

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Wednesday, May 22, 2024

**Directors Present:** Kellie Hurlburt, Patrick Swartz, Jolly Earle  
**Directors Absent:** Jan Ross, Harvey Kelsey  
**Also Present:** Dave Nakamura, Kellie Long, Meaghan Paulus

The meeting was called to order at 5:05 P.M.

**SUBJECT:** Approval of the Agenda

**MOTION:** A motion and a second (Swartz/Earle) was made to approve the agenda.

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the Minutes –

**MOTION:** A motion and a second (Hurlburt/Earle) was made to approve the April minutes as posted.

**ACTION:** The motion was approved.

**SUBJECT:** Public Comment – A parent of a child from Coastal Grove school gave a verbal complaint regarding a situation regarding the child wearing a mask in the pool. It was noted by staff that wearing a mask while in the pool is a significant safety issue. The parent, (initials MZ), continued to state the she thought the staff had been rude and “had an attitude”.

**SUBJECT:** Program / Operations Report–

Kellie has completed teaching several life guarding classes. This should help with upcoming hiring and staffing. School group lessons for the season will be completed next week. It was a busy season and was at capacity for the staffing and scheduling. There are also a lot of rentals coming. Arcata is doing their day camp this year and will be using the pool for part of their program.

There was a brief discussion about the topic that was brought up during public input.

**SUBJECT:** Financial Report – There were two versions of the financial report that were emailed out. There was a minor correction on the first version for a school group

lesson transaction. For the most part, the revenue and expenses continues to be consistent as it has over the past months. Activity and revenue continues to be up across the board. It appears that participation is back to or above pre-pandemic levels.

The financial projection was presented for the end of the fiscal year at the end of June. Overall, the pool is about 65k ahead of last year. It's anticipated that we'll be minus 20k to even at the end of the year. It was noted that this is a better report than the past few years, but the pool is still running a deficit.

The first draft of the 2024-25 budget was presented. The initial draft for next FY is showing minus approximately 40k. This will be fine tuned for the June meeting.

SUBJECT: Other Reports – None

SUBJECT: Management Report – There was follow-up to the possibility of creating a Capital Expenditure reserve fund. Dave reported that he spoke with the Investment Advisor with California Class, Bob Shull. At this time, Cal. Class has the one investment option, where the district's reserve funds are currently invested. This could change in the future when interest rates begin to drop. Setting up the sub-account within Cal. Class is a simple task using the web site. A policy change creating the parameters would need to be approved before proceeding. There was an initial discussion about the policy. This will be brought forward in July. It was noted that the fund is currently returning approximately 5.4% in interest revenue for the district.

Dave submitted the required wage report to the State Controller's Office.

Invoicing the Coast Guard for pool use is progressing. There are still some issues with the bank account that needs to be corrected by the Coast Guard in order to allow for an ACH payment.

SUBJECT: Other New Business – None

SUBJECT: Transfer of Funds from Humboldt County Investment Pool

MOTION: A motion and a second (Swartz/Hurlburt) was made to transfer total available tax revenue less \$10,000 to Redwood Capital Checking.

ACTION: The motion was approved.

MOTION: A motion and a second (Swartz/Earle) was made to transfer the full amount, less what is needed for operational needs, to California Class.

ACTION: The motion was approved.

SUBJECT: Accounting Services Contract

There was discussion about the history of how the district originally contracting with 1FortheBooks, and Molly Robles. The draft contract was presented and discussed. Changes noted are clarifications in the provided scope of work, there is an increase in the fees, and a termination clause. There was a number of ideas on modifications to the termination clause including providing a time period and pay structure in the case of a transition to a different accounting group.

MOTION: A motion and a second (Earle/Hurlburt) was made to edit the contract and bring it back at the June meeting.

ACTION: The motion was approved

SUBJECT: Management Planning – None

SUBJECT: Other Reports – None

SUBJECT: Other Old Business – None

SUBJECT: General Board Comments – None

ADJOURNMENT:

MOTION: A motion and a second was made to adjourn. (Swartz, Hurlburt)

ACTION: The motion was approved.

The meeting was adjourned at 6:51 PM.

Approved By:

---

Jan Ross, Board Chair

Date