



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

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[www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

*"A Community Place to Learn, Grow & Play"*

Topic: HRD Regular Board Meeting

Time: December 10, 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 Regular Board Meeting

Time: December 10, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81157335580?pwd=NUgMTjgALMcpWXNGizsu2IMfFeFHvR.1>

Meeting ID: 868 9739 6127

Passcode: 041879

Find your local number: <https://us06web.zoom.us/j/81157335580?pwd=NUgMTjgALMcpWXNGizsu2IMfFeFHvR.1>

Board Members:

Pam Merkadeau (President)

Andrew Aquino (Vice President)

Chris Carlos

Uy Ut

Ranya Francis

Staff:

Tamsen Burke (General Manager)

Meg Catmull (Assistant General Manager)

Julie Fernandez (EEC Director)

Mike Koenig (K-8 Childcare Director)

Amanda Ceccanti (EEC Assistant Director)

Julia Fior (Recreation Coordinator)

1. Call to Order

The meeting was called to order at 7:04 pm by President Merkadeau.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from 11/12/2024. The motion passed.

Vote: AA - Y; CC - Abstain; PM - Y; UU - Y; RF - Y

3. Public Forum:

Public comments were received.

4. Manager's Information Report

a. Administration

b. Programming

5. Financial Report

- a. October 2024 Monthly Statement (Final)
- b. November 2024 Monthly Statement (Preliminary)

6. Old Business

- a. Discussion/Motion: 2025-2026 Budget Schedule
  - i. No motion was made.
- b. Discussion/Motion: IIPP (Injury and Illness Prevention Program Policy)
  - i. Board Member Aquino made a motion, Board Member Ut second, to approve IIPP (Injury and Illness Prevention Program) Policy to supersede: 2021 IIPP. The motion passed unanimously. Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y
- c. Discussion/Motion: Adoption of a Transitional Kindergarten (TK) Service
  - i. No motion was made.

7. New Business

- a. Discussion/Motion: Welcome and Oath of Office Celebration New Board of Directors, Pursuant to *Government Code section 1360*
  - i. No motion was made.
- b. Proclamation
  - i. Board Member Carlos made a motion, Board Member Aquino second, to approve Resolution 2024-09 recognizing former Board Member Shirin Bakhshay for her service to the District. The motion passed unanimously. Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y
- c. Discussion/Motion: Appoint Board of Director President
  - i. Board Member Carlos made a motion, Board Member Ut second, to appoint Andrew Aquino as next Board of Directors President. The motion passed unanimously. Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y
- d. Discussion/Motion: Appoint Board of Directors Vice President
  - i. Board Member Francis made a motion, Board Member Carlos second, to appoint Uy Ut as Vice President of the Board of Directors for the Highlands Recreation District. The motion passed unanimously. Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y
- e. Discussion/Motion: Standing Committees per Bylaws Section 2
  - i. No motion was made.
- f. Discussion/Motion: Payroll and Holiday Schedule 2025
  - i. Board Member Merkadeau made a motion, Board Member Ut second, to approve Payroll Schedule as set forth in the board packet. The motion passed unanimously. Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y
  - ii. No motion was made on Holiday Schedule 2025.
- g. Discussion/Motion: Adopt Resolution for Determining the Calculation of the Appropriations Limits for fiscal year 2024-2025, Section 7910 Government Code, Article IIIIB.
  - i. Board Member Carlos made a motion, Board Member Merkadeau second, to approve Resolution 2024-08, determining the calculation of the appropriations limit for fiscal year 2024-2025. The motion passed unanimously.

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Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

h. Discussion/Motion: Simple IRA Contributions Update

- i. Board Member Merkadeau made a motion, Board Member Ut second, to approve a Simple IRA District match of up to 3% for RNE-3 classified employees effective July 1. The motion passed unanimously.

Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

i. Discussion/Motion: EAP (Emergency Action Plan) – 1<sup>st</sup> Read

- i. No motion was made.

j. Discussion: Website Accessibility (ADA) Compliance

8. Upcoming BOD Meetings: January 14, 2025 – February 11, 2025 – March 11, 2025

9. Review and Payment of Bills

a. Action: Motion to approve Expenditures

- i. Board Member Carlos made a motion, Board Member Ut second, to pay the bills. The motion passed unanimously.

Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

10. HRD Board of Directors Announcements

11. Adjournment

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

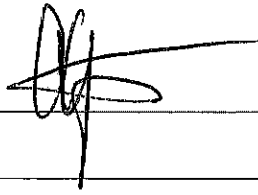
Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

The Meeting adjourned at 10:07 pm.

Respectfully Submitted,

Megan Catmull  
Board Secretary

Board President or Vice President: \_\_\_\_\_



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

1/14/25