



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

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www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting

Time: April 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:

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

Join Zoom Meeting

<https://us06web.zoom.us/j/89679114472?pwd=u8L1XhWe2VQVLHYy8trsQoFhXQljod.1>

Meeting ID: 896 7911 4472

Passcode: 982799

Find your local number: <https://us06web.zoom.us/j/89679114472?pwd=u8L1XhWe2VQVLHYy8trsQoFhXQljod.1>

1. Call to Order
2. Review and approval of the minutes for the Regular Board Meeting on March 12, 2024 and for the Special Board Meeting on March 25, 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/Motion: General Manager Recruiter Contract
Report: General Manager Recruitment Ad Hoc Committee of the Board
Description: This item will be a Board review and discussion of a contract to retain the services of a Recruiter for the purpose of recruiting a permanent General Manager.
Recommendation: Approve General Manager Recruitment contract, pending details from the Ad Hoc Committee.
- b. Discussion/Motion: Private Swim Lesson Instructor, Swim Team Coach & ASP Head Teacher Benefits/Classification Recommendations
Report: Meg Catmull, Assistant General Manager
Description: This item will be a Board review and discussion of the benefits classifications for the Private Swim Lesson Instructor, Swim Team Coach, and ASP Head Teacher positions.
Recommendation: Approve placing the Swim Team Coach and ASP Head Teacher positions on a classification of RNE-3.

7. New Business:

- a. Discussion: Interim General Manager Duties & Employee Out of Class Pay
Report: Christopher Gurr, Interim General Manager
Description: This item will be a Board review and discussion of the current employees receiving out-of-class pay and the division of General Manager duties.
- b. Discussion/Motion: Interim General Manager Invoices for Hours Exceeding 20 per Week
Report: Christopher Gurr, Interim General Manager
Description: This item will be a Board review and discussion of Interim General Manager invoices from 1/12/2024-3/24/2024 for hours worked exceeding 20 hours per week.
Recommendation: Approve payment for additional hours worked as invoiced.

8. Upcoming Meetings: May 14 – Jun 11 – Jul 9

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 March 2024

10. HRD Board of Directors Announcements

12. 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>.