**Ladera Recreation District**

**Board Meeting Minutes**

**September 19th, 2022**

**Meeting called to order at 7:12 pm at the LRD**

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

**LRD Team:** Di Gow, Susan Suesser

**Public**: Bruce Beron

**Public Discussion**

* No discussion

**Minutes From Prior Meeting Approval**

* Review of August 11th, 2022 Regular Meeting Notes
  + Motion to Approve with minor edits, Seconded, Approved 5-0
* Review of Special Session Meeting Notes - August 20th, 2022
  + Motion to Approve, Seconded, Approved 5-0
* Review of Special Session Meeting Notes - August 24th, 2022
  + Motion to Approve, Seconded, Approved 5-0

**Managers Report**

* Every other year - update conflict of interest code for the district
  + Approval of rules generated by the California Fair Political Practices commission
  + Worked with General Counsel for language specific to the LRD
  + If approved:
    - Forwarded to San Mateo county for final approval
  + Resolution to approve No 2022-02
    - Motion to approve; seconded, approved

**Finances**

* Camp, Tennis Court Rental, Non-Resident and Resident fees generated were more than what was budgeted
* Two Morgan Stanley CDs are coming due, and one remaining; intent is to move ~205k to county when they come due in October
* Explore T-Bills - to revisit at end of October
  + e.g. maybe a 6 month T-Bill
    - Mgmt team to see if Chase can sell us T-Bills
    - Any other options? e.g. existing brokerage account (may have restrictions)
* Discussion: revisit cash availability to pay construction bills?
  + $1.2 M loan
  + Restrictions on taking funds out of San Mateo county - a certain amount each month
  + Alignment that we could likely stash cash away for ~6 months
* LRD Construction Costs
  + Legal fees - manage closely

**Managers Report - Sue**

* Cleaning/organizing continues
* Upper office emptied
* Working through closing out significant amount of open items
* Tennis program
  + Instructor led program is full
  + Receiving very positive feedback and relationship with instructors is solid
  + On radar to discuss rental arrangement this winter
* Database
  + Reconciling Sportsman system fees, revenues, outstanding payments due from swim team banquet, swim lessons, etc.
* Discussion on drainage
* Woodland Discussion
  + Porta Potty by the Bocce court - removed
  + Tree removal of a few dead trees by Bocce court - estimates/action in progress
* Pool Construction
  + Meetings every Tuesday at 10:30
  + Work through binders full of RFIs; submittals and change orders
  + 3rd Party Special Inspection process - taken care of
    - Tests strength of rebar, other construction build details, etc
    - A good process to verify work quality
    - Bid roughly $35k
      * Not in original budget but a must do expense, can work it in
* Di
  + Big thank you Sue
  + Transition - Sue/Di good
    - Working through coverage and part time/hourly arrangement
  + Jack Morton/Audit
    - Working through 2020 audit - needs some explanations
    - Team has collected all 2021 info - to be delivered
  + CAPRI - in progress on closing out their requirements related to:
    - Benchmarks for new managers
    - Website updates and documentation that need to be compliant
  + State Grant Dollars
    - Looking to close out a few last remaining items
* Woodland Gym Access
  + Discussion on arrangement
  + Pandemic impacted access and working through next steps on how managed
* New manager hiring - in progress
* Paths - in decent shape

**Pool Committee Update - Jen**

* Significant progress over last 4 weeks; big picture: all good
* Weekly meetings with RSM and Tricon
  + Danny there from RSM; working back/forth with Jim
  + Lots (~40) of RFIs (aka questions)...e.g. where are power lines, etc. Sue managing and documenting
    - Emails/back and forth
  + Team working together well/good relationships
  + Working hours typically here early and then leave early/mid-afternoon
  + Project calendar in place that works in conjunction with RFP; 3 week rolling schedule
  + Working through getting more visibility on when upcoming items are due with the intent to minimize possibility of surprises (e.g. you need to have tile picked by X date)
  + Example scenarios that came up
    - Chemical enclosure outside; working through details
      * e.g. a gas pipe - can’t put concrete over it - so needs architect to weigh in on details of how the pipe should be set up
    - Flushless urinals
  + Wading pool
    - Discussion on next steps on what to do with wading pool after construction activities impacted the concrete around the pool
    - Options/Estimates/Analysis/Discussions ongoing
    - Heating/Chemicals - possibility of all being in the main mechanical room
    - Firming up schedule/must decide by dates

Motion to close meeting; seconded, all approved

**Public Meeting adjourned at 8:55 PM**

**Next meeting:**

Planned for 7:00 pm on Tuesday, October 11th, 2022

Respectfully submitted: Brian Wall