

North Humboldt Recreation and Park District
Board of Directors Meeting
Mad River Hospital, Minckler Education Center Conference Room
3800 Janes Road, Arcata, CA
Wednesday, December 18, 2019
4:34 PM

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

Others Present: Lawre Maple, Dave Nakamura, Katie Burnham (recording secretary)

MINUTES

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

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

ACTION: The motion was passed.

SUBJECT: Approval of the November 20, 2019 Meeting Minutes – **Action Item**

MOTION: It was moved (Hurlburt) and seconded (Kelsey) to approve the November 20, 2019 Meeting Minutes.

ACTION: The motion was passed.

SUBJECT: Oath of Office: Jan Ross, Marjorie Fay, and Harvey Kelsey III (4 year terms) – **Action Item**

MOTION: All signed

ACTION: All members signed the oath of office for four-year terms.

SUBJECT: Correspondence & Communications

Humboldt Swim Club: the coach has written two letters. One letter in regards to starting a water polo team and utilizing the pool for practice, the other in regards to switching the swim club practice times. In regards to the water polo team, the Board requests that the coach do more research and planning the formation of his team before the Board makes a decision. In regards to switching the swim club practice hours, the Board will invite the coach to the January Board meeting to discuss the swim club, lane rentals, and practice times. The Board agreed to keep the swim club contract “as-is” for now and adjust depending on the January Board meeting outcome.

SUBJECT: Public Comment

There was no public comment.

SUBJECT: Reports

Program/Operations Report: Lawre Maple – Finalizing the brochure took longer than expected, but went to print this week. Moving forward with increased local radio advertising for rest of December, January, and February. Board discussed possible advertising slogans. First ad set to run on December 26th.

Swim lessons resume in January.

New prices will be listed on the website next week.

Need website to be more usable, especially for seniors. Dave Nakamura is researching other local website designers.

Financial Reports for November: Dave Nakamura – Similar cash balance to last year. Swim Club is now a separate line item in the budget (taken out of facilities rental); this will skew year-to-year comparisons for the next year. Passes and ticket sales down again in November. The last (unplanned) power outage and pool closure before Thanksgiving likely affected daily ticket sales. Daily admissions are down. The pool is down in revenue about \$24,000 (12%) from last year.

Payroll is concerning, as wages go up \$1 on Jan 1st. Property taxes are higher this year, which has offset the losses up to this point.

Other Reports: *none*

SUBJECT: Old Business

Parking Lot Project Update: Nakamura – Paid the Miller Farms bill last week, but yet to receive invoice from the main contractor. State bond money still has not been released.

Pool Concessions Poll Update – Maple noted that there was no official poll, but the high school students that come to the pool stated they enjoy candy. Maple has also dwindled concessions stock in preparation for the holiday closure.

Pool Open/Close Dates Update – The pool will remain open through 9 PM on Friday December 20th due to adequate staffing.

There will be a deep clean during closure. Ross requested that the wall in the women's locker room get deep cleaned and to fill in the holes and paint where the old signs were.

Final Copy of the 2018-19 Audited Financial Statements – Nakamura has bound copies.

Other Old Business – Logo is complete and being converted to letterhead now. Next phase will be to have the new sign made.

SUBJECT: New Business

SUBJECT: Appointing Russell Gans and Ryan Plotz of The Mitchell Law Firm, LLP of Eureka, Ca, as the primary responsible attorneys for North Humboldt Recreation & Park District – **Action Item**

