



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"

Board Meeting Packet

June 11, 2024

6:00 P.M. – Special Board Meeting

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"A Community Place to Learn, Grow & Play"

Topic: HRD Special Board Meeting

Time: June 11, 2024 6:00 PM Pacific Time (US and Canada)

Location: 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 Special Board Meeting

Time: Jun 11, 2024 6:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87302834494?pwd=Vbswa8aM7v6F2LicbEEirktJREDNuO.1>

Meeting ID: 873 0283 4494

Passcode: 419841

Find your local number: <https://us06web.zoom.us/j/87302834494?pwd=Vbswa8aM7v6F2LicbEEirktJREDNuO.1>

1. Call to Order
2. Introduction of Guests
3. Communications, Announcements & Public Comments
4. New Business:
 - a. Discussion: Interview Candidates for Board Vacancy Appointment
5. Adjournment

Written public comments can be submitted to the District prior to the meeting by emailing generalmanager@highlandsrec.ca.gov. Written comments received by email prior to 3 pm on the day of the meeting will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.

Oral public comments will be taken on each agenda item during the meeting, subject to a limit of three (3) minutes per person per item. To comment orally in real time during the meeting, you may raise your hand if you are participating in person or use the Zoom "raise hand" function on your computer screen or the *9 function on your phone. Please note that the District provides a Zoom participation option to the public as a courtesy in

order to facilitate participation. The District cannot, however, guarantee the adequacy of the audio/video quality or that meeting participation will be uninterrupted via Zoom. If technical difficulties arise relating to the Zoom participation option, the Board meeting may continue with public attendance in person only.

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Board Secretary at generalmanager@highlandsrec.ca.gov. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the Highlands Recreation District, located at 1851 Lexington Ave, for the purpose of making those public records available for inspection. The agenda, meeting notice, agenda packet and other writings distributed to the Board in connection with this meeting are also available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.

To The Highlands Recreation District Board members,

I hope this letter finds you well. As a dedicated parent and active member of our community, I am writing to express my interest in being considered for a position on the Board of Directors of Highlands Recreation District.

My involvement with HRD stems from my deep appreciation for the After School Program (ASP) that my daughter has been attending. Witnessing firsthand the positive impact the ASP has had on my child;s development, I am inspired to contribute further to the welfare of our community by extending my support beyond my immediate family.

I firmly believe that the Highlands Recreation District, particularly through the After School Program, plays a vital role in fostering a safe, enriching, and inclusive environment for our children. However, I also recognize the importance of ensuring that the recreational center serves the diverse needs of all age groups within our community.

With my background in Real Estate, I am confident in my ability to contribute meaningfully to the strategic direction and decision-making processes of the board. I am committed to dedicating my time, energy, and resources towards advancing the mission and objectives of Highlands Recreation District.

I am eager to bring my perspectives, ideas, and collaborative spirit to the table, and I am excited about the opportunity to work alongside fellow board members to shape the future of HRD in a manner that reflects the diverse needs and aspirations of our community.

Thank you for considering my application.

Warm regards,

Ranya Kaileh Francis
85 Bennington Drive
415-722-5115
ranya@rubaandhaifa.co

Ranya Kaileh FrancisR

85 Bennington Drive
San Mateo, CA 94402
Phone: (415) 722-5115
Email: ranya.francis@sothebys.realty

Professional Summary

Results-driven Real Estate Advisor with over 15 years of experience in the real estate industry. Proven success in sales, business development, and client relationship management. Skilled in market analysis, negotiation, and contract management. Excels in driving revenue growth and exceeding sales targets.

Work Experience

Real Estate Advisor

Sotheby's International Realty, San Francisco, CA
Mar 2024 - Present

- Leveraging expertise in real estate sales to provide exceptional service and guidance to clients.
- Building and maintaining strong client relationships to facilitate successful transactions.
- Conducting market research and analysis to advise clients on pricing strategies and market trends.

Senior Sales Representative

Chicago Title Insurance Company, San Francisco, CA
Apr 2009 - Mar 2024

- Captured new business with real estate professionals, mortgage brokers, and attorneys, resulting in over \$1 billion in sales liability
- Achieved top 2% sales nationally in 2013, 2014, 2015, 2016, 2017, 2019, 2020
- Implemented tailored marketing programs and seminars to drive business growth.
- Utilized social media to generate new clients and expand market reach.

