



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"

Topic: HRD Regular Board Meeting

Time: October 10, 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:

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Join Zoom Meeting

<https://us06web.zoom.us/j/85105310204?pwd=T2dOM3dmT211b1JFTVpSSzc4SU5QQT09>

Meeting ID: 851 0531 0204

Passcode: 857809

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)

Julia Fior (Recreation Coordinator)

Osa Wolff (District Counsel)

Mike Koenig (K-8 Childcare Director)

Bea Robertson (Bookkeeper)

1. Call to Order

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

2. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government code Section 54957) Title: District General Manager. Board Member Olbekson reported no reportable action taken from the Closed Session.

For the good of the Order, President Olbekson moved agenda item #2 after HRD Board of Directors Announcements (Agenda Item #11)

3. Review and Approval of Minutes

No motion was made to approve the Regular Board Meeting Minutes from 9/12/2023 and the matter was tabled.

4. Public Forum:
Nothing to Report.
5. Manager's Report
 - a. Administration
 - b. Programming
6. Financial Report
 - a. Monthly Statement
7. Old Business

For the good of the Order, President Olbekson moved #7.c and #7.b, in that order, prior to #7.a

- a. Discussion: Employee manual language regarding Holiday Closure details
- b. Discussion/Motion: Approve Ad Hoc Bylaws Committee recommendations for updates to HRD Board Bylaws
 - i. Board Member Ut made a motion, Board Member Merkadeau second, to approve Ad Hoc Bylaws Committee recommendations for updates to HRD Board Bylaws, including updated language to Board Member training requirements as determined in the meeting. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
- c. Discussion: Update on revisions to non-profit group pricing for rental space

8. New Business

- a. Discussion: staff update on progress towards 2023-24 organizational goals
 - i. The matter was tabled.
- b. Discussion/Motion: to approve General Manager as official agent to apply for grant funding (FEMA) and approve Meg Catmull as official agent (secondary/backup) to apply for grant funding (FEMA)
 - i. Board Member Aquino made a motion, Board Member Bakhshay second, to approve General Manager as official agent to apply for grant funding (FEMA) and approve Meg Catmull as official agent (secondary/backup) to apply for grant funding (FEMA). The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
- c. Discussion: Consider the practice of recording meetings and making Board Packets publicly available prior to regular meetings

9. Upcoming Meetings: Nov 14 – Dec 12 – Jan 9

10. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
 - i. Board Member Merkadeau made a motion, Board Member Aquino 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 Ut made a motion, Board Member Merkadeau second, to adjourn the meeting. The motion passed unanimously.

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

The Meeting adjourned at 9:25pm.

Respectfully Submitted,

Meg Catmull
Board Secretary

Board President or Vice President: Erin Olbekson

Signature: 