

**HERONS GLEN RECREATION DISTRICT  
LONG-RANGE PLANNING COMMITTEE MEETING  
June 14, 2024, at 2:00 P.M., Zoom  
MINUTES**

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker	-	Supervisor Howard Young, Liaison	X
Jeffrey Buxton, Vice Chair	Zoom	GM J.B. Belknap	X
Joyce Forman	X		
Fred Gignac, Chair	Zoom	Controller Lynn Brew	-
Bob Herbstritt	-	AEC/Office Manager-Wendy Shea	X
Glen Holmes, Alternate	Zoom		
Tapan Kikani, Alternate	Zoom	Supervisor Jayne Schwarz	X
Dennis Popp	-	Supervisor Peter Overs	X
Carlton Smith	-		
		Residents	0

- I. **CALL TO ORDER & WELCOME** – Supervisor Young called the meeting to order at 2:00 p.m. and welcomed those in attendance via Zoom.
  
- II. **ELECTION OF CHAIR AND VICE CHAIR & CHARTER** – Supervisor Young stated that this is the first meeting on the 2024-25 Long-Range Planning Committee and the first order of business is to elect a Chair and Vice Chair. Supervisor Young nominated Fred Gignac for Chair of Long-Range Planning. Supervisor Young asked if there were any other nominations, hearing none asked for a vote to approve Fred Gignac as chair of Long-Range Planning. A vote was taken, and Fred Gignac was unanimously voted Chair of the 2024-2025 Long-Range Planning Committee.  
  
Supervisor Young asked if there were any nominations for Vice-Chair and Fred Gignac nominated Beth Brucker. Supervisor Young was informed that Beth Brucker would participate in the LRP Committee but could not serve as Vice-Chair due to other commitments. Fred Gignac then nominated Jeff Buxton as Vice-Chair and a vote was taken, and Jeff Buxton was unanimously voted as Vice-Chair of the 2024-25 Long-Range Planning Committee. Supervisor Young congratulated Fred Gignac and Jeff Buxton and turned the meeting over to Chair Gignac.
  
- III. **APPROVAL OF PRIOR MINUTES – March 25, 2024** – Fred Gignac asked for approval of the Long-Range Planning Advisory Committee minutes for March 25, 2024. Chair Gignac moved to accept the minutes for March 25, 2024, as presented. Joyce Forman seconded the motion. A vote was taken, and the minutes were approved.
  
- IV. **OLD BUSINESS –**  
**A. Strategic Plan–**  
 Supervisor Young stated that HGRD Counsel Tom Hart informed the Board of Supervisors that the state has new guidelines for Recreation Districts’ Strategic Plan as they relate to goals and metrics. Supervisor Young stated that Tom Hart has informed the District that beginning October 1, 2024, each special district must establish goals and objectives for each program and activity undertaken by the district, as well as performance measures and standards to determine if the district’s goals and objectives are being achieved. The state also stated that Districts must also by, December 1<sup>st</sup> of each year thereafter, publish an annual report on the district’s website describing a) any goals and objectives by the district, as well as the performance measures and standards used by the district to make this determination and b) any goals and objectives the district failed to achieve. Tom Hart does not think the statute requires a District to publish an annual report of its progress by December 1 of this year (2024). It just requires the goals and objectives (and performance measures) to be established this year by

October 1<sup>st</sup> and then the first Annual Report on the progress in achieving those goals must be published by December of next year (2025). Supervisor Young would like the Long-Range Planning Committee to review the Strategic Plan this summer and narrow down 3 or 4 deliverable projects/programs that the LRP Committee can then measure the performance of the projects/programs and post their findings on the website before October 1, 2024.

Jeff Buxton asked for clarification on the process of updating the Strategic Plan and was told by Supervisor Young that it would be continuing as it has in the past in that all suggestions and changes would be forwarded to Karon Bennett. The Long-Range Planning Committee then reviewed each of the Strategic Plan initiatives, their performance Metric/Deliverable, the responsible party in charge of the initiatives and expected completion date to get the 3 or 4 programs and activities that must be published by October 1, 2024, to meet the new requirements. After reviewing each program/activity, the committee has 4 items that have measurements and will be updated on the Strategic Plan. Jeff Buxton will now update the Strategic Plan and send it to Karon Bennett and the Board, and Tom Hart to review. If more meetings are needed this summer to finalize the performance measures and standards, Chair Gignac will inform the committee of the need to have additional meetings.

- V. **NEW BUSINESS** – Supervisor Young stated that this yearly requirement by the state of the Strategic Plan will be now added to the Long-Range Planning Charter.
- VI. **NEXT MEETING DATE** – To be determined.
- VII. **ADJOURNMENT** – Fred Gignac adjourned the meeting at 3:00 p.m.

**DRAFT APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on June 18, 2024**