

**North Humboldt Recreation and Park District
Board of Directors Meeting**

Teleconference:

Tuesday, January 5th, 2021

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

Directors Absent: None

Also Present: Dave Nakamura, Lawre Maple,

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

MOTION: A motion and a second (Swartz/Kelsey) was made to approve the minutes for December 16th, 2020.

ACTION: The motion was approved.

SUBJECT: Public Comment – none

SUBJECT: Proposition 68 Reimbursement Application Update

The project officer for the reimbursement contacted Nakamura. The site visit exception is still a possibility, however, is it not confirmed.

SUBJECT: Loan and Grant Update

Loans discussed last meeting are in progress. A “commitment letter” and a copy of the previous minutes needs to be sent to REDAC to move the process along. A loan from the County of Humboldt was approved, but the pool has yet to receive funds, it should arrive within the next few weeks.

SUBJECT: Other Reports

The property tax money was received from the county, amounting for about \$105,000. All bills for the pool are paid and up to date, except for the loan from University Center.

SUBJECT: Future Management Model

Nakamura and Maple are ready to send out letters to 6 local auditing firms, looking for bids to do the pool audit for the 2020-2021 fiscal year. These letters will be sent out within the next few weeks. The new payroll system should be online soon to pick up the second half of December and on. It was suggested to look to the local CPAs for future accounting and bookkeeping after the split from University Center. Since tax season is approaching it was decided to pursue the accounting function first. Contact will be made with the CPA firms and other vendors within the next week. Patrick and Dave will coordinate.

There was minor discussion about management wages, as well as some discussion about minimum wage increase. An hourly wage for Nakamura was agreed to. A job description to give Nakamura an official management position is being drafted.

SUBJECT: Other Old Business - none

SUBJECT: Other New Business – none

SUBJECT: General Board Comments – none

ADJOURNMENT: Motion passed to adjourn

The meeting was adjourned at 6:15 PM.

The next meeting will be held January 5th 2021, in the Zoom format

Submitted By:

Abigail Brunner, Acting Recording Secretary

Date

Approved By:

Jan Ross, Board Chair

Date