

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, April 21, 2015

Attendants:

BOARD-

Pam Merkadeau (PM)
Michelle McNeil (MM)
Johanna Anton (JA)
Eric Olbekson (EO)

Hal Carroll (HC) - ABSENT

STAFF-

Brigitte Shearer (BS)
Mike Koenig (MK)
Rebecca Hitchcock (RH)
Jeff Schwartz (JS)
Tricia Hall (TH)
Portor Goltz (PG)

CALL TO ORDER

The meeting was called to order at 7:02pm by Board Member MM

REVIEW AND APPROVAL OF THE MINUTES

Board Member JA made a motion to approve the minutes of the March 10, 2015 Regular Board Meeting (EO second). The Board voted as follows: MM: abstained PM:yes HC:absent JA: yes EO: yes

INTRODUCTION OF GUESTS

Jerry Irizarry – County Elections Office
Jamie Kuryllo – County Elections Office
Monica Peschke (arrived at 7:30)

NEW BUSINESS

Out of order – Presentation by Jerry Irizarry and Jamie Kuryllo of the San Mateo County Elections Office regarding AB 2028, the all-mail ballot pilot program. Board Members' questions were answered. A revised resolution will be presented at the May 12 Regular Board meeting.

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

A. Programming –

- a. SP&R – Programs will meet revenue goals. Expenses are lower than budgets. The Rec Coordinator position has been very helpful in managing the additional special events, Highlands School lunchtime programs, etc. Staff will be reviewing options for future special event attendance.
- b. Aquatics – Financials are on track. The dome removal went very smoothly. Summer hiring is in process. The pool heater repair vs replace options are being investigated. A possible sponsorship opportunity has arisen. Staff will propose options to the Board
- c. ASP – Financials are on track. Staff is planning the hiring and trips for summer camp. Registration for summer camp is going well, and camp weeks are expected to be full again this year.
- d. EEC – EEC will meet budget projections. The Conference attended by RH and 3 Head Teachers was a great success. New curriculum and energy is already in place in the classrooms. Graduation will be June 25th.

B. Facilities & Grounds –

The EEC building is officially LEED certified! A certificate will be posted soon. The Wenaas property/ open space drainage inspection is complete. Staff is continuing to monitor water usage.

C. Administration –

All Form 700's have been filed. The Staff retreat was very productive. All staff training will occur at the Rec on May 31. The San Mateo County Parks Commissioner forum will be held on June 27 from 9-12.

COMMITTEE REPORTS

None

FINANCIAL REPORT

The YTD financials were discussed. Park and Rec fees are \$97K higher than last year at this time. Expenses are higher due to additional staff, facility improvements and timing of certain operating expenses.

UNFINISHED BUSINESS

- A. Strategy session #3 scheduling – The strategy session will be held on May 3rd from 1-5pm at the San Mateo County library. An agenda will be posted shortly.
- B. Election of Officers – This was postponed until May 3 due to an unexpected Board Member absence.
- C. Committee Appointments - This was postponed until May 3 due to an unexpected Board Member absence

NEW BUSINESS

- A. Resolution 2015-1 – A revised resolution will be presented at the next regular board meeting.
- B. Grand Jury Response Letter #2 : Board Member PM made a motion (JA second) to approved the Grand Jury Response letter. MM:yes PM:yes HC:absent JA: yes EO: yes
- C. UPCOMING MEETINGS: MARCH 10, APRIL 21, MAY 12

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member PM's questions were addressed. Board Member JA made a motion to pay the bills (EO second) and the motion passed.

The Board voted as follows: MM:yes PM:yes HC:absent JA: yes EO: yes

ADJOURNMENT

Board Member PM made a motion to adjourn the meeting (EO second)

The Board voted as follows: MM:yes PM:yes HC:absent JA: yes EO: yes

The meeting adjourned at 8:36pm

Respectfully submitted,

Brigitte Shearer
Board Secretary