



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"

Board Meeting Packet

January 14, 2025

7:00 P.M. – Regular Board Meeting

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"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting

Time: January 14, 2025, 07:00 PM Pacific Time (US and Canada)

Location: Highlands Recreation Center, 1851 Lexington Ave., San Mateo, CA 94402

Remote Teleconference Location: 1448 Tarrytown Street, 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 Regular Board Meeting

Time: January 14, 2025, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86897396127?pwd=ENb0lMPaCMhygsOg8RcBVV3XS2GppB.1>

Meeting ID: 868 9739 6127

Passcode: 041879

Find your local number: <https://us06web.zoom.us/j/86897396127?pwd=ENb0lMPaCMhygsOg8RcBVV3XS2GppB.1>

1. Call to Order
2. Review and approval of the minutes for the Regular Board Meeting on December 10, 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 for 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 Information Report
 - a. Administration
 - b. Programming
5. Financial Information Report
 - a. November 2024 Monthly Statement (Final)
 - b. December 2024 Monthly Statement (Preliminary)
 - c. 2023-24 Special District Financial Transactions Report (SCO)
6. Old Business:
 - a. Discussion/Motion: Holiday Schedule 2025

Report: Meg Catmull, Assistant General Manager

Description: This item is a board discussion and action to approve a holiday schedule for the 2025 calendar year.

b. Discussion/Motion: EAP (Emergency Action Plan)

Report: Meg Catmull, Assistant General Manager

Description: This item will be a board discussion and action to approve a newly drafted EAP (Emergency Action Plan) Policy to supersede EAP 2021.

7. New Business:

a. Discussion/Motion: Consider approving O'Connor and Company Engagement Letter for 2024 Audit Services.

Report: Tamsen Burke, General Manager

Description: The Board will be asked to authorize the General Manager to sign the attached document, which outlines Audit Scope, Objectives, Responsibilities, Procedures – Internal Controls, Compliance; Engagement Administration and Fees, and Reporting.

b. Discussion/Motion: Changed Requirement for Board of Directors Remote Participation Limits

Report: Meg Catmull, Assistant General Manager

Description: 2024 Assembly Bill 2302 (Addis) Changes the Requirements for Remote Participation at Meetings – Revised Limitations on the Number of Times Per Year Board Members May Appear Remotely Teleconferenced meetings, effective January 1, 2025.

c. Discussion/Motion: Landslide

Report: Tamsen Burke, General Manager

Description: This item is a board discussion regarding landslides on District property.

d. Discussion/Motion: Staff Compensation Review and Plan

Report: Tamsen Burke, General Manager

Description: This item will be a board discussion and approve a standardized annual process by which staff compensation and increases changes will be determined.

e. Discussion: IIPP Staff Training Cost

Report: Meg Catmull, Assistant General Manager

Description: This item is a board discussion regarding changes in staff training costs as a result of additional required safety training per the new IIPP (approved 12/10/2024).

c. Discussion/Motion: Standing Committees per Bylaws Section C.2

Report: Tamsen Burke, General Manager

Description: This is a routine annual item of the Board of Directors to discuss, select, and approve Standing Budget and Personnel Committees pursuant to Section C.2 Highlands Recreation District Bylaws.

f. Discussion: 457 Plan

Report: Meg Catmull, Assistant General Manager

Description: This item is a board discussion regarding the background of the District's Voya/CalPERS 457(b) deferred compensation plan and the District's matches and contributions to this plan.

g. Discussion/Motion: Approve General Manager as Highlands Recreation District as Special District Fiscal/Financial Officer for Signature with Assistant General Manager as Designee

Report: Meg Catmull, Assistant General Manager

Description: This item is a board discussion and motion to approve Tamsen K. Burke, General Manager, as the Special District Fiscal/Financial Officer for the Highlands Recreation District therefore authorizing her as District signature with Assistant General Manager, Meg Catmull as additional designee.

8. Upcoming Meetings:

- a. Board of Director Strategy Session 1: January 19, 2025, 9:00am-1:00pm
- b. Board of Directors: February 11, 2025 – March 11, 2025 – April 8, 2025
- c. Personnel Committee:
- d. Budget Committee:

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 December 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>.



