

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Wednesday, April 17, 2024

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

**Directors Absent:** Jolly Earle

**Also Present:** Dave Nakamura, Kellie Long, Meaghan Paulus, Mary Beth Elinsky

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

**SUBJECT:** Approval of the Agenda

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

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the Minutes – Continue to next meeting.

**SUBJECT:** Public Comment – Mary Beth Elinsky provided comments praising the Arcata Pool, availability as a community resource, and the staff. She was also positive that the Special Olympics has been provided pool access despite some inconvenience for the lap swimmers.

**SUBJECT:** Program / Operations Report–

A grant was submitted for subsidized swim lessons.

Swim lessons are going well. Pool has been very busy with the school lesson programs. Special Olympics is unable to move to Sundays this year but they will try to adjust their schedule for next year. Their use has been adjusted from four lanes to three.

There was discussion about the swim rates at Cal. Poly for the Swim Club. The water polo program has started. There is some possibility that they may want to start an adult program.

Meaghan reported that there has been some staff conversation about fundraising towards remodeling the patio. A complete capital expenditure review was discussed. There was a check in on the fundraising drive that staff started earlier this calendar year. There will be more follow up on this subject.

There was discussion about the importance of providing lane line availability for pass holders and daily admissions. This is especially true at key times such as evenings starting at 6pm and Saturday mornings. It was noted that special programs should be scheduled carefully so as not to overly impact lap swimmers. It was noted that this group of customers is a key and important segment of pool users.

There was discussion about the clarity of the web site information regarding recreation swim times and school group lessons. This is an issue for people who look for times that are less impacted than during these busy programming times. Some minor changes to the web site were suggested. It was noted that there is a lot of information on the website and it may be difficult for some people to navigate. Customers are always encouraged to call the pool to ask questions.

The slide needs some additional repairs on a valve which is part of the pump assembly. This part is difficult to find and may be a custom part.

The drain from the lockers rooms has an obstruction that may be old grout. Roto Rooter is looking to use a hydro snake to clear the obstruction.

**SUBJECT:** Financial Report – Dave did an orientation on a merged spreadsheet that shows the income statement through the month of March and a year end projection. Overall revenue is projected to be well ahead of last year with most items being ahead of last year. Expenses are projected to be relatively flat. Payroll will be slightly higher due to increased activity and utilities are less than last year. Overall the current projection is to have a small deficit (20k) and possibly a small profit (10k). The year end projection is important as it is used as a basis for the next year budget.

There was discussion on the idea of starting a Capital Expenditure subaccount within Cal. Class. This would allow the creation of a fund that would be earmarked for future capital expenditures. It would also require planning to establish minimum amounts in general checking and in the base Cal. Class account. Dave will come contact Cal. Class on the investment options and work on a policy to codify this change.

**SUBJECT:** Management Report – The contract for audit services was signed for a three year time period. The City of Arcata is working on the old Redevelopment Agency properties and will likely circle back to finalize this summer. The access to the invoicing system for the Coast Guard has been established. Dave will follow up

to get the actual invoice created. The reports from RCEA and other energy consultants came back and it was determined that there is presently not a viable alternative energy project that could be applied to the pool. This is both from an engineering and financial perspective.

SUBJECT: Management Planning –  
There was brief discussion on the Management Outline that was produced over three years ago when the administrative functions were transferred back to the pool from the University Center. This can be used as a basis to create a job description for future Management. It was also noted that a job description for the pool Manager would also be helpful.

SUBJECT: Other Reports – None

SUBJECT: Other Old Business – None

SUBJECT: Other New Business – None

SUBJECT: General Board Comments – None

ADJOURNMENT:

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

ACTION: The motion was approved.

The meeting was adjourned at 6:53 PM.

Approved By:

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Jan Ross, Board Chair

Date