

**HIGHLANDS RECREATION DISTRICT BOARD MEETING
MINUTES**

Wednesday, May 14, 2019

Attendees

Board Members:

Eric Olbekson
Pam Merkadeau
Christopher Gurr
Andrew Aquino
Michelle McNeill arrived at 7:05

Staff:

Cathy Haas
Amanda Armstrong
Mike Koenig
Caleb Fenner

Portor Goltz- Counsel

M A
6/11/19

1. Call to Order

The meeting was called to order at 7:01 p.m. by Board Member EO.

2. Review and Approval of the Minutes

Board Member AA made a motion, PM second, to approve the minutes of the regular meeting April 17, 2019.

Vote: EO – Y; PM – Y; CG – Y; AA – Y; MM-Absent

3. Introduction of Guests

Dylan Ashbrook- HCA arrived at 7:05

Staff member, Aquatics Supervisor Caleb Fenner introduced to Board

4. Communications, Announcements & Public Comments

None

5. Manager's Report

a. Programming

1. Seasonal Programs/ Events – see staff report
2. Pool – see staff report
3. EEC – see staff report
4. ASP – see staff report

b. Facility & Grounds

1. See Manager's report.

c. Administration

1. See Manager's report.

6. Committee Reports

- a. Ad Hoc Building Committee- Project was put out to Bid on May 1, 2019. Bids will be opened on June 12, 2019. Board will consider bids during June 16 Strategy Session.
- b. Ad Hoc- Benefits & Compensation Committee: CG and MM shared recommended wage ranges. Recommend reviewing ranges every two years. Recommended wage increase budgeted for 3.5%, managers can appropriate up to 4.5% (CPI + .5%) to an individual employee.

7. Financial Report

a. Monthly Statement

Capture wages paid to Child Care Careers to cover shifts for employee on Maternity Leave in EEC wages using a separate line similar to the way Swim Team Coach was previously captured.

8. New Business

- a. Discussion/Motion re: Pay Range for Swim Coach. Board Member CG made a motion, MM second, to accept the pay range of \$22.00 to \$35.00 an hour for Swim Coach. The motion passed unanimously. Vote: EO – Y; PM – Y; CG – Y; AA – Y; MM- Y
- b. Discussion/Motion re: 2019 HRD Employee Handbook. Suggestions for revisions of Handbook were made. Motion was postponed until June meeting.
- c. Discussion re: GM Year-end Evaluation- GM Evaluation Template will be reviewed, timing, and goal setting will occur at Strategy Session. New this year a 360-degree approach inviting Staff to provide GM assessment information. GM will also complete a self-evaluation. Review will be conducted during a closed session, date to be determined.
- d. Upcoming Meetings: May 14, June 11, June 15 (Strategy Session) July 16 (AA call in); August 13.

9. Review and Payment of Bills

Bills were passed for the Board's review and signatures. Board Member AA made a motion, CG second, to pay the bills. The motion passed unanimously.

Vote: EO – Y; PM – Y; CG – Y; AA – Y; MM- Y

10. Adjournment

Board Member PM made a motion to adjourn the meeting, AA second. The vote passed unanimously.

Vote: EO – Y; PM – Y; CG – Y; AA – Y; MM-Y

Meeting adjourned at 8:50 PM