



# 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: May 09, 2023 07:00 PM Pacific Time (US and Canada)

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

Board meetings are held both in-person and via Zoom. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD April Board Meeting

Time: May 09, 2023 07:00 PM Pacific Time (US and Canada)

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)

Find your local number: <https://us06web.zoom.us/j/83421030972?pwd=TGdyM040LzQxSFNzUWR4Um4vdEZJUT09>

1. Call to Order
2. Review and approval of the minutes for the Regular Board Meeting on April 11, 2023.
3. Public Forum: The public forum provides an opportunity for members of the public to speak on any item within the jurisdiction of the Board that is not on the agenda. Public comment is limited to (3) minutes per person. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board Members may only "briefly respond" to statements made and questions posed. For example, State law allows Board Members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may also direct staff to report back and/or place a matter on a future agenda for discussion.
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
7. New Business:
- a. Discussion/Motion to approve Mike Koenig as official agent (secondary/backup) to apply for grant funding (FEMA)
  - b. Discussion/Motion: Proclamation Recognizing the Contributions of retiring Bookkeeper, Naomi Kawakita
8. Upcoming Meetings: June 13 – July 11 – Aug 8
9. Review and Payment of Bills
- a. Action: Motion to approve Expenditures
10. HRD Board of Directors Announcements
11. Adjournment

Public comments can be submitted to the District prior to the meeting by emailing [admin@highlandsrec.ca.gov](mailto:admin@highlandsrec.ca.gov). Public comments will also be taken on each agenda item during the meeting. Comments received by email prior to 3 pm on the day of the meeting will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.

To comment orally in real time during the meeting, you may use the Zoom “raise hand” function on your computer screen or the \*9 function on your phone.

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Board Secretary at [generalmanager@highlandsrec.ca.gov](mailto:generalmanager@highlandsrec.ca.gov). Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the Highlands Recreation District, located at 1851 Lexington Ave, for the purpose of making those public records available for inspection. The agenda, meeting notice, agenda packet and other writings distributed to the Board in connection with this meeting are also available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.