

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, February 9, 2016**

Attendants:

BOARD-

Pam Merkadeau (PM)  
Michelle McNeil (MM) – arrived at 7:08pm  
Sterling Sakai (SS)  
Eric Olbekson (EO) (by teleconference)

Absent: Hal Carroll (HC)

STAFF- Brigitte Shearer (BS)  
Portor Goltz

**CALL TO ORDER**

The meeting was called to order at 7:04 by Board Member PM

**REVIEW AND APPROVAL OF THE MINUTES**

The approval of the minutes of the January 12<sup>th</sup> Regular Board Meeting were continued.

**ADMINISTRATIVE BUSINESS FOR THE GOOD OF THE ORDER**

Portor Goltz conducted the swearing in of our new Board Member, Sterling Sakai.

**INTRODUCTION OF GUESTS**

Monika Peschke

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

None

**MANAGER'S REPORT**

A. Programming –

- a. Pool – Our Pool Manager, Jeff Franco, is leaving for a new Rec position in Brisbane. Staffing assignments will be reviewed to determine best way to proceed. Lifeguard pay rates on the Peninsula are being surveyed to determine if adjustments need to be made.
- b. EEC – Two positions have been filled through one internal transfer and one external hire. A floating teacher position remains open. Enrollment for fall 2016 is underway and is proceeding smoothly.
- c. ASP – Registration is proceeding. All residents were enrolled. All but 8 current non-resident families have been enrolled to date. New non-resident families are being added to the waitlist. If any spaces become available, MK will contact the next family on the waitlist. The school calendar will be finalized by the District on 2/18.

- d. Seasonal Programs/ Events – The Eggstravaganza will be held on March 26. Board Members are invited to attend and help serve breakfast. Residents are able to purchase pre-sale tickets. Non-residents will pay on the day of the event.

B. Facilities & Grounds – Two neighborhood volunteers have been trained as Cal Fire sponsors to assist with fuel break clearing done under the grant the District received. The District is seeking vendors to repaint and recoat the gym floor, receiving quotes for concrete pad pouring to install a new dome storage shed, and discussing ASP bathroom improvements.

C. Administration –All staff training will occur on June 5. The GM and Supervisors will be on a retreat from March 16-18 to plan for summer and budgeting. 4 staff will be attending the annual CPRS conference in early March. BSS will attend the CAPRI Conference in May. Board Members are asked to complete their Form 700 by the next meeting.

### **COMMITTEE REPORTS**

None

### **FINANCIAL REPORT**

The YTD financials were discussed. The Board will amend the budget to reflect the audited beginning fund balance amount.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

- A. Portor Goltz conducted the swearing in of Michelle McNeil for another term
- B. Board Member MM made a motion (SS second) to approve the amended budget for FY 2015-2016. The votes were as follows: EO: yes SS:yes MM: yes PM:yes HC:absent
- C. UPCOMING MEETINGS: March 8, April, 12, May 10
- D. Board Member SS requested Board support for his interest in meeting with each supervisor to better understand his/ her responsibilities and challenges with respect to staffing, facilities, policies, etc. The Board supported this endeavor. No action was necessary.

### **PAYMENT OF THE BILLS**

Bills were passed for the Board's review and signatures. Board Member MM made a motion to pay the bills ( SS second) and the motion passed. EO: yes SS:yes MM: yes PM:yes HC:absent

### **ADJOURNMENT**

Board Member SS made a motion to adjourn the meeting ( MM second) The motion passed. EO: yes SS:yes MM: yes PM:yes HC:absent. The meeting adjourned at 7:46 pm

Respectfully submitted,

Brigitte Shearer  
Board Secretary