

HIGHLANDS RECREATION DISTRICT  
REGULAR BOARD MEETING MINUTES  
Tuesday, June 14, 2022  
Location: 1851 Lexington Ave., San Mateo, CA 94402 (MPR)

Attendees

Community Members wishing to attend were encouraged to teleconference into the meeting.

Join Zoom Meeting <https://zoom.us/j/2360984155>

Board Members:

Michelle McNeil  
Shirin Bakhshay (absent)  
Andrew Aquino  
Pam Merkadeau  
Eric Olbekson

Staff:

Mike Koeing  
Monica Fellis  
Dan Ryken  
Kristen Lein

1. Call to Order  
The meeting was called to order at 7:01 pm by Board Member MM.
2. Review and Approval of Minutes  
Board Member EO made a motion, AA second, to approve the Regular Meeting Minutes from May 10, 2022, and the Special Board Meeting Minutes from May 16, 2022. The motion passed unanimously.  
Vote: AA - Y; SB - absent; MM - Y; PM – Y; EO –Y
3. Introduction of Guests  
No guests attended.
4. Public Forum  
Nothing to report.
5. Manager's Report
  - a. Programming
  - b. Administration
6. Financial Report
  - a. Monthly Statement

7. Old Business

- a. Discussion/Motion: Authorize Board President to sign letter describing terms, including compensation, applicable to Mike Koenig's appointment as Interim General Manager.

Board Member PM made a motion, EO second, to authorize Interim General Manager appointment terms. The motion passed unanimously.

Vote: AA - Y; SB - absent; MM – Y; PM - Y; EO –Y

- b. Discussion: Ad Hoc Personnel Committee's preview of recommendations for employee benefit and compensation for fiscal year 2022-23. An official recommendation to be shared at the July 12 Regular Board Meeting.

8. New Business

- a. Discussion/Motion: Award a contract to G&G Builders, Inc. for the construction of the HRD Playground and Sports Court Renovation Project, authorize a 10% contingency and increased project budget, which add alternate items to include in the award, and provide direction to staff regarding possible re-bid of other add alternate items.

Board Member AA made a motion, EO second, to award contract to G&G Builders, Inc for the construction of the HRD Playground and Sports Court Renovation Project, option 3 and all add alt items approved, with the modification of building in a regular water fountain. There will be no plan for another re-bid. The motion passed unanimously.

Vote: AA - Y; SB - absent; MM – Y; PM - Y; EO –Y

- b. Discussion/Motion: Resolution calling for Elections on November 8, 2022.

Board Member EO made a motion, PM second, to pass resolution calling for Elections on November 8, 2022. The motion passed unanimously.

Vote: AA - Y; SB - absent; MM – Y; PM - Y; EO –Y

- c. Discussion: Ad Hoc Budget Committee Update

9. UPCOMING MEETINGS: July 12, August 9, September 13

10. Review and Payment of Bills

- a. Action: Motion to approve Expenditures

Board Member PM made a motion, EO second, to pay the bills. The motion passed unanimously.

Vote: AA - Y; SB - absent; MM – Y; PM - Y; EO –Y

11. HRD Board of Directors Announcements

Nothing to report.

12. Adjournment

- a. Board Member EO made a motion, AA second, to adjourn the meeting. The motion passed unanimously.

Vote: AA - Y; SB - absent; MM - Y; PM – Y; EO- Y

The Meeting adjourned at 7:53 p.m.

Respectfully Submitted,

Monica Fellis  
Board Secretary