

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Wednesday, June 19, 2024

**Directors Present:** Jan Ross, Harvey Kelsey, Kellie Hurlburt, Patrick Swartz, Jolly Earle

**Directors Absent:** None

**Also Present:** Dave Nakamura, Kellie Long, Meaghan Paulus

The meeting was called to order at 4:59 P.M.

**SUBJECT:** Approval of the Agenda

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

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the Minutes –

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

**ACTION:** The motion was approved.

**SUBJECT:** Public Comment – Jolly will send a letter she received from a customer to Dave. There was discussion regarding use of the deep end during swim lessons. This will be discussed further during program reports.

There was a review of the rules surrounding subjects that could be done for Closed Sessions under the Brown Act. There was a review on board discussions outside of boards including serial meetings. It was mentioned that board members should be careful with email communications, both with other board members, and the public.

**SUBJECT:** Financial Report – Dave detailed documents that were sent out including the income statement through May, year-end projection, and next year’s budget. Some of the adjustments that have been made in the background on the income statement were described. It’s currently estimated the pool will be plus 11k at the end of the year. If one accounts for the one-time grant for 25k, we’ll be around 13k down including the non-cash expense of depreciation.

There was discussion of estimated wages for the next fiscal year. Assuming current minimum wage law, the increase is likely to be \$.50 on January 1<sup>st</sup>. This

equals approximately 3% or 14k. If a statewide initiative passes in November, the minimum wage would go to \$18 an hour on January 1, 2025. This is a 12.5% increase and would increase wages 50k for the year. This increase could significantly change the district's approach to any fee increases in 2025.

A question was asked about the May payroll being high since it was 44k for the month. This was appropriate since there was a big increase in swim lessons and other programming staff costs.

SUBJECT: 2024-25 Budget

MOTION: A motion and a second (Swartz/Kelsey) was made to approve the budget as presented.

ACTION: The motion was approved.

SUBJECT: Program / Operations Report–

Kellie reported on a number of topics. There has been active hiring for lifeguards. Many of the new employees are high school students. Morning swim lessons are going well. Lifeguards will be reminded to limit distractions while on deck. The issue that was mentioned is having conversation with customers or other staff.

There was again brief discussion about availability of lap lanes in the evening. There are four lanes being used by the Swim Club and at times swim lessons also use a lane. Kelly will follow up on limiting the impact of swim lessons on the lap lanes. Use of the lanes by the swim club at this time of day will be reconsidered going into next year.

The topic of deep end use during certain times, especially swim lessons, that was brought up during public input was discussed. Limiting the deep end use during these times is being restricted due to safety and other concerns.

There was a discussion about the possibility of raising funds for a remodel of the patio area. Ideas discussed included fund raising, grant writing, and creation of a fund at Humboldt Area Foundation.

The pool is going to receive a \$1,000 grant from HAF for subsidized swim lessons. Redwood Day Camp, from the City of Arcata, will again be using the pool for their summer day camp.

There was discussion about some delays in invoicing. Dave will work to smooth out the issues that are currently occurring.

SUBJECT: Accounting Services Contract

Dave reported what was discussed last meeting and noted changes that were made since the last meeting. These main changes were made to the term of the contract to facilitate the audit schedule and added clarity to the termination clause.

MOTION: A motion and a second (Earle/Hurlburt) was made to approve the contact.

ACTION: The motion was approved.

SUBJECT: Other Reports – None

SUBJECT: Management Report – Dave is continuing to deal with the federal system for invoicing for the Coast Guard's use of the pool. There are some minor issues with the information in the invoicing system that need to be resolved. He is also reminding the county on accessing the district's property tax revenue.

SUBJECT: Other New Business – None

SUBJECT: Management Planning – 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 6:32 PM.

Approved By:

---

Jan Ross, Board Chair

Date