

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Teleconference:  
Wednesday, April 14<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, Megan

The meeting was called to order at 4:32 P.M.

**SUBJECT:** Approval of the Agenda

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

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the Minutes

An edit was added to New Management Model specifying that the accountant does not have direct signature authority for issuing payables or payroll.

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

**ACTION:** The motion was approved.

**SUBJECT:** Public Comment – Winslow Condon asked that when the pool reopens, now that Humboldt County is in the orange tier, that swim lessons be included in the programs that were being offered. Megan also wanted to advocate for including swim lessons in the re-opening plan.

**SUBJECT:** Programs/Operations Report

Re-Opening Status: All clean-up and preparation for reopening has been done and the pool is ready to reopen. Payroll has been set up for most employees and is up and running. The Humboldt Swim Club has the pool 3:30 – 5:30 on the weekdays and Saturdays 12 – 2, starting on Monday, April 19<sup>th</sup>. They have agreed to continue with the same operations as agreed upon in November. The board wants

to look into getting swim lesson and school group lessons running as soon as possible, however, realizes the facility needs to focus on being fully opened before the focus can be shifted.

The plan for passes is to calculate the credit amounts for 2020 season passes and give the passholder the option to use that credit towards a new pass, donate to the pool, or receive a refund. The 2021 season passes will be pro-rated for April. The passholder will also have the option to decide what date their pass expires, up to one year from the date of purchase. Pass prices will be discounted depending on which expiration date the passholder chooses. This program will be subject to change as the situation with COVID-19 changes.

SUBJECT: March Financial Report

The new financial reports will look different in the future due to the new accounting system. Normally at this time of the year, a projection for the end of the fiscal year would be made to be used for the next year's budget. This year it is not feasible due to the closures. Nakamura will use historical data from previous years to develop next year's budget.

SUBJECT: Proposition 68 Reimbursement Update

The pool has received and deposited the reimbursement check from the Proposition 68 project. The amount was \$177,952.

SUBJECT: Loan and Grant Update

The \$75,000 loan from University Center has been repaid now that the pool has received the Prop 68 reimbursement. All debts to the University Center have been paid off at this time.

Another \$4,400 was received from the county from a grant for COVID relief. Dave and Patrick will work on inquiring to Senator McGuire's office to ask for support in acquiring funding from the American Rescue Plan for special districts.

SUBJECT: Other Reports - None

SUBJECT: Management Update – Updates on audit services, payroll system, and accounting services.

The accounting services are almost done with all data transfer. It has been agreed that management will act as secondary approval for bank records, journal entries, and trial balances. A secondary approval system will also be set up to require two authorized people to be able to approve direct bank payments.

Dave will begin reaching out to local auditors for a bid to provide audit services for the Arcata Community Pool.

SUBJECT: Other Old Business - none

SUBJECT: Other New Business – none

SUBJECT: General Board Comments – All board members expressed their excitement for the reopening. Jan Ross also offered thanks to Dave for working on Prop 68. Patrick offered thanks to Lawre for all the work she has put into the pool and reopening.

ADJOURNMENT: Motion passed to adjourn

The meeting was adjourned at 6:00 PM.

The next meeting will be held May 19<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