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Time: December 10, 2024, 07:00 PM Pacific Time (US and Canada)

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Board Members:

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

Staff:

Tamsen Burke (General Manager)
 Meg Catmull (Assistant General Manager)
 Julie Fernandez (EEC Director)
 Mike Koenig (K-8 Childcare Director)
 Amanda Ceccanti (EEC Assistant Director)
 Julia Fior (Recreation Coordinator)

1. Call to Order

The meeting was called to order at 7:04 pm by President Merkadeau.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from 11/12/2024. The motion passed.

Vote: AA - Y; CC - Abstain; PM – Y; UU – Y; RF – Y

3. Public Forum:

Public comments were received.

4. Manager's Information Report

- a. Administration
- b. Programming

5. Financial Report

- a. October 2024 Monthly Statement (Final)
- b. November 2024 Monthly Statement (Preliminary)

6. Old Business

- a. Discussion/Motion: 2025-2026 Budget Schedule
 - i. No motion was made.
- b. Discussion/Motion: IIPP (Injury and Illness Prevention Program Policy)
 - i. Board Member Aquino made a motion, Board Member Ut second, to approve IIPP (Injury and Illness Prevention Program) Policy to supersede: 2021 IIPP. The motion passed unanimously. Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y
- c. Discussion/Motion: Adoption of a Transitional Kindergarten (TK) Service
 - i. No motion was made.

7. New Business

- a. Discussion/Motion: Welcome and Oath of Office Celebration New Board of Directors, Pursuant to *Government Code section 1360*
 - i. No motion was made.
- b. Proclamation
 - i. Board Member Carlos made a motion, Board Member Aquino second, to approve Resolution 2024-09 recognizing former Board Member Shirin Bakhshay for her service to the District. The motion passed unanimously. Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y
- c. Discussion/Motion: Appoint Board of Director President
 - i. Board Member Carlos made a motion, Board Member Ut second, to appoint Andrew Aquino as next Board of Directors President. The motion passed unanimously. Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y
- d. Discussion/Motion: Appoint Board of Directors Vice President
 - i. Board Member Francis made a motion, Board Member Carlos second, to appoint Uy Ut as Vice President of the Board of Directors for the Highlands Recreation District. The motion passed unanimously. Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y
- e. Discussion/Motion: Standing Committees per Bylaws Section 2
 - i. No motion was made.
- f. Discussion/Motion: Payroll and Holiday Schedule 2025
 - i. Board Member Merkadeau made a motion, Board Member Ut second, to approve Payroll Schedule as set forth in the board packet. The motion passed unanimously. Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y
 - ii. No motion was made on Holiday Schedule 2025.
- g. Discussion/Motion: Adopt Resolution for Determining the Calculation of the Appropriations Limits for fiscal year 2024-2025, Section 7910 Government Code, Article IIIIB.
 - i. Board Member Carlos made a motion, Board Member Merkadeau second, to approve Resolution 2024-08, determining the calculation of the appropriations limit for fiscal year 2024-2025. The motion passed unanimously.

Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

h. Discussion/Motion: Simple IRA Contributions Update

- i. Board Member Merkadeau made a motion, Board Member Ut second, to approve a Simple IRA District match of up to 3% for RNE-3 classified employees effective July 1. The motion passed unanimously.

Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

i. Discussion/Motion: EAP (Emergency Action Plan) – 1st Read

- i. No motion was made.

j. Discussion: Website Accessibility (ADA) Compliance

8. Upcoming BOD Meetings: January 14, 2025 – February 11, 2025 – March 11, 2025

9. Review and Payment of Bills

a. Action: Motion to approve Expenditures

- i. Board Member Carlos made a motion, Board Member Ut second, to pay the bills. The motion passed unanimously.

Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

10. HRD Board of Directors Announcements

11. Adjournment

Board Member Ut 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 10:07 pm.

