

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, June 14, 2016

Attendants:

BOARD-

Pam Merkadeau (PM)
Michelle McNeil (MM) (arrived at 7:06pm)
Eric Olbekson (EO)
Hal Carroll (HC)

Absent: Sterling Sakai (SS)

STAFF-

Brigitte Shearer
Mike Koenig
Rebecca Hitchcock
Portor Goltz

CALL TO ORDER

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

REVIEW AND APPROVAL OF THE MINUTES

Board Member HC made a motion EO second to minutes of the May 10 Board meeting. The votes were as follows: EO: yes SS: absent MM: absent PM:yes HC:yes

INTRODUCTION OF GUESTS

None

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

A. Programming –

- a. Pool – see staff report. Staff will refine private lesson process and improve messaging to patrons regarding capacity, expectations, etc.
- b. EEC – A new floating teacher will begin in August; A staff member will be on maternity leave in September. Graduation will occur on Thursday at 3:30pm
- c. ASP – See staff report.
- d. Seasonal Programs/ Events - See staff report

B. Facilities & Grounds – 9 crew days have been completed so far. Approximately 20% of the open space area has been improved. An Eagle Scout will reorganize our storage room. The Dome shed design has been finalized and will be installed in late August, after the summer season has ended.

C. Administration –All staff training occurred on June 5th. RecEnroll continues to have issues, but we are working on it; BSS attended a CAPRI conference in May where minimum wage and general liability issues were discussed. July 4th planning continues to be on track; The 60th anniversary logo was discussed; the Activity Guide will be submitted for printing this week; A fall strategy session will be convened for the Board to discuss the Rec's future vision.

COMMITTEE REPORTS

The Ad hoc Personnel committee reported on its May 24th meeting. Recommendations were made regarding compensation philosophy, minimum wage adjustments and individual increases. The Ad hoc Bylaws committee led a discussion regarding the proposed revisions to the bylaws. The performance Bond requirement will be removed from the bylaws.

FINANCIAL REPORT

The YTD financials were discussed. The Rec is at 92% of the budget. Board Member PM's question regarding PCI charges will be investigated.

UNFINISHED BUSINESS

A. Bylaws: Following discussion, Board Member EO made a motion (MM second) to approve the bylaws as revised. EO: yes SS: absent MM: yes PM: yes HC yes

New BUSINESS

A. EEC Enrollment policy and FT HRD employee discount policy: The matter was discussed but no action was taken. Board directed BSS to provide further information.

B. 2016 Conflict of Interest Code: Following discussion, Board Member EO made a motion (HC second) to approve the 2016 Conflict of Interest Code.
EO: yes SS: absent MM: yes PM: yes HC yes

C. UPCOMING MEETINGS: July 12, August 16

PAYMENT OF THE BILLS

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

ADJOURNMENT

Board Member MM made a motion to adjourn the meeting (HC second) The motion passed unanimously. The meeting adjourned at 9:02pm

Respectfully submitted,
Brigitte Shearer
Board Secretary