



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402
(650) 341-4251 • Fax (650) 349-9627
www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

HIGHLANDS RECREATION DISTRICT
REGULAR BOARD MEETING MINUTES DRAFT
Tuesday, May 9, 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/83421030972?pwd=TGdyM040LzQxSFNzUWR4Um4vdEZJUT09>

Meeting ID: 834 2103 0972

Passcode: 721751

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)
Mike Koenig (K-8 Child Care Director)

1. Call to Order

The meeting was called to order at 7:01 pm by President Olbekson.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Merkadeau second, to approve the Regular Board Meeting Minutes from 04/11/2023. The motion passed.

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

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 By-Law Committee Update and Consideration of Changes to By-Laws
- b. Discussion: Ad Hoc Personnel Committee Update
- c. Discussion: Ad Hoc Budget Committee Update
- d. Discussion: General Manager update on Bookkeeper + Assistant General Manager hiring process
- e. Discussion/Motion: FY2023-24 HRD Organizational Goals
 - i. Board Member Merkadeau made a motion, Board Member Ut second, to approve the FY 2023-24 HRD Organizational Goals. The motion passed unanimously.
Vote: AA - Y; SB - Y; EO - Y; PM - Y; UU - Y

7. New Business

- a. Discussion/Motion: Approve Mike Koenig as official agent (secondary/backup) to apply for grant funding (FEMA)
 - i. Board Member Aquino made a motion, Board Member Bakhshay second, to approve Mike Koenig as official agent (secondary/backup) to apply for grant funding (FEMA). The motion passed unanimously.
Vote: AA - Y; SB - Y; EO - Y; PM - Y; UU - Y
- b. Discussion/Motion: Proclamation Recognizing the Contributions of retiring Bookkeeper, Naomi Kawakita
 - i. Board Member Merkadeau made a motion, Board Member Aquino second, to adopting Resolution #2023-3. The motion passed unanimously.
Vote: AA - Y; SB - Y; EO - Y; PM - Y; UU - Y

8. Upcoming Meetings: June 13 – July 11 – Aug 8

9. Review and Payment of Bills

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

10. HRD Board of Directors Announcements

11. Adjournment

Board Member Bakhshay made a motion, Board Member Ut second, to adjourn the meeting. The motion passed unanimously.

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

The Meeting adjourned at 8:27 pm

Respectfully Submitted,

Jeff "JB" Brier
General Manager

Board President or Vice President: Eric Olbekson

Signature: 