

**North Humboldt Recreation and Park District**

Special Board of Directors Meeting

Teleconference:

ID: <https://humboldtstate.zoom.us/j/97866411024>

Meeting ID: 97866411024

Wednesday, August, 5, 2020

4:31 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

**MINUTES**

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

**MOTION:** It was moved Kelsey and seconded Swartz to approve the agenda.

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the July 16, 2020 Minutes – **Action Item**

**MOTION:** It was moved (Hurlburt) and seconded (Fay) to approve the July 16, 2020 Minutes.

**ACTION:** The motion was approved.

**SUBJECT:** Correspondence & Communications

Nakamura noted that there is a “biannual conflict of interest statement” due for all Board members in September. This year will likely be a simple “check the box,” as there doesn’t appear to be any significant changes. Nakamura will double check with the County. If there are changes it could take multiple readings by the NHRPD Board before submitting to the County Supervisors.

**SUBJECT:** Public Comment

*None*

SUBJECT: Reports

SUBJECT: COVID-19 Update

The Pool is still open and Humboldt is not on the “watch list” yet. However, one thing to watch is the “positivity rate”—percentage of tests that come back positive on a 14-day moving average. The County will tell businesses to close and the Pool with close if the positivity rate gets too high.

Maple spoke with the County in regards to employees being exposed to the virus and what to do it an employee tests positive. Maple noted that the County was very knowledgeable and kind in their answers.

Maple noted that everything is going well with the opening and the subs on Saturdays have been notified that the “doors are to remain open” for airflow.

SUBJECT: Other Reports

*None*

SUBJECT: Old Business

Ross mentioned the Swim Club is still interested in practicing on Sundays. Maple will be reaching out to Coach Mike to help facilitate this practice day. Maple noted that the Coach has been very easy to work with over the last few weeks and that the Board and Pool will work to facilitate Sunday practice days. Maple and Nakamura are working on the cost, and will present to the Board for approval before entering into a contract for Sunday practices.

Nakamura suggested renting the pool at \$17 per lane for all 6 lanes and the Pool will cover the cost of the lifeguards. The Pool will make about \$65 per hour. Maple asked if the \$102 for two lifeguards for four hours was feasible, noting that the total charge to the Humboldt Swim Club would be \$300. Maple is working on the schedule for when HSU starts and will move forward on scheduling two lifeguards for Sundays. Maple needs to start scheduling now for the end of August/beginning of September. There was also discussion regarding moving the Club’s weekly practice times to later in the evening to accommodate the school schedule during the next Board meeting.

SUBJECT: New Business

SUBJECT: University Center Staff and Operational Changes and Effects to Arcata Community Pool

Nakamura noted that HSU (the State) is making moves to outsource HSU Dining (which is part of University Center, a separate corporation) to a national management company. University Center is being pulled apart and separated into different State departments. Nakamura noted that he was terminated from his position at HSU on Thursday (July 30, 2020) and the situation for UC is evolving.

Nakamura described the partnership between University Center and the Pool with regards to financial management (paying bills, paying taxes, general ledger, producing financial statements, audit preparation, etc.). In the short-term, that partnership will not change. It is possible, however, that the UC Business Office will not be able to provide services to the Pool and/or will not exist as a separate entity (from the State). Changes could be made on January 1<sup>st</sup> or July 1<sup>st</sup>.

The Pool contract with University Center goes through June 30, 2021. Nakamura suggested that, as the Pool is a separate entity, it could hire Nakamura on a very part-time basis to assist in the transition. He would continue working with the Board, continue his work with the Parks and Recreation reimbursement for the parking lot construction, and help with researching the potential transition for a business management contract from the UC to another entity. Nakamura suggested contacting Donna Taylor and Hunter, Hunter, and Hunt to assist with payroll, general ledger, and a transition to utilizing QuickBooks for accounting.

Kelsey inquired whether there would be a conflict of interest if HH&H did both the accounting and the auditing. Nakamura and Swartz noted that there could be two separate teams on the two projects.

Nakamura thinks that he may have a more accurate exit strategy (form the UC Business Management Agreement) by the next meeting. It was noted that there is a 90-day termination period for the UC Contract.

Ross and Kelsey noted the current management agreement with UC is a considerable monthly amount and, without Nakamura, there is not a person with enough experience or knowledge at UC to advise the Pool or the Board.

Board discussion regarding the Pool's daily financials ensued and Nakamura clarified who does what in the Business Office and who will handle various tasks in the interim.

Nakamura advised that the Board could have the Business Management Agreement with UC to be terminated on December 31, so that UC can handle final payroll, issue W2s, etc., before January 1<sup>st</sup>.

Board discussed whether or not to hire Nakamura as a part-time employee to help with various duties including advising the Board and assisting the Pool in a Business Management Contract transition. The Board unanimously agreed to hire Nakamura.

Kelsey asked who will be updating and responsible for the website and reservation system? Nakamura plans to have a meeting with Maple and Abby to train them on the reservation system. Nakamura and Maple both have access to the Pool's website and can update accordingly.

Swartz inquired about the bond from the Parks Department that is earmarked to pay for the parking lot construction. Nakamura noted that next Tuesday there's a Zoom informational meeting and the bond money will go directly from the State to the Special District (NHRPD).

Discussion ensued about changing the Pool's mailing address from the UC to the Pool. Board agreed to keep it at the UC Business office for now.

SUBJECT: Other New Business

For the upcoming Board meeting, Maple asked the Board to discuss moving forward with the Re-Opening Plan and how to increase revenue—such as private lessons, small SCUBA lessons, water exercise, etc.

The Board discussed the reservation system. Kelsey noted that it's been chaotic with the change-overs between drop-ins and reservations. Maple commented that she and her staff are working with patrons on communication and filling the drop-in lanes appropriately.

Nakamura suggested finding the busiest times of the day and adding an additional reservation lap lane. Maple suggested adding lane 6 on the reservation system for the "walkers."

SUBJECT: General Board Comments

The Board thanked Nakamura for his continued service with the Pool.

The meeting was adjourned at 6:15 PM.

Minutes Submitted By:

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Katie Burnham	Date
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Minutes Accepted By:

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Jan Ross, Board Chair	Date
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