



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402  
(650) 341-4251 • Fax (650) 349-9627  
www.highlandsrec.ca.gov

*"A Community Place to Learn, Grow & Play"*

Topic: HRD Regular Board Meeting

Time: September 12, 2023, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402 (Multi-Purpose Room)

Remote Teleconference Location: 1106 Harper Avenue, Redondo Beach, CA 90278

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Regular Board Meeting

Time: September 12, 2023, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84902794856?pwd=VzhaWituQkNCb1R6azlNWGhsaEp3Zz09>

Meeting ID: 849 0279 4856

Passcode: 326305

Dial by your location

+1 669 900 6833 US (San Jose)

Board Members:

Andrew Aquino

Shirin Bakhshay (Vice President)

Pam Merkadeau

Eric Olbekson (President)

Uy Ut

Staff:

Jeff Brier (General Manager)

Meg Catmull (Assistant General Manager)

Mike Koenig (K-8 Childcare Director)

Linda Friedlin (EEC Director)

Julia Fior (Recreation Coordinator)

Osa Wolff (District Counsel)

Cristina Casino (EEC Educator)

1. Call to Order

The meeting was called to order at 7:01pm by President Olbekson.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from 08/08/2023. The motion passed.

Vote: AA - Y; SB - Y; PM - Absent; EO - Y; UU - Y

\*For the good of the Order, President Olbekson moved #6.b and #7.d, in that order, prior to Public Forum\*

3. Public Forum:

Public comments were received.

\*For the good of the Order, President Olbekson moved #7.a, #7.b, and #6.a, in that order, prior to Manager's Report\*

4. Manager's Report

- a. Administration
- b. Programming

5. Financial Report

- a. Monthly Statement

6. Old Business

- a. Discussion/Motion: Approve Ad Hoc Bylaws Committee recommendations for updates to HRD Board Bylaws
  - i. Board Member Ut made a motion, Board Member Aquino second, to approve Ad Hoc Bylaws Committee recommendation for updates to HRD Board Bylaws. The motion failed to meet the required four vote threshold to amend the Bylaws and the matter was tabled for a future meeting.  
Vote: AA - Y; SB - Y; PM – N; EO – N; UU – Y
- b. Discussion/Motion: Approve General Manager as designated signer for Titanium Payment Systems
  - i. Board Member Ut made a motion, Board Member Aquino second, to approve General Manager as designated signer for Titanium Payment Systems. The motion passed.  
Vote: AA - Y; SB - Y; PM – Absent; EO – Y; UU – Y

7. New Business

- a. Discussion/Motion: Approve 50% tuition reduction, subject to applicable taxes, for EEC for all eligible full-time employees
  - i. Board Member Aquino made a motion, Board Member Ut second, to approve a 50% tuition reduction, subject to applicable taxes, in EEC for all eligible full-time employees. The motion passed unanimously.  
Vote: AA - Y; SB - Y; PM – Y; EO – Y; UU – Y
- b. Discussion/Motion: Approve site-wide holiday closure from Dec. 24, 2023, through Jan. 1, 2024
  - i. Board Member Merkadeau made a motion, Board Member Bakhshay second, to approve a site-wide holiday closure from Dec. 24, 2023, through Jan. 1, 2024. The motion passed unanimously.  
Vote: AA - Y; SB - Y; PM – Y; EO – Y; UU – Y
- c. Discussion/Motion: Award a contract to Escon Builders for the construction of the HRD stairs and deck and authorize a 10% contingency
  - i. Board Member Merkadeau made a motion, Board Member Aquino second, to award HRD Stairs/Deck Project contract to Escon Builders for \$104,000 and authorize a 10% contingency. The motion passed unanimously.  
Vote: AA - Y; SB - Y; PM – Y; EO – Y; UU – Y
- d. Discussion/Motion: Recommendation from Personnel Committee to approve Maintenance Manager wage increase outside of current range - \$32.50
  - i. Board Member Aquino made a motion, Board Member Ut second, to approve increasing the Maintenance Manager wage to \$32.50. The motion passed.  
Vote: AA - Y; SB - Y; PM – Absent; EO – Y; UU – Y

8. Upcoming Meetings: Oct 10 – Nov 14 – Dec 12

9. Review and Payment of Bills

a. Action: Motion to approve Expenditures

i. Board Member Aquino made a motion, Board Member Ut second, to pay the bills. The motion passed.

Vote: AA - Y; SB - Absent; PM - Y; EO - Y; UU - Y

10. HRD Board of Directors Announcements

11. Adjournment

Board Member Ut made a motion, Board Member Aquino second, to adjourn the meeting. The motion passed unanimously.

Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y

The Meeting adjourned at 8:28pm.

Respectfully Submitted,

Meg Catmull  
Board Secretary

Board President or Vice President: Eric Olbekson

Signature: 