HIGHLANDS RECREATION DISTRICT EST. 1957

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"

Topic: HRD Regular Board Meeting
Time: March 11, 2025, 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: March 11, 2025, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/86897396127?pwd=ENb0lMPaCMhygsOg8RcBVV3XS2GppB.1

Meeting ID: 868 9739 6127
Passcode: 041879
Find your local number: https://us06web.zoom.us/u/kPeuY2H5c

Board Members:
Pam Merkadeau
Andrew Aquino (President)
Chris Carlos
Uy Ut (Vice President)
Ranya Francis

Staff:
Tamsen Burke (General Manager)
Meg Catmull (Assistant General Manager)
Nic Robinson (Aquatics Supervisor)
Mike Koenig (K-8 Childcare Director)

1. Call to Order
   The meeting was called to order at 7:03 pm by President Aquino.

2. Review and Approval of Minutes
   Board Member Merkadeau made a motion, Board Member Francis second, to approve the Regular Board Meeting Minutes from February 11, 2025. The motion passed unanimously.
   Vote: AA - Y; CC - Y; PM – Y; UU – Y; RF – Y

3. Public Forum:
   No public comments were received.

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

5. Financial Information Report
   a. January 2025 Monthly Statement Memo
   b. February 2025 Monthly Statement (Preliminary)

6. Old Business

a. Discussion: Fiscal Year 2025-2026 Budget Assumptions

7. New Business
   a. Discussion/Motion: Receive San Mateo County Investment Policy and Acknowledgment Statement
      i. Board Member Francis made a motion, Board Member Carlos second, to acknowledge San Mateo County Investment Policy and Acknowledgment Statement. The motion passed unanimously.
      Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

   b. Discussion/Motion: Approve changes on Cal OES 130 Designation of Applicants Resolution for Non-State Agencies to replace names to position titles and list of authorized agents.
      i. Board Member Francis made a motion, Board Member Ut second, Approve changes on Cal OES 130 Designation of Applicants Resolution for Non-State Agencies to replace names to position titles and list of authorized agents. The motion passed unanimously.
      Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

   c. Discussion: Review Draft Aquatic EAP to supplement HRD EAP Policy

   d. Discussion: Review of Draft Workplace Violence Prevention Plan (WVPP) SB553

   e. Discussion: Review of Draft Americans with Disabilities Act (ADA) Policy

8. Upcoming BOD Meetings:
   a. Board of Director Strategy Session 1: April 6, 2025
   b. Board of Directors: April 8, 2025 – May 13, 2025 – June 10, 2025
   c. Budget Standing Committee: March 21, 2025

9. Review and Payment of Bills

   a. Action: Motion to approve Expenditures
      i. Board Member Francis 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 Merkadeau made a motion, Board Member Francis second, to adjourn the meeting. The motion passed unanimously.
    Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

    The Meeting adjourned at 8:12 pm.

Respectfully Submitted,

Megan Catmull
Board Secretary

Board President or Vice President: Andrew Aquino

Signature: _____