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: February 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:

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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)
Julie Fernandez (EEC Director)
Julia Fior (Recreation Coordinator)

1. Call to Order
   The meeting was called to order at 7:00 pm by President Aquino.

2. Review and Approval of Minutes
   Board Member Merkadeau made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from January 14, 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. December 2024 Monthly Statement Memo
b. January 2025 Monthly Statement (Preliminary)

6. Old Business
   a. Discussion/Motion: Transitional Kindergarten (TK) ASP Recommendation
      i. Board Member Carlos made a motion, Board Member Francis second, to expand ASP to include four year olds in the EEC pre-kindergarten half day program. The motion passed.
      Vote: AA - Y; CC – Y; PM – Abstain; UU – Y; RF – Y

7. New Business
   a. Discussion/Motion: Board Strategy Session Meeting
      i. No motion was made.

   b. Discussion/Motion: Personnel Committee and Budget Committee Meetings
      i. No motion was made.

   c. Discussion: Fiscal Year 2025-2026 Budget Assumptions

8. Upcoming BOD Meetings:
   a. Board of Director Strategy Session 1: April 6, 2025
   b. Board of Directors: March 11, 2025 – April 8, 2025 – May 13, 2025
   c. Budget Standing Committee: March 21, 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 Merkadeau made a motion, Board Member Carlos second, to adjourn the meeting. The motion passed unanimously.
    Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

    The Meeting adjourned at 9:09 pm.

Respectfully Submitted,

Megan Catmull
Board Secretary

Board President or Vice President: Andrew Aquino

Signature: _____