Respectfully Submitted,

Megan Catmull
Board Secretary

Board President or Vice President: _____

Signature: _____



MEMORANDUM

Date: January 14, 2025
 To: HRD Board of Directors
 From: Tamsen K. Burke, General Manager
 Re: General Manager's Report

Announcements

The Highlands Recreation District is pleased to announce that it has hired Nicolai Robertson as Aquatic Supervisor. Nic has more than 15 years' experience in the Aquatics industry with background in non-profit, profit organizations and educational sectors. He has served as the YMCA Risk Management for Aquatics Representative, National Aquatic Director for VillaSports, and Assitant General Manager of Aquatics, Sports, and Events at Stanford University. Nic brings to the HRD multiple licenses and certification in WSI, LG/Instructor Trainer, ASCA Level 3 and USA Level 2 Swim Coach. Nic has cultivated organizational development, revenue generation, and a strategic customer-focused and relationship building which will be an asset to the HRD vision and mission. Nic was a collegiate athlete and volunteers as a firefighter in his local community. Nic will start with the Highlands Recreation District on Monday, January 13, 2025.

Projects

Employee Break Room

- Floor cracks have been repaired and floor leveled; paint and flooring scheduled for January; ice machine (s) relocated to back of room to open floor space.
- Exterior gazebo / space near EEC is being cleared and repairs made. Future considerations for enclosure will be reviewed for summer months and bee control.

BKF Landslide (north bathrooms)

- Design documents prepared for BOD review and approval to move forward with County submission for permitting.
- Preparation for Bid and process for solicitation will begin upon receipt of permit.
- Upon completion of the Bid process the BOD will review and approve the contractor selection and a project timeline.
- The General Manager will serve as the on-site project manager with Mike Koenig, as the designee in her absence.
- Continued research and topographical images are being collected to report to the Board for revenue next steps for remediation.

Cal OES 2022-2023 Early Winter Storm Disaster (FEMA DR 4683) Application

- General Manager is reviewing any open projects and/or project completions and certificate to close with Cal OES.
- Request to submit payment and close Project PW 262, Highlands Recreation District Landslide (south near the basketball court).

Office Renovation/Refresh

- Existing blueprints reviewed for scope of work, re-design of workspace(s).
- An evaluation of electrical power to the common space office is being evaluated due to limited power for multi-outlets and office equipment. This may require a trade electrician to discuss panel upgrade or additional work.

IT Equipment Repair and Replacement Plan

- Inventory of all IT computers/laptops, related equipment is being finalized and assigned as a part of positions within the HRD.
- A proposal will be forthcoming to the Board of Directors with a replacement plan for aging towers and moving towards laptop computers as a part of the 2025-2026 Budget cycle. Due to the age and persistence of concerns with GM laptop and other positions, a mid-year funding request may be made.
- An audit of Wi-Fi within the main building will be evaluated for the GM and common office area where connectivity is lost daily.

HR Department Unit Audit

- The General Manager and Assistant General Manager continue to conduct an audit of the department policies and procedures, compliances, and record-keeping. An annual audit schedule will be developed to ensure compliance.

Capital Projects

- Review of the Facility Improvements and Asset Projection 2019-2022 and project completions to create 2025 list and future projects. This will be proposed to BOD for a special strategy session project.
- Review and update the Highlands Recreation District Fixed Asset Schedule 1989-6/21.

Cost Allocation

- Ongoing review of methodology and practice of 2024-2025 cost allocation process for centers.
- Preparing recommendations for 2025-2026 budget assumptions for the cost allocation process.

Labor and Special District Compliance / Laws

The General Manager is reviewing new 2025 compliance and laws through an audit process for the organization's business and each department.

Specific laws require Board of Director review and action, and will be shared with its timing for execution.

AB-2561 Local public employees: vacant positions (2024)

The enacted provisions of AB 2561, effective January 1, 2025, require special districts to take the following actions (see attached AB2561)

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to be present at the hearing.

