



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

[www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

*"A Community Place to Learn, Grow & Play"*

Topic: HRD Regular Board Meeting

Time: January 14, 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: January 14, 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/u/kPeuY2H5c>

Board Members:

Pam Merkadeau (President)

Andrew Aquino (Vice President)

Chris Carlos

Uy Ut

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 7:00 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 12/10/2024. The motion passed unanimously.

Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

3. Public Forum:

Public comments were received.

4. Manager's Information Report

a. Administration

b. Programming

5. Financial Report

a. November 2024 Monthly Statement (Final)

- b. December 2024 Monthly Statement (Preliminary)
- c. 2023-24 Special District Financial Transactions Report (SCO)

**\*\*For the good of the order, President Aquino moved agenda item #7.c after Financial Reports\*\***

6. Old Business

- a. Discussion/Motion: Holiday Schedule 2025
  - i. No motion was made and the item was tabled.
  
- b. Discussion/Motion: EAP (Emergency Action Plan)
  - i. Board Member Francis made a motion, Board Member Merkadeau second, to approve the new EAP. The motion passed unanimously.  
Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

7. New Business

- a. Discussion/Motion: Consider approving O'Connor and Company Engagement Letter for 2024 Audit Services.
  - i. Board Member Carlos made a motion, Board Member Francis second, to approve O'Connor and Company Engagement Letter for Audit Services for the fiscal year ending 2024. The motion passed unanimously.  
Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y
  
- b. Discussion/Motion: Changed Requirement for Board of Directors Remote Participation Limits
  - i. No motion was made.
  
- c. Discussion/Motion: Landslide
  - i. For the good of the order, President Aquino moved agenda item #7.c after Financial Reports.
  - ii. No motion was made.
  
- d. Discussion/Motion: Staff Compensation Review and Plan
  - i. No motion was made, and the item was tabled for the January 19, 2025 Strategy Session (Special Meeting).
  
- e. Discussion: IIPP Staff Training Cost
  
- h. Discussion/Motion: Standing Committees per Bylaws Section C.2
  - i. Noticed as a second agenda item #7.c; for the good of the order, President Aquino relabeled item as #7.h.
  - ii. President Aquino announced a new standing Budget Committee comprised of Board Members Aquino and Carlos.
  
- f. Discussion: 457 Plan
  
- g. Discussion/Motion: Approve General Manager as Highlands Recreation District as Special District Fiscal/Financial Officer for Signature with Assistant General Manager as Designee
  - i. Board Member Ut made a motion, Board Member Carlos second, to approve General Manager as Highlands Recreation District as Special District Fiscal/Financial Officer for Signature with Assistant General Manager as Designee. The motion passed unanimously.  
Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

8. Upcoming BOD Meetings:

- a. Board of Director Strategy Session 1: January 19, 2025, 9:00am-1:00pm

- b. Board of Directors: February 11, 2025 – March 11, 2025 – April 8, 2025
- c. Personnel Committee:
- d. Budget Committee:

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 Ut 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 9:14 pm.

Respectfully Submitted,

Megan Catmull  
Board Secretary

Board President or Vice President: \_\_\_\_\_

*Andrew Aquino*

Signature: \_\_\_\_\_

