

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, February 10, 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)  
Naomi Kawakita (NK) – Bookkeeper (left at 7:35pm)  
Portor Goltz (PG)

**CALL TO ORDER**

The meeting was called to order at 7:03pm by Board Member MM

**REVIEW AND APPROVAL OF THE MINUTES**

Board Member JA made a motion to approve the minutes of the January 13, 2015 Regular Board Meeting (EO second). The Board voted as follows: MM:yes PM:yes HC:absent JA: yes EO: yes

**INTRODUCTION OF GUESTS**

Michael O'Connor, CPA, RJRicciardi, Inc.

**NEW BUSINESS**

Out of order – Discussion of Audit with M O'Connor, CPA. Mr. O'Connor reviewed the 2013-2014 audit process, basic financial statements and management report. The HRD received an 'unqualified opinion' from the auditor. This is equivalent to a 'clean bill of financial health'. Balance sheet numbers are shown on an accrual basis, but the P&L is on a cash basis. Reports will note that difference from now on.

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

None

**MANAGER'S REPORT**

A. Programming –

- a. ASP – Registration went smoothly, but In Crowd is nearly full and there are many families on the ASP waitlist. The Board discussed the need to review the registration process in anticipation of future demand. The Board also suggested investigation possible alternate space options. Revenues and expenses are in line with budget projections
- b. EEC – EEC will meet budget projections. Registration for next fall has been completed. All eligible families are returning, and there are only two openings in the Monkey Room. Rebecca has contacted two families from the wait pool to fill those spaces. The Board and staff discussed the September 2015 and beyond rate increases. Additional details will be provided to the Board in next month's staff report.
- c. Seasonal Programs/ Special Events – The Activity Guide is being printed. The Eggstravaganza will be April 4<sup>th</sup>. Board Members are invited to assist with the Pancake Breakfast. Rentals have been very successful. Rental rates are being reviewed and will be proposed to the Board. Hoopsters basketball is happening on Saturdays with 47 children enrolled.
- d. Pool – The Pool is running smoothly. The new Aquatics Supervisor, Patricia Hall, was announced. She will begin her duties on March 2. The dome dropped and sustained minor damage during high winds recently. We will revise/ reduce our 'wind limits' to avoid damage to the dome in the future.

#### B. Facilities & Grounds –

The minor damage sustained at the Rec last month has resulted in the following: A police report was filed, the crosswalk sign was replaced, communications were sent to the neighborhood and additional lighting and signage is in the works. There is a new LED bulb at the crosswalk. The EEC HVAC maintenance has led to improvements in the programming of the system. We hope to see PG&E savings as a result. The CCC did more clearing and chipping work last week using SRA grant funds and will be doing additional work in early March.

#### C. Administration –

The Rec passed its latest CAPRI inspection with a 'Very Good' rating (the highest rating possible). There were no recommendations for improvement. The inspection covered the site, records, safety information, and policies and procedures. A more formal Interactive Discussion Policy was prepared and adopted to supplement our current ADA accommodation language. Staff is working on a draft Investment Policy. The CARPD/ CAPRI conference will be May 15-16 in South Lake Tahoe.

### **COMMITTEE REPORTS**

None

### **FINANCIAL REPORT**

The YTD financials were discussed. Specifically, Bond principal and interest payments are shown on the P&L when paid, while the accrual of each liability is shown only on the balance sheet. The BNY CD now reports market value, which has resulted in \$4711 of unrealized gain which is shown in our Miscellaneous Revenue line. Property taxes are 8% higher than last year. In addition, we will be receiving \$86K of ERAF funds.

## **UNFINISHED BUSINESS**

- A. SDLF Conference – Board Members PM and EO reported on the conference. Topics included Board conduct, financial responsibility, and the importance of anticipation and strategy in developing effective mission, values and purpose statements.
- B. Aq Supervisor update – Already reported above
- C. Strategy session #3 scheduling – A new doodle scheduler will be distributed.

## **NEW BUSINESS**

- A. Amendment to 2014-2015 budget – BS highlighted the revised beginning fund balance which no longer includes the restricted reserve funds held by BNY Mellon, and the bond principal payment now shown as an expense. Board Member PM made a motion to approve the amended 2014-2015 budget (JA second). The Board voted as follows: MM:yes PM:yes HC:absent JA: yes EO: yes
- B. Rescheduling April meeting to April 21 – Board Member EO made a motion to change the April Regular Board Meeting to April 21, with the provision that Board Member PM may attend remotely (JA second). The Board voted as follows: 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 (PM second) and the motion passed.

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

## **ADJOURNMENT**

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

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

The meeting adjourned at 8:56pm

Respectfully submitted,

Brigitte Shearer  
Board Secretary