

**Ladera Recreation District
Board Meeting Minutes
October 19, 2016**

Public meeting called to order at 7:36 pm.

Board Roll Call: Inger Rarick, Bob Felderman, Brian Wall, Randy Cook

Also attending: Di Gow, Hilda Friedman, Marcia Hankensen

Election of New Officers

There was a motion to elect Bob Felderman as Board President. It was seconded and all approved, 4-0.

Public Comment

No comments discussed.

Discussion of minutes from September meeting

Minutes are approved 4-0.

Review of Financial Status

Projections point towards net income ahead of budget for fiscal year 2016.

There was a general discussion on building up a framework of guidelines and/or policies to help monitor spending. District operating expenses are ahead of plan for 2016 and there was general alignment that there are process improvement opportunities in this area. Marcia to help pull together some sample documentation.

Once pool closes down alignment reached that we should review/act as necessary on financial accounts (e.g. bank checking and savings, investment, Paypal, etc.) to make sure they have appropriate signatories, account owners listed, etc.

Manager's Report

- New pool controllers received and soon to be installed
- Lifeguards have been great covering during this generally quiet time of year
- Soon have an inspection by CAPRI – our liability / safety inspector. The management team is actively working through preparation work required for that; e.g. documentation, emergency action plans, facilities, sandbox walls, cracks in walkways, etc. Last CAPRI inspection was successfully completed in March 2015.
- Inspection after pool resurfacing identified some issues:
 - There are 7 inlets that need protected covers. Also supposed to be a black line on the stairs. Will have to drain pool down to bottom stair.
 - Still researching details, timing, and costs associated for this work.

Website

- Researching alternatives to current website system.

- Current system does not handle payment processing and website maintenance effectively. Management and staff end up having to do a lot of manual processing as a result of the current system.
- Current provider is requesting that we find an alternative provider and that no maintenance will be handled in 2017.
- More research and follow ups over the next month so we can act in short order and be ready to handle next year's sign-ups in Feb/March timeframe.

After discussion the board agreed via a unanimous 4-0 vote to donate three full family swim and tennis memberships for local public school supporting foundations; one each for the LLEF, Woodside High, and MA foundations.

Board Member Opening

The board discussed community members to reach out to and gauge interest in filling Karen's empty board seat. Inger also has expressed that she is looking to resign in the upcoming months so this was included as part of the discussion. With additional input the remaining board members will work towards appointment of two new board members.

Discussion regarding LRD Management Structure

Marcia has been working closely with the LRD management team to document a proposed organizational structure based off input from board discussions and management transitions over the past couple months.

There was board alignment to move forward with the proposed organization structure that in general moves from a "co-manager" shared lead role to a more hierarchical structure, with full time general manager and assistant manager positions, and an additional part time assistant as required during the high season.

Marcia and Di will start actively looking for the assistant manager position starting in early November.

Meeting Adjourned at 9:35 pm

Next meeting:

Scheduled for 7:00 pm on Wednesday, November 9th, 2016

Respectfully submitted: Brian Wall