

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, February 12, 2013

Attendants:

BOARD- Hal Carroll (HC) – Absent -attempted to reach by phone; No answer, but HRD left message to call in when available
Michelle McNeil (MM)
Jim Sell (JS)
Pam Merkadeau (PM)
Johanna Anton (JA)

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

CALL TO ORDER

The meeting was called to order at 7:04pm by Board Member MM

REVIEW AND APPROVAL OF THE MINUTES

The minutes of the January 15, 2013 Regular Board Meeting and the February 2, 2013 Planning Session were reviewed and approved.

INTRODUCTION OF GUESTS

Rick Priola
Bev Madden
Deputy Chaput

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

- A. Programming –
- a. An EEC Head Teacher left and replacement Head Teacher is beginning tomorrow. Classes are full with waitlist.
 - b. ASP revenue is up 13%; In Crowd revenue is up 79% over last year. In Crowd occurs solely at CSUMC on Bunker Hill. Fall ASP registration is full with a growing waitlist. Registrants will be contacted during Summer to reconfirm days of care needed.
 - c. Seasonal Programs are on track to exceed budget. Hoopsters league has been redesigned with new coaching format. Rentals are also on track to meet budget goals. The Eggstravaganza and Pancake breakfast will be on March 30. The Spring/.Summer activity guide will be available in early March.

- d. The pool continues to perform well. Spring hiring has begun. Swim team size is capped for groups practicing between 5 and 6pm and number of lesson sessions has also been reduced during that time period.

B. Facilities & Grounds –

The new fence has been completed, as well as the rebuilt ramp by the parking lot. We also have 6 new parking bollards installed to ensure patron safety. EEC building will install locking doors on all classroom doors which the public can access and the registration office.

C. Administration -

The HRD's annual CAPRI inspection is coming shortly. The website construction is underway. The Yorktown encroachment agreement should be filed shortly. Board Member Form 700's are due.

COMMITTEE REPORTS

None

FINANCIAL REPORT

The Rec. is at 58% of the proposed budget. The Board reviewed the financial report.

UNFINISHED BUSINESS

- A. The Board discussed the recently published LAFCO review of the City of San Mateo and CSA1 and its potential implications for HRD. JS made a motion (PM second) to appoint BS as spokesperson for the HRD at the February 20 workshop. Vote passed unanimously (HC absent).
- B. Staff reported on the status of parking options. There will be a meeting with neighbors on February 25 at 7pm. Reminders/ rules for HRD parking will be sent to all patrons to ensure parking lot and street safety for everyone. The parking lot assessment proposal was rejected. BS will contact prior the vendor who conducted the HRD's prior traffic study. A community meeting to address traffic and parking issues at the HRD and the School was suggested.
- C. The Pool Entrance/ Guard Office redesign proposal was discussed. The possibility and merits of design/ build options will be evaluated.
- D. Employee Handbook edits will be provided to BS to be integrated and presented at the March Board Meeting

NEW BUSINESS

- A. Committee Assignments/ Structure Review were reviewed. An ad hoc budget committee will be formed in the future. All other committee assignments remain unchanged.
- B. Upcoming meetings: March 12, March 20 LAFCO, March 30 pancake breakfast, April 9

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. (HC absent)

ADJOURNMENT

Board Member JS made a motion to adjourn the meeting JA second) and the motion was passed unanimously. (HC absent) The meeting was adjourned at 8:12 pm

Respectfully submitted,

Brigitte Shearer
Board Secretary