

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, December 11, 2012

Attendants:

BOARD- Hal Carroll (HC)
Michelle McNeil (MM) (arrived at 7:08pm)
Jim Sell (JS)
Pam Merkadeau (PM) (arrived 7:07pm)
Johanna Anton (JA)

STAFF- Brigitte Shearer (BS)
Rebecca Hitchcock (RH)
Mike Koenig (MK)
Bryce Zuzack (BZ)
Jeff Schwartz (JSZ)

CALL TO ORDER

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

REVIEW AND APPROVAL OF THE MINUTES

(Discussion and vote occurred after arrival of MM, PM.) The minutes of the November 13, 2012 Regular Board Meeting were reviewed. A motion approving the minutes was made by Board Member JS. The motion passed. (JA abstained)

INTRODUCTION OF GUESTS

Portor Goltz, Counsel
Martha Poyatos, LAFCo
Liesje Nicholas (arr 7:16, left early)
Rick Priola (left early)
Monica Thaw (left early)
Deputy Mark Kuykendal (left early)
Deputy Cerenas (sp?) (left early)
Ned Broyles (left early)

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

Johanna Anton received a certificate from Mark Church .
Mr. Broyles commented on LAFCO review and potential annexation. He disagrees with any action to change the Rec Center operation.

MANAGER'S REPORT

A. Programming –



- a. Seasonal Programs – Some programs have been cancelled due to low interest. Several new classes suggested by residents will be offered in the Spring
 - b. Special events –The Holiday event was very well-attended (150 people) on Friday night (December 7th) this year. Staff will further debrief to identify any further improvements.
 - c. EEC – Fall enrollment is underway. Classes are full with waiting lists. Holiday event will be held on Friday December 14
 - d. ASP – In Crowd registrations have doubled. This activity is held at the Church. ASP is on track; Winter camp enrollment is low, possibly due to holiday timing.
 - e. Pool – private lesson activity is down due to lack of instructors. Pool will be closed December 24 to January 2, as is done annually.
- B. Facilities & Grounds –
- a. Dome blowers need more dedicated power. Work is underway.
 - b. Golf cart shed has power installed to charge cart. The shed also provides much-needed storage space
 - c. Gym ceiling options are being reviewed
 - d. MPR divider quotes will be reviewed shortly
 - e. Roller shades were installed in the MPR room
- C. Administration -
- a. Residents have commented on playground usage by ASP. ASP staff will discuss the matter
 - b. The annual audit is complete, requiring only final review. Budget will be revised to reflect adjustment to Fund Balance.

COMMITTEE REPORTS

- a. Finance Committee – no report
- b. Ad hoc Land Committee - no report
- c. Ad hoc Fees Committee – The staff report and fee considerations were discussed. Revisions to private swim lesson, ASP and EEC pricing will be revised for next meeting.
- d. Ad hoc Bylaws Committee – Committee will confer with counsel prior to submitting recommendations

FINANCIAL REPORT

The Rec. is at 42% of the proposed budget. The Board reviewed the financial report.

UNFINISHED BUSINESS

- A. HRD draft response to LAFCo Circulation draft–Board, resident and MP discussed LAFCO role, annexation process and current status of reviews of HRD and other districts serving unincorporated Highlands. No written response will be submitted to LAFCO at this time, as related documents are not yet available for review and incorporation into our response. LAFCO has received numerous letters in support of the HRD remaining an independent special district. January 1 is the new deadline for any additional letters. Board Member JS will be representing the Board at the December 19 LAFCO meeting.
- B. Parking options – the Board reviewed the summary of options being considered for parking solutions. HRD is meeting with Department of Public Works to further evaluate options.
- C. EEC Construction

- a. Board reviewed final change orders. Board Member JS made a motion to approve change orders 5 and 6, which provide final payments to Gonsalves & Stronck, contractor. Motion passed unanimously.
 - b. Board reviewed payment to Keller & Daseking, architect. Board member JS made a motion to approve payment of \$19085. Motion passed unanimously.
 - c. Board discussed K&D request to amend construction administration contract amount. JS made a motion to approve amendment. JA second; Motion did not pass.
- D. Pool Entrance/Guard office Design Proposal – Design review committee approved proposal, but requested that public work experience and reference checks be completed prior to signing proposal.
- E. Board Elections – Elections were deferred to January.

NEW BUSINESS

- A. Board Planning Workshop – Tentatively scheduled for February 2, 2013.
- B. Upcoming meetings: January 8; February 12

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member JS made a motion to pay the bills and the motion passed unanimously. Board Member PM requested sales tax review of roller shade purchase.

ADJOURNMENT

Board Member MM made a motion to adjourn the meeting and the motion was passed unanimously. The meeting was adjourned at 9:00 pm

Respectfully submitted,


Brigitte Shearer
Board Secretary