

**NORTH HUMBOLDT PARK AND RECREATION DISTRICT**  
Arcata Chamber of Commerce/California Welcome Center Conference Room  
Wednesday, November 16, 2016

PRESENT: Jan Ross, Harvey Kelsey, Pam Loudenslager  
Staff: Dave Nakamura, Lawre Maple, Heidi Chen  
Guests: Donna Taylor, Hunter, Hunter and Hunt

**CALL TO ORDER**

The meeting was called to order by Chairperson Jan Ross at 3:32 p.m. in the California Welcome Center Conference Room.

**APPROVAL OF THE AGENDA**

A motion was passed (Kelsey/Loudenslager) to approve the agenda as presented except that item VIII-A (New Business, Audit report) was moved to immediately after item III, so that the audit would be presented after approval of the minutes.

**APPROVAL OF THE MINUTES**

A motion was passed (Kelsey/ Loudenslager) to approve the minutes of the meeting on October 19, 2016.

**CORRESPONDENCE AND COMMUNICATIONS**

1. Ethics training for board members is available through CSDA, see Dave if interested.
2. Brief discussion of energy savings opportunities through the Redwood Coast Energy Authority. There will be more opportunities to discuss in upcoming months, no action needs to be taken now.
3. Discussion of a switch to card readers for admission to pool. This discussion prompted by Kelsey's recent recreational visits to two pools, both of which are similar size to the Arcata pool (Ellensburg, WA; Seabright pool, Santa Cruz, CA), where electronic card readers for admission are used.

**PUBLIC INPUT**

No public in attendance.

**REPORTS**

Reports by Lawre Maple:

- Lessons are over for the year.
- Lawre is having difficulties finding enough workers for staffing the pool. The interest in part-time work by HSU students is diminishing.
- Brochures for winter/spring 2017 are going to the printer by the end of the week.
- Lawre announced planned annual closure dates: closing on Sunday December 18, 2016; re-opening on January 2, 2017
- Lawre reported that plans for executing previously-approved improvements to staffroom and the front and back offices are moving ahead. The washer and dryer will be moved to the staff room; new cabinetry will go in the staffroom and offices.

FINANCIALS

Dave reported that the financials are looking good; although, we are a bit down in admissions compared to the previous year.

OLD BUSINESS

None

NEW BUSINESS

-- Donna Taylor, CPA with Hunter, Hunter and Hunt, presented to the board the annual audit results. Donna explained the audit particulars. There were no significant difficulties in dealing with management. The financial statement disclosures are neutral, consistent and clear. In the auditor's opinion, the financial statements present fairly the financial position of the NHRPD as of June 30, 2016. In summary, she commented, "Keep up the good work."

-- A motion was made and passed (Kelsey/ Loudenslager) to approve the audit.

-- A motion was made and passed (Kelsey/ Loudenslager) to formalize, as a board-directed procedure, the Asset Capitalization Policy that was discussed during the audit report.

ADJOURNMENT

A motion was passed (Kelsey/Loudenslager) to adjourn the meeting at 5:15 p.m.

**The next meeting will be held on Wednesday, Dec 21, 2016, at 3:30 p.m., at the California Welcome Center.**

Respectfully submitted,  
Harvey Kelsey  
Substitute Recording Secretary

Approved:

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Chair

Date