



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

September 22, 2022

7:00 P.M. – Special Board Meeting

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"A Community Place to Learn, Grow & Play"

Topic: HRD Special Board Meeting

Time: September 22, 2022 07:00 PM Pacific Time (US and Canada)

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

Remote Teleconference Location: Mission 3SW of 7th Street, Carmel, CA 93921 (Single Family Residence)

Board meetings are held both in-person and via Zoom. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Board of Directors Special Meeting

Time: Sep 22, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/9896708662>

Meeting ID: 989 670 8662

One tap mobile

+16694449171,,9896708662# US

+16699006833,,9896708662# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 386 347 5053 US

+1 564 217 2000 US

+1 646 931 3860 US

Meeting ID: 989 670 8662

Find your local number: <https://us06web.zoom.us/j/9896708662>

1. Call to Order 7:00PM
2. Review and approval of the minutes for Regular Board Meeting on September 13, 2022
3. Public Forum: The public forum provides an opportunity for members of the public to speak on any item within the jurisdiction of the Board that is not on the agenda. Public comment is limited to (3) minutes per person. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board Members may only "briefly respond" to statements made and questions posed. For example, State law allows Board Members

to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may also direct staff to report back and/or place a matter on a future agenda for discussion.

4. Old Business
5. New Business
 - a. Discussion/Direction: Next Steps in General Manager Recruiting Process
6. UPCOMING MEETINGS: October 11, November 8, December 13
7. HRD Board of Directors Announcements
8. Adjournment

Public comments can be submitted to the District prior to the meeting by emailing admin@highlandsrec.ca.gov. Public comments will also be taken on each agenda item during the meeting. 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>.

To comment orally in real time during the meeting, you may use the Zoom “raise hand” function on your computer screen or the *9 function on your phone.

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>.

HIGHLANDS RECREATION DISTRICT
REGULAR BOARD MEETING MINUTES (DRAFT)
Tuesday, September 13, 2022
Location: 1851 Lexington Ave., San Mateo, CA 94402 (Multi-Purpose Room)

Attendees

Community Members wishing to attend were encouraged to teleconference into the meeting.

Zoom Meeting
<https://us06web.zoom.us/j/9896708662>
Meeting ID: 989 670 8662

Board Members:

Michelle McNeil (President)
Shirin Bakhshay (Vice President)
Andrew Aquino
Pam Merkadeau
Eric Olbekson

Staff:

Mike Koenig (Interim General Manager)
Dan Ryken (Aquatics Supervisor)
Kristen Lein (Early Education Director)

1. Call to Order
The meeting was called to order at 7:03 pm by Vice President Bakhshay.
2. Review and Approval of Minutes
Board Member Olbekson made a motion, Board Member Merkadeau second, to approve the Special Meeting Minutes from August 22, 2022. The motion passed unanimously.
Vote: AA - Abstain; SB -Y; MM - Absent; PM – Y; EO –Y
3. Public Forum
Nothing to report.
4. Manager’s Report
 - a. Programming
 - b. Administration
5. Financial Report
Monthly Statement
6. Old Business

7. New Business

Conduct 2022 Conflict of Interest Code Review and Approve Resolution Containing Updates

-Board members reviewed the staff report and approved the resolution containing updates
Board Member Aquino made a motion, Board Member Merkadeau second, to approve the resolution. The motion passed unanimously.

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

8. UPCOMING MEETINGS: October 11, November 8, December 13

9. Review and Payment of Bills

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

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

10. HRD Board of Directors Announcements

-Board Member Aquino informed the board that the budget narrative will be included in the October board packet.

-Board Member Merkadeau informed the board that the Personnel Committee is currently in the process of screening potential candidates for the General Manager position.

-Board Member Olbekson expressed a concern for the timing of the budget process related to salary increases.

11. Adjournment

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

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

The Meeting adjourned at 7:27 p.m.

Respectfully Submitted,

Mike Koenig
Interim General Manager

The committee would like to provide an update on the status of the General Manager search process and seeks the Board's advice on next steps in the candidate interview process.

Search Update:

The Ad Hoc Personnel Committee posted the General Manager job in early August and the first screening of applicants was September 9. The committee identified five candidates who met the job qualifications and completed phone interviews with four candidates. One candidate withdrew their candidacy, due to a change in personal circumstances. The committee recommends moving the four candidates screened forward in the interview process.

Recommended Next Steps:

The Ad Hoc Personnel Committee recommends convening a panel of 4-5 Highlands community members to serve on an interview panel for a round of virtual interviews the week of October 3. The committee recommends a virtual panel because some candidates are from out of the area. **If Board Members would like to nominate community members to sit on the interview panel, please bring those names to the Sept. 22 Special Meeting.**

The committee then recommends that we then move 2-3 candidates, based on feedback from the interview panel, forward for in-person interviews with the Board of Directors the week of Oct. 10. The District will potentially need to facilitate travel and lodging for out of town candidates.

Respectfully submitted,

Pamela Merkadeau & Eric Olbekson
Ad Hoc Personnel Committee
Highlands Recreation District Board of Directors