- SEC. 2. Section 3502.3 is added to the Government Code, to read:
 - 3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

- (2) If the governing board adopts an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

Fire Management Assistance Grants (FMAGs)

Newsom Administration Awards Nearly \$138 Million in Fire Prevention Grants to Build Resilience in Local Communities. The Governor obtained three Fire Management Assistance Grants (FMAGs) from the Federal Emergency Management Agency (FEMA) to support efforts for the Palisades, Eaton, and Hurst fires. These grants ensure that resources are available to suppress the fires effectively.

FMAGs are federally funded through the President's Disaster Relief Fund and provide a cost-share mechanism to aid local, state, and tribal agencies. Eligible agencies may receive up to 75% reimbursement for fire suppression costs, including:

- Field camps and equipment use.
- Materials and supplies.
- Mobilization and demobilization activities.

FMAGs are available to state, local, tribal governments, and special districts to support efforts in mitigating, managing, and controlling fires on public or private forests or grasslands that pose a significant threat of severe destruction, potentially qualifying as a major disaster.

How Federal Disaster Assistance Works

A Major Disaster Declaration allows the federal government to step in when the severity of damage surpasses the capabilities of state and local governments. Assistance may include: (1) Individual Assistance: Programs such as the Individuals and Households Program, Crisis Counseling, Disaster Unemployment Assistance, and more.

(2) Public Assistance: Support for state, tribal, and local governments, including: Debris removal and emergency protective measures. Repair or replacement of roads, utilities, and other infrastructure.

(3) Hazard Mitigation Assistance: Funding to prevent or reduce long-term risks to life and property from future hazards

General Manager is reviewing CAL FIRE's Fire Prevention Grants Program for Highlands Recreation District and own Open Spaces for 2025, which provides funding for local projects and activities that address the risk of wildfire, reduce wildfire potential, and increase community resiliency. Funded activities include fuel reduction, wildfire planning, and fire prevention education. The program enables local organizations such as fire safe councils to implement activities that address the risk of wildfire and reduce wildfire potential for communities.

CARPD: 2025 Leg. Comm. Meeting & GM Roundtable

The Legislative Committee is discussing current proposed bill status and potential issues/language, and general managers collectively made recommendations to the committee to keep the impact of decision making with Parks and Recreation and Special Districts represented. Future discussion on reviewing new legislation and positions on bills (2/21 is deadline for bills to be introduced).

General Manager will be meeting with Executive Officer with the San Mateo Local Agency Formation Commission (LAFCo) in February to discuss Highlands Recreation District and providing an update at San Mateo LAFCo.

Professional Development

General Manager is in the 2025 Cohort for Certified Special District Manager distinction through the Special District Leadership Foundation.

BOD Directives Schedule

The General Manager has created a schedule to record Board of Directors requests for additional information or action by General Manager from each meeting to complete. Attached is a time stamp response/action for record keeping. (see attached)

BOARD OF DIRECTOR DIRECTIVES

MEETING 12.10.2024

General Manager – Tamsen Burke

Assistant General Manager – Megan Catmull

Tasks- Directives	Responsible	Updates / Completion Notes
1. Public Forum		
a. HRD Landslide -Bathroom – (Tamsen)	Tamsen	CAPRI response – Move forward with project repairs by contractor, CAPRI insurance process is to request reimbursement
i. Secure Owner Vince and Betty Oen, - Presentation Slides		12/11-12/2024 – Email Correspondence, Received; Part 1 & 2 of presentation, photos for further review
ii. Contact and secure - Highlands Association Bylaws, Section 2		12/12/24 – Request through emailed to HCA President, Liesja Nicholas
iii. Contact CAPRI update on Claim Notice		12.5.2024 Emailed ED CAPRI 12.16.24 Follow up Questions CAPRI submitted
2. Record Retention – Dedicated Access (Meg)	Meg	Already done. Only GM & AGM have access to records retention OneDrive folder.
3. Aquatic Supervisor Interview	Tamsen	12.11.2024 - Emailed Director Aquino, Hold for 12.18 Finalist. Hired new Aquatic Supervisor, 12.20.2024. Start Date 1.13.2025
4. BOD – January 2025 – Agenda item - Review CPI	Tamsen	Added to 1.14.2025 Agenda. Discussion item Compensation Review and Plan
5. IIPP and EAP Employee Training Cost	Meg	12.11.24 Confirmed that Directors can train staff on IIPP procedures within budget 12.13.24 Sent directors list of Paylocity safety trainings IIPP Staff training cost report to BOD 1.14.2025.
6. Holiday Schedule	Meg	1/5/2024 6 comps for holidays and closures have been researched and compiled in a spreadsheet. BOD 1.14.2025 Agenda item for discussion with research and survey results
i. Research Comps for Floating Holidays, Holiday for employees		
ii. Business Closures		
7. ADA Compliance Website	Tamsen	Did some research in December. Compiled research into spreadsheet in Jan. The software the board was wanting does not exist to WCAG 2.2aa standards in Assistant General Manager report BOD 1.14.2025
i. Research and identify viewer software for pdfs/website		
8. Board Strategy Session – Send Doodle	Tamsen	Completed, date set for January 19, 2025 9am-1pm
9. Retirement – Employee Participation in 457 contribution & Simple IRA	Meg	Audit is ongoing for each plan. 457 plan and options are agenda items on BOD 1.14.2025



