

HIGHLANDS RECREATION DISTRICT
REGULAR BOARD MEETING MINUTES (DRAFT)

Tuesday, October 11, 2022

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

Attendees

Community Members wishing to attend are encouraged to teleconference into the meeting or attend in- person.

Join Zoom Meeting

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

Meeting ID: 989 670 8662

Board Members:

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

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 7:02 pm by President McNeil.
2. Review and Approval of Minutes
Board Member Olbekson made a motion, Board Member Aquino second, to approve the Special Meeting Minutes from September 22, 2022. The motion passed.
Vote: SB - Absent; AA -Y; MM - Y; 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

a. Discussion: Personnel Committee General Manager search update

-The personnel Committee has identified 4 potential candidates. A community panel has been formed to conduct the first round of interviews. Local candidates will interview the week of 10/17 and out of town candidates will interview the week of 10/24.

b. Discussion/Motion: Approve Personnel Committee recommendation for 2022-23 salary & benefits

-Board members discussed the Personnel Committee's recommendation to increase select pay ranges.

Board Member Merkadeau made a motion, Board Member Aquino second, to approve the adjusted ranges. The motion passed unanimously.

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

-Board members discussed the Personnel Committee's recommendation to increase select vacation accrual rates. It was decided that the District amend the Personnel Committee's recommendation to leave employee's vacation cap at 1.5 times annual accrual rate as opposed to lowering it to 1.25.

Board Member Olbekson made a motion, Board President McNeil second, to approve Personnel Committee's recommended accrual rates and leave the accrual cap unchanged. The motion passed.

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

-Board members discussed the Personnel Committee's recommendation to add a second floating holiday for all RE, RE-I, and RE-II employees after two months of service. Additionally, District employee's other floater can now be used anytime after two months of service and is no longer tied to their birthday. Both floating holidays should be used during the fiscal year they were earned and may not carry over into following fiscal year.

Board Member Olbekson made a motion, Board Member Aquino second, to approve the additional floating holiday. The motion passed unanimously.

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

7. New Business

a. Discussion/Motion: Review and Approve Amended Fiscal Year Budget for 2022-23

-Board members reviewed amended fiscal year 2022-23 budget.

Board Member Olbekson made a motion, Board Member Merkadeau second, to approve the resolution. The motion passed unanimously.

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

8. UPCOMING MEETINGS: November 8, December 13, January 10

9. Review and Payment of Bills

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

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

10. HRD Board of Directors Announcements

-Nothing to report.

11. Adjournment

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

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

The Meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Mike Koenig
Interim General Manager