

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, May 10, 2016**

Attendants:

BOARD-

Pam Merkadeau (PM)  
Michelle McNeil (MM) Arrived at 7:05pm  
Sterling Sakai (SS)  
Eric Olbekson (EO)  
Hal Carroll (HC)

STAFF-

Brigitte Shearer  
Mike Koenig  
Jeff Schwartz  
Tricia Hall  
Amanda Armstrong  
Portor Goltz

**CALL TO ORDER**

The meeting was called to order at 7:01pm by Board Member PM

**REVIEW AND APPROVAL OF THE MINUTES**

Board Member SS made a motion EO second to minutes of the March 8 Board meeting. The votes were as follows: EO: yes SS: yes MM: absent PM:yes HC:abstain

**INTRODUCTION OF GUESTS**

Monika Peschke

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

None

**MANAGER'S REPORT**

A. Programming –

- a. Pool – mechanical issues have been identified and resolved; still awaiting final boiler repair; Swim lesson revenue is up over April 2015; efforts to upgrade the program are working.
- b. EEC – All is running smoothly
- c. ASP – See staff report.
- d. Seasonal Programs/ Events - See staff report

B. Facilities & Grounds – HRD is awaiting a quote to replace the dome shed in its current location. EEC toilet seals have been replaced; 6 more open space clearing dates have been scheduled for May. A new signpost and playground gate will be installed this week.

- c. Administration – June 5<sup>th</sup> is all staff training. The County is finalizing the release agreement regarding the emergency repair at Tarrytown Road open space. BSS will attend a CAPRI conference May 19-21. HRD is working with HCA for July 4<sup>th</sup> preparations. HRD has experienced internet connectivity issues which affect our online registration. A solution is being implemented.

## **COMMITTEE REPORTS**

The Ad hoc supervisor leave committee reported that the leave policy discussion would be tabled for a future meeting –

The Ad hoc handbook committee reported that the handbook was ready for approval, subject to discussion below.

The Ad hoc Personnel committee will meet Tuesday, ay 17<sup>th</sup> at 6pm

The Ad hoc Bylaws committee circulated a draft of bylaw revisions

The ad hoc budget committee met May 10. Staff was asked to explore further opportunities to increase revenue and reduce expenses.

## **FINANCIAL REPORT**

The YTD financials were discussed. The Rec is at 83% of the budget.

## **UNFINISHED BUSINESS**

- A. Leave Policy: This matter was tabled for a future meeting.
- B. Handbook: After discussion, Board MemberSS made a motion to approve the 2016 Handbook subject to edits regarding smoking language and benefit arrangements and removal of Appendix A: (MM second) and the motion passed. EO: yes SS yes MM: yes PM: yes HC: yes
- C. Bylaws: Revisions to the bylaws were distributed to the Board. These will be discussed at the June meeting
- D. UPCOMING MEETINGS: May 10, June 14 (no sterling), July 12

## **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: yes MM: yes PM: yes HC yes

## **ADJOURNMENT**

Board Member MM made a motion to adjourn the meeting (EO second) The motion passed unanimously. The meeting adjourned at 8:43pm

Respectfully submitted,  
Brigitte Shearer  
Board Secretary