



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: July 9, 2024, 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 May Regular Board Meeting

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

Join Zoom Meeting

<https://us06web.zoom.us/j/87400240941?pwd=vCQCFXEIeKWdNDavGYTPy49GapC2T2.1>

Meeting ID: 874 0024 0941

Passcode: 926237

Find your local number: <https://us06web.zoom.us/j/87400240941?pwd=vCQCFXEIeKWdNDavGYTPy49GapC2T2.1>

Board Members:

Andrew Aquino (Vice President) - Absent

Shirin Bakhshay

Pam Merkadeau (President)

Uy Ut

Ranya Francis

Staff:

Christopher Gurr (Interim General Manager)

Meg Catmull (Assistant General Manager)

Julie Fernandez (EEC Director)

Mike Koenig (K-8 Childcare Director)

1. Call to Order

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

2. Review and Approval of Minutes

Board Member Bakhshay made a motion, Board Member Ut second, to approve the Regular & Special Board Meeting Minutes from 06/11/2024. The motion passed.

Vote: AA - Absent; SB - Y; PM - Y; UU - Y; RF - Abstain

3. Public Forum:

No public comments were received.

4. Manager's Report

a. Administration

b. Programming

5. Financial Report

- a. Monthly Statement

6. Old Business

- a. Discussion: General Manager Recruitment Ad Hoc Committee Update

- b. Discussion/Motion: Personnel Ad Hoc Committee Update

- i. Board Member Bakhshay made a motion, Board Member Francis second, to approve salary range adjustments brought by the Ad Hoc Personnel Committee for Fiscal Year 2024-2025. The motion passed.

Vote: AA - Absent; SB - Y; PM - Y; UU - Y; RF - Y

- i. Board Member Bakhshay made a motion, Board Member Francis second, to approve merit increases of up to 4.5% for Fiscal Year 2024-2025. The motion passed.

Vote: AA - Absent; SB - Y; PM - Y; UU - Y; RF - Y

- c. Discussion/Motion: Budget Ad Hoc Committee Update

- d. Discussion: Fitness Center Usage

7. New Business

- a. Discussion/Motion: Resolution 2024-04 Records Retention Policy

- i. Board Member Bakhshay made a motion, Board Member Ut second, to adopt Highlands Recreation District Resolution 2024-04 with a change to the Schedule to retain Master Design Plans for the length of the organization, and to delete the repeated video recording series. The motion passed.

Vote: AA - Absent; SB - Y; PM - Y; UU - Y; RF - Y

- b. Discussion/Motion: New Registration and Recreation Management Software

- c. Discussion: Scope of the General Manager's Authority

- i. This item was tabled.

2. Upcoming Meetings: Aug 13 – Sept 10 – Oct 8

8. Review and Payment of Bills

- a. Action: Motion to approve Expenditures

- i. Board Member Bakhshay made a motion, Board Member Francis second, to pay the bills. The motion passed.

Vote: AA - Absent; SB - Y; PM - Y; UU - Y; RF - Y

9. HRD Board of Directors Announcements

10. Adjournment

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

Vote: AA - Absent; SB - Y; PM - Y; UU - Y; RF - Y

The Meeting adjourned at 9:06 pm.

Respectfully Submitted,

Meg Catmull
Board Secretary

Board President or Vice President: Pamela Merkadcau

Signature: 