

**North Humboldt Recreation and Park District**  
**Board of Directors Meeting**  
Teleconference:  
Wednesday, July 21<sup>st</sup>, 2021

**Directors Present:** Kelley Hurlburt, Patrick Swartz, Jan Ross

**Directors Absent:** Harvey Kelsey, Marj Fay

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

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

**SUBJECT:** Approval of the Agenda

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

**ACTION:** The motion was approved.

**SUBJECT:** Approval of the Minutes

Approval of the June 16<sup>th</sup> minutes has been pushed to the next meeting.

**SUBJECT:** Public Comment – The Board has had requests for expanded hours. There also seems to be issues with the reservations website that Dave will be looking into.

**SUBJECT:** Programs/Operations Report

Fall Planning: The Board needs to start considering increasing fees for the pool. This process will begin at the August meeting.

The pool hours will likely stay as restricted hours for the time being due to limited staff. Lawre and Dave are working on building an assistant manager/program coordinator position and will be putting that offer out for applications.

Aaron will be repairing the hot tub. He is still looking for a week that will have good enough weather to complete the project but expects to complete it soon.

The sauna needs a new door, and a reservations/cleaning process needs to be developed before it is available for public use. There will likely be an increased

fee for using the sauna as it will require a more intense cleaning process than the lanes or hot tub. Also, use will need to be spread out for COVID reasons.

The board discussed available times for the children participating in the Tri Kids triathlon on September 12<sup>th</sup> to train in the lap lanes.

SUBJECT: Other Reports – The state budget has been approved, including the special district relief funds. At this time Dave does not know what the criteria are to receive any of that funding but will begin the process of applying. The Park & Recreation funding was not in the final budget.

The pool T-shirts are selling well. There have been a few days where t-shirt sales have been higher than admissions.

Concessions are going to be ordered when school starts again as concession sales usually go up at that time.

SUBJECT: Audit Services Contract

Auditor contract was signed and the NHRDP will have an auditor for the next three years. The new auditor has already sent Dave a list of documents needed to complete the audit, most of which have already been gathered and are ready. The auditor has reported to Dave that the audit is scheduled to be completed by October.

SUBJECT: Accounting Services Contract

The continuation of accounting services was signed with 1FortheBooks. There was a slight increase from the initial contract in March to for added work on requested reporting. Included in the 2020-21 budget are some additional hours on top of the regular rate expected for accounting work beyond the base contracted services. This was to account for any extra hours needed for the new accounting services to work with the auditing service for the annual audit.

SUBJECT: Policy Handbook Section 2100 Financial Management

The Policy Handbook Section 2100 largely is from the State Special Districts policy handbook. It is a document that is a “living document” that can be amended in the future as needed.

MOTION: A motion was made (Hurlburt, Swartz) to approve the Policy Handbook Section 2100 as an evolving document.

ACTION: The motion was approved.

SUBJECT: Other Old Business – None

SUBJECT: Board Member Elections

The Board Member elections were discussed.

SUBJECT: Other New Business – None

SUBJECT: General Board Comments – None

ADJOURNMENT: Motion passed to adjourn.

The meeting was adjourned at 6:30 PM.

The next meeting will be held August 19<sup>th</sup>, 2021, in the Zoom format.

Submitted By:

---

Abigail Brunner, Acting Recording Secretary

Date

Approved By:

---

Jan Ross, Board Chair

Date