



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

[www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

*"A Community Place to Learn, Grow & Play"*

## Board Meeting Packet

June 14, 2022

7:00 P.M. – Regular Board Meeting

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*"A Community Place to Learn, Grow & Play"*

Topic: HRD Regular Board Meeting  
Time: June 14, 2022 07:00 PM Pacific Time (US and Canada)  
Location: 1851 Lexington Ave., San Mateo, CA 94402 (MPR)

Board meetings are held both in-person and via Zoom. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Regular Board Meeting  
Time: Jun 14, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/2360984155>

Meeting ID: 236 098 4155

One tap mobile

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Meeting ID: 236 098 4155

Find your local number: <https://us06web.zoom.us/j/2360984155>

1. Call to Order 7:00PM
2. Review and approval of the minutes for Regular Board Meeting on May 10, 2022 and Special Board Meeting on May 16, 2022.
3. Introduction of Guests
4. Public Forum: The public forum provides an opportunity for members of the public to speak on any item within the jurisdiction of the Board that is not on the agenda. Public comment is limited to (3) minutes per person. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board Members may only "briefly respond" to statements made and questions posed. For example, State law allows Board Members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may also direct staff to report back and/or place a matter on a future agenda for discussion.
5. Manager's Report

- a. Administration
  - b. Programming
6. Financial Report
7. Old Business
- a. Discussion/Motion: Authorize Board President to sign letter describing terms, including compensation, applicable to Mike Koenig's appointment as Interim General Manager
  - b. Discussion: Ad Hoc Personnel Committee's recommendations for employee benefit and compensation for fiscal year 2022-23.
8. New Business
- a. Discussion/Motion: Award a contract to G&G Builders, Inc. for the construction of the HRD Playground and Sports Court Renovation Project, authorize a 10% contingency and increased project budget, decide which add alternate items to include in the award, and provide direction to staff regarding possible re-bid of other add alternate items.
  - b. Discussion/Motion: Resolution calling for Elections on November 8, 2022.
  - c. Discussion: Ad Hoc Budget Committee Update
9. UPCOMING MEETINGS: July 12, July 26 (possible closed session at 6 or 7pm), August 9 (with possible closed session at 6pm), September 13
10. Review and Payment of Bills
- a. Action: Motion to approve Expenditures
11. HRD Board of Directors Announcements
12. Adjournment

Public comments can be submitted to the District prior to the meeting by emailing [admin@highlandsrec.ca.gov](mailto:admin@highlandsrec.ca.gov). Public comments will also be taken on each agenda item during the meeting. Comments received by email prior to 3 pm on the day of the meeting will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.

To comment orally in real time during the meeting, you may use the Zoom "raise hand" function on your computer screen or the \*9 function on your phone.

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Board Secretary at [generalmanager@highlandsrec.ca.gov](mailto:generalmanager@highlandsrec.ca.gov). Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the Highlands Recreation District, located at 1851 Lexington Ave, for the purpose of making those public records available for inspection. The agenda, meeting notice, agenda packet and other writings distributed to the Board in connection with this meeting are also available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.

HIGHLANDS RECREATION DISTRICT  
REGULAR BOARD MEETING MINUTES (DRAFT)  
Tuesday, May 10, 2022  
Location: 1851 Lexington Ave., San Mateo, CA 94402 (MPR)

Attendees

Community Members wishing to attend were encouraged to teleconference into the meeting.

Join Zoom Meeting <https://zoom.us/j/2360984155>

Board Members:

Michelle McNeil  
Shirin Bakhshay  
Andrew Aquino  
Pam Merkadeau  
Eric Olbekson

Staff:

Mike Koeing  
Monica Fellis  
Dan Ryken  
Kristen Lein  
Osa Wolff

1. Call to Order  
The meeting was called to order at 7:00 pm by Board Member MM.
2. Review and Approval of Minutes  
Board Member SB made a motion, AA second, to approve the Regular Meeting Minutes from April 12, 2022. The motion passed unanimously.  
Vote: AA - Y; SB - Y; MM - Y; PM – Y; EO –abstain
3. Introduction of Guests  
Guests were introduced.
4. Communications, Announcements  
Nothing to report.
5. Public Forum  
Nothing to report.
6. Manager’s Report
  - a. Programming
  - b. Administration
7. Financial Report



a. Monthly Statement

8. Old Business

a. Discussion: Ad Hoc Personnel Committee's recommendations for employee benefit and compensation for fiscal year 2022-23

9. New Business

a. Discussion: Discuss General Manager recruitment and provide direction regarding options and process to fill the General Manager position on an interim and/or permanent basis. That process could include for example, receiving recommendations from the ad hoc personnel committee, engaging a professional recruiter and/or other options

b. Discussion/Motion: Appoint Ad Hoc Employee Handbook Committee

Board Member MM appointed Board Members MM and EO as the Ad Hoc Employee Handbook Committee

c. Discussion/Motion: Award a contract to G&G Builders, Inc. for the construction of the HRD Playground and Sports Court Renovation Project in the amount of \$197,433, authorize a 5% contingency, and provide direction to staff regarding possible re-bid of add alternate items, including lighting for the sports court.

No action was taken.

10. UPCOMING MEETINGS: June 14, July 12, August 9

11. Review and Payment of Bills

a. Action: Motion to approve Expenditures

Board Member EO made a motion, AA second, to pay the bills. The motion passed unanimously.

Vote: AA - Y; SB - Y; MM - Y; PM - Y; EO - Y

12. HRD Board of Directors Announcements

Nothing to report.

13. Adjournment

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

Vote: AA - Y; SB - Y; MM - Y; PM - Y; EO - Y

The Meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Monica Fellis  
Board Secretary

HIGHALNDS RECREATION DISTRICT  
SPECIAL BOARD MEETING MINUTES (DRAFT)  
Monday, May 16, 2022  
Location: 1851 Lexington Avenue, San Mateo, CA 94402 (MPR)

Attendees

Community Members wishing to attend were encouraged to teleconference into the meeting.

Join Zoom Meeting:  
<https://us06web.zoom.us/j/2360984155>

Board Members:

Michelle McNeil  
Shirin Bakhshay  
Pam Merkadeau  
Andrew Aquino  
Eric Olbekson

Staff:

Mike Koenig  
Osa Wolff

1. Call to Order  
The meeting was called to order at 7:32pm by Board Member MM.
2. Introduction of Guest  
Guests were introduced.
3. Communications & Announcements  
Nothing to report.
4. Public Forum  
Nothing to report.
5. New Business
  - a. Discussion/Motion: Interim General Manager Appointment: Consider appointment of Mike Koenig to serve as General Manager on an interim basis. During this proposed interim appointment, the District would not permanently fill Mike Koenig's current position (K-8th Child Care Director).  
  
Board Member PM made a motion, AA second, to appoint Interim General Manager.  
The motion passed unanimously.  
Vote: MM – Y; SB - Y; PM – Y; AA – Y; EO – Y
  - b. Discussion: Permanent General Manager Recruitment: Discuss and provide direction regarding options and process to fill the General Manager position on a permanent basis.

6. Adjournment

- a. Board Member EO made a motion, SB second, to adjourn the meeting. The motion passed unanimously.

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

The Meeting adjourned at 8:20pm.

Respectfully Submitted,  
Monica Fellis  
Board Secretary



## MEMORANDUM

Date: June 14, 2022  
To: HRD Board of Directors  
From: Mike Koenig, Interim General Manager  
Re: General Manager's Report Update

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### **HRD Facilities and Grounds**

- Completed monthly facility and grounds inspections per our risk management and safety plans.
- The District re-hired part-time help for additional grounds prep between now and the start of summer. This happens annually and has been budgeted for accordingly.
- In preparation for the 4<sup>th</sup> of July, staff is doing extensive clearing of weeds and low hanging tree limbs in the parking lot.
- Staff discovered a leaky water valve by the pool entrance. It's a slow leak but should be addressed as soon as possible. This is a similar repair to the one that was replaced by Bell Plumbing at the start of construction for the ASP bathroom project. Staff are currently soliciting bids to complete the work.
- Repair to one of the District vehicles has been initiated. The vehicle accidentally side-swiped one of the bollards on the pathway during the craft fair. The result was a loss of function to the passenger side rear door. Staff contacted District's insurance company with all documentation and the repairs were approved minus \$2,000 deductible.

### **AB-2370 Lead Testing Update**

The District received a notice from the lab on May 16 regarding the testing results. All six outlets that were sampled passed. Documentation was sent to Community Care Licensing and testing results are posted on gym window for families to review. This satisfies the lead testing requirement for another five years. The District will need to retest again in 2027.

### **ASP Update**

- ASP has completed its hiring for Summer Camp. The program rehired three previous summer staff as well as four new staff. The program is continuing its search for staff in the Fall.
- The last day of ASP/IC is June 16<sup>th</sup>. Summer Camp in service days are set for June 17 and 18. Summer Camp runs from June 20 – August 5.
- ASP CPR/First Aid certifications took place on May 11 and 18. Eleven staff, including Recreation Coordinator, were certified in house by Aquatics Director Dan Ryken. Re-certification takes place every two years.

## **Seasonal Programs and Rentals Update**

### **Events**

- Father's Day baking event on June 19. Lots of fun cooking for the whole family to enjoy.
- Food truck and family swim night June 24. This event will feature a food truck called Grillzillas that specializes in grilled sandwiches. Staff will be closing the parking lot to make room for the band and cornhole games. Other activities will include sidewalk chalk and bubbles for the kids. The band, named Cadillac Jack, will be playing family friendly dance tunes of all genres. The food truck and activities are from 4pm-7pm and family swim night is from 6pm-8pm.
- On May 17, the District hosted a sushi making night. This is an annual event run by a member of the community. This year the event saw 8 attendees which exceeded the suggested cap decided by the instructor.
- On May 21, the District hosted its first Spring Craft Fair. Twenty-three vendors attended and the fair was well received. Many vendors expressed their desire to repeat this event in the future.

### **Rentals**

Private rental inquiries are beginning to pick up as the weather becomes more favorable. Staff continue to promote our facilities in the activity guide, social media and in the monthly eNews. Beginning June 18, the gym will once again become a rental option. The gym has not been utilized for private parties since March 2020.

