

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Tuesday, October 15, 2024

**Directors Present:** Jan Ross, Kellie Hurlburt, Patrick Swartz, Jolly Earle (Via Zoom)

**Directors Absent:** Harvey Kelsey

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

The meeting was called to order at 5:02 P.M.

**SUBJECT:** Approval of the Agenda

**MOTION:** A motion and a second (Earle/Swartz) 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 August minutes.

**ACTION:** The motion was approved.

**SUBJECT:** Public Comment – Limited swim club use of the weight room was discussed. It was agreed to use the space and not the equipment while under direct supervision of the HSC coach. Dave will follow up with an email to Kelly.

**SUBJECT:** Program / Operations Report–

The holiday season closures were announced as November 4 p.m.. on Wednesday the 27, closed Thanksgiving the 28<sup>th</sup> and also the 29<sup>th</sup>. Open for normal hours on Saturday the 30<sup>th</sup>. HSC would like to use 3 lanes on the 27<sup>th</sup> from 2pm to 4pm. For the winter holiday we be closed starting Sunday the 22<sup>nd</sup> reopen on January the 4<sup>th</sup>. There was considerable discussion about the length of the closure. The 4<sup>th</sup> is considered to be too late as the 2<sup>nd</sup> would strongly be desired as a reopening date. Members of the board expressed that the pool's schedule should be approved by the board and brought forward sooner. The pool's schedule should be set so that employees can adjust their schedules accordingly. Dave suggested that another attempt to staff the 2<sup>nd</sup> and 3<sup>rd</sup> by polling staff that we would like to be open those dates and can people come forward to work. Meaghan will send and email out and report back to Dave by the 29<sup>th</sup>. He will disseminate to the board.

Water aerobics programming will be starting up soon. There will be a couple of different programs on Tuesday through Thursdays. There was discussion about how to structure the fees associated with the program. The instructor would be paid hourly. It was decided that season pass holders would be at no charge and others would pay a drop-in fee. This will be revisited in a few months.

The idea of a point-of-sale system for the pool. The cash register needs replacing. Most electronic devices at the pool last around two years due to the moisture exposure. There are a variety of systems that theoretically work for the pool. Dave will spearhead this effort as he has a lot of experience with software for recreation programs. In the meantime a new cash register will be purchased.

Swim lessons are going very well.

SUBJECT: Financial Report–

Dave reported on the two statements that were sent to the board. He highlighted some more significant items on the 2023-24 fiscal year end draft. The property taxes came in at 258k while 226k was the budgeted amount. Dave wants to contact the county auditor to get more information on why the amount went up so much and to make sure that there is not any one-time money in the total. There was also the 25k onetime grant. This leaves a bottom line number of plus 24k.

The audit is continuing. There are some adjustments being made and the sampling/testing is being worked on.

The September statement shows that we're slightly ahead in revenue when compared to last year. As usual payroll and utilities need continuous monitoring. We're approximately 25k ahead of last year on the bottom line of the income statement. It was noted that the subaccount for capital reserves in California Class is reflected on the Balance Sheet.

There's a possibility of a budget amendment for two reasons. The additional property tax revenue and payroll if Proposition 32 passes and minimum wage increases.

SUBJECT: 2025 Annual Fee Adjustment–

It was decided to continue this item until the next meeting when we know if Proposition 32 passes in the November election.

SUBJECT: Management Update

Nothing to report

SUBJECT: Sub-Committee Report–

The group met and discussed the structure of the pool staff. It was decided the best path forward is to hire a pool assistant manager that would work under Lawre. The idea that this person could learn from Lawre and take on some additional tasks that Dave. This would allow this person to potentially move into a higher position in the future. There would be a similar path with the operations and maintenance area. Development of detailed job descriptions are the next steps.

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. (Swartz, Hurlburt)

ACTION: The motion was approved.

The meeting was adjourned at 6:38 PM.

Approved By:

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Jan Ross, Board Chair

Date