



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

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www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

HIGHLANDS RECREATION DISTRICT REGULAR BOARD MEETING MINUTES

Tuesday, March 14, 2023

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

Attendees

Community Members wishing to attend are encouraged to teleconference into the meeting or attend in-person.

Join Zoom Meeting

<https://us06web.zoom.us/j/84069675711?pwd=S2lOYTdxYTArLzlnU0l3S2srNXgzUT09>

Meeting ID: 840 6967 5711

Passcode: 869273

Dial by your location

+1 669 900 6833 US (San Jose)

Board Members:

Andrew Aquino

Shirin Bakhshay (Vice President)

Pam Merkadeau - Absent

Eric Olbekson (President)

Uy Ut

Staff:

Jeff Brier (General Manager)

1. Call to Order

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

2. Review and Approval of Minutes

Board Member Bakhshay made a motion, Board Member Aquino second, to approve the Regular Board Meeting Minutes from 02/14/2023. The motion passed.

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

Board Member Aquino made a motion, Board Member Ut second, to approve the Strategy Session Meeting Minutes from 03/07/2023. The motion passed.
Vote: AA - Y; SB - Y; EO - Y; PM - Absent; UU - Y

3. Public Forum

Nothing to report.

For the good of the Order, President Olbekson moved #6.a prior to the Manager's Report

4. Manager's Report

- a. Administration
- b. Programming

5. Financial Report

- a. Monthly Statement
- b. Audit Report

6. Old Business

- a. Discussion/Motion: Approve Audit Report
 - i. Board Member Aquino made a motion, Board Member Bakhshay second, to approve the Audit Report – FY '21-'22. The motion passed.
Vote: AA - Y; SB - Y; EO - Y; PM - Absent; UU - Y
- b. Discussion: Report from HR Consultant/Ad Hoc Committee re: Third Party HR Solutions
- c. Discussion: Report from Ad Hoc By-Laws Committee

7. New Business

- a. Discussion/Motion: Increase signing authority limit to \$2,500
 - i. Board Member Aquino made a motion, Board Member Ut second, to increase signing authority limit to \$2,500. The motion passed.
Vote: AA - Y; SB - Y; EO - Y; PM - Absent; UU - Y
- b. Discussion: FY2023-24 Budget Planning Cycle, including Ad Hoc Budget and Ad Hoc Personnel Committee Appointments
 - i. President Olbekson appointed Board Members Aquino and Ut to the Ad Hoc Budget Committee
 - ii. President Olbekson appointed Board Members Bakhshay and Merkadeau to the Ad Hoc Personnel Committee
- c. Discussion/Motion: Commendation to Scouts for Service to the District
 - i. Board Member Bakhshay made a motion, Board Member Aquino second, to adopting the proclamation. The motion passed.
Vote: AA - Y; SB - Y; EO - Y; PM - Absent; UU - Y

8. UPCOMING MEETINGS: April 11 – May 9 – June 13

9. Review and Payment of Bills

a. Action: Motion to approve Expenditures

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

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

10. HRD Board of Directors Announcements

11. Adjournment

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

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

The Meeting adjourned at 8:01 pm

Respectfully Submitted,

Jeff “JB” Brier
General Manager

Board President or Vice President: Eric Olbekson

Signature: 