

Ladera Recreation District
Board Meeting Minutes
March 21st, 2022

Meeting called to order at 7:05 pm at the LRD

Board Roll Call: Bob Felderman, Brian Wall, Jen Coleman, Leslie Anglada, Calin Thomas

LRD Team: Di Gow, Rodney Centeno, Anna Plume

Public: Bruce Beron

Public Discussion

- No discussion

Minutes From Prior Meeting Approval

- Motion made to approve meeting minutes from February 9th 2021 with amendments discussed; seconded; 5-0 approved.

Finance Discussion

- Review of documents
- Review **Feb 2022 Profit and Loss**
 - For details on profit and and loss, more info will soon be in an in-progress budget detail sheet; goal is to enable comparison to the approved budget
- Optimistic that with deeper transition into QuickBooks we will make many manually intensive processes more efficient
- Intent is to work towards more proactive communication on financial metrics
- CD coming due in October
 - Want to be thinking about what to do with those funds
 - Anna to work with Sue/Di on details re: moving funds
 - Re: CDs in Morgan Stanley
 - Once CD matures - we can roll into the balance + money market into county.
 - \$11k is in Morgan Stanley, just need to firm up where to move
 - Agreed upon approach - Move the \$11k to San Mateo County; then in next couple months can decide what we do with additional funds.
- Operating Cash is currently high primarily due to a decent last year; discussion re: next steps...move to capital reserve?
 - Historically track different funds earmarked separately (e.g. capital reserve, pool, asset replacement, etc); somewhat of a tracking challenge; e.g. logical vs physical accounts

- Suggestion is to keep ~300-400k in Operating Account
- Plan: move \$100k to pool fund now, and then revisit/possibly move more 6 months from now
- Motion Made - rescind Feb directive on allocation of interest - approved 5-0
 - Take interest from 2021 and allocate across reserve funds - approved 5-0
 - Motion to take \$100k from profit from 2021 operating accounts and move into a Chase Pool Account to be part of pool fund/accessible to use - approved 5-0
- Interest on the loan for the new pool; should be paid from the operating cash
- Reviewing **LRD Feb 2022 Monthly Reports Pool Donation Fund V1** document
 - We see on other sheets - aligned not critical to have at board meetings
- Looking at **LRD Feb 2022 Monthly Reports Construction payments YTD**
 - Some dot connecting to do with Audit - some of the numbers need to go to the state - we don't have the report yet from the accountant; ideally we get the audit report earlier in the year to report to the state
 - Di to share 2020 report with Anna
- Thanks to Anna for stepping through the documents and Jen for the partnership!

Managers Report

- Memberships - 110 Non-Resident families; bumped up a bit as some families thought their membership automatically renews (which it does not)
- Early Bird period ends March 31 - so will send out communication
- Schools adding memberships to fund raising drives
- April swim - sign ups coming in, hoping to bring in a few more
- Marla swim lessons - sign ups went quick
- Camp Ladera - sign ups and counselors coming back, looking good
- Jane working swim team stuff; Jane and Rodney meeting frequently
- Lifeguard training - on April 24th; more sign ups available. Have to be 15 at date of course start
- Water run-off issue. Looking to ID source of problem
 - Likely some work to do
 - Issue probably has been going on for many years and just noticing.
 - Looking into solving in a reasonable manner and working through appropriate responsibilities.
 - Need to walk around with hose, see if we can figure out where it's coming from
 - More updates to come
- Guest Policy Discussion
 - Drop In Fee / Daily Usage
 - Haven't had drop ins for last 2 years - considerations:
 - short season
 - pandemic; state still in underlying pandemic protocol
 - we can change in the future if we want
 - obligation is to the district - we have the right and ability to manage flow based off occupancy
 - Tabling discussion for now; to sync up with legal team
 - Going to keep with last years policy for now
- St Patrick's Day Celebration - thanks to Karen Fryling - was great
- Food trucks keep coming!

- Ice machine - working now
- Tennis Court lights - new LED lights replaced on March 10th and 11th
- Tennis Court resurfacing - going out for 3rd bid; big difference in 2 received so far
- Bocce ball court- has been refreshed with new granite
- Trees tuned up / pruned back
- Parking Lot lights tuned up
- Di / Rodney working transition; Di's last date is May 31 2022
- Other topics
 - People can rent the room now; e.g. parties
 - Memorial Day - in progress on plan for weekend

Pool Committee Discussion

- Because of change of scope - updated plans - cut out the wading pool. Had to sign some amendments on Jan 26; had to recalculate concrete and landscape. Also updated construction docs for the RFP.
- Neighbors got notice of intent; no opposition filed
- According to planning department and plan checker; we are just waiting for past April 30th - this is end of wet weather season. And then working through some additional info on competition pool
- RFP - spending time on this - e.g. with our attorney on what Ts&Cs should look like; Laura has been very helpful with significant similar experience
- Architects are updating documents
- Timing plan:
 - Goal - to publish RFP Friday, March 25th.
 - April 4th - going to have a walk through with construction firm interested in bidding- will have a week/weekend to look at plan documents and do walk
 - April 22nd - due date for questions
 - Anything we communicate back out - we create an addendum for any questions - April 29
 - May 6 - to collect bids with formal review process
 - Sometime in May to select the contractor - go back/forth and sign
 - June/July to organize; contractors lining up subs, etc
 - August 8th - notice - give construction firm a week and they need to start w/in a week so tracking to August 15th for construction start; debated August 1 but agreed that cuts too deeply into summer season while school still out
 - Goal is to be done by April 15th 2023 and then have certificate of occupancy by that date - meaning, county has signed off by then. And then opening up the pool on April 30th.
- Working hours - balancing need to make deadlines with construction noise and school/commuting traffic flow
- Contractor will have a lot of material - we will allocate some part of parking lot for construction. Woodland won't be parking in the lot.

Final Topics Discussed

- Di/Rodney going to discuss if we have a professional clean up before opening up
- Pickleball - all good to reserve Court 2 on Sunday afternoon for pickleball. Alignment that the LRD should not pay for rackets (e.g. we don't pay for people's tennis racquets)

and same for court tape at this point.

Motion to close meeting 9:50; all approved

Public Meeting adjourned at 9:50 PM

Next meeting:

Planned for 7:00 pm on Monday, April 20th, 2022

Respectfully submitted: Brian Wall