Sales Manager

North American Title Company, San Francisco & San Mateo Counties
Apr 2002 - Feb 2009

- Increased region's market share by 15% in two years during a declining market
- Promoted from Sales Representative to Sales Manager within two years
- Exceeded annual quota by over 20% each year

- Recognized in the Top Ten Club for sales in Northern California

Account Executive

Apartment Guide, Redwood City

Sep 2001 - Apr 2002

- Signed 8 major property management companies within the first year
- Exceeded quota by 300% for 6 consecutive months.

Manager of Online Development

VitalLink Business Systems, San Francisco

Aug 1999 - Aug 2001

- Consistently ranked #1 in company sales and revenues
- Exceeded lead generation goal by 25%.
- Led the creation and implementation of the Siebel CRM sales system.

Education

Bachelor of Business Administration (BBA)

Sales & Marketing

San Francisco State University

1999

Skills

- Real Estate Sales and Marketing
- Client Relationship Management
- Negotiation and Contract Management
- Market Analysis and Pricing Strategies
- Leadership and Team Management
- Excellent Communication and Interpersonal Skills
- Marketing and Networking Skills



Linda Siguenza
California State Certified
Teacher K-12



(650) 315-5931



lin3@comcast.net



2252 Allegheny Way
San Mateo, CA 94402

Highlands Community Leader

Educator

Resident

About Me

I am a long time resident of the Highlands. I grew up here as a kid, and then my husband and I moved back to raise our own children here twenty-one years ago. I am an active member of the community, and my family has enjoyed many of the HRC programs over the decades. I am philosophically inclined towards community service, and I believe my background and experience lends itself to being a useful steward of the precious HRC resource upon which the community relies.

Key Skills

- * experienced leadership on many boards
- * budget oversight and management
- * fluent in technology & graphics design
- * organizational leadership
- * youth leadership and events programs
- * strategic vision planning and implementation
- * experienced fundraising planning and execution
- * experienced community spokesperson

Experience & Accomplishments

- Awarded Teacher of the Year for the City of Millbrae in 2018 and 2024
- Founder and chair of Eichler Home Tour 2007 to 2014
- Planning commission member for the city of Millbrae 1998-2004
- 20 years of PTA board member experience
- Founded Millbrae Mother's Club in 2000
- PBIS school wide coordinator and student incentive program at Taylor Middle School
- Developed and implemented PBIS student led task force 2021
- Developed and implemented school wide messaging, collateral, rules, branding in accordance to PBIS recommended practices 2022
- Liaison experience with both Millbrae and Highlands Parks & Recreation for community events and programs

I care deeply about the Highlands community, and I believe that I am uniquely qualified to help direct the continued growth and development of the Highlands Recreation Center.

Education & Credentials

Graduated San Francisco State University, BA history - 1997 * CBEST - 1997
Single Subject Teaching Credential in English and Social Studies - 1999



GREG TSENG

SUMMARY

Greg is a public infrastructure specialist with over 17 years of experience in infrastructure financing and delivery. An engineer turned infrastructure financial specialist, Greg specializes in the development of funding plans, grant applications, financial structuring, and the delivery of infrastructure projects for local and federal agencies. He has raised or provided credit review for over \$7 billion worth of public infrastructure projects.

Greg is a speaker at industry conferences, was nominated for P3 Bulletin's Future Leader, completed F1F9 Advanced Project Finance Modeling, and holds an MBA in finance and a BS in civil engineering.

Greg's focus for the Highlands Recreation District Board seat is to improve budget reporting and develop a capital improvement plan to inform strategic decisions on budget, fees, and capital reserves. He will bring his expertise in budgeting and financial planning for public agencies to improve transparency, efficiency, and the delivery of capital projects.

EDUCATION

University of California, Los Angeles
BS, Civil Engineering

Santa Clara University
MBA, Finance

CREDENTIALS

Series 50 Municipal Advisor
Municipal Securities Rulemaking
Board (MSRB)

Professional Engineer, California
License Number 79050

ACTIVITIES

Advanced Project Finance
Modeling
F1F9

Future Leader of the Year Nominee
P3 Bulletin, 2019

Public-Private Partnership
Conference & Expo
Speaker

CMAA: How Alternative Financing
Can Help Deliver Infrastructure
Projects
Speaker

CONTACT

Email: gtseng1@gmail.com