

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Teleconference:  
Wednesday, February 17, 2021

**Directors Present:** Kelley Hurlburt, Harvey Kelsey, Patrick Swartz, Jan Ross, Marj Fay

**Directors Absent:** None

**Also Present:** Dave Nakamura, Lawre Maple, Rebecca Baugh

The meeting was called to order at 4:31 P.M.

**SUBJECT:** Approval of the Agenda

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

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the Minutes

**MOTION:** A motion and a second (Swartz/Kelsey) was made to approve the minutes for January 20<sup>th</sup>, 2021.

**ACTION:** The motion was approved.

**SUBJECT:** Public Comment – none

**SUBJECT:** Programs/Operations Report

The toilet and showers in the men’s room still have leaks.

Overall COVID cases are dropping and vaccinations are up. It is predicted that the pool will open two weeks after Humboldt County moves to the orange tier.

**SUBJECT:** January Financial Report

December’s utilities bill was higher than expected because of the accrual that occurred at month end.

February will be the last month with a full bill from University Center. Technically the contract runs through March 5<sup>th</sup> but there is likely not to be a billing for the five days in March.

Harvey Kelsey noticed a discrepancy in where the income from the Swim Club rental was included in the Profit and Loss statement, which was amended.

SUBJECT: Proposition 68 Reimbursement Update

Documents were reviewed on January 20<sup>th</sup>. On the 12<sup>th</sup>, there were follow-up questions about how the bids for the project were approved. Nakamura sent the board minutes and other documents explaining that process. Approval is expected soon, however this has been delayed for months due to the COVID complications.

SUBJECT: Loan and Grant Update

The \$4,500 loan from the county for COVID supplies has not arrived yet. It should be expected this week.

The pool now has a \$50,000 line of credit through RREDC.

SUBJECT: Other Reports

SUBJECT: Future Management Model

The new payroll system has been used again, and it looks promising.

The new accounting firm that has been chosen is One for the Books. Dave and Patrick have started the process of moving the Arcata Community Pool's financial data to the system One for the Books uses. Dave has more meetings set up with Molly from One for the Books to continue writing internal control policies.

Patrick suggested that Wendy cut off putting anything into the UC system for the pool on February 28<sup>th</sup> and provide the financial statements for that month so it can be compared to the new accounting firm.

The US Bank accounts will be closed as soon as possible after March 1<sup>st</sup>

SUBJECT: Other Old Business - none

SUBJECT: New Business – Board Manual

Dave is waiting for a Guide for Special Districts to write a Policies and Procedures (P&P) manual. Previously the pool used the University Center's P&P.

The Bylaws for the NHRPD were reviewed.

The Vice Chair and Secretary positions were consolidated into a single position.

More edits are pending for the Board Manual, to be made by Dave Nakamura and reviewed by Harvey Kelsey. No action will be taken on the Board Manual at this time.

SUBJECT: New Business – Annual Form 700 Filing

This item was on the agenda as a reminder that the Form 700 filing is upcoming and will be due in April.

SUBJECT: Other New Business – none

SUBJECT: General Board Comments – none

ADJOURNMENT: Motion passed to adjourn

The meeting was adjourned at 6:10 PM.

The next meeting will be held March 17<sup>th</sup>, 2021, in the Zoom format.

Submitted By:

---

Abigail Brunner, Acting Recording Secretary

Date

Approved By:

---

Jan Ross, Board Chair

Date