



## 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: December 12, 2023, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402 (Multi-Purpose Room)

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. 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: December 12, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81659269785?pwd=NkJxWlVRUTVTRTIzMSsxdWZBZGdGdz09>

Meeting ID: 816 5926 9785

Passcode: 778178

Dial by your location

+1 669 900 6833 US (San Jose)

Board Members:

Andrew Aquino  
Shirin Bakhshay (Vice President)  
Pam Merkadeau  
Eric Olbekson (President) - Absent  
Uy Ut

Staff:

Jeff Brier (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 Vice President Bakhshay.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Merkadeau second, to approve the Regular Board Meeting Minutes from 11/14/2024. The motion passed.

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

3. Public Forum:

Public comments were received.

\*For the good of the order, Vice President Bakhshay moved agenda item #6.c after public forum\*

4. Manager's Report
  - a. Administration
  - b. Programming

5. Financial Report
  - a. Monthly Statement

\*For the good of the order, Vice President Bakhshay moved agenda items #7.a and #7.d, in that order, after the Financial Report\*

6. Old Business
  - a. Discussion: staff update on progress towards 2023-24 organizational goals
  - b. Discussion/Motion: Approve video recording of meetings and retention process
    - i. Board Member Merkadeau made a motion, Board Member Aquino second, to approve Resolution #2023-5. The motion passed.  
Vote: AA - Y; SB - Y; PM - Y; EO - Absent; UU - Y

- c. Discussion: Update on revisions to non-profit group pricing for rental space

7. New Business

- a. Discussion/Motion: adopt updates to FY 2023/2024 Budget as recommended by Ad Hoc Budget Committee
  - i. Board Member Aquino made a motion, Board Member Uy second, to adopt updates to FY 2023/2024 Budget as presented by Ad Hoc Budget Committee with one modification to keep budget for stair project at \$150,000 which will decrease net income to \$370,452. The motion passed.  
Vote: AA - Y; SB - Y; PM - Y; EO - Absent; UU - Y
- b. Discussion/Motion: Appoint Pamela Merkadeau President Highlands Recreation District Board of Directors
  - i. Board Member Ut made a motion, Board Member Aquino second, to appoint Pamela Merkadeau President Highlands Recreation District Board of Directors. The motion passed.  
Vote: AA - Y; SB - Y; PM - Y; EO - Absent; UU - Y
- c. Discussion/Motion: Appoint Andrew Aquino Vice President Highlands Recreation District Board of Directors
  - i. Board Member Bakhshay made a motion, Board Member Merkadeau second, to appoint Andrew Aquino Vice President Highlands Recreation District Board of Directors. The motion passed.  
Vote: AA - Y; SB - Y; PM - Y; EO - Absent; UU - Y
- d. Discussion/Motion: Authorize General Manager to accept future Change Order from Escon Builders for the construction of the HRD stairs and deck not to exceed \$25,000.
  - i. Board Member Aquino made a motion, Board Member Ut second, to authorize General Manager to accept Change Order from Escon Builders for the construction of the HRD stairs and deck not to exceed \$25,000. The motion passed.  
Vote: AA - Y; SB - Y; PM - N; EO - Absent; UU - Y

8. Upcoming Meetings: Jan 9 – Feb 13 – Mar 12

9. Review and Payment of Bills

a. Action: Motion to approve Expenditures

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

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

10. HRD Board of Directors Announcements

11. Adjournment

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

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

The Meeting adjourned at 8:31 pm.

Respectfully Submitted,

Meg Catmull  
Board Secretary

Board President or Vice President:

Signature: \_\_\_\_\_

