

**Ladera Recreation District
Board Meeting Minutes
02/19/2015**

Public meeting called to order at 7:17pm

Board Roll Call - Karen Fryling, Inger Rarick, Peter Caryotakis

LRD management: Perry Roberts

Public attending: John Rafter (for pool committee update)

- Minutes from the Jan 14th meeting were discussed and approved.
- No Public Comments

Next Meeting: March 11th, 2015

Manager's Report (Perry distributed. Separate attachment)

- Woodland school update: Waiting on agreement between Woodland insurers and our providers – CAPRI. We will continue to follow up with the school.
- Alpine Tennis – They can't grant us access for our lap swimmers in exchange for renting court space and time. Next steps: They have to work out internal issues. They agreed to 25% revenue share arrangement. Potentially three instructors.
- Safety Audit – CAPRI scheduled for this week – had to move it to March 5th.
- Reserve Analysis Update – **VOTE:** to approve the proposal for analysis (\$4.8K). We need to review the contract. But approve to spend up to this amount.
- CDs – CDs with Morgan Stanley mature next week. Discussion on where to invest the funds. Most districts don't do the bond market. Recommendation to invest in staggered CD maturity – 1 yr = .5%; 2 year = .8 -.85% and 3 year = 1.3%. We will agree to put 2/3rd into 1 year maturity and 1/3rd into 3 year maturity. **VOTE** – We will invest the current CDs as follows: 2/3rd into 1 year maturity (.5%) and 1/3rd into 3 year maturity (1.3%).
- Opening Day Preparation – see attachment. For the baby pool – we agree to have a rotating pool guard when the pool is crowded. We have diving block covers now. We are short one handicap parking space. Peter will send us the parking law/ requirements to review. (If we are out of compliance we will adjust.)

Review Prep for Community Pool Meeting 2/24/2015

- Add to the ppt role of the pool committee versus role of the board as it relates to the possible pool project
- Committee agreed to distribute the flier to post these to everyone in the community.
- Sandwich boards on the island entrances
- Traditional list serve and LDR list channels
- TWO meetings 2pm and 730pm.

- Two presentations. One at 2pm and one at 730pm:
 - o Part one – background: who we are, what we are trying to accomplish, results of survey responses.
 - o Part two – Present back what we think we heard from the community. Summaries of the survey. Also introduce Trish to the community. For her to listen to the community (80%) and present how she thinks about aquatics (20%). She should have a framework for collecting information from the community. Pool committee member will collect information.
 - o **Board requested that we have the first part of the presentation sent to us (the roles, whos who, purpose and what we are trying to accomplish. Ideally to help define to the community the LRD board role versus the pool committee role.) Also requested that we know who will be presenting at each meeting and who will be capturing/recording notes from the community.**

- Budget:
 - o Reviewed \$659K income. \$311K Payroll. \$251K Overhead. Fixed assets: \$60,500. Net cash = \$36K. Perry will provide expense and revenue for swim team. The 2015 budget was approved by the board. (separate budget attachment)

- Update on Hiring process:
 - o Opened up the search to Craigs list and American Parks and Rec Association. 20 additional resumes. Inger will send full update to the board.
 - o UPDATE:
 - o
 - o Speak to Marcia – update her

Update from Inger

1. FOCUSED JOB DESCRIPTION: We worked as a board to re-focus the job description so that we could hire for a specific role. Someone with specific experience and background. (Rec dept experience, programs experience, marketing and leadership experience, membership, cultural fit with LRD. See job description and requirements.) This took longer than I would have liked.

2. DEFINE PROCESS: Met with Marcia on the best process to follow as this is her expertise. We defined a process and we followed it. It included being very targeted and focused. We tapped individuals that we thought would be a good fit. We called Alpine, Ladera Oaks, Burgess. We posted it to the Ladera list serve and PV forum.

3. I was expecting at this stage that we would have 10 or so interested candidates and then we would schedule coffee meetings to filter, then bring 2 candidates to the board. Then schedule larger panel interviews to help us identify which candidate was a better choice.

4. Unfortunately - We did not have enough candidates. We had one strong candidate, Suzan, who

Wendy and Perry had identified several months back. She sent in her resume, she had coffee meetings with all of the board. At this point, the board seemed to like her, but requested that we open up the job search for more candidates to assure that we were considering all options.

5. JOB POSTINGS: I have now posted the job description to Craig's list and to the National Parks and Recreation Association website. I have a specific gmail account where all resumes are being sent. NOTE: Board members are more than welcome to log into the gmail and review the resumes. To date I have 20 resumes. I have put them into two folders - ResumesNo and ResumesMaybe. I filtered three into the Maybe category. I brought those three to the board mtg. (My opinion is that none of them are as qualified as Suzan. But I welcome board input.)

6. TIMING: We will keep to the first part of the schedule - I will keep the job posting open until Feb 28th. If we have more strong candidates that we want to consider, then we will follow the rest of the defined timeline. Goal: have a few more potential candidates surface between now and March 5th. Schedule coffee meetings with board members and potential candidates. Narrow it down to 2 or 3 strong candidates. Then schedule panel interviews that include a few community members. However, if we do not have multiple strong candidates, then I do not recommend a panel interview that includes community members. HOWEVER, if we do not have any more qualified candidates by March 5th, then we will discuss next steps. (Obviously we have the risk of losing Suzan if we take too much more time. In addition to the additional cost for Wendy. Not to mention the high season is fast approaching.) Our objective as the board is to focus on hiring the best possible person for the job.