

HIGHLANDS RECREATION DISTRICT
REGULAR BOARD MEETING MINUTES
Tuesday, May 10, 2022
Location: 1851 Lexington Ave., San Mateo, CA 94402 (MPR)

Attendees

Community Members wishing to attend were encouraged to teleconference into the meeting.

Join Zoom Meeting <https://zoom.us/j/2360984155>

Board Members:

Michelle McNeil
Shirin Bakhshay
Andrew Aquino
Pam Merkadeau
Eric Olbekson

Staff:

Mike Koeing
Monica Fellis
Dan Ryken
Kristen Lein
Osa Wolff

1. Call to Order
The meeting was called to order at 7:00 pm by Board Member MM.
2. Review and Approval of Minutes
Board Member SB made a motion, AA second, to approve the Regular Meeting Minutes from April 12, 2022. The motion passed unanimously.
Vote: AA - Y; SB - Y; MM - Y; PM – Y; EO –abstain
3. Introduction of Guests
Guests were introduced.
4. Communications, Announcements
Nothing to report.
5. Public Forum
Nothing to report.
6. Manager's Report
 - a. Programming
 - b. Administration
7. Financial Report

a. Monthly Statement

8. Old Business

a. Discussion: Ad Hoc Personnel Committee's recommendations for employee benefit and compensation for fiscal year 2022-23

9. New Business

a. Discussion: Discuss General Manager recruitment and provide direction regarding options and process to fill the General Manager position on an interim and/or permanent basis. That process could include for example, receiving recommendations from the ad hoc personnel committee, engaging a professional recruiter and/or other options

b. Discussion/Motion: Appoint Ad Hoc Employee Handbook Committee

Board Member MM appointed Board Members MM and EO as the Ad Hoc Employee Handbook Committee

c. Discussion/Motion: Award a contract to G&G Builders, Inc. for the construction of the HRD Playground and Sports Court Renovation Project in the amount of \$197,433, authorize a 5% contingency, and provide direction to staff regarding possible re-bid of add alternate items, including lighting for the sports court.

No action was taken.

10. UPCOMING MEETINGS: June 14, July 12, August 9

11. Review and Payment of Bills

a. Action: Motion to approve Expenditures

Board Member EO made a motion, AA second, to pay the bills. The motion passed unanimously.

Vote: AA - Y; SB - Y; MM - Y; PM - Y; EO - Y

12. HRD Board of Directors Announcements

Nothing to report.

13. Adjournment

a. Board Member PM made a motion, EO second, to adjourn the meeting. The motion passed unanimously.

Vote: AA - Y; SB - Y; MM - Y; PM - Y; EO - Y

The Meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Monica Fellis
Board Secretary