

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, January 10, 2012

Attendants:

BOARD- President Hal Carroll (H.C.)
Vice President Brigitte Shearer (B.S.) (arrived at 7:10pm during Manger's Report)
Jim Sell (J.S.)
Pam Merkadeau (P.M.)

STAFF- Margaret Glomstad (M.G.)
Jeff Schwartz
Bryce Robertson
Rebecca Hitchcock

DISTRICT COUNSEL- Portor Goltz

CALL TO ORDER

The meeting was called to order at 7:05pm by Board President H.C.

REVIEW AND APPROVAL OF THE MINUTES

The minutes of the December 13, 2011 Regular Board Meeting were reviewed and approved as read.

INTRODUCTION OF GUESTS

HCA Co-Vice President Liesje Nicolas.

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

- A. Programming- CERT begins on Wednesday, January 11, 2012 at 6pm. EEC began January 2, 2012. The new multipurpose room already has a continuous Sunday rental.
- B. Facilities/Grounds-The new kitchen cabinets and counters have been installed. Minor warranty repairs have been made to the dome.
- C. Administrations-The check signers for the District are Board Members Brigitte Shearer and Jim Sell and staff Jeff Schwartz. Signature cards were updated.
- D. LAFCo Update-The preliminary report is still not available for review. The next LAFCo meeting is scheduled for January 18, 2012.
- E. There is no new information regarding the encroachment permit for 1775 Yorktown Road.

COMMITTEE REPORTS

- A. The Employee Handbook Review Committee presented information on the proposed revisions of the employee handbook.

FINANCIAL REPORT

A. The Rec. is at 50% of the budget. The Board reviewed the financial report.

OLD BUSINESS

A. The Child Development Center punch list items are yet to be completed. Items are in progress. The Board discussed the request for additional fees for architectural services. The General Manager was directed to request more information from the architect.

Closed Session-CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION, Significant exposure to litigation pursuant to Government Code Section 54956.9(b)

Report From Closed Session – The Board approved the District Counsel's recommendation to settle the claim with the contractor for the Child Development Center project.

NEW BUSINESS

- A. The Board discussed the election of Board Member Officers. The item was tabled until the February meeting.
- B. The Board discussed the repairs to the sidewalk and the sports court/grass area. J.S. made a motion to approve up to \$30,000 to repair the sidewalk and the sports court/grass area and the motion passed unanimously.
- C. The Board discussed the revisions to the employee handbook. J.S. made a motion to approve the updates to the employee handbook as modified and the motion passed unanimously.
- D. The Board discussed the recruitment of the General Manager position. Board Members P.M. and H. C. were assigned to screen the applications to the top 8-12 candidates for first round interviews.

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member P.M. made a motion to pay the bills and the motion passed unanimously.

ADJOURNMENT

Board Member B.S. made a motion to adjourn the meeting and the motion was passed unanimously. The meeting was adjourned at 9:57pm.

Respectfully submitted,

Margaret Glomstad
Board Secretary