

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, January 13 2015

Attendants:

BOARD-

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

ABSENT: Hal Carroll (HC)

STAFF- Brigitte Shearer (BS)
Rebecca Hitchcock (RH)
Jeff Franco (JF)

Portor Goltz (PG)

CALL TO ORDER

The meeting was called to order at 7:05 pm by Board Member MM

REVIEW AND APPROVAL OF THE MINUTES

Board Member JA made a motion to approve the minutes of the December 9, 2014 Regular Board Meeting (EO second).

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

INTRODUCTION OF GUESTS

Monika Peschke (HCA Liason)

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

A. Programming –

- a. ASP – Registration dates have been communicated to all and have a plan for staffing and procedures to run a smooth registration season. In Crowd facelift is nearly complete – the basketball hoop still needs to be installed. Flooring, tv, couch and chairs were replaced; walls were painted. Feedback has been very positive. Financials are on target. Winter Camp sign ups were better than expected.
- b. Seasonal – class participation is going well. Rentals are up \$10,000 over last year, with many happy repeat renters, many of whom are residents. The Spring/ Summer activity guide development is underway and it will be available around

March 1. The Holiday event revenue was \$595, with 125 participants. Hoopsters basketball is starting shortly and 'Frozen' will be shown on January 30.

- c. Pool – Swim team remains at capacity with a waitlist. Rentals, especially scuba and Odyssey School continue as budgeted. Swim lessons are typically slow this time of year and private lessons are lower than last year due to instructor shortage. The pool is fully staffed. There's a new CERT class starting February 10. There is new material from FEMA which is being incorporated into the curriculum, so it is a good refresher class for CERT members, too.
- d. EEC –Revenue numbers are being met. New registration packets were just sent out showing fee increases for September 2015. With most families re-enrolling, we anticipate that only a few families from our waitlist will be offered spaces at this time. The December holiday party in the gym was a huge success.

B. Facilities & Grounds –

The Rec weathered the Big Storm very well. Drains were monitored, the dome was dropped and most staff was able to come to work. There was no major damage. The EEC HVAC initial maintenance review went well, with a few minor repair recommendations made. We are continuing to monitor our PGE bill to seek ways to reduce our gas and electrical usage and possibly use a different rate structure to lower the costs on our solar bill. The Rec (and the crosswalk in front of the Rec) sustained damage this past weekend. A police report was filed. Possible further deterrents are being evaluated. The kids' lending library was installed and is open for use. The Rec received a nearly \$20,000 CCC grant for chipping and clearing work on our open space.

C. Administration –

CAPRI will be coming for an inspection on January 22. The Rec is investigating email management applications, as our email host cannot accommodate our usage. BSS will draft an investment policy to move ahead with possible financial investment options. 3 staff members are attending the CPRD conference in Sacramento in March. The financial audit is underway and is nearly completed. Computer backups at each workstation are now in place. Automatic credit card billing is now well-established.

COMMITTEE REPORTS

None

FINANCIAL REPORT

The YTD financials were discussed. Board Members JA, PM and EO had questions regarding the new reporting format recommended the auditor. A meeting with the auditor will be requested to address the audit and these questions.

UNFINISHED BUSINESS

- A. SDLF Conference – Board Member EO will attend the SDLF conference. Board Member PM and BSS will also attend portions of the conference

- B. Aq Supervisor hiring update – 11 applications were received. 7 candidates will be interviewed on 1/14 by a panel of 3 Parks and Recreation professionals. Up to 4 candidates will be interviewed on 1/21 by HRD staff, resident and Board Member EO. Following reference checks the final 2 candidates will be interviewed by BSS and possibly MM.
- C. Strategy session #3 update – The Board discussed the timing and format of a further strategy session. BSS will follow up with schedule options.

NEW BUSINESS

- A. Board position election - The Board agreed to postpone the election until all Board Members are present.
- B. Committee appointments - The Board agreed to postpone the committee appointments until all Board Members are present.
- C. UPCOMING MEETINGS: FEBRUARY 10, MARCH 10

PAYMENT OF THE BILLS

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

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

ADJOURNMENT

Board Member JA 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 8:05pm

Respectfully submitted,

Brigitte Shearer
Board Secretary