

**HIGHLANDS RECREATION DISTRICT BOARD MEETING  
MINUTES**

**Tuesday, March 12, 2019**

*WJH*  
*4/17/19*

**Attendees**

**Board Members:**

Eric Olbekson  
Pam Merkadeau arrived 7:08 p.m.  
Christopher Gurr arrived 7:05 p.m.  
Andrew Aquino  
Michelle McNeill

**Staff:**

Cathy Haas  
Amanda Armstrong  
Mike Koenig  
Jeff Schwartz  
Kay Erikson  
Dave Kershaw arrived 7:10 and left at 7:45

**1. Call to Order**

The meeting was called to order at 7:02 p.m. by Board Member EO.

**2. Review and Approval of the Minutes**

Board Member AA made a motion, MM second, to approve the minutes of the regular meeting February 12, 2019.

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

**3. Introduction of Guests**

Linda Siguenza, Brent McKenzie and Chris Ford

**4. Communications, Announcements & Public Comments**

Linda and Brent present to support the work of Swim Team Coach Dave Kershaw

Good of the Order moved up:

**9. New Business**

a. Discussion/Motion: Create job for Swim Coach

Board member EO made a motion to create the Swim Team Coach position as non-exempt, salaried and .6 FTE with a salary range of \$39,000-\$48,000. CG made a second to the motion. The motion passed unanimously.

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

Good of the Order moved up

**8. Old Business**

b. Discussion/Motion re: Award Bid for Bathroom/ADA/Retrofit Project

Board member AA made a motion and CG second, to reject all bids for the HRD Renovation Project. The motion passed unanimously.

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

**5. Manager's Report**

a. Programming

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

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- 4. ASP – see staff report
- b. Facility & Grounds**
  - 1. See Manager’s report.
- c. Administration**
  - 1. See Manager’s report.

Moved discussion of ASP Fees to April Meeting.

**6. Committee Reports**

- a. Ad Hoc Open Space- working with CAL Fire and the County to work as a collective unit with neighboring private and public landowners to access resources for fire mitigation.
- b. Ad Hoc Building Committee- shared progress on bid process.

**7. Financial Report**

- a. Monthly Statement

**8. Old Business**

- b. Discussion/Motion re: Award Bid for Pool Boiler RFP

Board Member AA made a motion, MM to second to authorize the General Manager to award the removal and replacement of pool boilers to the lowest responsible bidder without the extended warranty. The motion passed unanimously.

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

**9. New Business**

- b. Discussion/Motion re: amending budget to reflect post audit starting fund balance.

Board Member AA made a motion to amend the budget to reflect the post audit starting fund balance, implementing option A. MM to second. Motion passed unanimously.

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

- c. Upcoming Meetings: April 17, May 14 & June 11

**10. 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

**11. Adjournment**

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

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

Meeting adjourned at 8:42 PM