

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Wednesday, September 17, 2025

**Directors Present:** Jan Ross, Harvey Kelsey, Patrick Swartz, Sue Cashman

**Directors Absent:** Kelley Hurlburt

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

The meeting was called to order at 4:31 P.M.

SUBJECT: Approval of the Agenda

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

ACTION: The motion was approved.

SUBJECT: Approval of the Minutes –

MOTION: A motion and a second (Swartz/Cashman) was made to approve the July minutes.

ACTION: The motion was approved.

SUBJECT: Public Comment – Jamie Workman from the Humboldt Swim Club spoke. She mentioned that the club has hired a new coach and that their program sign-ups have increased to approximately 112.

Patrick mentioned a letter that Mike Wilson, Humboldt County Supervisor, forwarded. The letter was regarding a complaint from a customer alleging discrimination. It was noted that this individual has since been banned from the facility for multiple inappropriate behaviors.

SUBJECT: Programs and Operations Report –

Parking Lot Issues. The curb in the pool lot was painted and parking restriction signs have been installed. Staff will meet with Arcata High School regarding the use of the row of parking closest to the pool on the high school lot. The high school is planning to require permits for use of their lot for Arcata High students and staff. There has been a long running agreement allowing for pool parking in exchange for free pool access for high school programs. It is hoped that this arrangement can continue. There was discussion regarding the challenges of pool staff enforcing the parking restrictions in the pool lot.

Lap Lane Schedule: Dave shared a usage survey that the pool staff accomplished measuring real time usage in the lap lanes. This survey measured the number of swimmers and number of lanes used per every fifteen minutes during times of heavy lane usage such as Saturday mornings. The conclusion is that the lanes are consistently used until 11 am by pass holders. This leads to the decision to keep the swim club usage the same, four lanes on Saturdays starting at 11am, as in the recent past.

SUBJECT: Fee Adjustments–

Dave reviewed the fee spreadsheet to get to a conceptual percentage increase for 2026 fees. Items discussed were the percentages of recent increases, general inflation in California and the US, and the minimum wage increase. Increases of 3%, 5%, and 7.5% were illustrated on the spreadsheet as a potential range of increases. The swim club fee increase was discussed last year, raising from 9.50 per lane hour to \$10.00 per lane hour, which is a 5.3% increase.

There was discussion regarding increases being necessary to continue to build the capital improvement fund for future projects that will be necessary to keep the aging facility viable. It was also discussed that rising prices across the board are making it difficult for families to afford many things, which makes recreation more difficult as it is discretionary. It was agreed to aim for an approximately 5% increase including the swim club. This item will be brought back for further discussion next meeting.

SUBJECT: Management Report –

Audit Report: Work on compiling information for the auditor is ongoing. Everything should be uploaded for the initial request for information next week's deadline.

Financial Report: Brief financial report for August. Report shows financial status is very similar to the first two months of last fiscal year.

SUBJECT: Sub Committee Update-

Continued to next meeting.

SUBJECT: Board of Directors Elections-

There are three open seats coming up in November. There are two four-year seats and one two-year seat. Patrick, Sue and Kelly's seats are up. Kelly is moving out of the district and will be stepping down. Various possibilities for the open seat

were discussed, and more recruitment outreach will be done. It was decided that Sue will go for the two-year seat and Patrick will go for the four-year seat

SUBJECT: Humboldt Area Foundation Fund Creation –

Dave described a meeting that Jan, Patrick and Dave had with the Humboldt Area Foundation (HAF). Since HAF is a 501©(3) it has some advantages in fundraising over a Special District which is not a 501©(3). A dedicated fund can be set up with HAF for the Arcata Community Pool. There is a 1.75% fee for all of their services including investing the funds, doing reporting, and taking care of necessary donor paperwork.

Dave did contact the auditor for their input on this fund and received a positive response. They believe it will be expressed as a note in the annual audit. It will not appear on the pool's balance sheet or as an asset on our financial statements.

Dave asked for clarification on whether to proceed with this fund. This will involve some legal fees and revisions to the district financial policies. It was also discussed how to fund the initial \$10,000 investment for the HAF fund. It was directed to transfer \$10,000 into Cal. Class Capital Improvement Fund for September and to pause that funding stream with the idea of moving \$10,000 for the initial seed money for the HAF fund.

MOTION: A motion and a second (Swartz/Kelsey) was made to transfer one more \$10,000 installment to the Capital Improvement Fund and to continue with the HAF fund process.

ACTION: The motion was approved.

SUBJECT: Programs and Operations Report–

Staff will be participating in Pastels in the Plaza. This will be a marketing opportunity. They will advertise that daily admission will be at a discount for the month of October in recognition of the 50<sup>th</sup> Anniversary of the pool.

The water slide needs a new pump and motor. These items are difficult to find because the equipment is relatively old. Aaron is working on this.

Staff continues to work with A & I roofing to get a quote on the roof repair. It is challenging as companies generally don't want to work with clay tile roofs anymore.

Other items that were mentioned in the staff report. Water polo training in the lane lines, this will not be moving forward. There will be swim lessons for a program called Queer Humboldt. Lessons are being booked by home school programs. The graphic for the schedule for the lane lines was published onto the web site. This was complicated to build into a single graphic and staff was complemented on the work.

Thanksgiving and winter closures were discussed. For Thanksgiving, the pool will close at 5pm on Wednesday, closed Thanksgiving and Friday, and reopen on Saturday. For Christmas, open the 21<sup>st</sup>, closed the 22<sup>nd</sup>. Efforts will be made to staff the pool to reopen on January 2<sup>nd</sup>.

There's was brief discussion about a past incident involving a locker room violation by a past employee. Staff was given direction by the board.

ADJOURNMENT:

MOTION: A motion and a second (Kelsey/Cashman) was made to adjourn.

ACTION: The motion was approved.

The meeting was adjourned at 6:48 PM.

Approved By:

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Jan Ross, Board Chair

Date