

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

Teleconference:

Wednesday, October 19, 2022

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

Directors Absent: None

Also Present: Dave Nakamura, Lawre Maple

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

SUBJECT: Approval of the Agenda

MOTION: A motion and a second (**Swartz, Fay**) was made to approve the agenda as posted.

ACTION: The motion was approved.

SUBJECT: Approval of the Minutes

MOTION: Continued to next meeting

ACTION: None

SUBJECT: Resolution 2021-13 – Proclaiming a Local Emergency and Authorizing Remote Teleconference Meetings of the NHRPD for the period of **October 19** to **November 19, 2022**.

MOTION: A motion and a second (**Fay, Hurlburt**) to approve the extension of Zoom meetings until **November 19, 2022**.

ACTION: The motion was approved.

SUBJECT: Public Comment – Comments were made on some damaged tiles on the edges of the hot tub. Lawre will inquire with maintenance. There was conversation about some customer issues surrounding an underage customer and adult using the sauna.

SUBJECT: Programs/Operations Report -

Customer traffic has been slow the past few weeks. Group swim lessons are “hopping”. Sessions go through November 8.

There was discussion about the commercial fishermen water safety courses that are renting the deep end of the pool.

There was discussion about the slide and the fencing around it. Lawre will continue to follow up with Aaron. Later in the meeting it was reported that the column does have some rust but is still structurally sound.

Brochure for winter programming and fees is being worked on and is almost complete.

Dave is continuing to work on the federal registration that will allow the Coast Guard to pay for rentals and passes.

Jan suggested producing another round of sweatshirts. Jan and Lawre will work out ordering details for customers and staff.

The possibility to open on Sunday afternoons especially for Rec. Swims was proposed. Lawre will monitor staffing levels and try to do this at the end of January. The possibility exists of also having rentals during this time as well. Staffing and maintenance work also needs to be considered.

SUBJECT: Financial Report -

Board member Patrick Swartz highlighted important aspects of the September Financial statements with the Board. This was intended to be an educational session for both members and staff. The income statement and balance sheet were discussed in detail.

SUBJECT: Management Updates—

Audit Update – The information that was requested by the auditor was produced and uploaded onto their server. Field work is now scheduled for the beginning of December.

Reserves Update – The transaction from RCB into California Class was completed. There was discussion regarding the mechanics of the California Class website and the board approval process. The website was shown to the board including the fund balance and interest that is accruing.

A policy change on authorization to initiate transfers from California Class into General Checking for operational expenses was discussed. Staff was directed to revise the policy to authorize the General Manager to initiate a transaction up to \$50,000 per month as necessary for operational expenses. This policy will be brought back to the Board for approval at a future meeting.

SUBJECT: 2023 Admissions and Rental Fees –

Staff presented information on past fees, potential increases, and current fees. A revised spreadsheet with a range of fee increases was presented.

Passes, fees and other charges were discussed and revised in line-by-line detail.

MOTION: A motion and a second (**Fay, Hurlburt**) to approve the fee schedule as revised.

ACTION: The motion was approved.

SUBJECT: Humboldt Swim Club Scheduling –

The draft contract was sent to the Swim Club for their review. There hasn't been a response to date.

There was discussion about the Saturday schedule. Lap swim will be from 8 am to 11 am. HSC will have four lanes from 11 am to 2 pm. Parties when scheduled can occur during this time. Lap swim would again be available at 2 pm – 4 pm. Rec swim would begin at 2 pm.

SUBJECT: Other Reports – None

The ability to have meetings by Zoom will be ending at the end of February. Jan will check into the availability the meeting room at Mad River Hospital.

An early implementation of wages increases was proposed and discussed. It was agreed that wage increases go into effect November 16 instead of January 1, 2023. There will be an email sent to employees thanking them for their hard work and happy holidays as well.

SUBJECT: Other Old Business – None

SUBJECT: Other New Business –

SUBJECT: General Board Comments – None.

ADJOURNMENT: Motion to adjourn.

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

ACTION: The motion was approved.

The meeting was adjourned at 6:37PM.

Approved By:

Jan Ross, Board Chair

Date