



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"

HRD Special Board Meeting

Time: July 25, 2023, 05:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402 (Multi-Purpose Room)

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Join Zoom Meeting

<https://us06web.zoom.us/j/87227977181?pwd=WHI0YlJlOjZ29heFh0Y3dhV1VPUndaQT09>

Meeting ID: 872 2797 7181

Passcode: 113813

Dial by your location

+1 669 900 6833 US (San Jose)

Board Members:

Andrew Aquino

Shirin Bakhshay (Vice President)

Pam Merkadeau

Eric Olbekson (President)

Uy Ut

Staff:

Jeff Brier (General Manager)

Meg Catmull (Assistant General Manager)

1. Call to Order

The meeting was called to order at 5:01 pm by President Olbekson.

2. Closed Session

Board Member Olbekson reported no reportable action taken from the Closed Session

3. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from 07/11/2023. The motion passed.

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

4. Public Forum:

Nothing to report.

For the good of the Order, President Olbekson moved #6.a prior to Old Business

5. Old Business

- a. Discussion/Motion: Ad Hoc Personnel Committee Recommendations – employee benefits
- i. Board Member Merkadeau made a motion, Board Member Aquino second, to authorize a budget of \$1,500 annual to staff development for AGM. The motion passed unanimously. Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
 - ii. Board Member Merkadeau made a motion, Board Member Ut second, to Evergreen District contribution to IRA of \$20 per pay period, not requiring any match, for all benefit eligible employees. The motion passed unanimously. Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
 - iii. Board Member Merkadeau made a motion, Board Member Ut second, to increase District contribution to 75% of premium for medical benefits for employees classified as RNE I & RNE II. The motion passed unanimously. Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
- b. Discussion/Motion: Ad Hoc Budget Committee Update & consideration of fiscal year 23-24 budget
- i. Board Member Aquino made a motion, Board Member Ut second, to approve FY 23-24 budget with the following two modifications of increasing GL code 596613 Conferences/Seminars by \$1,000 and increasing GL code 463100 Employee Benefits by \$11,800. The motion passed unanimously. Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y

6. New Business

- a. Discussion/Motion: Authorize General Manager to enter into contract with BKF Engineers (contract also includes BKG and Romig Engineers sections) for landslide project work not to exceed \$55,000 for construction administration support.
- i. Board Member Olbekson made a motion, Board Member Merkadeau second, to authorize General Manager to enter into contract with BKF Engineers (also includes BKG and Romig Engineers proposals) for construction document, permit and landslide work not to exceed \$48,250 plus reimbursement expenses. The motion passed unanimously. Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y

7. Upcoming Meetings: Aug 8 – Sep 12 – Oct 10

8. HRD Board of Directors Announcements

9. Adjournment

Board Member Bakhshay made a motion, Board Member Aquino second, to adjourn the meeting. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y

The Meeting adjourned at 6:56 pm

Respectfully Submitted,

Meg Catmull
Assistant General Manager

Board President or Vice President: Shirin Bakhshay

Signature: 