MEMORANDUM

Date: January 14, 2025

To: Tamsen Burke, General Manager

From: Meg Catmull, Assistant General Manager

Re: Assistant General Manager's Staff Report

Human Resources & Staff Engagement:

- **Employee Handbook:**
 - New 2025 Laws are being reviewed and implemented.
 - The General Manager and Paylocity HR Representative are reviewing employee Handbook.
- **Recruiting/Hiring:**
 - The District currently has the following open positions: Swim Team Coach, two EEC Pre-School Teachers, ASP Coordinator, and Administrative Assistant.
 - Applicants per position:
 - Swim Team Coach: 11
 - EEC Teacher: 7 (infant), 36 (non-infant)
 - ASP Coordinator: 13
 - Aquatic Supervisor: 51
 - Swim Team Coach Finalist (2) – Pending review by new Aquatics Supervisor.
 - Recruitment continues for part-time and seasonal lifeguards and head lifeguards.
 - The District offered the Aquatic Supervisor position to Nicolai Robertson. Start date is January 13, 2025.
- **Employee Morale & Engagement:**
 - In December, management held the annual core-staff holiday party for employees at the coordinator level and above. Additionally, individual departments held holiday celebrations with their respective staff.

Operations:

- **Recreation Programming Software:**

- The draft contract with RecDesk is being reviewed by management to address contract language with year over year escalating fees. Staff have been in touch with RecDesk’s team to set up training and system implementation.
- **Registration Office:**
 - The administrative assistant transitioned to the interim ASP Coordinator position in the District; the position is now vacant.
 - Staff have adjusted schedules to ensure phone lines are open from 12:00pm-1:00pm, per prior board president request.
- **Records Retention Policy & Project:**
 - Staff have begun the process of setting up a folder structure for digital records retention. Based on IT security measures only the Assistant General Manager and General Manager have access to the Records Retention folder structure.
 - Staff have begun the process of recording and retaining District Resolutions. Resolutions Index is expected to be completed by 1/31 with digitally stored resolutions to be completed by 2/14.
- **ADA Website Compliance**
 - At the time of this report, AB17-15, related to accessibility requirements for government websites in California, has not been passed by state legislature.
 - Federal ADA rulings require compliance with WCAG 2.1 AA standards by April 26, 2027.
 - Staff have compiled PDF accessibility reader software in preparation of the possibility of AB17-15 passing and have received multiple quotes:

Website Compliance ADA PDF Readers/Viewers			
Program	Compliance Standard	Cost	Notes
Adobe Acrobat Pro	WCAG 2.0		Does not remediate, only scans
beaccessible.com	WCAG 2.2	\$5-20/page	Inquiry sent 1/7/2025
accessibilitychecker.com	WCAG 2.2	Starts at \$600/year or \$.20-\$.80/page	Does not remediate, only scans
continualengine.com	WCAG 2.2	\$3-4/page	Inquiry sent 1/7/2025
Acquia/ Allyant	WCAG 2.2aa	\$7/page via streamline deal	
skynettechnologies.com	WCAG 2.1 up to 40%		Inquiry sent 1/7/2025
https://brailleworks.com/	WCAG 2.2aa		Inquiry sent 1/7/2025
accessibe.com	WCAG 2.1aa	\$5-\$25/page	

