

HIGHLANDS RECREATION DISTRICT
REGULAR BOARD MEETING MINUTES (DRAFT)

Tuesday, December 13, 2022

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/83201457415?pwd=WktXajM0cmRTcFNydGhGdHdKR3o3dz09>

Meeting ID: 832 0145 7415

Passcode: 781887

One tap mobile

+1 669 900 6833 US

Board Members:

Uy Ut

Andrew Aquino

Pam Merkadeau

Eric Olbekson

Shirin Bakhshay (Vice President)

Staff:

Jeff Brier (General Manager)

Dan Ryken (Aquatics Supervisor)

Kristen Lein (Early Education Director)

Mike Koenig (School-Age Director)

1. Call to Order

The meeting was called to order at 7:14pm by Vice President Bakhshay.

2. Review and Approval of Minutes

Board Member Olbekson made a motion, Board Member Aquino second, to approve the Special Board Meeting Minutes from October 27 and October 28. The motion passed.

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

Board Member Olbekson made a motion, Board Member Aquino second, to approve the Regular Board Meeting Minutes from November 8. The motion passed.

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

3. Public Forum

Nothing to report.

4. Manager's Report

a. Programming

b. Administration

5. Financial Report

Monthly Statement

6. New Business

a. Discussion: Welcoming the new General Manager

-The board welcomed new General Manager Jeff "JB" Brier

b. Discussion: Interest in and potential date for AB-1234 Training (previously scheduled for December 20)

-Board members discussed the option to have the AB-1234 training in house with district Counsel Osa Wolff or complete it individually online. Vice President Bakhshay directed staff to circulate a poll with potential dates.

c. Discussion: Interest in and potential for a future board strategy meeting

-Board members discussed the interest in having a board strategy session beginning in 2023. Vice President Bakhshay directed staff to circulate a poll with potential dates mid-January through early February.

d. Discussion/Motion: Rescind Out of Class Pay for School-Age Director, ASP Coordinator, and Recreation Coordinator beginning Jan 1

-Board members discussed rescinding out of class pay effective January 1.

Board Member Aquino made a motion, Board Member Merkadeau second, to rescind out of class pay for School-Age Director, ASP Coordinator, and Recreation Coordinator beginning January 1. The motion passed unanimously.

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

e. Discussion/Motion: Authorize out of class pay for School-Age Director begin January 1

-Board members discussed the staff report to authorize out of class pay for School-Age Director. Board Member Olbekson made a motion, Board Member Aquino second, to authorize out of class pay for the School-Age Director beginning January 1 and ending March 31 not to exceed \$7,435.74. The motion passed unanimously.

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

f. Discussion/Motion: Authorization to extend HR Consultant contract with Christopher Gurr through the end of 2022-23 fiscal year.

-Board members discussed extending the HR Consultants contract through the end of the 2022-23 fiscal year.

Board Member Olbekson made a motion, Board Member Merkadeau second, to extend the HR Consultant contract with Christopher Gurr through the end of the 2022-23 fiscal year. The motion passed.

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

g. Discussion/Motion: Resolution 2022-06 Notice of Determination of Appropriations limit for fiscal year 2022-23 (Noticed 11/22/2022)

-Board members discussed the Notice of Appropriations Limit as presented in the board packet.

Board Member Olbekson made a motion, Board Member Merkadeau second, to approve the resolution. The motion passed unanimously.

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

7. Old Business

- a. Discussion/Motion: Approve General Manager Compensation (salary, salary schedule, and compensation paid in the form of fringe benefits)

-Board members reviewed the GM compensation package. Vice President Bakhshay orally recited GM salary, salary schedule, and compensation paid in the form of fringe benefits.

Board Member Aquino made a motion, Board Member Ut second, to approve the General Manager compensation package. The motion passed unanimously.

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

8. UPCOMING MEETINGS: January 10, February 14, March 14

9. Review and Payment of Bills

Board Member Olbekson made a motion, Board Member Aquino second, to pay the bills. The motion passed unanimously.

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

10. HRD Board of Directors Announcements

-The Board of Directors welcomed new Board Member Uy Ut

11. Adjournment

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

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

The Meeting adjourned at 8:26 p.m.

Respectfully Submitted,

Mike Koenig
Board Secretary