



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: January 9, 2024, 07:00 PM Pacific Time (US and Canada)

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

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: January 9, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81611693852?pwd=Dc5CSjlnfGCSsxG1tk8eaDUPSVEH4.1>

Meeting ID: 816 1169 3852

Passcode: 707914

Dial by your location

+1 669 900 6833 US (San Jose)

Board Members:

Andrew Aquino (Vice President)

Shirin Bakhshay

Pam Merkadeau (President)

Eric Olbekson

Uy Ut

Staff:

Jeff Brier (General Manager) - Absent

Meg Catmull (Assistant General Manager)

Mike Koenig (K-8 Childcare Director)

Julia Fior (Recreation Coordinator)

Cynthia Fregoso (Administrative Coordinator)

1. Call to Order

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

2. Closed Session

CONFERENCE WITH LABOR NEGOTIATOR: Pursuant to Government Code Section 54957.6, conference with the District's designated representative to review the District's position and instruct the District's designated representative regarding negotiation of salary and compensation paid in the form of fringe benefits for the Interim General Manager, an unrepresented employee.

Board Vice President Andrew Aquino was appointed as the District's designated labor negotiator. No other action was reported from the Closed Session.

3. Review and Approval of Minutes

Board Member Bakhshay made a motion, Board Member Aquino second, to approve the Regular Board Meeting Minutes from 12/12/2023. The motion passed.

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

4. Public Forum:

Public comments were received.

5. Manager's Report

- a. Administration
- b. Programming

6. Financial Report

- a. Monthly Statement

7. Old Business

- a. Discussion: Update on revisions to non-profit group pricing for rental space
 - i. The matter was tabled.

8. New Business

- a. **Interim General Manager Appointment:** Consider appointment of candidate to serve as General Manager on an interim basis.
- b. **Permanent General Manager Recruitment:** Discuss and provide direction regarding options and process to fill the General Manager position on a permanent basis, including possible appointment of ad hoc committee of the Board.
- c. **"Out of Class" Pay:** Authorize additional pay for employees who may be asked to take on additional responsibilities during the General Manager recruitment process.
- d. **Committees:** Review and determine future Ad Hoc and Standing Committees
- e. **Early Education Center (EEC):** Discuss feedback from EEC parents regarding program operations and consider possible appointment of ad hoc committee of the Board.

For the good of the order, item #8.e was moved after Public Forum

9. Upcoming Meetings: Feb 13 – Mar 12 – Apr 9

10. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
 - i. Board Member Aquino made a motion, Board Member Olbekson second, to pay the bills. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y

11. HRD Board of Directors Announcements

12. Adjournment

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


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

The Meeting adjourned at 8:39 pm.

Respectfully Submitted,

Meg Catmull
Board Secretary

Board President or Vice President: Pamela Mercedeau

Signature:  _____