

**NORTH HUMBOLDT RECREATION AND PARK DISTRICT**

Board Meeting  
Wednesday, May 18, 2016

PRESENT: Jan Ross, Mike Morrison Ron Fritzsche, Jo Anne Joy  
Staff: Dave Nakamura, Lawre Maple, Edith Harmer

**CALL TO ORDER**

The meeting was called to order by Chairperson, Jan Ross, at 3:33 p.m., in the Welcome Center.

**APPROVAL OF THE AGENDA**

A motion was passed (Fritzsche/Morrison) to approve the agenda as presented.

**APPROVAL OF THE MINUTES**

A motion was passed (Morrison/Fritzsche) to approve the minutes of the April 21, 2016 meeting as presented.

**CORRESPONDENCE AND COMMUNICATIONS**

Dave reported that he has communicated with Manhard Consulting regarding the pool heating system. We'll be working on producing drawings that can used to begin the permitting and review process. The target is to begin the bidding process late summer or fall with construction completed during the winter closure. Dave also reported that he corresponded with Redwood Energy Authority regarding water and energy consumption. Utilities have been low, especially with gas. Further data will be forthcoming. Aaron is in close contact with the agency.

**REPORTS**

Programs: Lawre reported that the pool has been very busy with lessons ongoing and schools bringing in students. Overall, admissions are up, and revenues as well. Payroll is in line. Year-to- Date Financials show that we are about \$5,000 ahead of last year. Lessons were down, due to loss of half of a session. Property taxes will be going up about 2 % next year.

Financials: Dave reported that we have \$300,000 in cash, which is slightly lower than this time last year. However, the first part of the heating project has been completed so this cash balance is encouraging. It was noted that Receivables are up. There could be a timing matter involved, there will be additional investigation. We are seeing some higher costs due to increased fees for patrons using credit and debit cards. There was some discussion regarding a reduced entry fee for patrons paying by cash or check. No action at this time. Dave will refer to our credit card contract on this matter.

This is a preliminary review of the proposed budget for the 2016-17 year. There was discussion on the effect of the coming increases in the minimum wage and its potential effects, especially on small businesses. An error was noted in the Financial Report regarding depreciation. Lawre reported receiving a grant from Humboldt Area Foundation for \$1,500. She will thank them.

We have not been in touch with Humboldt Sponsors. Finances will be reviewed and we will settle on the 2016-17 budget at the June meeting.

#### OLD BUSINESS

Other Old Business: Replacement of a Board Member: Some names were suggested for replacing Mike Morrison, as he is moving out of the area. Jan will approach one possible candidate and Ron will approach another person.

Other: Kayak Roll: Dave reported that he and Lawre talked with folks at Explore North Coast regarding kayaking, regarding members of the club being in the water during instruction time. For liability and risk management reasons it's preferable to have people in the water who are our employees. Their club, with mostly ACA members, have liability coverage. We will be looking at insurance aspects, and will address this again later in the summer.

Climbing Wall: Lately it has just been sitting on the deck with no recent communications from the company. We would like to sell it.

#### NEW BUSINESS

This is audit season!

#### GENERAL BOAD COMMENTS

Jan reported on the workshop she attended, by CA Special District Association, on Professional Development. She commented on several items of interest for us. It was noted that the boards of most other districts evaluate the staff members annually. The board presently does not do reviews for lead staff. It was suggested that an evaluation of the services that the University Center provides may be appropriate.

Board member Mike Morrison will be moving to Portland, OR very soon. The question arose as to an attorney for our district, Dave reported that Bryan Gaynor is our "attorney of record".

#### ADJOURNMENT

A motion was passed (Morrison/Fritzsche) to adjourn the meeting at 4:34 pm.

**The next meeting is scheduled for Wednesday, June 15, 2016 at the Welcome Center.**

Respectfully Submitted,  
Edith Harmer, Recording Secretary

Approved:

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Chair

Date