Grounds, Facilities, and Maintenance:

- Physical facility schedules are now available at the tennis courts, gym and MPR which are updated weekly.
- Completed maintenance tickets from December include:
 - Soap dispenser replaced.
 - New power strip installed in pool pump room.
 - Hay wattles and tarps laid next to sports court to prevent run-off to south landslide area.
 - Playground Entry Stairs – wood stringers and treads are being replaced. Rise per step will be corrected to upon bid review per CAPRI recommendation during audit.
 - Fire Reduction completed near Pool building and EEC Playground

- Per CAPRI and CAPRD - Tree Management and Assessment proposal is being prepared

Compliance:

- **2025 Updated Planned Policy Reviews**

January

- Safety Committee Charges (Completed)
 - Proposal for committee purpose & scope reviewed by GM.
 - Safety committee meetings scheduled (1/2025)
- CERT and HRD Employee Training/Compliance (1/2025)
- Performing an audit of Simple IRA and 457(b) retirements plans, and 529 plan related to IRS rules and other compliance requirements. Staff will consult with plan brokers, CPAs, and a tax attorney during the course of this internal audit.

February

- Update Workplace Violence Policy, Log, and Training (2/2025)
- Review and update Employee Handbook
 - The draft is being reviewed by GM/Paylocity HR Rep with addition of new 2025 laws.
 - First read by BOD 2/2025
- Update Hazard Communication Program (HCP) (2/2025)
 - Draft in progress.
 - First read by BOD 2/2025
- Create ADA and Accommodations policy and grievance form (2/2025)
- Create/update Cyber-security policy (2/2025)
 - Draft in progress.

March

- Heat and Related Illness Guide (3/2025)
- Update Blood Borne Pathogens/Exposure and Control Plan (BPP)
 - First read by BOD scheduled for 3/2025.
- COVID and RSV Plans (3/2025, BOD 3/2025)
- Preliminary research in process.
- Complete updated ADA assessment (3/2025)
 - The first draft being reviewed by GM.
- Improvements to HRD Service Agreements and Property Rental form's language
- Implement functional capacity exams for full-time new hires.



MEMORANDUM

Date: January 14, 2025

To: Tamsen Burke, General Manager

From: Meg Catmull, Board Secretary

Re: 2024 Calendar Year Board Member Attendance Report

<p>January 9, 2024 Regular Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Present Pamela Merkadeau – Present Uy Ut – Present Eric Olbekson – Present</p>	<p>January 12, 2024 Special Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Absent Pamela Merkadeau – Present Uy Ut – Absent Eric Olbekson – Present</p>
<p>February 13, 2024 Regular Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Absent Pamela Merkadeau – Present Uy Ut – Present Eric Olbekson – Present</p>	<p>March 12, 2024 Regular Board Meeting: Andrew Aquino – Absent Shirin Bakhshay – Remote Pamela Merkadeau – Present Uy Ut – Present Eric Olbekson – Present</p>
<p>March 24, 2024 Special Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Present Pamela Merkadeau – Present Uy Ut – Present Eric Olbekson – Present</p>	<p>April 9, 2024 Regular Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Absent Pamela Merkadeau – Present Uy Ut – Present Eric Olbekson – Absent</p>
<p>May 14, 2024 Regular Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Present Pamela Merkadeau – Present Uy Ut – Present</p>	<p>June 11, 2024 Regular Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Present Pamela Merkadeau – Present Uy Ut – Present</p>
<p>July 9, 2024 Regular Board Meeting: Andrew Aquino – Absent Shirin Bakhshay – Present Pamela Merkadeau – Present</p>	<p>August 13, 2024 Regular Board Meeting: Andrew Aquino – Absent Shirin Bakhshay – Present Pamela Merkadeau – Present</p>