### **Classes**

There are a variety of summer specialty camps being offered in the Multipurpose Room, as well as at CSUMC. The newest camp offerings include Baking, Magic, Sports, and Filmmaking. Staff continue to promote these camps to ensure minimum enrollment is met.



## MEMORANDUM

**Date:** June 14, 2022  
**To:** Mike Koenig, General Manager  
**From:** Monica Fellis, Administrative Supervisor  
**Re:** Administration Report

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### **CURRENT UPDATES**

- The Admin team continues to provide support to departments with budget analysis and updates in preparation for fiscal year 2022-23 budget process.
- Admin staff continues to prepare for the first meeting with the Ad Hoc Employee Handbook committee to review proposed changes to the current Employee Handbook.
- The Admin team is providing support to all departments for EEC teacher recruitments, ASP summer staff, and aquatics summer recruitment.
- The Admin team will prepare to process paperwork for the 2022 Board of Directors elections to take place on November 8, 2022.
- The Admin team will prepare for our quarterly safety meeting this month. This meeting will ensure safety procedures are understood and complied with as we begin our summer season.

### **RISKS/OPPORTUNITIES**

- The District has been able to hire a new EEC teacher as well as several new aquatics staff and ASP staff.
- The District was not granted the CalFire grant for proposed clearing projects of our open space. However, staff have been in contact with Forester Sarah Collamer at CalFire for winter project engines that may be available after fire season.

### **FISCAL IMPACTS**

- The Other budget salaries, wages and benefits are tracking as expected after 11 months of the year.
- All Other budget expenses as a whole are tracking as expected.



## MEMORANDUM

Date: June 14, 2022  
To: Mike Koenig, Interim General Manager  
From: Kristen Lein, Early Education Director  
Re: Early Education Center Program Update

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### CURRENT PROGRAM UPDATES

- The EEC successfully completed parent teacher conferences for families of outgoing Chameleon and Tiger students. Parent teacher conferences for the remainder of the students will take place in July and August.
- The EEC surveyed families regarding masking indoors and outdoors.
  - Masking will become optional for both staff and students outside starting July 1.
  - Masking indoors will remain mandatory for both staff and students, likely until the age group is eligible for vaccinations.
- The EEC is continuing open enrollment for next school year.
  - There are two spaces available in the Tiger's and Chameleon's classrooms combined. The Monkey's classroom is currently at capacity. All inquiries for these classrooms will be placed on a waitlist in the event space becomes available.
  - Available space is currently being advertised on Nextdoor, Facebook and our website. Staff have also reached out to current families to help spread the word.
- Colleen Hahn was promoted to EEC Assistant Director in May. The announcement was well received by current families and co-workers. Colleen has worked for the District since 2018.
- The EEC hired a new Tiger teacher. MaryEllen will start June 20 to in the Tiger's classroom. Teacher Jasmine will be returning from maternity leave this month to fill the vacancy she left in the Chameleon's classroom. A teacher from the Monkey's classroom gave notice that she will be leaving the program on July 1. The position is currently being advertised and staff will be interviewing a potential candidate the week of June 13.

### FISCAL IMPACTS

- The EEC program revenue is on track to meet budget projection at 11 months of program.



- June enrollment was down by one child in the preschool rooms. Six children who will be entering Kindergarten departed the program at the end of May. Staff were only able to fill five of the six spaces for the month of June.
- Net income is tracking higher than projected due to grant money received and lower EEC wages due to maternity leave.

#### **RISKS/OPPORTUNITIES**

- EEC staff are working to hire for a Monkey teacher before July 1. The goal is to make this transition as seamless as possible.
- Enrollment for July is slightly lower than expected due to students departing the program for kindergarten and new students unable to start until August or September due to age requirements. A child must turn two before they are able to begin in the Chameleon or Tiger rooms.

#### **UPCOMING EVENTS**

- June 17- End of Year Graduation celebration 4pm-6pm



## MEMORANDUM

**Date:** June 14, 2022  
**To:** Mike Koenig, Interim General Manager  
**From:** Daniel Ryken, Aquatics Supervisor  
**Re:** Aquatics Program Update

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### Program Updates

#### 1. Pool Membership

- Pool Memberships increased for May. Currently there are six family memberships and eight individual memberships. Staff have started pro rating family memberships as we're currently one month into the membership period (May-October). Staff expect to get a few more family memberships as we approach summer hours. Individual memberships will slowly increase as residents use up purchased punch cards and move over to the membership program.

#### 2. Lap Swim and Recreational Swimming

- To date, the program has collected \$103,641 in revenue from drop in entries and punch card sales. This number has exceeded budget projection for FY 21-22.

#### 3. Swim Lessons

- Overall, our swim lesson program has brought in over \$160,000 in revenue. The goal is to retain seasonal staff past summer and increase our swim lesson offerings over the next fiscal year. Swim lesson revenue is limited by the number of instructors we have available.

#### 4. Swim Team

- Swim team has been a consistent source of revenue for the Aquatics program. Staff are looking into increasing swim team membership fees in order to hire an assistant coach for Zach as well as cover additional program costs. This increase would begin in September, which is the beginning of the swim team membership year.

#### 5. Rentals

- Pool rentals have brought in almost \$20,000 in revenue. Majority of this revenue has come from consistent rentals such as Scuba Fusion and the SF Merionettes. Spring has seen an increase in pool parties and pool rentals. For June, the program is booked every weekend for pool parties. The program is also receiving additional

revenue from five elementary schools that will be using the pool for their end of year parties.

### **Fiscal Impacts**

- Total revenue for Aquatics to date is \$398,500. This represents 99% of projected revenue for the year. All programs are meeting or exceeding projected revenues.
- Total expenses are \$457,007, which is 104% of projections. Expenses are tracking ahead of revenue due to the unexpected cost of replacing a circulation pump and the increase in natural gas prices.
- The total revenue from May did reduce the total District Subsidy by about \$1000. While this is not significant to the overall budget, it's encouraging to have a financially positive month leading into summer.

### **Risks/Opportunities.**

- Warmer weather will start to increase revenues heading into Summer. Specifically recreational swim revenue on the weekends.

### **Upcoming Events**

- Lifeguarding Class 6/4-6/11
- Hands Only CPR Class for the Community on 6/10/2022
- Highlands School Party 6/10
- George Hall School Party 6/14
- Aquatics Staff In-Service training 6/17 and 6/18 (Facility Closed!)

Highlands Recreation District  
Balance Sheet (accrual)  
As of May 31, 2022

	FINAL			FINAL	FINAL
	5/31/22	5/31/2021	6/30/2021	6/30/2020	6/30/2019
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
004000 - Petty Cash	300.00	100.00	100.00	100.00	100.00
005000 - Silicon Valley Bank	359,356.10	345,168.20	333,725.63	467,140.64	348,447.93
006000 - Petty Cash-pool	80.00	80.00	80.00	80.00	80.00
007000 - Bank of New York Mellon	-	-	-	0.01	0.01
011100 - Cash in Treasury	3,285,420.70	2,339,897.50	2,384,003.73	2,521,689.13	3,533,673.49
<b>Total Checking/Savings</b>	<b>3,645,156.80</b>	<b>2,685,245.70</b>	<b>2,717,909.36</b>	<b>2,989,009.78</b>	<b>3,882,301.43</b>
<b>Accounts Receivable</b>				861.48	0
<b>Total Accounts Receivable</b>			301.55	861.48	
<b>Other Current Assets</b>					
027000 - Interest Receivable	-	-	5,692.11	10,935.10	20,324.93
040000 - Prepaid Expenses	514.75	20.00	18,717.08	15,786.65	22,649.47
<b>Total Other Current Assets</b>	<b>514.75</b>	<b>20.00</b>	<b>24,409.19</b>	<b>26,721.75</b>	<b>42,974.40</b>
<b>Total Current Assets</b>	<b>3,645,671.55</b>	<b>2,685,265.70</b>	<b>2,742,620.10</b>	<b>3,016,593.01</b>	<b>3,925,275.83</b>
<b>Fixed Capital Assets, net of depreciation</b>					
Building	4,299,355.40	4,486,702.56	4,471,074.20	3,033,866.52	3,145,802.23
Improvements	119,854.13	105,590.49	104,899.18	113,793.26	122,807.42
Equipment	119,803.15	111,887.84	108,168.15	130,959.53	141,431.69
Land	19,532.00	19,532.00	19,532.00	19,532.00	19,532.00
Construction in Progress	19,136.00	-	2,516.50	1,479,259.42	150,513.68
<b>Total Fixed Assets</b>	<b>4,577,680.68</b>	<b>4,723,712.89</b>	<b>4,706,190.03</b>	<b>4,777,410.73</b>	<b>3,580,087.02</b>
<b>TOTAL ASSETS</b>	<b>8,223,352.23</b>	<b>7,408,978.59</b>	<b>7,448,810.13</b>	<b>7,794,003.74</b>	<b>7,505,362.85</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Accounts Payables</b>					
064000 - Accounts Payable			44,680.32	490,532.37	169,807.12
<b>Total Accounts Payable</b>			44,680.32	490,532.37	169,807.12
<b>Other Current Liabilities</b>					
065000 - Payroll Liab		-	2,408.01	4,731.16	6,320.34
065010 - Payroll Liab-FSA	4,119.84	2,786.54	3,387.19	5,922.75	2,218.84
066400 - Accr Sales Tax	-	-	125.00	673.00	441.00
066500 - Other Accrued Expenses			118,702.83	71,499.41	94,548.41
80002 - accr interest pay - bond	16,747.73	17,778.49	23,704.66	25,027.34	26,339.66
80003 - Bond Principal accrual	103,500.00	99,750.01	110,833.34	106,666.68	105,833.32
<b>Total Other Current Liabilities</b>	<b>124,367.57</b>	<b>120,315.04</b>	<b>259,161.03</b>	<b>214,520.34</b>	<b>235,701.57</b>
<b>Total Current Liabilities</b>	<b>124,367.57</b>	<b>120,315.04</b>	<b>303,841.35</b>	<b>705,052.71</b>	<b>405,508.69</b>
<b>Long Term Liabilities</b>					
265900 - COP Bond	2,057,500.00	2,194,249.99	2,183,166.66	2,315,333.32	2,443,166.68
266000 - Compensated absences	51,637.28	57,571.27	56,775.12	38,616.00	49,764.12
<b>Total Long Term Liabilities</b>	<b>2,109,137.28</b>	<b>2,251,821.26</b>	<b>2,239,941.78</b>	<b>2,353,949.32</b>	<b>2,492,930.80</b>
<b>Total Liabilities</b>	<b>2,233,504.85</b>	<b>2,372,136.30</b>	<b>2,543,783.13</b>	<b>3,059,002.03</b>	<b>2,898,439.49</b>
<b>Equity</b>					
081300/081400 - Fund Balance	4,666,094.05	4,617,067.31	4,640,516.34	4,698,539.97	5,541,137.21
Investment in Capital Asset Net of Debt	2,416,680.68	2,429,712.89	2,412,190.03	2,355,410.73	1,031,087.02
Amount to be provided	(2,177,747.73)	(2,311,778.49)	(2,317,704.66)	(2,447,027.34)	(2,575,339.66)
Change in net position	1,084,820.38	301,840.58	170,025.29	128,078.35	610,038.79
<b>Total Equity</b>	<b>5,989,847.38</b>	<b>5,036,842.29</b>	<b>4,905,027.00</b>	<b>4,735,001.71</b>	<b>4,606,923.36</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,223,352.23</b>	<b>7,408,978.59</b>	<b>7,448,810.13</b>	<b>7,794,003.74</b>	<b>7,505,362.85</b>

