

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

Teleconference:

Wednesday, April 19, 2023

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

Directors Absent: None

Also Present: Dave Nakamura, Kellie Long

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

SUBJECT: Approval of the Agenda

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

ACTION: The motion was approved.

SUBJECT: Approval of the Minutes

MOTION: A motion was made to approve the previous meeting minutes as presented with a change on the financial processes' discussion. It was noted that the minutes are very abbreviated since the recording did not work due to technical difficulties. (**Hurlburt, Kelsey**)

ACTION: The motion was approved.

SUBJECT: Public Comment – There was discussion about feedback concerning the Swim Club using the patio and the hot tub. There's been times when the hot tub is filled with Swim Club members. It was noted that employees are allowed to use the hot tub and many of the club members are employees. Kellie will speak with the swim club coach regarding this situation and work to manage and reduce any use of this area by club members. It was also suggested that all employees be reminded to be courteous to all customers of the pool.

SUBJECT: Programs/Operations Report -

Nearing the end of current group swim lessons session. Working on logistics for summer lessons. School group lessons are picking up and there will be a lot of groups through May and into June.

Number of employees is pretty good at the moment. Kellie is working on the transition into summer. There's a possibility that staffing will be stronger in the fall when people return who already have some experience.

SUBJECT: Financial Report -

Many of the revenue lines are getting close to pre-covid levels. This is indicating that programming and participation have improved. Revenue will be above the current official budget. However, the current budget was done with a lot of estimates while coming out of the pandemic.

Expenses are largely where we would expect them to be. Payroll is going to be way above budget. This also related to the level of programming. Utilities are also going to be above budget. Natural gas saw a big spike in the winter with a bill over \$9,000 just for gas in February. Water has also increased.

The projection for the year end is showing about a \$60,000 deficit including depreciation. Depreciation is approximately \$60,000 so this projection shows roughly a cash break even. However, the balance sheet will begin to degrade if this trend continues.

There was more discussion regarding evening use of the patio on weekdays. There was a discussion about evening participation on Saturdays and possibly extending hours.

Accounts payable have been completely cleaned up and up to date. This was partly due to changing the timeline of vetting, posting, approving and sending the payments. This is also due to Kellie being timely on submitting invoices. Accounts receivable is partly cleaned up but still needs some work.

SUBJECT: Management Updates–

The wage report for the State Controller's Office was submitted.

The registration for the federal government has been completed. This System for Award Management (SAMS) process will allow a new contract with the Coast Guard so that their rescue swimmers can use the pool.

Other Updates – There was discussion about the system for paying lifeguards, especially in regards to the cost of acquiring LG certification.

SUBJECT: Other Reports – None

SUBJECT: Other Old Business – None

SUBJECT: Other New Business –

SUBJECT: Transfer of Funds from Humboldt County Investment Pool
MOTION: A motion was made to approve moving the cash balance less approximately \$10,000 from the County into California Class once April property taxes are posted. **(Kelsey, Hurlburt)**
ACTION: The motion was approved.

SUBJECT: General Board Comments –

Next meeting will be pushed one week back to May 24th.

ADJOURNMENT: Motion to adjourn.

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

ACTION: The motion was approved.

The meeting was adjourned at 6:04 PM.

Approved By:

Jan Ross, Board Chair

Date