



# 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"*

W H  
9/12/23

Topic: HRD Regular Board Meeting

Time: August 8, 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: 2121 S Prairie Ave, Chicago, IL 60616 – 2nd floor Business Center

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:

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Join Zoom Meeting

<https://us06web.zoom.us/j/83709466829?pwd=WG9jVmpRaVhGbFZrZFUyRmd2T21Bdz09>

Meeting ID: 837 0946 6829

Passcode: 671425

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)

Kristen Lein (EEC Director)

Mike Koenig (K-8 Childcare Director)

1. Call to Order

The meeting was called to order at 7:00 pm by Vice President Bakhshay.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Ut second, to approve the Special Board Meeting Minutes from 07/25/2023. The motion passed unanimously.

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

3. Public Forum:

Nothing to report.

4. Manager's Report

a. Administration

b. Programming

5. Financial Report
  - a. Monthly Statement
  
6. Old Business

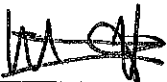
Nothing to report.
  
7. New Business
  - a. Discussion/Motion: Approve General Manager as designated signer for Titanium Payment Systems
    - i. No motion was made and the matter was tabled.
  
  - b. Discussion/Motion: Change PT Bookkeeper position to FT Bookkeeper position
    - i. No motion was made and the matter was tabled to the March regular board meeting.
  
  - c. Discussion/Motion: General Manager salary adjustment recommendation
    - i. Board Member Aquino made a motion, Board Member Ut second, to approve a pay adjustment of 2.63% for the General Manager resulting in a total salary of \$161,642.25 annually, retroactive as of July 1<sup>st</sup>, 2023. The motion passed unanimously.  
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
  
8. Upcoming Meetings: Sep 12 – Oct 10 – Nov 14
  
9. Review and Payment of Bills
  - a. Action: Motion to approve Expenditures
    - i. Board Member Merkadeau made a motion, Board Member Ut second, to pay the bills. The motion passed.  
Vote: AA - Y; SB - Y; PM - Y; EO - Abstain; UU - Y
  
10. HRD Board of Directors Announcements
  
11. Adjournment

Board Member Aquino made a motion, Board Member Ut second, to adjourn the meeting. The motion passed unanimously.  
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y

The Meeting adjourned at 8:07 pm.

Respectfully Submitted,

Meg Catmull  
Board Secretary

Board President or Vice President:  Eric Olbekson  
Signature: 