6/7/2022



Highlands Recreation Center

P&L Budget Comparison (modified accr basis)  
July 21 through May 22

AMENDED 2/22

APPROVED

92%

DIFF

DIFF

	May 22	May 21	May 20	July 19 - May 20	July 20 - May 21	Jul 21 - May 22	BUDGET	% of Budget	Budget - Current YTD	DIFF Curr YTD - Last Yr YTD
Unrestricted beginning Fund Balance							2,492,837.00			
Income										
102100 Property Taxes	-38,012.06	6,283.62	2,811.99	466,419.51	499,103.67	514,814.84	589,137.00	87.38%	74,322.16	15,711.17
102101 ERAF	183,086.62	138,254.80	131,657.89	131,657.89	138,254.80	183,086.62	143,785.00	127.33%	(39,301.62)	44,831.82
152100 Interest Earned	6,167.19	5,562.22	13,972.35	47,040.44	19,824.58	16,994.75	25,320.00	67.12%	8,325.25	(2,629.83)
187100 State-aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
199200 All Other Local Govt Rev	0.00	0.00	0.00	0.00	55,000.00	2,000.00	0.00	0.00%	(2,000.00)	(53,000.00)
199700 Cap grants & Contributions	0.00	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00%	-	(25,000.00)
232100 Park & Recreation Fees										
ASP	83,061.92	72,000.99	3,644.00	669,836.75	656,599.84	837,463.94	967,500.00	86.56%	130,036.06	180,864.10
Pool	37,577.57	35,527.99	876.59	285,025.17	310,482.52	398,500.49	401,150.00	99.34%	2,649.51	88,017.97
Seasonal Prog	5,256.20	6,124.00	1,250.00	81,737.80	25,319.00	131,617.92	57,500.00	228.90%	(74,117.92)	106,298.92
Fac Rental	5,578.00	4,566.00	0.00	57,094.50	43,548.00	68,410.00	64,800.00	105.57%	(3,610.00)	24,862.00
EEC	104,612.00	75,076.50	0.00	775,069.00	780,810.00	1,101,323.50	1,195,752.00	92.10%	94,428.50	320,513.50
Other	0.00	0.00	0.00	-100.00	0.00	0.00	0.00	0.00%	-	-
Transaction fees	1,917.33	825.00	20.00	9,224.00	6,842.50	15,089.18	22,960.00	65.72%	7,870.82	8,246.68
Total Park & Rec fees	238,003.02	194,120.48	5,790.59	1,877,887.22	1,823,601.86	2,552,405.03	2,709,662.00	94.20%	157,256.97	728,803.17
264200 Stale-Dated Checks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
265800 Miscellaneous Revenue **	0.00	18,020.00	2,289.88	10,852.88	55,960.22	482,735.75	16,500.00	2925.67%	(466,235.75)	426,775.53
Total Income	389,244.77	362,241.12	156,522.70	2,533,857.94	2,616,545.13	3,752,036.99	3,484,404.00	107.68%	(267,632.99)	1,135,491.86
							5,977,241.00			
Expense										
411100 Permanent Salaries	44,879.01	40,469.84	9,677.34	435,911.28	417,515.25	415,620.74	478,544.00	86.85%	62,923.26	(1,894.51)
411101 Temporary Out of Class	0.00	0.00	0.00	0.00	6,380.00	0.00	0.00	0.00%	-	(6,380.00)
416101 Office Wages	10,935.56	9,049.47	4,994.92	100,874.35	83,038.84	108,644.65	127,794.00	85.02%	19,149.35	25,605.81
416102 Pool Wages	18,629.50	14,990.19	0.00	154,151.50	159,008.21	199,275.93	191,818.00	103.89%	(7,457.93)	40,267.72
416103 Maintenance Wages	5,291.70	4,661.89	1,977.97	53,196.60	51,895.27	55,723.97	66,000.00	84.43%	10,276.03	3,828.70
416104 Supervision Wages	4,297.60	0.00	0.00	7,858.45	0.00	44,909.84	51,419.00	87.34%	6,509.16	44,909.84
416107 ASP/Camp Wages	17,712.00	14,098.14	0.00	121,061.80	152,678.65	204,545.17	285,000.00	71.77%	80,454.83	51,866.52
416108 EEC Wages	35,683.71	33,364.98	0.00	401,104.31	362,637.80	429,396.82	576,520.00	74.48%	147,123.18	66,759.02
416110 Vacation Expense	-5,675.11	3,351.75	-4,784.31	-12,247.29	18,955.27	-5,137.84	0.00	0.00%	5,137.84	(24,093.11)
431100 Social Security	8,577.89	7,387.44	1,053.49	79,198.73	76,576.07	89,198.01	110,180.00	80.96%	20,981.99	12,621.94
431200 Medicare Contribution	2,006.11	1,727.71	246.38	18,522.28	17,908.38	21,199.86	25,768.00	82.27%	4,568.14	3,291.48
445100 Unemployment Insurance	0.00	-7,671.09	0.00	474.00	10,127.00	751.00	0.00	0.00%	(751.00)	(9,376.00)
463100 District Employee Benefits	15,384.04	11,663.91	10,997.70	134,159.88	127,114.22	162,505.42	222,122.00	73.16%	59,616.58	35,391.20
PAYROLL EXP SUBTOTAL	157,722.01	133,094.23	24,163.49	1,494,265.89	1,483,834.96	1,726,633.57	2,135,165.00	80.87%	408,531.43	242,798.61
416105 Program Specialist	4,254.50	1,320.75	0.00	74,295.84	6,547.80	69,020.38	36,000.00	191.72%	(33,020.38)	62,472.58
416109 Prog spec-Swimteam	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
416111 ASP/Camp Contractors	0.00	0.00	0.00	13,434.04	0.00	0.00	0.00	0.00%	-	-
416112 EEC Contractors	0.00	0.00	0.00	3,963.70	0.00	0.00	0.00	0.00%	-	-
512100 Clothing & Uniforms	0.00	0.00	0.00	3,829.56	3,651.09	3,063.83	5,800.00	52.82%	2,736.17	(587.26)
515600 Household Expense	5,913.73	7,376.37	2,464.23	44,189.05	72,196.88	54,300.86	67,730.00	80.17%	13,429.14	(17,896.02)
519300 Office Expense	6,408.58	6,122.20	1,781.95	95,520.06	80,502.31	105,870.74	104,800.00	101.02%	(1,070.74)	25,368.43
533100 Memberships	277.75	555.00	52.50	8,110.25	9,241.41	16,508.49	12,550.00	131.54%	(3,958.49)	7,267.08
542300 Maintenance-Equipment	886.15	3,669.94	144.59	11,866.01	8,265.14	22,312.38	5,000.00	446.25%	(17,312.38)	14,047.24
545900 Maintenance-Facilities & Imprv	3,107.13	5,365.83	5,026.64	59,686.96	34,467.55	51,142.04	85,250.00	59.99%	34,107.96	16,674.49
563800 Utility Expense	8,704.23	10,091.48	4,189.88	89,452.87	105,348.86	109,995.87	115,000.00	95.65%	5,004.13	4,647.01
572200 Employee Expense Reimb	0.00	0.00	0.00	290.66	0.00	77.33	0.00	0.00%	(77.33)	77.33
585600 Contract Expenses	1,307.50	1,560.00	1,920.00	46,309.84	77,875.75	29,629.22	35,250.00	84.05%	5,620.78	(48,246.53)
596600 Program Specific Expenses	6,951.80	11,208.61	1,145.98	86,921.78	48,381.58	93,333.93	117,200.00	79.64%	23,866.07	44,952.35
671200 Telephone Service Charges	326.98	1,390.73	596.85	6,924.52	10,059.91	5,505.78	3,500.00	157.31%	(2,005.78)	(4,554.13)
673100 Insurance	0.00	0.00	0.00	95,184.00	107,321.64	111,291.60	111,292.00	100.00%	0.40	3,969.96
721102 F/A Struct. & Imprmnts not cap.	0.00	0.00	0.00	662.57	0.00	0.00	0.00	0.00%	-	-
731101 F/A Equipment not capitalized	2,034.68	0.00	577.93	6,106.44	1,971.80	9,612.68	13,500.00	71.21%	3,887.32	7,640.88
TOTAL OPERATING EXPENSES	197,895.04	181,755.14	42,064.04	2,141,034.04	2,049,666.68	2,408,298.70	2,848,037.00		439,738.30	358,632.02
NET INCOME AFTER OPERATING EXP	191,349.73	180,485.98	114,458.66	392,823.90	566,878.45	1,343,738.29	492,582.00		(851,156.29)	776,859.84
633100 Bond-Interest Expense	0.00	0.00	0.00	77,050.50	73,098.00	69,052.50	69,053.00	100.00%	0.50	(4,045.50)
633200 Bond-Principal Expense	0.00	0.00	0.00	127,000.00	128,000.00	133,000.00	133,000.00	100.00%	-	5,000.00
721100 Fixed Assets-Structures/Improv	0.00	129,927.23	6,596.63	8,438.76	145,490.88	24,934.00	28,000.00	89.05%	3,066.00	(120,556.88)
721101 Construction in Progress	2,382.00	0.00	190,148.89	935,018.76	0.00	16,619.34	45,000.00	36.93%	28,380.66	16,619.34
731100 Fixed Assets-Equipment	0.00	0.00	0.00	10,000.00	0.00	26,759.65	31,000.00	86.32%	4,240.35	26,759.65
TOTAL FIXED ASSETS	2,382.00	129,927.23	196,745.52	953,455.52	145,490.88	68,312.99	104,000.00	65.69%	35,687.01	(77,177.89)
NET INC AFTER OPEX, BOND INT & PRINC PYMT. & F/A	188,967.73	50,558.75	-82,286.86	-764,682.12	220,289.57	1,073,372.80	186,529.00		(886,843.80)	853,083.23
80002 Accrued Bond Interest payable						16,747.73				
80003 Accrued Bond Principal						103,500.00				
861100 Approp. for Contingencies						350,000.00				
088300 Capital Reserve						473,296.00				
882100 General Reserve						250,000.00				
Building Renovations Reserve						100,000.00				
Unassigned Fund balance						1,649,855.00				
						5,977,241.00				

