HIGHLANDS RECREATION DISTRICT
EST. 1957

Highlands Recreation District

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

"Where Family Traditions Begin"

Agenda for the Regular Meeting of the Board of Directors
Tuesday, October 13, 2015

1. Call to Order-**7:00PM**
2. Review & Approval of the Minutes (9/8/15, 9/22/15)
3. Introduction of Guests
4. Communications, Announcements & Public Comments
5. Manager's Report
   a. Programming
   b. Facility & Grounds
   c. Administration
6. Committee Reports
7. Financial Report
   a. Monthly Statement
8. Unfinished Business
   a. Discussion/ Action item: Motion to approve Employee Handbook
   b. Discussion item: Update on open space repair
9. New Business
   a. UPCOMING MEETINGS: NOVEMBER 8 Strategy Session, NOVEMBER 10, DECEMBER 8
10. Review and Payment of Bills
    a. Action: Motion to approve expenditures
11. Adjournment

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 General Manager at least 10 working days before the meeting at (650) 341-4251. 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.