Uy Ut – Present Ranya Francis – Present	Uy Ut – Remote Ranya Francis – Present
August 20, 2024 Regular Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Present Pamela Merkadeau – Present Uy Ut – Present Ranya Francis – Present	August 21, 2024 Regular Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Present Pamela Merkadeau – Present Uy Ut – Present Ranya Francis – Present
September 10, 2024 Regular Board Meeting: Andrew Aquino – Absent Shirin Bakhshay – Absent Pamela Merkadeau – Present Uy Ut - Present Ranya Francis – Present	October 8, 2024 Regular Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Remote Pamela Merkadeau – Present Uy Ut – Present Ranya Francis – Absent
November 12, 2024 Regular Board Meeting: Andrew Aquino – Present Shirin Bakhshay – Present Pamela Merkadeau – Present Uy Ut – Present Ranya Francis – Present	December 10, 2024 Regular Board Meeting: Andrew Aquino – Present Chris Carlos – Present Pamela Merkadeau – Present Uy Ut – Present Ranya Francis – Present



MEMORANDUM

Date: January 14, 2025
 To: Tamsen Burke, General Manager
 From: Mike Koenig, K-8th Child-Care Director
 Re: ASP/IC Program Update

PROGRAM/DEPARTMENT OVERVIEW

- The program is currently enrolling for the 2025-2026 school year. Registration for Highlands residents began January 7. The currently enrolled family lottery begins January 21. Registration for new non-residents begins February 3.
- Spring and Summer Camps are now on the horizon. The program has already begun the planning process. Field trips are being reserved and advertising will begin in February.
- Staff conduct a detailed inventory of ASP emergency supplies every January. Emergency water is replaced, food expiration dates are checked, propane tanks are filled, and misc. supplies replenished.
- The program will offer science classes to the ASP children each Wednesday through March 26. Each week will have a new theme. Staff will rotate the children through these classes over the next 12 weeks.

STAFF UPDATES

- ASP Coordinator Alexis Hara's last day with the district will be January 8. Program staff are currently in the hiring process and hope to identify a new candidate soon. In the meantime, ASP staff Jennifer Spencer will be taking over the Coordinator role in the interim.
- ASP staff Mike Murphy celebrated his 13-year work anniversary with the Highlands Recreation District on January 3. Staff thanked Mike for his service and dedication to the program.

FINANCIAL

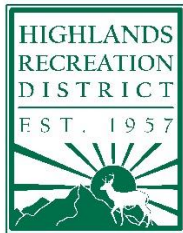
- Winter Camp ended on January 3. Camp days were sporadic this year as the Christmas holiday fell right in the middle of the week. Camp was not as well received as 2023. Winter Camp 2024 served approximately twenty-six children per day as opposed to 50 in 2023. This is typical for Winter Camp which is usually when families choose to vacation.
- For December, revenue is tracking as it should be at 50% of fiscal year. Everything is on par to meet or exceed budget predictions with the exception of line item 596603 (ASP/IC Snacks). This is slightly over budget due to increasing food costs and a larger In-Crowd program this year. For comparison, at this time last year the In-Crowd had 8 kids per day as opposed to 16 this year.

COMPLIANCE UPDATES

- The social room has its annual fire inspection on January 21. The inspection is performed by Hue & Cry who maintains the system.

UPCOMING EVENTS

- ASP/IC 2025-2026 registration (continued)
- ASP Coordinator recruitment
- Spring Camp scheduling/advertising/planning.



