

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Wednesday, September 20, 2023

**Directors Present:** Harvey Kelsey, Marj Fay, Jan Ross, Patrick Swartz (Via Zoom)

**Directors Absent:** Kellie Hurlburt

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

The meeting was called to order at 4:43 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 and a second (Fay/Kelsey) was made to approve the August meeting minutes as presented.

ACTION: The motion was approved.

SUBJECT: Public Comment – Public comment was received from a customer about the possibility of a gender-neutral change room / restroom.

SUBJECT: Closed Session–

It was noted that the closed session is not necessary at this time.

SUBJECT: Programs/Operations Report -

Goup swim lessons are continuing. There's been inquiries about future school group lessons.

The parts for the domestic hot water heater have been ordered. Some of the parts have arrived and the rest should be coming soon.

There was discussion about possible discounts for Social Security Disability Insurance and Medi-Cal recipients. The Social Security Administration issues a letter stating the recipient is qualified for SSDI benefits. This could be used to properly identify qualified individuals. Medi-Cal proof of benefits is being further researched. The process for review and issuance of an ID card for the discount was clarified.

Ideas about fund raising and sponsorships are being generated.

SUBJECT: Financial Report -

The August Income Statement was reviewed. Most revenue items are up slightly. Revenue is up a total of approximately \$8,000 over the first two months compared to last year. This reflects better participation and continued program recovery from the COVID pandemic compared to last year.

Expenses that are notably high are hourly wages and utilities. It was noted that Redwood Coast Energy Authority has started an assessment on potential energy saving projects at the pool.

Overall, the bottom line is about \$12,000 ahead year over year. It was noted that depreciation is being accrued monthly this fiscal year. Last year this did not start until mid-year.

There was discussion about further streamlining of Accounts Receivable and Accounts Payable.

SUBJECT: District Board Elections–

There is expected to be one empty seat as Marj is stepping down at the end of her term. Efforts will be made to identify and recruit a new member.

SUBJECT: Management Updates –

The work on the 2023 audit is ongoing. A lot of work is being done to provide the detailed documentation that the auditor has requested. This includes backup for payroll and accounting functions. Completion is expected in November or December.

SUBJECT: 2024 Fee Adjustments –

There was considerable initial deliberation about fees that would go into effect on January 1, 2024. A draft fee schedule for admission fees, swim lessons, private lessons, and swim club was distributed and discussed. It was generally agreed to finalize the schedule at the next meeting.

SUBJECT: Other Reports – None

SUBJECT: Other Old Business –

There was discussion about initiating a more focused process for future management structure and personnel.

Future meetings dates for October and November are problematic for members schedules. Next meeting will be on October 4<sup>th</sup>.

SUBJECT: Other New Business – None

SUBJECT: General Board Comments –

ADJOURNMENT:

MOTION: A motion and a second was made to adjourn. (Fay, Kelsey)

ACTION: The motion was approved.

The meeting was adjourned at 6:38 PM.

Approved By:

---

Jan Ross, Board Chair

Date