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06/02/22

## Highlands Recreation District Sales by Item Summary May 2022

	May 22			
	Qty	Amount	% of Sales	Avg Price
<b>Service</b>				
ASP-IN CROWD (IN CROWD)	9	4,590.00	1.2%	510.00
ASP-SPRING CAMP (ASP-SPRING CAMP)	2	-35.08	-0.0%	-17.54
ASP-Summer Camp (ASP-Summer Camp)	70	30,887.00	7.8%	441.24
ASP Fees	95.00	51,364.00	12.9%	540.67
EARLY EDUCATION CENTER (EARLY EDUCATION CENTER)	51	104,612.00	26.3%	2,051.22
Interest Inc (Interest Income)	2	6,167.19	1.5%	3,083.60
Pool-Drop In (Pool Drop-In Fees)	436	4,108.00	1.0%	9.42
POOL-LIFEGUARD (Lifeguard Training/Junior Lifeguard)	8	1,860.00	0.5%	232.50
POOL-NON-RES PUNCH CARD (POOL-NON-RES PUNCH CARD)	48	5,750.00	1.4%	119.79
POOL-PRIV/SEM (PRIV/SEMI)	105	6,350.00	1.6%	60.48
Pool-Rental (Pool-Rental)	8	2,950.00	0.7%	368.75
POOL-RESIDENT PUNCH CARD (POOL-RESIDENT PUNCH CAR...)	27	2,558.00	0.6%	94.74
Pool-Swim Lessons (Group Swimming Lessons)	72	3,800.00	1.0%	52.78
Pool-Swim Team (Swim Team)	1	11,246.57	2.8%	11,246.57
Pool Member-Resident (Pool Member-Resident)	18	1,080.00	0.3%	60.00
Property Taxes (Property Taxes)	1	145,074.56	36.4%	145,074.56
Rentals (Rentals)	8.00	6,378.00	1.6%	797.25
Seasonal Program (Seasonal Program)	75	7,591.20	1.9%	101.22
Special Events (Special Events)	1.00	30.00	0.0%	30.00
TRANSACTION FEE (TRANSACTION FEE)	117	1,917.33	0.5%	16.39
<b>Total Service</b>	<b>1,154.00</b>	<b>398,278.77</b>	<b>100.0%</b>	<b>345.13</b>
<b>TOTAL</b>	<b>1,154</b>	<b>398,278.77</b>	<b>100.0%</b>	<b>345.13</b>

	398,278.77+
REFUNDS	8,076.00-
BOUNCED CK	958.00-
-001	
	389,244.77*

06/05/22

## Highlands Recreation District Sales by Item Summary July 2021 through May 2022

Service	Jul '21 - May 22			
	Qty	Amount	% of Sales	Avg Price
ASP-FALL CAMP (FALL CAMP)	106	17,939.84	0.5%	169.24
ASP-IN CROWD (IN CROWD)	188	77,640.37	2.0%	412.98
ASP-SPRING CAMP (ASP-SPRING CAMP)	218	41,145.41	1.1%	188.74
ASP-Summer Camp (ASP-Summer Camp)	301	134,257.16	3.5%	446.04
ASP-WINTER CAMP (ASP-WINTERCAMP)	203	17,745.00	0.5%	87.41
ASP Fees	1,136.00	558,509.00	14.6%	491.65
EARLY EDUCATION CENTER (EARLY EDUCATION CENTER)	536	1,103,629.50	28.9%	2,059.01
GOVT REV (ALL OTHER LOCAL GOVT PREV)	1	2,000.00	0.1%	2,000.00
Interest Inc (Interest Income)	14	16,994.75	0.4%	1,213.91
Misc Revenues (Misc Revenues)	17	483,218.33	12.7%	28,424.61
Pool-Drop In (Pool Drop-In Fees)	969	79,863.27	2.1%	82.42
POOL-LIFEGUARD (Lifeguard Training/Junior Lifeguard)	36	8,405.00	0.2%	233.47
POOL-NON-RES PUNCH CARD (POOL-NON-RES PUNCH CARD)	125	14,407.00	0.4%	115.26
POOL-PRIV/SEM (PRIV/SEMI)	1,026	80,752.00	2.1%	78.71
Pool-Rental (Pool-Rental)	50	19,727.00	0.5%	394.54
POOL-RESIDENT PUNCH CARD (POOL-RESIDENT PUNCH CAR...)	99	9,371.00	0.2%	94.66
Pool-Swim Lessons (Group Swimming Lessons)	1,413	81,178.00	2.1%	57.45
Pool-Swim Team (Swim Team)	11	123,352.72	3.2%	11,213.88
Pool Member-Resident (Pool Member-Resident)	21	1,470.00	0.0%	70.00
Property Taxes (Property Taxes)	14	697,901.46	18.3%	49,850.10
Rentals (Rentals)	83.00	73,712.00	1.9%	888.10
Seasonal Program (Seasonal Program)	958	148,374.62	3.9%	154.88
Special Events (Special Events) - Pool 4(16,00) - SEAs 5,819,00	301.00	6,285.00	0.2%	20.88
TENNIS COURT KEY (TENNIS COURT KEY)	19	380.00	0.0%	20.00
TRANSACTION FEE (TRANSACTION FEE)	1,869	15,166.29	0.4%	8.11
<b>Total Service</b>	<b>9,714.00</b>	<b>3,813,424.72</b>	<b>100.0%</b>	<b>392.57</b>
<b>TOTAL</b>	<b>9,714</b>	<b>3,813,424.72</b>	<b>100.0%</b>	<b>392.57</b>

