

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, January 15, 2013

Attendants:

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

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

CALL TO ORDER

The meeting was called to order at 7:02pm pm by Board Member JS

REVIEW AND APPROVAL OF THE MINUTES

The minutes of the December 11, 2012 Regular Board Meeting were reviewed and approved.

INTRODUCTION OF GUESTS

Liesje Nicholas (arr 7:20, left early)
Bob Gutierrez (arr. 7:23)
Dave Burruto, Supervisor Pine's Chief of Staff

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

The traffic concerns caused by the sewer work on Ticonderoga were discussed.

MANAGER'S REPORT

A. Programming –

- a. ASP – In Crowd revenues are 106% of last year. ASP is up15%; Spring camp registrations and fall ASP registrations are beginning shortly. Current ASP and resident families will be advised to register early, as the program is expected to fill again next year.
- b. Pool –Expenses are only \$300 higher than last year, but lesson revenue is strong, despite offering fewer group lessons around 5pm.
- c. Seasonal Programs – programs are on budget. Rentals are strong. A new treadmill has been purchased.
- d. EEC – The heat is finally working. Classes are full and only 2 spaces are open in the Chameleons room for next fall.

- e. Events – Project Coyote presentation will happen on January 16 at 7pm
- B. Facilities & Grounds –
 - a. The walkway damage will be repaired shortly. We are awaiting insurance approval
 - b. The Chamberlain project status is still pending, despite sewer work on Ticonderoga
 - c. The sports court fence upgrade will begin Monday January 18
- C. Administration -
 - a. HRD will be reviewing its intruder policy. A walkthrough with the sheriff will be scheduled and communication across the facility will be reviewed and tested.

COMMITTEE REPORTS

- a. Ad hoc Fees Committee – The staff report was reviewed. JS made a motion to approve the fee changes. (JA second). Motion passed unanimously.

FINANCIAL REPORT

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

UNFINISHED BUSINESS

- A. HRD's response to LAFCo Circulation draft was reviewed. PM made a motion to approve the HRD response. (MM second). Motion passed unanimously.
- B. Parking options – the HRD meeting with Department of Public Works was discussed. HRD will hold a meeting with residents, DPW and Sheriff to discuss possible signage plan implementation. HRD will also solicit a traffic and parking study to assess additional solutions.
- C. Pool Entrance/Guard office Design Proposal – A new scope of work was considered and references will be checked for new architect.
- D. Board Planning Workshop – Meeting will be rescheduled and relocated
- E. Board Elections – Elections were held. PM made a motion to nominate HC. (No second). JS made a motion to nominate MM as Board President (JA second). (3 votes in favor, none against; HC, PM abstained). HC made a motion to nominate PM as Board Vice President (JS second) (4 votes in favor; none against, PM abstained). Committees were appointed by HC as follows:
 - a. Finance & budget – MM, HC
 - b. Personnel – PM, JA
 - c. Ad hoc land – JS, PM
 - d. Ad hoc buildings – JS, MM
 - e. Ad hoc bylaws – PM, MM

NEW BUSINESS

- A. Audit – The 2012 audit was reviewed and approved. JS made a motion, (MM seconded), motion passed unanimously.
- B. Amended Budget – the amended budget was reviewed and approved. JS made a motion, (MM seconded), motion passed unanimously.
- C. Employee Handbook – discussion was postponed

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member JA made a motion to pay the bills (JS second) and the motion passed unanimously.

ADJOURNMENT

Board Member JA made a motion to adjourn the meeting (MM second) and the motion was passed unanimously. The meeting was adjourned at 8:47 pm

Respectfully submitted,

Brigitte Shearer
Board Secretary