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: April 8, 2025, 07:00 PM Pacific Time (US and Canada)
Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. Public comment is limited to (3) minutes per person per item. 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: April 8, 2025, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/86897396127?pwd=ENb0lMPaCMhygsOg8RcBVV3XS2GppB.1

Meeting ID: 868 9739 6127
Passcode: 041879
Find your local number: https://us06web.zoom.us/u/kPeuY2H5c

Board Members:
Pam Merkadeau
Andrew Aquino (President)
Chris Carlos
Uy Ut (Vice President)
Ranya Francis

Staff:
Tamsen Burke (General Manager)
Meg Catmull (Assistant General Manager)
Mike Koenig (K-8 Childcare Director)

1. Call to Order
   The meeting was called to order at 7:00 pm by President Aquino.

2. Review and Approval of Minutes
   Board Member Carlos made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from March 11, 2025. The motion passed unanimously.
   Vote: AA - Y; CC - Y; PM – Y; UU – Y; RF – Y

   Board Member Carlos made a motion, Board Member Aquino second, to approve the Budget Standing Committee Meeting Minutes from March 21, 2025. The motion passed.
   Vote: AA - Y; CC - Y; PM – Abstain; UU – Abstain; RF – Abstain

   Board Member Merkadeau made a motion, Board Member Francis second, to approve the Special Board Strategy Meeting Minutes from April 6, 2025. The motion passed unanimously.
   Vote: AA - Y; CC - Y; PM – Y; UU – Y; RF – Y

3. Public Forum:
   Public comment was received via email and Board Member Aquino read the comment aloud to the board.

4. Manager's Information Report
   a. Administration

b. Programming

5. Financial Information Report
   a. February 2025 Monthly Statement Memo
   b. March 2025 Monthly Statement (Preliminary)

6. Old Business
   a. Discussion/Motion: Workplace Violence Prevention Plan (WVPP) SB553
      i. Board Member Carlos made a motion, Board Member Ut second, to approve Workplace Violence Prevention Plan (WVPP) SB553. The motion passed unanimously.
      Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

   b. Discussion/Motion: Americans with Disabilities Act (ADA) Policy
      i. Board Member Ut made a motion, Board Member Carlos second, to approve Americans with Disability Act (ADA) Policy. The motion passed unanimously.
      Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

7. New Business
   a. Discussion: Draft Recommendation for Establishing District Policy Procedures and Indexing

8. Upcoming BOD Meetings:
   a. Board of Directors: May 13, 2025 – June 10, 2025 – July 8, 2025
   b. Budget Standing Committee: April 24, 2025

9. Review and Payment of Bills
   a. Action: Motion to approve Expenditures
      i. Board Member Francis made a motion, Board Member Carlos second, to pay the bills. The motion passed unanimously.
      Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

10. HRD Board of Directors Announcements

11. Adjournment
    Board Member Francis made a motion, Board Member Carlos second, to adjourn the meeting. The motion passed unanimously.
    Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

    The Meeting adjourned at 7:49 pm.

Respectfully Submitted,

Megan Catmull
Board Secretary

Board President or Vice President: Andrew Aquino, President

Signature: _____