



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"

Topic: HRD Regular Board Meeting

Time: October 8, 2024, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402

Remote Teleconference Location: 110200 Weyburn Avenue, #23, Los Angeles, CA 90024

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: October 8, 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)

Shirin Bakhshay - Remote

Uy Ut

Ranya Francis - Absent

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)

1. Call to Order

The meeting was called to order at 7:00 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 09/10/2024. The motion passed.

Vote: AA - Y; SB - Abstain; PM - Y; UU - Y; RF - Absent

3. Public Forum:

No public comments were received.

4. Manager's Report

a. Administration

b. Programming

5. Financial Report

- a. September 2024 Monthly Statement
- 6. Old Business
 - a. Discussion/Motion: Resolution 2024-05: 24-25 Fiscal Year Budget
 - i. Board Member Ut made a motion, Board Member Aquino second, to adopt Resolution 2024-05: 24-25 Fiscal Year Budget. The motion passed.
Vote: AA - Y; SB - Y; PM - Y; UU - Y; RF - Absent
 - b. Discussion/Motion: TK for All impacts and considerations for HRD
 - i. No motion was made.
- 7. New Business
 - a. Discussion/Motion: Update Authorized Signatures
 - i. Board Member Aquino made a motion, Board Member Ut second to approve the General Manager, Tamsen Burke, as an authorized signature for HRD accounts including SVB, US Bank Treasury, and US Bank CalCard, and remove the Interim General Manager and former Board Member. The motion passed.
Vote: AA - Y; SB - Y; PM - Y; UU - Y; RF - Absent
 - b. Discussion/Motion: Interim Changes to Organizational Chart
 - i. No motion was made.
 - c. Discussion/Motion: Adoption of Multijurisdictional Local Hazard Mitigation Plan
 - i. Board Member Aquino made a motion, Board Member Ut second to continue to participate in the existing Multijurisdictional Local Hazard Mitigation Plan. The motion passed.
Vote: AA - Y; SB - Y; PM - Y; UU - Y; RF - Absent
- 8. Upcoming Meetings: Nov 12, 2024 – Dec 10, 2024 – Jan 14, 2025
- 9. Review and Payment of Bills
 - a. Action: Motion to approve Expenditures
 - i. Board Member Aquino made a motion, Board Member Ut second, to pay the bills. The motion passed.
Vote: AA - Y; SB - Abstain; PM - Y; UU - Y; RF - Absent
- 10. HRD Board of Directors Announcements
- 11. Adjournment
Board Member Ut made a motion, Board Member Aquino second, to adjourn the meeting. The motion passed.
Vote: AA - Y; SB - Y; PM - Y; UU - Y; RF - Absent

The Meeting adjourned at 8:15 pm.

Respectfully Submitted,

Megan Catmull
Board Secretary

Board President or Vice President:

 Pamela Merkaeau

Signature: _____