



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"

Topic: HRD Regular Board Meeting

Time: July 9, 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 July Regular Board Meeting

Time: July 9, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87400240941?pwd=vCQCFXElKwDNDavGYTPy49GapC2T2.1>

Meeting ID: 874 0024 0941

Passcode: 926237

Find your local number: <https://us06web.zoom.us/j/87400240941?pwd=vCQCFXElKwDNDavGYTPy49GapC2T2.1>

1. Call to Order
2. Review and approval of the minutes for the Regular Board Meeting on June 11, 2024.
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. 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: General Manager Recruitment Ad Hoc Committee Update
Report: General Manager Recruitment Ad Hoc Committee of the Board

Description: This item will be a Board discussion, led by the Ad Hoc Committee, reviewing the status of recruiting for a permanent General Manager.

- b. Discussion/Motion: Personnel Ad Hoc Committee Update
Report: Personnel Ad Hoc Committee of the Board
Description: This item will be a Board discussion, led by the Ad Hoc Committee, consisting of personnel matter updates and recommendations from the Committee.
- c. Discussion/Motion: Budget Ad Hoc Committee Update
Report: Budget Ad Hoc Committee of the Board
Description: This item will be a Board discussion, led by the Ad Hoc Committee, consisting of 24-25 Fiscal Year Budget updates and recommendations from the Committee.
- d. Discussion: Fitness Center Usage
Report: Meg Catmull, Assistant General Manager
Description: This item will be Board discussion of possible usage ideas for the fitness center space.

7. New Business:

- a. Discussion/Motion: Resolution 2024-04 Records Retention Policy
Report: Meg Catmull, Assistant General Manager
Description: This item will be a board discussion and possible action to approve a new Records Retention Policy for the District.
- b. Discussion/Motion: New Registration and Recreation Management Software
Report: Meg Catmull, Assistant General Manager
Description: This item will be a board discussion to review proposed replacement software to modernize the District's registration system.
- c. Discussion: Scope of the General Manager's Authority
Report: Meg Catmull, Assistant General Manager
Description: This item will be a board discussion to clarify the scope of the General Manager's authority regarding authorizing employee raises, altering job descriptions, and amending sections of the employee handbook.

8. Upcoming Meetings: Aug 13 – Sept 10 – Oct 8

9. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
Report: Bea Robertson, Bookkeeper
Description: This is a routine item of the itemized bills for Board review and approval.
Recommendation: Approve the Expenditures for June 2024

10. HRD Board of Directors Announcements

11. Adjournment

Written public comments can be submitted to the District prior to the meeting by emailing generalmanager@highlandsrec.ca.gov. Written 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>.

Oral public comments will be taken on each agenda item during the meeting, subject to a limit of three (3) minutes per person per item. To comment orally in real time during the meeting, you may raise your hand if you are participating in person or use the Zoom "raise hand" function on your computer screen or the *9 function on your phone. Please note that the District provides a Zoom participation option to the public as a courtesy in order to facilitate participation. The District cannot, however, guarantee the adequacy of the audio/video quality or that meeting participation will be uninterrupted via Zoom. If technical difficulties arise relating to the Zoom participation option, the Board meeting may continue with public attendance in person only.

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. 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>.