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
"A Community Place to Learn, Grow & Play"

Topic: HRD Strategy Session | Special Board Meeting
Time: April 6, 2025, 9:00 AM Pacific Time (US and Canada)
Location: 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 Strategy Session | Special Board Meeting
Time: Apr 6, 2025, 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/88985777634?pwd=oj1NRXXCYFHapv2rmHyPjeJVkoQhqq.1

Meeting ID: 889 8577 7634
Passcode: 516269

Board Members:
Pam Merkadeau
Andrew Aquino (President)
Chris Carlos
Uy Ut (Vice President)
Ranya Francis

Staff:
Tamsen Burke (General Manager)
Meg Catmull (Assistant General Manager)

1. Call to Order
   The meeting was called to order at 9:03 am by President Aquino.

2. Public Forum:
   No public comments were received.

3. New Business
   a. Discussion: Review HRD Mission, Historical Goals and Priorities (2015-2024) (suggested time 45 minutes)

   b. Discussion: Setting Direction: Identify Preliminary Strategic Direction & Priorities (2025 – 2030) (suggested time 45 minutes)

   c. Discussion: Review of Current and Proposed Methodology for Salary Schedule, COLA & CPI data, and current Job Series Classification and Compensation; and Market Comparable strategies (suggested time 60 minutes)

d. Discussion: Review HRD Major Maintenance and Capital Projects and Master Plan (2019-2025) (suggested time 45 minutes)

e. Closed Session: Pursuant to Government Code Section 54957(b), performance evaluation of General Manager, Tamsen Burke (suggested time 45 minutes)
    i. No action was reported from the closed session.

4. Adjournment
   Board Member Francis made a motion, Board Member Merkadeau second, to adjourn the meeting. The motion passed unanimously.
   Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

   The Meeting adjourned at 1:27 pm.

Respectfully Submitted,

Megan Catmull
Board Secretary

Board President or Vice President: _____

Signature: _____