



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"

HIGHLANDS RECREATION DISTRICT REGULAR BOARD MEETING MINUTES

Tuesday, July 11, 2023

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

Attendees

Community Members wishing to attend are encouraged to teleconference into the meeting or attend in-person.

Join Zoom Meeting

<https://us06web.zoom.us/j/87373158767?pwd=bk5YajVYREwvMWxvZFhjL2NHWng3UT09>

Meeting ID: 873 7315 8767

Passcode: 639910

Dial by your location

+1 669 900 6833 US (San Jose)

Board Members:

Andrew Aquino

Shirin Bakhshay (Vice President)- Absent

Pam Merkadeau

Eric Olbekson (President)

Uy Ut

Staff:

Jeff Brier (General Manager)

Meg Catmull (Assistant General Manager)

Mike Koenig (K-8 Childcare Director)

Kristen Lien (Early Education Center Director)

1. Call to Order

The meeting was called to order at 7:00 pm by President Olbekson.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from 06/13/2023. The motion passed.

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

3. Public Forum

Nothing to report.

4. Manager's Report

a. Administration

b. Programming

5. Financial Report

a. Monthly Statement

6. Old Business

- a. Discussion: Ad Hoc Personnel Committee Updates and Recommendations
- b. Discussion/Motion: Amend pay ranges based on Personnel Committee Recommendations.
 - i. Board Member Ut made a motion, Board Member Aquino second, to amend pay ranges based on Personnel Committee Recommendations of June 12th. The motion passed.
Vote: AA - Y; SB - Absent; PM - Y; EO - Y; UU - Y
 - ii. Board Member Aquino made a motion, Board Member Ut to second, to approve CPI adjustment of 4.2% plus up to .8%. The motion passed.
Vote: AA - Y; SB - Absent; PM - Y; EO - Y; UU - Y
- c. Discussion/Motion: Evergreen IRA contribution and other changes to employee benefits for FY23-24.
 - i. No motion was made to adopt Evergreen IRA. Matter was tabled for July Board of Directors Special Meeting.
 - ii. Board Member Aquino made a motion, Board Member Ut second, to approve new employee benefits to start on the 1st of the month following the employee's start date effective June 30, 2023.
Vote: AA - Y; SB - Absent; PM - Y; EO - Y; UU - Y
- d. Discussion/Motion: Ad Hoc Budget Committee Update & consideration of FY23-24 budget.
 - i. No motion was made to approve FY23-24 budget. Matter was tabled for July Board of Directors Special Meeting.

7. New Business

- a. Discussion/Motion: Approve Bookkeeper to pay utility (PG+E) and other bills (usually requiring 2 signatures) via online functions.
 - i. No motion was made. Matter was tabled for July Board of Directors Special Meeting.
- b. Discussion/Motion: Set date for Special Meeting of the Board of Directors in July
 - i. Board Member Aquino made a motion, Board Member Ut second, to set a date for Special Meeting of the Board of Directors in July to 5:00pm on Tuesday July 25, 2023. The motion passed.
Vote: AA - Y; SB - Absent; PM - Y; EO - Y; UU - Y

8. Upcoming Meetings: Aug 8 – Sept 12 – Oct 10

9. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
 - i. Board Member Merkadeau made a motion, Board Member Ut second, to pay the bills. The motion passed.
Vote: AA - Y; SB - Absent; PM - Y; EO - Y; UU - Y

10. HRD Board of Directors Announcements

11. Adjournment

Board Member Aquino made a motion, Board Member Merkadeau second, to adjourn the meeting. The motion passed.

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

The Meeting adjourned at 8:33 pm

Respectfully Submitted,

Jeff "JB" Brier
General Manager

Board President or Vice President: Eriz O'Brien

Signature: 