurlburt) to accept the line of credit from the University Center.

ACTION: The motion was approved.

SUBJECT: Fortuna Parks and Rec inquiry about pool maintenance and budget

Nakamura noted that he and Maple will be meeting with Fortuna Parks and Rec in a few weeks to discuss finances, etc.

SUBJECT: Other New Business

There was no additional new business.

SUBJECT: General Board Comments

The status of Marj Fay as a Board member was addressed and Nakamura noted that it typically takes the County 4-5 weeks to certify elections that typically take place in November. Nakamura expects an official letter by December.

SUBJECT: Silver Sneakers – **Action Item**

Board member Loudenslager recused herself and left the room. Board discussion regarding the Silver Sneakers program ensued. The audience, amount of money an individual would pay to utilize the program, and how to track participants was discussed. Several local businesses that use/do not use the program were contacted (prior to the meeting) and many have had issues with tracking participation. It was noted that the Pool would lose money if it offered the program and that it likely would not be able to recoup the lost income with increased patronage. The Board agreed to look into alternative options that could provide funding to increase patronage from low-income individuals, seniors, and disabled.

MOTION: It was moved (Kelsey) and seconded (Hurlburt) to decline Silver Sneakers program at the Pool.

ACTION: The motion to decline the Silver Sneakers program was approved.

The meeting was adjourned at 6:05 PM.

The next Pool Board of Directors Meeting is set for December 18th at 4:30 PM at Mad River Hospital in the Minkler Education Room.

Meeting Minutes Submitted by:

Katie Burnham, Recording Secretary Date

Agreed and Accepted by:

Jan Ross, Board Chair Date