

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, April 9, 2013

Attendants:

BOARD- Hal Carroll (HC)
Michelle McNeil (MM)
Jim Sell (JS)
Pam Merkadeau (PM) arrived at 7:10pm
Johanna Anton (JA)

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

CALL TO ORDER

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

REVIEW AND APPROVAL OF THE MINUTES

Board Member HC moved that the minutes of the March 12, 2013 Regular Board be approved. The motion passed unanimously.

INTRODUCTION OF GUESTS

Bev Madden
Deputy Chaput (arrived 7:20pm, left 7:50pm)

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

Board Member Hal Carroll is commended for his superb (and creative) presentation of the HRD and its interests at the LAFCO meeting on March 20. The Community is grateful.

MANAGER'S REPORT

A. Programming

- a. ASP – ASP is on track to meet budget numbers. ASP revenue increases this year are due to a high % of kindergarteners in the program. In Crowd, which convenes at CSUMC, shows increased revenue due to higher participation. Summer camp registrations are ahead of last year at this time.

- b. Pool – Pool is on track to meet budget numbers. The spring break Lifeguard Training Class was very successful. Private lessons are down. The pool was closed for 5 days this year to remove the dome and repair portions of the pool deck. More deck repair work is scheduled. During the summer, morning swim team practice times will be offered to alleviate afternoon congestion.

- c. EEC – EEC’s revenue may be slightly lower than budgeted this year due to a few part time care schedules and schedule changes. This has been addressed by implementing a better-defined cancellation/ change policy for the coming year. Expenses are under budget.
- d. Seasonal Programs are on target to meet budget goals. Classes with low enrollment are cancelled. This typically occurs with 20-30% of classes offered. The Eggstravaganza was well-received, with over 250 participants.

B. Facilities & Grounds –

More chips and sand have been added to the playground. Another Eagle Scout project will occur soon to replace the last section of old fencing near the parking lot. The EEC building passed its first fire alarm test with flying colors. The gym ceiling upgrade initial cost estimate has been received and will be fleshed out further. Pool guard office design is moving forward. The Board discussed the detail required in the final bid document.

C. Administration -

The Staff retreat will occur April 17-19 to plan for next year’s budget and long term planning. The status of changes to streamline certain accounting processes were discussed.

COMMITTEE REPORTS

None

FINANCIAL REPORT

The Rec. is at 75% of the proposed budget. The Board reviewed the financial report.

UNFINISHED BUSINESS

- A. Parking – Highlands School is reviewing our MOU for the summer parking arrangement. It has been approved by our counsel and insurance companies. Summer camp morning drop off will occur along Lexington Avenue. Swim team will have a morning practice option. We have received a parking lot redesign option to improve traffic flow on site.

NEW BUSINESS

- A. County Use Permit Inquiry – HRD met with County Planning Department regarding our current Use Permit, which expires in 2018. HRD is sending a response to the Planning Department.
- B. Ad hoc Budget committee – Board Members HC and MM joined the ad hoc budget committee. There will be a meeting in late April. In addition, the Personnel Committee will meet in late April to review personnel costs in preparation for budget discussions.
- C. Upcoming meetings: May 14, June 11. All Board Members expect to attend.

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member JS made a motion to approve expenditures JA second) and the motion passed unanimously. BSS will implement changes in how bill information is presented to the Board.

ADJOURNMENT

Board Member JS made a motion to adjourn the meeting (HC second) and the motion was passed unanimously. The meeting was adjourned at 8:30 pm

Respectfully submitted,

Brigitte Shearer
Board Secretary