

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Teleconference:  
Wednesday, May 19<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, Molly Robles

The meeting was called to order at 4:30 P.M.

**SUBJECT:** Approval of the Agenda

**MOTION:** A motion and a second (Fay, Hurlburt) 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 modified minutes for April 14<sup>th</sup>, 2021.

**ACTION:** The motion was approved.

**SUBJECT:** Public Comment – none.

**SUBJECT:** Programs/Operations Report

Re-Opening Status:

Private lessons are up and running, however there is a shortage of teachers. The lifeguard class is also running and has a large group of strong students that are potential employees. The water temperature has been a little cold, so the heater needs to be checked on. The swim team has an approved plan with the county that allows them to have up to four swimmers per lane.

For now the pool is unsure about loosening social distance restrictions.

The board has agreed to bring the old climbing wall to the dump, along with other items that need to be disposed of.

Landscaping, hot tub:

The hot tub restrictions means it cannot be re-opened until the county COVID tier is yellow. Before the hot tub opens it needs to be repaired, as it is leaking significantly. Two weeks of warm, dry weather is required to make the necessary repairs.

The landscaping has not been done as Aaron Maple has been working too many hours just on regular pool maintenance. One of the pool patrons has expressed interest in being contracted as a landscaper, which is a possibility to keep up with landscaping maintenance.

SUBJECT: April Financial Report

Dave Nakamura and the ACP accountant, Molly Robles, explained the new financial report formatting to the board. Patrick Swartz asked if it was possible to consolidate all payroll expenses into one line to make it easier for the board to read. Molly confirmed it would be and that she would consolidate it in future reports. Patrick also asked about accounts on the Balance Sheet, and it was confirmed those accounts listed were historical data from accounting with University Center. Dave and Molly will investigate creating a more streamlined method of importing data from the payroll system, PayCom, to the accounting software used by Molly.

SUBJECT: Other Reports – None

SUBJECT: Audit Services Contract RFP

Dave has sent out a letter to all local audit services. The only response he received was from Hunter, Hunter, and Hunt declining the offer. Dave has drafted a new list of auditors who are not local, but who are active locally and will be sending proposals to them.

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

Legally, an RFP needs to be put out for the NHRPD accounting services. Dave does not expect to leave One for the Books, the current accounting service but we'll have to see how the RFP process plays out.

SUBJECT: Other Old Business – none

SUBJECT: New Business: Board Communication

The NHRPD Board has approved a letter to be sent to Senator McGuire's office, as well as the Board of Supervisors for Humboldt County. This letter is to request the reallocation of federal funds to aid special district like the NHRPD.

SUBJECT: Policy Handbook Section 2100 Financial Management

Dave is still working through the policy handbook and making edits for approval. He aims to have the financial section ready for review and approval before the June meeting so it will be approved before the annual audit occurs.

SUBJECT: 2021-22 NHRPD Budget

The process for the 2021-22 budget is complicated. Due to the closures from COVID during 2020 and early 2021, there is little data to use as a comparison for future months. To compensate for the differences, Dave plans on using data from past years and work the budget out on a monthly basis, using the programs that are expected to be available each month, to build a projected budget for the 2021-22 fiscal year.

SUBJECT: Other New Business – none

SUBJECT: General Board Comments – Jan and Lawre have spoken about getting t-shirts printed with the new ACP and are working on getting that launched.

ADJOURNMENT: Motion passed to adjourn

The meeting was adjourned at 6:30 PM.

The next meeting will be held June 16<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