

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Teleconference:  
Wednesday, March 17<sup>th</sup>, 2021

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

**Directors Absent:** None

**Also Present:** Dave Nakamura, Lawre Maple, Winslow Condon

The meeting was called to order at 4:33 P.M.

**SUBJECT:** Approval of the Agenda

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

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the Minutes

**MOTION:** A motion and a second (Hurlburt/Swartz) was made to approve the minutes for February 17<sup>th</sup>, 2021.

**ACTION:** The motion was approved.

**SUBJECT:** Public Comment – Winslow Condon came forward to voice support for increasing the number of children per lane for the Humboldt Swim Club to three children per lane. He also stated that the swim club currently has three children per lane at the two other venues they are using for practices.

**SUBJECT:** Programs/Operations Report

The pool has been topped off and is on stand-by for the heater to be turned on. It will take a week after the County has moved to the orange tier for the pool to be warm enough to re-open. Current set back to reopening is limited staff. Currently only 6 staff members have turned in availabilities. Lawre is working with the county to get lifeguards counted as first responders to provide vaccine opportunities to staff. They are also working to increase the number of swimmers allowed per lane. This may require the pool to submit a new operating plan.

SUBJECT: February Financial Report

Expenses and revenue are both down due to the closure. The financial report showed higher than normal admin charges for the closure due to increased effort on the management and accounting switch from University Center. University Center will be sending a demand notice with the remaining balance of the loan of credit with a due date of June 30<sup>th</sup>.

SUBJECT: Proposition 68 Reimbursement Update

The exception for a site visit was approved by the state Parks Department. The Prop 68 reimbursement is now filed with the State accounting office. The NHRPD should expect to receive a check within the next 5 to 8 weeks. Patrick plans to place a call to Senator McGuire's office to ask about a legislative inquiry on the status of the reimbursement.

SUBJECT: Loan and Grant Update

The University Center has placed a date on when their loan will be due. NHRPD has until June 30<sup>th</sup> to pay it in full. The Arcata Community Pool now has a \$50,000 line of credit in place. Dave brought up the possibility of COVID release money for Special Districts, however there is very little information on it at this time.

SUBJECT: Other Reports

SUBJECT: New Management Model

The payroll system is in place. The back end work is taking some time to adjust to, but it should be running smoothly by the time of the reopening. The new accounting firm started on March 1<sup>st</sup>, and all necessary data has transferred from the UC. The new accountant has view only access to the Arcata Community Pool bank accounts and payroll system. There are also procedures in place for management review and approval of financial data, payment of bills, etc. They also do not have direct signature authority over bank accounts, issuing payables or payroll.

The office space that was being looked at from Stewart School was unfortunately not available. Dave is currently looking at another office space off Giuntoli Ave. for \$250/ month.

SUBJECT: Other Old Business - none

SUBJECT: New Business – Board Manual

The new Board Manual was previously sent to all board members for review. There was a typo correction on the line about meeting locations, changing the word “and” to “in”. It was clarified that when the manual references to mailing information to board members, that e-mail falls under that umbrella. The Treasurer position was also removed completely from positions.

MOTION: A motion was made (Kelsey/Swartz) to approve the Board Manual and By-Laws.

ACTION: The motion was approved.

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 April 1<sup>st</sup>. All board members besides Kelsey have already submitted it to Nakamura. A new copy was sent to Kelsey.

SUBJECT: Other New Business – none

SUBJECT: General Board Comments – Kelsey asked to move the date of the next meeting to April 14<sup>th</sup> instead of April 21<sup>st</sup> so he would be able to attend. All members of the board agreed. Hurlburt asked about how annual passes will be managed upon reopening. It was agreed that the annual passes will be prorated and that the pool will offer its usual annual pass drive in the month it reopens. Current passholders will again be given the option to receive a refund, a credit, or donate the months they were unable to use the facility.

ADJOURNMENT: Motion passed to adjourn

The meeting was adjourned at 6:00 PM.

The next meeting will be held April 14<sup>th</sup>, 2021, in the Zoom format.

Submitted By:

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Abigail Brunner, Acting Recording Secretary

Date

Approved By:

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Jan Ross, Board Chair

Date