



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"

HIGHLANDS RECREATION DISTRICT REGULAR BOARD MEETING MINUTES

Tuesday, February 14, 2023

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/85263971618?pwd=QXV2QUpDUlplbDh2L1k2UUV0ZEYyQT09>

Meeting ID: 852 6397 1618

Passcode: 905676

Dial by your location

+1 669 444 9171 US

Board Members:

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

Staff:

Jeff Brier (General Manager)
Christopher Gurr (HR Consultant)

1. Call to Order

The meeting was called to order at 7:01 pm by President Olbekson.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Bakhshay second, to approve the Regular Board Meeting Minutes from 01/10/2023. The motion passed unanimously.

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

3. Public Forum

Nothing to report.

For the good of the Order, President Olbekson moved #6.a, #7.b, #7.f, and #7.c prior to the Manager's Report

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

5. Financial Report
 - a. Monthly Statement
 - b. Audit Report

6. Old Business
 - a. Discussion/Motion: Proclamation Recognizing the Contributions of Former Board Member Michelle McNeil
 - i. Proclamation read by Board Member Merkadeau – the group shared their thanks and appreciation
 - ii. Board Member Aquino made a motion, Board Member Ut second, to adopting the proclamation. The motion passed unanimously.
Vote: AA - Y; SB - Y; EO – Y; PM – Y; UU – Y

7. New Business
 - a. Discussion: Review March 7, 2023 Board Strategy Meeting Draft Agenda

 - b. Discussion: Report from HR Consultant re: Third Party HR Solutions

 - c. Discussion: Potential Changes to By-Laws and Ad Hoc By-Laws Committee Appointment
 - i. President Olbekson appointed Board Member Aquino and Board Member Bakhshay to Ad Hoc By-Laws Committee
 - ii. President Olbekson appointed Board Member Ut and Board Member Olbekson to Ad Hoc 3rd Party HR Committee

 - d. Discussion/Motion: Increase pay range for Admin II (expand responsibilities for current Admin II and consider new job title – including corresponding wage range)
 - i. Board Member Aquino made a motion, Board Member Bakhshay second, to increase wage range for Admin II to \$22.50 - \$27.50 an hour. The motion passed.
Vote: AA - Y; SB - Y; EO – Y; PM – N; UU – Y

 - e. Discussion/Motion: Approve pay range for Assistant General Manager
 - i. Board Member Aquino made a motion, Board Member Merkadeau second, to set the Assistant General Manager pay range to \$83,200 to \$114,400 per year. The motion passed.
Vote: AA - Y; SB - Abstain; EO – Y; PM – Y; UU – Y

 - f. Discussion/Direction: Brown Act Teleconference Rules & New State Law (AB 2449)
 - i. General Counsel, Osa Wolff, reported and provided guidance regarding updates to Brown Act Teleconference Rules

8. UPCOMING MEETINGS: March 14 – April 11 – May 9 – Strategy Session, March 7

9. Review and Payment of Bills

a. Action: Motion to approve Expenditures

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

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

10. HRD Board of Directors Announcements

11. Adjournment

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

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

The Meeting adjourned at 9:26 pm

Respectfully Submitted,

Jeff "JB" Brier
General Manager

Board President or Vice President: Ene Obekson

Signature: 