3,813,424.72 +

REFUNDS 58,833.23 -

BOUNCED CKS (PA Rec) 2,071.92 -

(MISC) 482.58 -

-002

3,752,036.99\*



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06/05/22  
Accrual Basis

Highlands Recreation District  
Profit & Loss by Class  
May 2022

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
<b>Income</b>							
102100 - Property Taxes	0.00	0.00	-38,012.06	0.00	0.00	0.00	-38,012.06
102101 - ERAF	0.00	0.00	183,086.62	0.00	0.00	0.00	183,086.62
152100 - Interest Earned	0.00	0.00	6,167.19	0.00	0.00	0.00	6,167.19
232100 - Park & Recreation Fees							
232101 - Refunds - Fees	-2,786.00	0.00	0.00	-2,125.00	-800.00	-2,365.00	-8,076.00
232102 - Bounced Checks-Fees	-958.00	0.00	0.00	0.00	0.00	0.00	-958.00
232100 - Park & Recreation Fees - Other	86,805.92	104,612.00	1,917.33	39,702.57	6,378.00	7,621.20	247,037.02
<b>Total 232100 - Park &amp; Recreation Fees</b>	<b>83,061.92</b>	<b>104,612.00</b>	<b>1,917.33</b>	<b>37,577.57</b>	<b>5,578.00</b>	<b>5,256.20</b>	<b>238,003.02</b>
<b>Total Income</b>	<b>83,061.92</b>	<b>104,612.00</b>	<b>153,159.08</b>	<b>37,577.57</b>	<b>5,578.00</b>	<b>5,256.20</b>	<b>389,244.77</b>
<b>Gross Profit</b>	<b>83,061.92</b>	<b>104,612.00</b>	<b>153,159.08</b>	<b>37,577.57</b>	<b>5,578.00</b>	<b>5,256.20</b>	<b>389,244.77</b>
<b>Expense</b>							
411100 - Permanent Salaries	7,229.24	5,571.74	26,585.71	5,492.32	0.00	0.00	44,879.01
411101 - Temporary Out of Class	0.00	0.00	0.00	0.00	0.00	0.00	0.00
416101 - Office Wages	0.00	0.00	10,935.56	0.00	0.00	0.00	10,935.56
416102 - Pool Wages	0.00	0.00	0.00	18,629.50	0.00	0.00	18,629.50
416103 - Maintenance Wages	0.00	0.00	5,291.70	0.00	0.00	0.00	5,291.70
416104 - Supervision Wages	0.00	0.00	0.00	0.00	2,788.98	1,508.62	4,297.60
416105 - Program Specialist	0.00	0.00	0.00	0.00	0.00	4,254.50	4,254.50
416107 - ASP/Camp Wages	17,712.00	0.00	0.00	0.00	0.00	0.00	17,712.00
416108 - EEC Wages	0.00	35,693.71	0.00	0.00	0.00	0.00	35,693.71
416110 - Vacation Expense	0.00	0.00	-5,675.11	0.00	0.00	0.00	-5,675.11
431100 - Social Security	1,542.89	2,575.15	2,700.06	1,492.42	173.37	93.98	8,577.89
431200 - Medicare Contribution	360.84	602.25	631.46	349.03	40.55	21.88	2,006.11
463100 - District Employee Benefits	2,912.06	5,427.48	4,643.70	1,723.64	338.59	338.57	15,384.04
515600 - Household Expense							
515601 - Recology	0.00	0.00	839.63	0.00	0.00	0.00	839.63
515602 - Janitorial Supplies	15.38	502.67	1,056.05	0.00	0.00	0.00	1,574.10
515605 - Cleaning Company	1,050.00	1,400.00	210.00	700.00	140.00	0.00	3,500.00
<b>Total 515600 - Household Expense</b>	<b>1,065.38</b>	<b>1,902.67</b>	<b>2,105.68</b>	<b>700.00</b>	<b>140.00</b>	<b>0.00</b>	<b>5,913.73</b>
519300 - Office Expense							
519301 - Outside Printing & Copy Serv	0.00	0.00	0.00	104.71	0.00	0.00	104.71
519303 - General Office Supplies	0.00	0.00	37.50	0.00	0.00	0.00	37.50
519304 - Advertising/Recruiting	0.00	1,040.00	0.00	0.00	0.00	0.00	1,040.00
519305 - Postage & Mailing Expense	0.00	0.00	20.42	0.00	0.00	0.00	20.42
519307 - Other Office Expense	0.00	0.00	601.64	12.99	24.99	0.00	639.62
519308 - Credit card/ACH fee	0.00	0.00	2,913.62	0.00	0.00	0.00	2,913.62
519309 - Payroll service fees	0.00	0.00	1,652.71	0.00	0.00	0.00	1,652.71
<b>Total 519300 - Office Expense</b>	<b>0.00</b>	<b>1,040.00</b>	<b>5,225.89</b>	<b>117.70</b>	<b>24.99</b>	<b>0.00</b>	<b>6,408.58</b>
533100 - Memberships	0.00	0.00	277.75	0.00	0.00	0.00	277.75
542300 - Maintenance-Equipment	0.00	466.29	419.86	0.00	0.00	0.00	886.15
545900 - Maintenance-Facilities & Imprv							
545903 - Paint, Solvents & Chemicals	0.00	0.00	0.00	1,474.26	0.00	0.00	1,474.26
545904 - Pool Supplies	0.00	0.00	0.00	581.70	0.00	0.00	581.70
545909 - Other General Maintenance	0.00	0.00	158.57	0.00	0.00	0.00	158.57
545911 - Landscape/Garden Expense	0.00	0.00	85.36	0.00	0.00	0.00	85.36
545912 - Vehicle Expense	0.00	0.00	287.24	0.00	0.00	0.00	287.24
545913 - Ground/Facility Improvements	0.00	0.00	520.00	0.00	0.00	0.00	520.00



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06/05/22

Accrual Basis

Highlands Recreation District  
Profit & Loss by Class

May 2022

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
Total 545900 · Maintenance-Facilities & Imprv	0.00	0.00	1,051.17	2,055.66	0.00	0.00	3,107.13
563800 · Utility Expense							
563801 · P G & E	0.00	350.00	2,533.41	4,685.03	0.00	0.00	7,568.44
563802 · Water	0.00	327.69	269.36	538.74	0.00	0.00	1,135.79
Total 563800 · Utility Expense	0.00	677.69	2,802.77	5,223.77	0.00	0.00	8,704.23
585600 · Contract Expenses							
585603 · Legal fees	0.00	0.00	1,307.50	0.00	0.00	0.00	1,307.50
Total 585600 · Contract Expenses	0.00	0.00	1,307.50	0.00	0.00	0.00	1,307.50
596600 · Program Specific Expenses							
596602 · Spec Act-ASP	617.00	0.00	0.00	0.00	0.00	0.00	617.00
596603 · Snacks-ASP	615.44	0.00	0.00	0.00	0.00	0.00	615.44
596604 · Supplies-ASP	1,193.73	0.00	0.00	0.00	0.00	0.00	1,193.73
596607 · Misc Exp-POOL	0.00	0.00	0.00	533.00	0.00	0.00	533.00
596608 · Misc Exp-ASP	149.38	0.00	0.00	0.00	0.00	0.00	149.38
596611 · Misc Exp-OTHER	0.00	0.00	457.30	0.00	0.00	0.00	457.30
596612 · Special Events	0.00	0.00	0.00	0.00	0.00	213.33	213.33
596613 · Conferences/Seminars	0.00	0.00	199.00	350.00	0.00	0.00	549.00
596614 · Pool Supplies	0.00	0.00	0.00	157.80	0.00	0.00	157.80
596616 · Incrowd Rent	1,093.00	0.00	0.00	0.00	0.00	0.00	1,093.00
596621 · EEC supplies	0.00	555.80	0.00	0.00	0.00	0.00	555.80
596622 · EEC Snacks	0.00	472.83	0.00	0.00	0.00	0.00	472.83
596623 · EEC Special Activities	0.00	67.77	0.00	0.00	0.00	0.00	67.77
596624 · EEC Misc	0.00	114.80	0.00	0.00	0.00	0.00	114.80
596626 · MISC EXP-SWIM TEAM	0.00	0.00	0.00	151.62	0.00	0.00	151.62
Total 596600 · Program Specific Expenses	3,669.55	1,211.20	668.30	1,192.42	0.00	213.33	6,951.80
671200 · Telephone Service Charges	0.00	0.00	326.98	0.00	0.00	0.00	326.98
7211 · Fixed Assets-Structures/Improve							
721101 · Construction in Progress	0.00	0.00	2,382.00	0.00	0.00	0.00	2,382.00
Total 7211 · Fixed Assets-Structures/Improve	0.00	0.00	2,382.00	0.00	0.00	0.00	2,382.00
7311 · Fixed Assets-Equipment							
731101 · Equip-Not Capitalized	211.43	1,823.25	0.00	0.00	0.00	0.00	2,034.68
Total 7311 · Fixed Assets-Equipment	211.43	1,823.25	0.00	0.00	0.00	0.00	2,034.68
<b>Total Expense</b>	<b>34,702.39</b>	<b>56,981.43</b>	<b>61,679.00</b>	<b>38,976.76</b>	<b>3,506.48</b>	<b>6,430.98</b>	<b>200,277.04</b>
<b>Net Income</b>	<b>48,359.53</b>	<b>47,630.57</b>	<b>91,480.08</b>	<b>600.81</b>	<b>2,071.52</b>	<b>-1,174.78</b>	<b>188,967.73</b>

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06/05/22

Accrual Basis

**Highlands Recreation District  
Profit & Loss by Class  
July 2021 through May 2022**

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
<b>Income</b>							
102100 · Property Taxes	0.00	0.00	514,814.84	0.00	0.00	0.00	514,814.84
102101 · ERAF	0.00	0.00	183,086.62	0.00	0.00	0.00	183,086.62
152100 · Interest Earned	0.00	0.00	16,994.75	0.00	0.00	0.00	16,994.75
1982 · All Other Local Govt Rev	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00
232100 · Park & Recreation Fees							
232101 · Refunds - Fees	-8,254.92	-2,308.00	-77.11	-20,411.50	-4,902.00	-22,881.70	-58,833.23
232102 · Bounced Checks-Fees	-1,517.92	0.00	0.00	-80.00	-400.00	-74.00	-2,071.92
232100 · Park & Recreation Fees - Other	847,236.78	1,103,629.50	15,166.29	418,991.99	73,712.00	154,573.62	2,613,310.18
<b>Total 232100 · Park &amp; Recreation Fees</b>	<b>837,463.94</b>	<b>1,101,321.50</b>	<b>15,089.18</b>	<b>398,500.49</b>	<b>68,410.00</b>	<b>131,617.92</b>	<b>2,552,405.03</b>
265800 · Miscellaneous Revenue	7,100.00	8,762.19	468,873.56	0.00	0.00	0.00	482,735.75
<b>Total Income</b>	<b>844,563.94</b>	<b>1,112,085.69</b>	<b>1,196,858.95</b>	<b>398,500.49</b>	<b>68,410.00</b>	<b>131,617.92</b>	<b>3,752,036.99</b>
<b>Gross Profit</b>	<b>844,563.94</b>	<b>1,112,085.69</b>	<b>1,196,858.95</b>	<b>398,500.49</b>	<b>68,410.00</b>	<b>131,617.92</b>	<b>3,752,036.99</b>
<b>Expense</b>							
411100 · Permanent Salaries	82,269.94	61,593.40	210,243.41	61,513.99	0.00	0.00	415,620.74
411101 · Temporary Out of Class	0.00	0.00	0.00	0.00	0.00	0.00	0.00
418101 · Office Wages	0.00	0.00	108,644.65	0.00	0.00	0.00	108,644.65
418102 · Pool Wages	0.00	0.00	0.00	199,275.93	0.00	0.00	199,275.93
418103 · Maintenance Wages	0.00	0.00	55,723.97	0.00	0.00	0.00	55,723.97
418104 · Supervision Wages	0.00	0.00	0.00	0.00	29,967.08	14,942.78	44,909.84
418105 · Program Specialist	0.00	0.00	0.00	0.00	0.00	69,020.38	69,020.38
418107 · ASP/Camp Wages	204,545.17	0.00	0.00	0.00	0.00	0.00	204,545.17
418108 · EEC Wages	0.00	429,396.62	0.00	0.00	0.00	0.00	429,396.62
418110 · Vacation Expense	0.00	0.00	-5,137.84	0.00	0.00	0.00	-5,137.84
431100 · Social Security	17,628.65	30,427.27	22,105.24	16,191.63	1,863.37	931.85	88,198.01
431200 · Medicare Contribution	4,122.85	7,127.77	5,508.78	3,786.74	435.80	217.92	21,199.86
445100 · Unemployment Insurance	0.00	0.00	751.00	0.00	0.00	0.00	751.00
463100 · District Employee Benefits	29,958.08	51,149.30	54,915.14	18,620.71	3,932.15	3,932.06	162,505.42
512100 · Clothing & Uniforms	1,008.00	0.00	0.00	2,055.83	0.00	0.00	3,063.83
515600 · Household Expense							
515601 · Recology	0.00	0.00	9,643.70	0.00	0.00	0.00	9,643.70
515602 · Janitorial Supplies	178.99	4,280.36	4,747.81	0.00	0.00	0.00	9,207.16
515605 · Cleaning Company	10,500.00	14,450.00	2,100.00	7,000.00	1,400.00	0.00	35,450.00
<b>Total 515600 · Household Expense</b>	<b>10,678.99</b>	<b>18,730.36</b>	<b>16,491.51</b>	<b>7,000.00</b>	<b>1,400.00</b>	<b>0.00</b>	<b>54,300.86</b>
519300 · Office Expense							
519301 · Outside Printing & Copy Serv	0.00	0.00	8,110.04	348.89	0.00	0.00	8,458.93
519303 · General Office Supplies	102.91	315.27	3,221.21	79.84	0.00	0.00	3,718.93
519304 · Advertising/Recruiting	0.00	1,552.00	824.00	0.00	0.00	0.00	2,376.00
519305 · Postage & Mailing Expense	0.00	0.00	5,450.72	0.00	0.00	0.00	5,450.72
519307 · Other Office Expense	1,178.95	548.79	20,764.76	596.35	224.91	24.99	23,328.75
519308 · Credit card/ACH fee	0.00	0.00	45,942.89	0.00	0.00	0.00	45,942.89
519309 · Payroll service fees	0.00	0.00	16,594.52	0.00	0.00	0.00	16,594.52
<b>Total 519300 · Office Expense</b>	<b>1,281.76</b>	<b>2,416.06</b>	<b>100,908.14</b>	<b>1,014.88</b>	<b>224.91</b>	<b>24.99</b>	<b>105,870.74</b>
533100 · Memberships	445.00	135.60	15,579.53	198.36	0.00	150.00	16,508.49
542300 · Maintenance-Equipment	0.00	2,647.33	2,567.04	17,098.01	0.00	0.00	22,312.38
545900 · Maintenance-Facilities & Imprv							
545902 · Plumbing & Piping	0.00	0.00	535.00	0.00	0.00	0.00	535.00
545903 · Paint, Solvents & Chemicals	0.00	0.00	0.00	14,604.93	0.00	0.00	14,604.93
545904 · Pool Supplies	0.00	0.00	0.00	3,873.79	0.00	0.00	3,873.79
545905 · Locks & Security System	626.00	2,465.38	1,053.69	450.00	0.00	328.88	4,943.95
545906 · Signage Expense	0.00	0.00	458.48	0.00	0.00	0.00	458.48
545907 · General Electrical Expense	0.00	0.00	800.00	0.00	0.00	0.00	800.00
545909 · Other General Maintenance	768.13	592.51	6,069.53	0.00	0.00	0.00	7,429.17
545911 · Landscape/Garden Expense	0.00	1,086.44	85.36	0.00	0.00	0.00	1,171.80
545912 · Vehicle Expense	0.00	0.00	3,272.92	0.00	0.00	0.00	3,272.92



