

HIGHLANDS RECREATION DISTRICT
HRD Board Strategy Session Agenda Minutes
June 19, 2021

Locations: **1851 Lexington Ave. San Mateo, CA 94402 - Multi-purpose Room**

Board Members:

Andrew Aquino
Shirin Bakhshay
Michelle McNeil
Eric Olbekson
Pam Merkadeau

Staff:

Derek Schweigart

1. Call to Order

The meeting was called to order at 9:10 a.m. by Board Member AA.

2. Introduction of Guests

There were no guests.

3. Communications, Announcements & Public Comments

No public comment.

4. Old Business

- a. Discussion/Motion: Review and discuss Ad Hoc Personnel Committee recommendation for employee merit increases and benefits and consider and approve recommendation expanding 457 deferred compensation benefit to all benefit eligible employees.

Board Member EO made a motion, MM second, to approve expanding 457 deferred compensation benefit to all benefit eligible employees that includes an annual lump sum benefit of \$520 with an additional \$10 per pay period matching contribution. The motion passed.

Vote: AA – Y; SB – Y; MM – Y; EO – Y; PM – Absent

- b. D Discussion/Motion: Review and adopt revisions to District Mission Statement and Core Values Statements

Board Member SB made a motion, MM second, to approve the revisions to District Mission Statement and Core Values Statements. The motion passed.

Vote: AA – Y; SB – Y; MM – Y EO – Y; PM – N

5. New Business

- a. Discussion/Motion: Review and approve Ad Hoc Personnel Committee recommendation to create a new job classification for salaried non-exempt employees.

Board Member EO made a motion, MM second, to reclassify the ASP Coordinator position to regular hourly non-exempt (RNE). The motion passed.
Vote: AA – Y; SB – Y; MM – Y; EO – Y; PM – Y

Board Strategy Session

6. Kickoff activity
7. Financial Recap and Projections FY 2016-17 to FY 2023-24
8. Current Asset and Replacement Schedule Priorities for (1-3 years)
9. Break
10. Facility Master Plan
 - a. Establish vision and goals for the project
 - b. Identify priorities
 - c. Community engagement
 - d. Financing options
 - Long Term Debt and Certificates of Participation
11. Break
12. "Friends of the Rec" Foundation
13. Operational considerations for Fiscal Year 2021-22 and beyond
 - a. Pool Membership Program
 - b. Tennis Key Program
 - c. Fitness Center
14. Other discussion topics and review next steps
 - a. Community Survey
15. Adjournment

Board Member SB made a motion, PM second, to adjourn the meeting. The motion passed.
Vote: AA – Y; SB – Y; MM – Y; EO – Y; PM – Y

The Meeting adjourned at 1:17 p.m.

Respectfully Submitted,

Derek Schweigart
General Manager