

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, December 8, 2015**

Attendants:

**BOARD-**

Pam Merkadeau (PM)  
Michelle McNeil (MM) - arrived at 7:04pm  
Eric Olbekson (EO)  
Hal Carroll (HC)

**STAFF-**

Brigitte Shearer (BS)  
Mike Koenig  
Rebecca Hitchcock  
Jeff Schwartz  
Portor Goltz

**CALL TO ORDER**

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

**REVIEW AND APPROVAL OF THE MINUTES**

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

**INTRODUCTION OF GUESTS**

Christopher Gurr  
Sterling Sakai  
Monika Peschke

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

None

**MANAGER'S REPORT**

- A. Programming – see staff reports
- B. Facilities & Grounds –.Dead tree was cut down behind the pool. The District posted a job for a part time maintenance assistant.
- C. Administration – The District will be participating in the County's Hazard Mitigation Plan program. Two additional board members are now authorized to sign checks. The District is monitoring the school district calendar status. Board Members MM and EO received certificates for being re-elected. The Board appointment process will be as follows: January 12 at 6pm candidates will be interviewed. The Board may elect to vote on the appointment at that meeting. However, depending on the number of candidates and additional Regular Board meeting business requires a longer meeting, then the appointment vote will occur at

the January 14<sup>th</sup> 7pm Special Meeting. The Board reviewed the contract payment documentation provided with payments to Program Specialists (contractors)

### **COMMITTEE REPORTS**

The Ad-hoc fees committee discussed the fee analysis for ASP and EEC.

### **FINANCIAL REPORT**

The YTD financials were discussed.

### **UNFINISHED BUSINESS**

A. The Motion to Approve the 2015 Employee Handbook will be discussed at the January meeting

### **NEW BUSINESS**

- A. Board Member HC made a motion (EO second) to approve the revised language for the Resolution to Approve Right of Entry by Cal Water to Conduct Repair Work and to Authorize the General Manager to Sign the Right of Entry. The motion passed unanimously
- B. UPCOMING MEETINGS: January 12 (6pm) , SPECIAL MEETING January 14 at 7pm; February 9.

### **PAYMENT OF THE BILLS**

Bills were passed for the Board's review and signatures. The PG&E bills will be printed online from now on. Board Member EO made a motion to pay the bills (MM second) and the motion passed. The motion passed unanimously.

### **ADJOURNMENT**

Board Member HC made a motion to adjourn the meeting ( EO second)  
The motion passed unanimously. The meeting adjourned at 8:02 pm

Respectfully submitted,

Brigitte Shearer  
Board Secretary