

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, November 12, 2013

Attendants:

BOARD-

Pam Merkadeau (PM) (arrived at 7:11 pm)
Jim Sell (JS)
Michelle McNeil (MM)
Johanna Anton (JA)

Absent: Hal Carroll (HC)

STAFF-

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

COUNSEL Portor Goltz (PG)

CALL TO ORDER

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

CLOSED SESSION

The Board entered into Closed Session at 7:07pm and ended at 7:24pm
PG reported that the Board has authorized to file a lawsuit to recover funds.

REVIEW AND APPROVAL OF THE MINUTES

Board Member JS made a motion (PM 2nd) to approve the minutes of the October 8, 2013 Regular Board Meeting. The motion passed unanimously (HC absent) The minutes of the September 10, 2013 Regular Board Meeting were not reviewed due to lack of eligible quorum.

INTRODUCTION OF GUESTS

Deputy Dimitri
Liesje Nicholas (arrived at 7:24pm)
Elaine Goltz

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

LN cautioned that any Rezoning by the County should not affect the Independent Special District Status the HRD secured in last year's LAFCO review.

MANAGER'S REPORT

A. Programming –

- a. Pool – The dome installation went well. Swim team continues to be at capacity. Other classes have been scaled back (by doing less aggressive marketing) to reduce flow of traffic during peak time or to reduce any potential traffic congestion
- b. EEC –There are 2.5 openings in the Tiger room. Waitlist families and have been contacted. EEC completed its final staff hire. The full team is working well together.
- c. Seasonal Programs – The Halloween event hosted over 500 patrons and was very successful. The Winter Activity Guide will be available at the end of November. Residents will have 1 week priority for class registration. A community health fair is planned for spring. The Holiday Event will occur Friday, December 6.
- d. ASP – In crowd revenue is up 37% over last year. ASP revenue is down slightly due to fewer full time Kindergartners. Wages are under budget. New staff is being hired now.

B. Facilities & Grounds – the phone system software has been upgraded to provide better service after Registration Office closes. Maintenance staff has been preparing for winter/ rainy season. A part time assistant has been hired to assist. The inspection of HRD land behind Bunker Hill has been completed. Annual letters have been mailed to residents adjacent to HRD open space. Two rec vehicles have new tires. BS continues to investigate solar options.

C. Administration – The District will remain in Supervisorial District 1. The HCA and nearby HOA's will be meeting regarding the sewer district issues. BS will remain informed and will seek information on how the Rec's sewer charges may be affected. The Use Permit review has halted as the County will be seeking a rezoning of the HRC site as a public services property. Several staff attended conferences recently. Staff will provide a brief summary of 'takeaway's'. The Rec's new and improved website is officially live! The address is www.highlandsrec.ca.gov. It includes all the usual Rec class and facility information, as well as an archive of some great photos from the 'early days.' Additional content will be added in Q1 of 2014. The Board and PG discussed the request that the HRD oversee the conditions for approval on file for the Chamberlain development. Counsel stated that doing so is outside the HRD's scope as a recreation facility.

COMMITTEE REPORTS

- a. Finance Committee –none
- b. Personnel Committee – none
- c. Ad-Hoc Building Committee – none

FINANCIAL REPORT

The Rec. is 4 months into its fiscal year, or 33% into its budget year. The Board reviewed the financial report. Once audited, the Board will amend the budget to reflect the updated fund balance. \$231,215.47 COP funds were invested in a 5 year CD, as they are designated for the final payments of the COP debt, which can occur in 2020, at the earliest. The remaining CIP balance will be moved in next month's financials. Excess ERAF revenue is expected to be reduced this year, due to Gov. Brown's budget, and is expected to decline to zero within the next 6 years. BS will monitor developments, but HRD's future budgets should reflect a diminishing reliance on any Excess ERAF funds.

UNFINISHED BUSINESS

- A. Budget Narrative – JA made a motion (JS second) to approve the 2013-2014 Budget Narrative, and the motion passed unanimously. (HC absent)
- B. Financial Guidelines – JA made a motion (PM second) to approve the revised Financial Guidelines, and the motion passed unanimously. (HC absent)

NEW BUSINESS

- A. ADA Assessment – the ADA Assessment of the HRC site occurred on November 2. We are awaiting the written report, which will guide future strategic and capital plans and decisions.
- B. Resolution to establish 457 Plan – JS made a motion (JA second) to adopt the Resolution 2013-3 as edited including, if permitted, a 90 day waiting period for new staff.
- C. UPCOMING MEETINGS: November 12, December 10

PAYMENT OF THE BILLS

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

ADJOURNMENT

Board Member JA made a motion to adjourn the meeting and the motion was passed unanimously. (HC absent) The meeting was adjourned at 8:27 pm.

Respectfully submitted,

Brigitte Shearer
Board Secretary