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06/05/22

Accrual Basis

**Highlands Recreation District  
Profit & Loss by Class  
July 2021 through May 2022**

	ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
545813 · Ground/Facility Improvements	0.00	0.00	14,052.00	0.00	0.00	0.00	14,052.00
<b>Total 545800 · Maintenance-Facilities &amp; Imprv</b>	<b>1,394.13</b>	<b>4,164.33</b>	<b>26,325.98</b>	<b>18,928.72</b>	<b>0.00</b>	<b>328.88</b>	<b>51,142.04</b>
563800 · Utility Expense							
563801 · P G & E	0.00	5,496.35	24,381.18	58,119.48	0.00	0.00	87,997.01
563802 · Water	0.00	3,361.00	2,636.37	5,292.75	0.00	0.00	11,350.12
563803 · Sewer Fees	0.00	0.00	10,648.74	0.00	0.00	0.00	10,648.74
<b>Total 563800 · Utility Expense</b>	<b>0.00</b>	<b>8,857.35</b>	<b>37,726.29</b>	<b>63,412.23</b>	<b>0.00</b>	<b>0.00</b>	<b>109,995.67</b>
572200 · Employee Expense Reimb	0.00	0.00	77.33	0.00	0.00	0.00	77.33
585800 · Contract Expenses							
585801 · Audit Fees	0.00	0.00	10,996.72	0.00	0.00	0.00	10,996.72
585803 · Legal fees	0.00	0.00	11,882.50	0.00	0.00	0.00	11,882.50
585804 · Consultants	0.00	0.00	6,750.00	0.00	0.00	0.00	6,750.00
<b>Total 585800 · Contract Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>29,629.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29,629.22</b>
596600 · Program Specific Expenses							
596602 · Spec Act-ASP	4,613.00	0.00	0.00	0.00	0.00	0.00	4,613.00
596603 · Snacks-ASP	5,253.13	0.00	0.00	0.00	0.00	0.00	5,253.13
596604 · Supplies-ASP	6,524.94	0.00	0.00	0.00	0.00	0.00	6,524.94
596607 · Misc Exp-POOL	0.00	0.00	0.00	2,025.09	0.00	0.00	2,025.09
596608 · Misc Exp-ASP	2,111.39	0.00	0.00	0.00	0.00	0.00	2,111.39
596610 · Misc Exp-OFFICE	0.00	0.00	204.20	0.00	0.00	0.00	204.20
596611 · Misc Exp-OTHER	0.00	0.00	3,031.17	0.00	0.00	0.00	3,031.17
596612 · Social Events	0.00	0.00	0.00	262.78	0.00	4,032.49	4,295.25
596613 · Conferences/Seminars	1,552.72	1,437.65	1,519.01	1,550.00	0.00	15.00	6,074.38
596614 · Pool Supplies	0.00	0.00	0.00	3,335.14	0.00	0.00	3,335.14
596616 · Incrowd Rent	14,013.20	0.00	0.00	0.00	0.00	0.00	14,013.20
596617 · Seasonal Programs	0.00	0.00	0.00	0.00	0.00	158.32	158.32
596621 · EEC supplies	0.00	14,831.15	0.00	0.00	0.00	0.00	14,831.15
596622 · EEC Snacks	0.00	6,628.54	0.00	0.00	0.00	0.00	6,628.54
596623 · EEC Special Activities	0.00	1,440.37	0.00	0.00	0.00	0.00	1,440.37
596624 · EEC Misc	0.00	1,420.78	0.00	0.00	0.00	0.00	1,420.78
596626 · MISC EXP-SWIM TEAM	0.00	0.00	0.00	17,573.88	0.00	0.00	17,573.88
<b>Total 596600 · Program Specific Expenses</b>	<b>34,068.38</b>	<b>25,556.49</b>	<b>4,754.38</b>	<b>24,746.87</b>	<b>0.00</b>	<b>4,205.81</b>	<b>93,333.93</b>
6331 · Bond Interest Expense	0.00	69,052.50	0.00	0.00	0.00	0.00	69,052.50
6332 · Bond Principal exp	0.00	133,000.00	0.00	0.00	0.00	0.00	133,000.00
671200 · Telephone Service Charges	0.00	0.00	5,505.78	0.00	0.00	0.00	5,505.78
673100 · Insurance							
673101 · CAPRI-WORKERS COMP	6,483.87	6,483.87	8,856.00	7,807.16	948.85	948.85	31,626.60
673102 · CAPRI-GEN INS	0.00	0.00	79,663.00	0.00	0.00	0.00	79,663.00
<b>Total 673100 · Insurance</b>	<b>6,483.87</b>	<b>6,483.87</b>	<b>88,519.00</b>	<b>7,807.16</b>	<b>948.85</b>	<b>948.85</b>	<b>111,291.60</b>
7211 · Fixed Assets-Structures/Improve							
721100 · Fixed Assets-Structures/Impro	0.00	0.00	24,934.00	0.00	0.00	0.00	24,934.00
721101 · Construction In Progress	0.00	0.00	16,619.34	0.00	0.00	0.00	16,619.34
<b>Total 7211 · Fixed Assets-Structures/Improve</b>	<b>0.00</b>	<b>0.00</b>	<b>41,553.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41,553.34</b>
7311 · Fixed Assets-Equipment							
731100 · Fixed Assets-Equipment	0.00	0.00	11,503.21	15,256.44	0.00	0.00	26,759.65
731101 · Equip-Not Capitalized	4,000.00	1,823.25	3,769.43	0.00	0.00	0.00	9,612.68
<b>Total 7311 · Fixed Assets-Equipment</b>	<b>4,000.00</b>	<b>1,823.25</b>	<b>15,292.64</b>	<b>15,256.44</b>	<b>0.00</b>	<b>0.00</b>	<b>36,372.33</b>
<b>Total Expense</b>	<b>397,882.80</b>	<b>852,613.70</b>	<b>837,684.53</b>	<b>457,007.50</b>	<b>38,772.14</b>	<b>94,703.52</b>	<b>2,678,664.19</b>
<b>Net Income</b>	<b>446,681.14</b>	<b>259,471.99</b>	<b>359,174.42</b>	<b>-58,507.01</b>	<b>29,637.86</b>	<b>38,914.40</b>	<b>1,073,372.80</b>

#2625

CODE NO.	PAYABLE TO:	PURPOSE	AMOUNT
4161	AFTER SCHOOL MUSIC ACADEMY	PROG SPEC 4-6/22	2,646.00
4161	BRETT BURDETTE	PROG SPEC 4-6/22	1,350.00
4161	SCOTT PERLSTEIN	PROG SPEC 5-8/22	1,635.00
4161	PIED PIPER PLAYERS	PROG SPEC 4-6/22	2,347.80
4161	SHEEHAN'S MARTIAL ARTS	PROG SPEC 5-6/22	2,373.00
4631	GUARDIAN	INS 7/22	1,414.61
4631	KAISER FOUNDATION HEALTH PLAN	INS 7/22	9,749.93
5156	THE GREEN JANITORIAL CORPORATION	SERV 5/22	3,500.00
5156	HOME DEPOT PRO	SUPPLIES 5/22	622.48
5156	RECOLOGY	SERV 4/22	988.13
5423	KNORR SYSTEMS INT'L	POOL HEATER MAINT 4/22	1,007.89
5459	DAU PRODUCTS	POOL CHEM 5-6/22	4,056.23
5638	CA WATER	SERV 4-6/22	1,057.71
5638	PG&E	SERV 5-6/22	6,904.87
5856	E-IKON, LLC	IT CONSULTING 5/22	670.00
5856	SHUTE MIHALY & WEINBERGER LLP	LEGAL SERV 4/22	3,355.00
5966	PACIFIC SWIMMING	ST MEMB	2,184.00
	USBANK	SUPPLIES 4-5/22	9,867.90
	#5193-\$2,189.70, #5459-\$2,908.45, #5966-\$4,501.99, #5156-\$105.40, #6712-\$138.73, #5121-\$23.63		

55,730.55

THE ABOVE CLAIMS HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT.

PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST:

HIGHLANDS RECREATION DISTRICT

JUNE 14, 2022

DATE

INTERIM GENERAL MANAGER

MOTION HAVING BEEN DULY MADE AND SECONDED, THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE " CONTROLLER OF THE COUNTY OF SAN MATEO" FOR PAYMENT.

SIGNED & SEALED THIS 14TH DAY OF JUNE 2022

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## STAFF REPORT

Date: June 14, 2022

To: HRD Board of Directors

From: Monica Fellis, Administrative Supervisor

Re: Discussion/Motion: Authorize Board President to sign letter describing terms, including compensation, applicable to Mike Koenig's appointment as Interim General Manager

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### **BACKGROUND:**

Mike Koenig has been serving as acting/interim General Manager since Derek's departure (i.e., since May 10, 2022). Consistent with Board direction on May 16, 2022, this interim period is to last until August 8, with adjustments as described in the attached letter.

### **RECOMMENDATION:**

The Board of Directors may agree to provide Mike with all of his current compensation as K-9<sup>th</sup> Child Care Director (i.e., \$6,970.34 per month with the usual benefits applicable to all staff) plus an additional \$2,742.66 per month during his service as acting/interim General Manager. During this interim period, the Board of Directors will evaluate Mike in this position. Likewise, Mike will evaluate the position to determine whether he would potentially like to serve as the General Manager on a permanent basis. Within this interim period, Mike's previous Child Care Director role will not be filled. Rather, the additional duties will be dispersed to other HRD staff, and they will receive additional pay. Additionally, the Board understands and expects Mike will retain a consultant with relevant public sector experience to assist and advise him as he becomes familiar with performing general manager duties.

These terms are described in the attached proposed letter. The Board is being asked to authorize the Board President to sign the letter. It would then be provided to Mike on June 15 for his signature.

The Brown Act (Government Code section 54953) requires that "the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive". Prior to voting on this item, the Board should orally summarize the compensation being approved. For example, the Board could state: "During Mike's service as acting/interim General Manager, he would receive his current compensation as K-8<sup>th</sup> Child Care Director (i.e., \$6,970.34 per month with the usual benefits applicable to all staff) plus an additional 4,742.66 per month." Additionally, staff is requesting Board input regarding scheduling of a closed session to evaluate Mike's performance as interim general manager and discuss whether, and on what terms, it would like to ask Mike to stay on in the general manager position on a permanent basis. Potential dates include July 26 at 6 or 7 pm and August 9 at 6 pm.

**ATTACHMENTS:**

- A. General Manager Appointment Terms Letter





## Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

[www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

*"A Community Place to Learn, Grow & Play"*

June 15, 2022

Mike Koenig

via hand-delivery and email

Dear Mike,

Thank you for your service to the Highlands Recreation District. This letter memorializes the Board's direction and discussion at its public meetings on May 16, 2022, and June 14, 2022.

Your initial appointment as acting/interim general manager will be for up to 90 days, with adjustments as described below. That 90-day period started running on May 10 and will continue until August 8. During this temporary appointment, you will evaluate whether you would potentially like to stay on in the general manager position on a permanent basis. The Board will, likewise, evaluate your performance as interim general manager. During this temporary appointment, you will continue to receive all the compensation associated with your prior position (K-8th Child Care Director) plus an additional \$2,742.66 per month. Additionally, the Board understands and expects you will retain a consultant with relevant public sector experience to assist and advise you as you become familiar with performing general manager duties.

While you are serving as interim general manager, the District will not permanently fill your prior position. Instead, the duties of that position will temporarily be performed by other HRD staff, who will receive corresponding additional pay. If at any time between now and August 8 you decide you would prefer to return to your prior position and not be considered for the permanent general manager position, please provide written notice of your decision to the Board. In that situation, the Board would endeavor to commence a general manager recruitment process as soon as possible. You would return to your prior position thirty (30) days after your notice to the Board, unless you and the Board mutually agree to extend your service as interim general manager during the recruitment process, with compensation continuing as described above.

Prior to August 8, the Board intends to conduct a closed session evaluation of your performance as interim general manager and determine whether it would like to ask you to stay on in the general manager position on a permanent basis. In that event, the Board would direct its designated representative to negotiate with you regarding the relevant terms of such a permanent appointment. If the Board instead determines that it would be best to recruit someone else to be the permanent general manager, it will endeavor to commence that recruitment process as soon as possible. In that

situation, you and the Board may mutually agree to extend your service as interim general manager during the recruitment process, with compensation continuing as described above.

Sincerely,

---

Michelle McNeil, President  
HRD Board of Directors

Accepted and Agreed:

---

Mike Koenig





## STAFF REPORT

Date: June 14, 2022

To: HRD Board of Directors

From: Mike Koenig, Interim General Manager

Re: Discussion/Motion: Award a contract to G&G Builders, Inc. for the construction of the HRD Playground and Sports Court Renovation Project, authorize a 10% contingency and increased project budget, decide which add alternate items to include in the award, and provide direction to staff regarding possible re-bid of other add alternate items.

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### TIMELINE:

At the regular board meeting on May 10, the Board deferred award of the contract to the June 14 meeting. The District has 60 days from the bid date of April 29, 2022 (ending 6/28) to avoid re-bidding the project. Staff reached out to G&G Builders to get a better understanding of the project's timeframe. If contract is awarded in June, the project wouldn't start until mid-September at the earliest. This is an ideal time to start construction as it would significantly reduce the impact to programs.

### DISCUSSION:

The District received a single bid for the playground and sports court renovation project. The only bid received was from G&G Builders, Inc. for a base bid amount of \$197,433. The base bid was approximately \$15,000 higher than the project estimate. The base bid scope of work does not include any of the add alternate items that were solicited as part of the bid.

(Playground Drinking Fountain – ADD ALT 8). The bid for the fountain was \$9,414. After review of the bid documents, it was discovered that the playground drinking fountain was not being replaced and instead listed as an Add Alt. This water fountain is currently not functioning correctly and should be replaced. Staff reached out to Community Playgrounds and was informed that the existing fountain would remain in place and untouched unless Add Alt 8 is accepted. The board could approve option #2 or #3 and include the fountain in the project together, or direct staff to pursue replacement of the fountain at a later date.

(Sports Court Lighting – ADD ALT 1). The bid for lighting was \$67,788. The board could approve option #3 and do the entire project at once, decide not to pursue lighting, or direct staff to rebid the lighting component separately, which could possibly result in a bid that is closer to the estimate provided by Leaf Engineers (approximately \$30,000). Additional funding will need to be authorized by the Board at a future meeting if it wishes to pursue the rebid course of action.

**FISCAL IMPACT:**

The HRD Playground and Sports Court Renovation project funding is through the State’s Proposition 68 Per Capita Grant program with a maximum reimbursement of \$177,952. The grant program requires a 20% match which would require the District to contribute up to \$44,488 for a total project amount of \$222,440. The project budget was approved by the Board at the regular board meeting on December 14, 2021.

**Project Budget Option #1**

Construction (\$197,433) plus 5% or 10% contingency	5% \$ 207,305	10% \$217,177	
Community Playgrounds Inc. (Playground Design)	\$ 9,325	\$ 9,325	
Leaf Engineers (Lighting Design)	\$ 5,500	\$ 5,500	
<b>Total:</b>	<b>\$ 222,130</b>	<b>\$ 232,002</b>	
<i>Approved Budget:</i>	<i>\$ 222,440</i>	<i>\$ 222,440</i>	
<i>Additional District Contribution</i>	<i>Difference:</i>	<i>\$0.00</i>	<i>\$ 9,562</i>

**Project Budget Option #2**

Construction (\$197,433) plus 5% or 10% contingency	5% \$ 207,305	10% \$217,177	
ADD ALT 8 (Playground Drinking Fountain)	\$ 9,414	\$ 9,414	
Community Playgrounds Inc. (Playground Design)	\$ 9,325	\$ 9,325	
Leaf Engineers (Lighting Design)	\$ 5,500	\$ 5,500	
<b>Total:</b>	<b>\$ 231,544</b>	<b>\$ 241,416</b>	
<i>Approved Budget:</i>	<i>\$ 222,440</i>	<i>\$ 222,440</i>	
<i>Additional District Contribution</i>	<i>Difference:</i>	<i>\$9,104</i>	<i>\$18,976</i>

**Project Budget Option #3**

Construction (\$197,433) plus 5% or 10% contingency	5% \$ 207,305	10% \$217,177	
ADD ALT 8 (Playground Drinking Fountain)	\$ 9,414	\$ 9,414	
ADD ALT 1 (Sports Court Lighting) Actual Bid \$67,788	5% \$ 71,178	10% \$ 74,567	
Community Playgrounds Inc. (Playground Design)	\$ 9,325	\$ 9,325	
Leaf Engineers (Lighting Design)	\$ 5,500	\$ 5,500	
<b>Total:</b>	<b>\$ 302,722</b>	<b>\$ 315,983</b>	
<i>Approved Budget:</i>	<i>\$ 222,440</i>	<i>\$ 222,440</i>	
<i>Additional District Contribution</i>	<i>Difference:</i>	<i>\$80,282</i>	<i>\$93,543</i>

**RECOMMENDATION:**

Staff recommends the Board award a contract to G&G Builders for the construction of the HRD Playground and Sports Court Renovation project. Staff recommends the Board select one of the three options outlined above in making the award. Staff also recommends the Board authorize a 10% contingency and an increase in the previously approved budget for the project. Finally, the Board may wish to direct staff to pursue re-bid of any add alternate items not included in the option selected by the Board.



