

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, August 13, 2013**

Attendants:

BOARD-

Michelle McNeil (MM)  
Jim Sell (JS)  
Pam Merkadeau (PM)

Absent: Hal Carroll (HC)  
Absent: 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 7:03pm pm by Board Member MM

**REVIEW AND APPROVAL OF THE MINUTES**

The minutes of the July 9, 2013 Regular Board Meeting were reviewed. A motion approving the minutes was made by Board Member JS. The motion passed unanimously. (HC, JA absent)

**INTRODUCTION OF GUESTS**

Bev Madden, HCA Co-Vice President

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

None

**MANAGER'S REPORT**

A. Programming –

- a. Seasonal Programs – Revenue is on track; The Fall brochure has been mailed out and registrations are coming in. The MPR will receive a facelift this fall. A projector and screen will be added, as well as new flooring near the kitchen area. The Seniors will be holding a white elephant sale at the Rec on 8/17. The Summer Concert will occur on 9/7.
- b. ASP – 70% of summer camp weeks were full. ASP is full with a waitlist.
- c. EEC – The new school year starts September 3; A new staff member will be joining EEC in late August.

- d. Pool – The pool added one week to its summer season this year to meet patron demand. One fewer group lesson slot will be offered this fall, and swim team rosters are capped during peak hours. A back up circulation pump is being installed next week. New speakers and music at the pool have been well-received by patrons. A new sinkable dummy has been purchased to improve lifeguard training. The dome installation will occur one week later this year. The Water Carnival will occur on September 1.

**B. Facilities & Grounds –**

- a. A grant proposal for fuel reduction work has been submitted. FireSafe San Mateo and CalFire were instrumental in assisting with the proposal preparation.
- b. The EEC building's HVAC system has undergone further repairs and adjustment.
- c. LEED certification of the EEC building is continuing.
- d. The Rec has reduced its garbage bin size and is now composting yard waste
- e. There will be a walkthrough of the Tarrytown drainage area this fall, with County officials, SF Water and Cal Fire.

**C. Administration -**

- a. Board Members HC and PM have submitted their candidacy information. No other residents did so. Therefore, there will be no election in November.
- b. Staggered Resident/ NR registration begins with the Winter brochure.
- c. Ticonderoga Partners will not be staging equipment on the parcel next to the Rec Center.
- d. The website development will continue shortly.
- e. There is pending legislation regarding financial management training and board vote reporting which the HRD will monitor.

**COMMITTEE REPORTS**

- a. Finance Committee – Draft financial guidelines have been submitted to the Committee for review
- b. Personnel Committee – A new policy for jury duty compensation was discussed.

**FINANCIAL REPORT**

The Rec. is 1 month into its fiscal year, or 8% into its budget year. The Board reviewed the financial report. Once audited, the Board will amend the budget to reflect the updated fund balance.

**UNFINISHED BUSINESS**

- A. Pool guard office design – a new ramp proposal was discussed. The HRD is awaiting a second proposal.
- B. Use Permit – the HRD submitted a response to the County Planning Department. A traffic study will occur shortly.

**NEW BUSINESS**

- A. Upcoming meetings: September 10, October 8

**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. (HC, JA absent) Board Member PM requested review of a charge on the BECx invoice. BS will investigate.

### **ADJOURNMENT**

Board Member PM made a motion to adjourn the meeting and the motion was passed unanimously. (HC, JA absent) The meeting was adjourned at 8:09 pm.

Respectfully submitted,

Brigitte Shearer  
Board Secretary