

**North Humboldt Recreation and Park District  
Board of Directors Meeting**

Teleconference:

Wednesday, January 18, 2023

**Directors Present:** Kelley Hurlburt, Harvey Kelsey, Marj Fay, Patrick Swartz, Jan Ross  
**Directors Absent:** None  
**Also Present:** Dave Nakamura, Lawre Maple, Kellie Long, Brett Jones, Fortune Andzouana

The meeting was called to order at 4:32 P.M.

SUBJECT: Approval of the Agenda

MOTION: A motion and a second (**Swartz, Hurlburt**) was made to approve the agenda as posted. The audit presentation will be moved up after the minutes in order to accommodate the audit team.

ACTION: The motion was approved.

SUBJECT: Approval of the Minutes

MOTION: A motion was made to approve the previous meeting minutes, (**Swartz, Kelsey**), with a minor change noted.

ACTION: The motion was approved.

SUBJECT: Accept 2021-22 Audit

Brett Jones and Fortune Andzouana from the audit firm JJACPA joined the meeting for the audit presentation. There was discussion about the short time frame for board review. It was decided to accept the audit with the caveat that the board will review and forward any questions or concerns to Dave and/or the audit team by next week.

MOTION: A motion and a second (**Swartz, Kelsey**) to accept the audit with the option to review the document further and to communicate questions by January 31<sup>st</sup>.

ACTION: The motion was approved.

Resolution 2023-1 – Proclaiming a Local Emergency and Authorizing

Remote Teleconference Meetings of the NHRPD for the period of **January 18, 2023** to **February 18, 2023**.

MOTION: A motion and a second (**Kelsey, Hurlburt**) to approve the extension of Zoom meetings until **February 18, 2023**.

ACTION: The motion was approved.

SUBJECT: Public Comment – None

SUBJECT: Programs/Operations Report -

Discussion about the weight room and the recent customer input particularly a letter that was submitted last meeting. There has been increased attention paid to cleaning the area and providing cleaning supplies. Staff will be directed to pay more attention to the area. The two rowing machines have been repaired. Instructions for the bikes need to be reposted as customers think they are broken but there's a sequence that needs to be followed to make them work properly. The treadmills and the elliptical need to be replaced. An air filter for the room will be purchased. Lawre will work on a comprehensive plan on how to improve the area.

Roto Rooter is being engaged to do an assessment on the toilet and other plumbing in the locker rooms.

There was discussion about the condition of the roof. An assessment by one of the local roofing firms will be pursued.

The HVAC fans and coils are being worked on and are close to completion.

The lighting in the women's locker is being worked on. Ordering lights is a problem as they are hard to obtain right now. To start with, the fixtures will be cleaned and checked to figure out the next steps.

The diving board needs to be recoated or replaced. There was discussion about the cost of recoating vs replacing. The issues are cost and length of time the recoating will last which is somewhat unknown. Lawre will confirm if the recoating seems to be the way to go.

Swim lessons are starting the following Monday and are filling up quickly. Classes are offered Monday to Thursday. There was conversation about

expanding the times that are offered in order to increase the number of classes available. Adding another hour and possibly looking at Saturdays are being considered.

School group lessons will be starting February.

There's still a shortage of lifeguards. Kellie is working on more life guard classes going into the spring.

SUBJECT: Financial Report -

Most revenue items are fairly close to expected when compared to budget. Passes are lagging behind slightly but we'll know more when we get to the end of February which is the end of the season pass drive. Other programming is slowly increasing from pandemic lows. This programming is crucial for both budget and mission reasons. Expenses are largely within budget. Utilities and wages are the areas of most concern.

There was brief report on some minor transfer of reserves. There was also discussion about the amounts shown on the balance sheet for the Humboldt County Investment Fund. It is an accrued number that reflects property tax estimates and is adjusted with the auditor at year end.

There was some explanation around the investment mix under California Class. Dave attended a webinar that talked about this. Returns right now are running over 4.5 percent on the 30-day rolling average. Interest returns are posted monthly on the Income Statement. Depreciation will be shown as a monthly accrual going forward. Lawre is working on collecting and verifying the Accounts Receivables. Progress is being made on cleaning this area up.

The Humboldt Swim Club signed the contract as presented and provided the necessary insurance documents.

SUBJECT: Management Updates—

SDRMA Appraisal—The report that SDRMA appraisers did was received. It shows a building value of 10.6 million. This amount is very close to what was already on the books with SDRMA. There will be a minor adjustment made during the insurance renewal period.

Jan and Dave reported a brief conversation regarding the group that is researching building a pool facility in the Rohnerville / Fortuna area.

SUBJECT: Future Meeting Location –

Locations are difficult to find within the district boundaries. The multipurpose room at Pacific Union School looks like a good possibility. Other potential locations were discussed.

The updated Brown Act regarding teleconferencing was discussed. A quorum of the board needs to meet in person somewhere within the district boundaries. The restrictions regarding board member teleconferencing were discussed.

SUBJECT: Board Officer Elections –

MOTION: A motion and a second (**Swartz, Fay**) was made to continue the board officers as they are now. Jan Ross is the chair and Harvey Kelsey is the vice-chair/treasurer for 2023.

ACTION: The motion was approved.

SUBJECT: Employee Handbook –

The new employee manual was presented and discussed. Dave worked with an HR consultant to write this for the district.

MOTION: A motion and a second (**Swartz, Hurlburt**) was made to accept the employee manual as presented.

SUBJECT: Other Reports – None

SUBJECT: Other Old Business – None

SUBJECT: Other New Business –

SUBJECT: General Board Comments – None.

Discussion about board members whose terms will expire at the end of the calendar year.

Marj presented the possible need to help with transportation with a school group program that she is working on.

ADJOURNMENT: Motion to adjourn.

MOTION: A motion and a second (**Fay, Hurlburt**).

ACTION: The motion was approved.

The meeting was adjourned at 6:29 PM.

Approved By:

---

Jan Ross, Board Chair

Date