## STAFF REPORT

Date: June 14, 2022

To: HRD Board of Directors

From: Monica Fellis, Administrative Supervisor

Re: Discussion/Motion: re: Resolution calling for Elections on November 8, 2022

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### **BACKGROUND/DISCUSSION:**

According to the Highlands Recreation District bylaws, elections are to be held every two years. This year, 2022, falls in line with California's gubernatorial election and therefore three of HRD's Board of Directors must be elected.

The letter received from the office of Mark Church is as stated below.

The November 8, 2022 Statewide General Election promises to be one of the largest elections in the history of San Mateo County. State law requires that each special district provide the following information to the Chief Election Officer no later than July 6, 2022 (125 days prior to the election):

- Map showing the jurisdiction's boundaries effective for the election.
- Elective offices to be filled, specifying which offices, if any, are for the balance of an unexpired term and whether the election will be conducted at-large or by district.
- A policy statement determining whether:
  - a candidate's statement will be limited to 200 or 400 words; and
  - the candidate or the jurisdiction will pay for the candidate's statement.

*(Elec. Code, §§10522, 10509, 13307.)*

A resolution template calling for an election for approval by your board is enclosed for your convenience. Also enclosed are two additional forms, the "Candidate Policy Form" and "Administrative Contact & Incumbent List."

Completion and return of all three documents, plus the map showing your jurisdiction's boundaries, will fulfill the jurisdiction's obligations for this election. Please mail or deliver them no later than July 6, 2022 to:

Registration & Elections Division  
Attn: Michelle Yue, Candidate Filing Representative  
40 Tower Road

San Mateo, CA 94402

Sincerely,



Mark Church

**RECOMMENDATION:**

Staff recommend the Board adopt Resolution No. 2022-03, approving the resolution calling for Elections on November 8, 2022.

**ATTACHMENTS:**

- A. Resolution No. 2022-03
- B. Administrative Contact and Incumbent List
- C. Candidate Policy Form for Special Districts
- D. Highlands Recreation District Boundary Map



## RESOLUTION NO. 2022-03

### **A RESOLUTION OF THE HIGHLANDS RECREATION DISTRICT CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 8, 2022 FOR THE ELECTION OF THREE MEMBERS OF THE GOVERNING BOARD**

The Governing Board of the Highlands Recreation District hereby resolves as follows:

**WHEREAS**, an election is hereby called to be held in and for the Highlands Recreation District on November 8, 2022 to elect three members of the Governing Board for a full term of four years.

**WHEREAS**, pursuant to Elections Code 10002, the Governing Board of the Highlands Recreation District hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the “Chief Elections Officer”) as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on November 8, 2022.

**WHEREAS**, the election to be held on November 8, 2022 will be conducted at-large.

**WHEREAS**, pursuant to Elections Code 10509, not less than 125 days prior to the date of the election, the jurisdiction secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

- (a) The elective offices of the jurisdiction to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.
- (b) Whether the jurisdiction or the candidate is to pay for the publication of a candidate statement.

**WHEREAS**, pursuant to Elections Code 10522, not less than 125 days prior to the date of the election, the Highlands Recreation District shall deliver to the Chief Elections Officer a map showing the boundaries of the jurisdiction and the boundaries of the divisions of the jurisdiction, if any, within the County and a statement indicating in which divisions a member of the Governing Board is to be elected and whether any elective officer is to be elected at large at the next general district election.

**WHEREAS**, the General Manager of the Highlands Recreation District hereby is authorized and directed to enter an Elections Service Agreement with the Chief Elections Officer regarding the election to be held on November 8, 2022 to outline the detailed services to be provided by both the Highlands Recreation District and the Chief Elections Officer.

**WHEREAS**, the Chief Elections Officer shall send an itemized invoice to the Highlands Recreation District for all services provided pursuant to the Elections Service Agreement after the election is conducted and all related costs are determined. The Highlands Recreation District agrees to submit payment on the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice.

**BE IT FURTHER RESOLVED** that pursuant to Elections Code 13307, each candidate for the Governing Board to be voted in the election to be held on November 8, 2022 may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer. Such statement shall be limited to 200 words. The prorated costs of printing, mailing and translating the statements shall be paid by the candidate.

*I hereby certify the foregoing Resolution was duly and regularly passed and adopted by the Governing Board of the Highlands Recreation District at a regular meeting thereof held on this 14th day of June, 2022, by the following votes:*

AYES:

NOES:

ABSENT:

HIGHLANDS RECREATION DISTRICT  
SAN MATEO COUNTY, CALIFORNIA

By \_\_\_\_\_

President, Board of Directors

ATTEST:

By Monica Fellis  
Board Secretary

I, Monica Fellis, do hereby certify that I am the District Secretary of the Board of Directors of the HIGHLANDS RECREATION DISTRICT and that the above is a true and correct copy of the Resolution adopted by the Board of Directors of said District at a meeting of the Board held on the 14th day of June 2022.

**Administrative Contact & Incumbent List Form  
for the November 8, 2022  
Statewide General Election**

**Official District (Jurisdiction) Name:** Highlands Recreation District

Primary Administrative Contact		
Name <b>Mike Koenig</b>		Phone <b>650-341-4251</b>
E-mail <b>mikek@highlandsrec.ca.gov</b>		Fax <b>650-349-9627</b>
Secondary Administrative Contact		
Name <b>Monica Fellis</b>		Phone <b>650-341-4251</b>
E-mail <b>monicaf@highlandsrec.ca.gov</b>		Fax <b>650-349-9627</b>
Complete List of Incumbent Board Members – Also Name Incumbent’s Trustee Area/Subdistrict Area if Elected by District – Circle Appointed or Elected		
Name <b>Michelle McNeil</b>	Trustee Area/Subdistrict Area	Most Recent Date (Appointed / <b>Elected</b> ) <b>November 2018</b>
Name <b>Shirin Bakhshay</b>	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / <b>Elected</b> ) <b>November 2020</b>
Name <b>Eric Olbekson</b>	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / <b>Elected</b> ) <b>November 2018</b>
Name <b>Pamela Merkadeau</b>	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / <b>Elected</b> ) <b>November 2020</b>
Name <b>Andrew Aquino</b>	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / <b>Elected</b> ) <b>November 2018</b>
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)

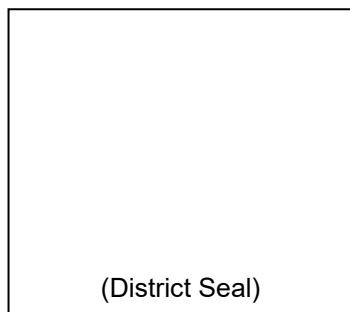


**Candidate Policy Form for Special Districts  
November 8, 2022  
Statewide General Election**

**Please complete and return this form by July 6, 2022 (EC §§10509, 10522)**

**Our District Board adopts the following policies effective for the November 8, 2022 Statewide General Election:**

<b>1</b>	The <i>number of members</i> to be elected to the Governing Board for a <b>4-year term</b> : <u>3</u>				
	Names of incumbents currently holding these seats (Indicate Sub District if election is by district)				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name Michelle McNeil</td> <td style="width: 50%; padding: 5px;">Name Eric Olbekson</td> </tr> <tr> <td style="padding: 5px;">Subdistrict</td> <td style="padding: 5px;">Subdistrict</td> </tr> </table>	Name Michelle McNeil	Name Eric Olbekson	Subdistrict	Subdistrict
Name Michelle McNeil	Name Eric Olbekson				
Subdistrict	Subdistrict				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name Andrew Aquino</td> <td style="width: 50%; padding: 5px;">Name</td> </tr> <tr> <td style="padding: 5px;">Subdistrict</td> <td style="padding: 5px;">Subdistrict</td> </tr> </table>	Name Andrew Aquino	Name	Subdistrict	Subdistrict
Name Andrew Aquino	Name				
Subdistrict	Subdistrict				
<b>2</b>	The <i>number of members</i> to be elected to the Governing Board for a <b>2-year term</b> (if applicable to fill balance of an unexpired term): _____				
	Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s)				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name</td> <td style="width: 50%; padding: 5px;">Name</td> </tr> <tr> <td style="padding: 5px;">Subdistrict</td> <td style="padding: 5px;">Subdistrict</td> </tr> </table>	Name	Name	Subdistrict	Subdistrict
Name	Name				
Subdistrict	Subdistrict				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name</td> <td style="width: 50%; padding: 5px;">Name</td> </tr> <tr> <td style="padding: 5px;">Subdistrict</td> <td style="padding: 5px;">Subdistrict</td> </tr> </table>	Name	Name	Subdistrict	Subdistrict
Name	Name				
Subdistrict	Subdistrict				
<b>3</b>	Election type				
	<input checked="" type="checkbox"/> <b>At-large:</b> Each governing board member shall reside in the jurisdiction and shall be elected by the registered voters of the entire jurisdiction				
	<input type="checkbox"/> <b>By district:</b> Each governing board member shall reside in the sub district area where she or he seeks to represent and shall be elected (choose one):				
	<input type="checkbox"/> By the registered voters of that particular sub district area <input checked="" type="checkbox"/> By the registered voters of the entire jurisdiction				
<b>4</b>	The word limit for a candidate statement will be (EC §13307)				
	<input checked="" type="checkbox"/> 200-word statement <input type="checkbox"/> 400-word statement				
<b>5</b>	The cost of the candidate's statement sent to each voter will be paid by (EC §13307)				
	<input type="checkbox"/> District (Jurisdiction) <input checked="" type="checkbox"/> Candidate				



\_\_\_\_\_  
Signature of the General Manager or Administrator and Date

Mike Koenig, Interim General Manager  
\_\_\_\_\_  
Print Name and Title

Highlands Recreation District  
\_\_\_\_\_  
Official District Name (*to be used as ballot heading*)



# Highlands Recreation District Boundary Map

- Highlands Recreation District Parcels
- Highlands Recreation District Boundary
- Parcels

