

North Humboldt Recreation and Park District
Board of Directors Meeting
Wednesday, August 21, 2024

Directors Present: Jan Ross, Kellie Hurlburt, Patrick Swartz. Jolly Earle

Directors Absent: None

Also Present: Dave Nakamura

The meeting was called to order at 5:01 P.M.

SUBJECT: Approval of the Agenda

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

ACTION: The motion was approved.

SUBJECT: Approval of the Minutes –

MOTION: A motion and a second (Swartz/Hurlburt) was made to approve the July minutes with noted changes.

ACTION: The motion was approved.

SUBJECT: Public Comment – None received.

SUBJECT: Program / Operations Report–

Continued discussion about deep end closure during swim lessons. Signage was posted in front of the building giving the swim lesson schedule. It was again discussed that signage should also be posted on the pool deck and locker rooms to be the most effective.

Minor maintenance projects were discussed, including fence and shower repair.

The fees discussion for next calendar year will be started next meeting.

New lockers were again discussed and will be brought up next meeting when Kellie is here. Funding is being offered for this project.

SUBJECT: Financial Report–

Dave suggested to keep in mind that last fiscal year started slowly as programming was still being brought online. Year to year comparisons will reflect this slow start for the next three or four months.

On the July revenue it is likely an adjustment will be necessary on swim lessons revenue. It will likely need to be accrued from last fiscal year into this fiscal year. Dave will investigate and work with Molly on this adjustment, he thinks it's roughly \$9k to \$10k. This results in the current July statement is high wage amounts for the sessions in July with the revenue not reflected.

Concessions haven't been well stocked over the summer. Pool staff will be reminded.

Special Olympics use of the pool and the amount that they were charged was discussed. This subject will be brought up when discussing fees for next year.

The desire of opening on Sundays was discussed. If staffing is available and maintenance can be adjusted it is a good time for additional customer use including special rentals.

Patrick mentioned he would like some clarification on how the property tax revenue is recognized on the financials. He will look at emails that Dave has sent him on this question and discuss further with Dave.

Issues on scheduling conflicts regarding special group rentals and lap lanes was again discussed. It was agreed that this will be placed on the agenda for discussion and potentially action for next meeting.

SUBJECT: Management Update

Lots of year end reporting such as the worker's comp wage report to SDRMA and for Social Security reconciliation. Also, beginning of the new year items such as insurance documentation.

Communication with the auditors is beginning. The deadline for the initial submittal is September 24th. Dave is working with Molly to meet this deadline.

SUBJECT: Sub-Committee Report– The group has not yet met. Harvey and Patrick have started to chart a path forward for this committee. This would include an

organization chart and what the board's expectations are going into the future. It is expected that the group will meet before the next board meeting.

SUBJECT: Capital Expenditure Policy– Dave described the draft policy that was revised from the CSDA policy template that was purchased a few years ago. The three different levels of accounts, general checking, administrative reserve, and capital expenditure, were described. Also, discussed was the rationale behind the different levels that are outlined for each account balance.

MOTION: A motion and a second (Swartz/Earle) was made to approve the the capital expenditure policy as presented with one minor change.

ACTION: The motion was approved.

MOTION: A motion and a second (Swartz/Hurlburt) was made to move a \$10k per month for the next three months into the Capital Expenditure account.

ACTION: The motion was approved.

SUBJECT: Other Reports – None

SUBJECT: Other New Business – None

SUBJECT: Other Old Business – None

SUBJECT: General Board Comments – None

ADJOURNMENT:

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

ACTION: The motion was approved.

The meeting was adjourned at 6:29 PM.

Approved By:

Jan Ross, Board Chair

Date