



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

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

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

Topic: HRD Regular Board Meeting

Time: September 10, 2024, 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 September Regular Board Meeting

Time: September 10, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81157335580?pwd=NUgMTjgALMcpWXNGizsu2lMfFeFHvR.1>

Meeting ID: 860 8934 3346

Passcode: 4126874

Find your local number: <https://us06web.zoom.us/j/81157335580?pwd=NUgMTjgALMcpWXNGizsu2lMfFeFHvR.1>

Board Members:

Pam Merkadeau (President)

Andrew Aquino (Vice President)

Shirin Bakhshay - Absent

Uy Ut

Ranya Francis

Staff:

Christopher Gurr (Interim General Manager)

Meg Catmull (Assistant General Manager)

Julie Fernandez (EEC Director)

Mike Koenig (K-8 Childcare Director)

Julia Fior (Recreation Coordinator)

Amanda Ceccanti (EEC Assistant Director)

1. Call to Order

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

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Francis second, to approve the Regular Board Meeting Minutes from 08/13/2024. The motion passed.

Vote: AA - Y; SB - Absent; PM - Y; UU - Abstain; RF - Y

Board Member Aquino made a motion, Board Member Ut second, to approve the Special Board Meeting Minutes from 8/20/2024 and 8/21/2024. The motion passed.

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

3. Public Forum:

Public comment was received.

4. Manager's Report
  - a. Administration
  - b. Programming
5. Financial Report
  - a. Monthly Statement
6. Old Business
  - a. Discussion/Motion: Amend/Extend Christopher Gurr Interim General Manager Contract
    - i. Board Member Bakhshay made a motion, Board Member Aquino second, to approve the extension of the Interim General Manager's contract until the next Regular Board Meeting on October 8, 2024. The motion passed.  
Vote: AA - Y; SB – Absent; PM – Y; UU – Y; RF – Y
7. New Business
  - a. Discussion/Motion: Approve Draft Audited Financials
    - i. Board Member Aquino made a motion, Board Member Ut second to approve the draft audited financials subject to confirmation of the set up for IRA and 457 contributions with the language modified to state "matching contributions" instead of just contributions.  
Vote: AA - Y; SB – Absent; PM – Y; UU – Y; RF – Y
  - b. Discussion/Motion: Appoint General Manager: Appoint Tamsen Burke to serve as General Manager effective September 23, 2024
    - i. Board Member Ut made a motion, Board Member Francis second to appoint Tamsen Burke to serve as General Manager effective September 23, 2024 with the compensation as stated by the General Manager Recruitment Ad Hoc Committee.  
Vote: AA - Y; SB – Absent; PM – Y; UU – Y; RF – Y
8. Upcoming Meetings: Oct 8 – Nov 12 – Dec 10
9. Review and Payment of Bills
  - a. Action: Motion to approve Expenditures
    - i. Board Member Aquino made a motion, Board Member Ut second, to pay the bills. The motion passed.  
Vote: AA - Y; SB – Absent; PM – Y; UU – Y; RF – Y
10. HRD Board of Directors Announcements
11. Adjournment

Board Member Francis made a motion, Board Member Ut second, to adjourn the meeting. The motion passed.  
Vote: AA - Y; SB - Absent; PM – Y; UU – Y; RF - Y

The Meeting adjourned at 7:50 pm.

Respectfully Submitted,

Megan Catmull  
Assistant General Manager and Board Secretary

Board President or Vice President: Pamela Merkafean

Signature: 