MEMORANDUM

Date: January 14, 2025

To: Tamsen Burke, General Manager

From: Janelle Slightam, Aquatics Coordinator

Re: Aquatics Coordinator Report

- **Key Highlights:**
 - Winter 2025 Pool Hours posted (see attachment)
 - Two additional swimmers joined our pre-competitive program.
- **Metrics and Data:**
 - An additional 15 hours (per week) of lap swim will be available starting January 6.
 - Currently at 87% capacity for group lesson registration in Winter 2025.
- **Financials:**
 - 111 private swimming lessons have been filled for Winter 2025, adding \$20,800 in revenue.
- **Staff Updates:**
 - Swim Coach interviews are underway.
 - Aquatic Supervisor announced to Directors and starts January 13, 2025.
- **Maintenance/Operations Updates:**
 - 2/3 quotes received for replacement of the interior pool lights (7)
 - PACO pump received on 12/17/2024.
 - Schedule for replacement TBD based on response from Knorr.
- **Compliance Updates:**
 - AEDs inspected on 1/7/2025 for ASP, POOL, and EEC by Aquatics Coordinator
- **Future Goals and Plans:**
 - Parent-Tot swimming lessons
 - Standardized swimming instructor training program

AQUATICS WINTER 2025 HOURS

WINTER HOURS IN EFFECT JANUARY 6 - MARCH 30

LAP SWIM

Monday/Wednesday/Friday 8:00am - 1:00pm (3 lanes 8-9am)
Tuesday/Thursday 11:00am-3:00pm
Monday-Thursday 6:00pm-8:00pm (2 lanes)
Saturday 11:00am-1:00pm (2 lanes 11am-12pm)
Sunday 11:00am-1:00pm (4 lanes 11am-12pm)

REC SWIM

Saturday 1:15pm-4:15pm
Sunday 1:15pm-4:15pm

ENTRY RATES per person	Punch Card Fees
Highlands Residents: \$7 Seniors (65+): \$7 Non-Residents: \$10 Children 3 and under: Free	10 Entry Card - \$60 R / \$85 NR 20 Entry Card - \$112 R / \$160 NR

Pool hours, entry rates, and and programs are subject to change; changes will be communicated as soon as possible through our website www.highlandsrec.ca.gov.





MEMORANDUM

Date: January 14, 2025

To: Tamsen Burke, General Manager

From: Julie Fernandez, Early Education Director

Re: Early Education Center Program Update

Program/Department Overview

- EEC hosted the annual Holiday Event for families on December 13th. Families joined for food, activities, and mingling. Families expressed how grateful and appreciative they were to have an event to foster engagement outside the classroom.
- The EEC will be closed on January 17th for Professional Development Day. We will discuss how to make sure our curriculum is conscious of being inclusive. The remainder of the day will consist of team meetings, conference prep, and classroom work.

Key Highlights

- The application for incorporating a toddler option was submitted to the Licensing Office. We are waiting to hear back for approval or next steps.

Metric and Data

- A new child started in the Monkey class.
- We have added a couple more families to the waitlist for the Monkey Class
- Two children left the program at the end of December.
 - We are actively touring new families and reaching out to ones who have toured recently but have not added to the waitlist for enrollment.

Financial Updates

- Current 2024-2025 EEC Monthly Rates Effective July 1, 2024

2024-2025 EEC Monthly Rates Effective July 1, 2024	Resident	Non-Resident
Infant Program	\$2979	\$3276
Preschool Program	\$2720	\$2992

- A recommendation proposal will be shared with the BOD in February for the 2025-2026 EEC Monthly Rate changes.

Staff Updates

- One preschool teacher gave her resignation notice.

Challenges/Concerns

- With the resignation of the teacher leaving at the end of January, recruiting for teachers will need to be a priority.

Future Goals/Plans

- The EEC Director and Assistant Director have begun preparing for next year's enrollment. The EEC is on target to begin re-enrollment in January and enrollment for new families in February.
- February, The EEC Director, and Assistant Director have begun preparing a conference schedule and working with educators for the upcoming student conferences.
- January 15, Picture day for the EEC
- January 20, for Martin Luther King Jr. Day



MEMORANDAUM

Date: January 14, 2025
To: Megan Catmull, Assistant General Manager
From: Julia Fior, Recreation Coordinator
Re: Seasonal Programs and Rentals Update – January 2025

EVENTS

- The Highlands Senior Network’s December Holiday Party was December 19 at a local HSN member’s home. It was a community soup potluck, and there was a great turnout. HRD staff did attend to wish the HSN community a happy holiday.
 - The January lunch will be a catered lunch at the Rec on January 16. HSN members are encouraged to confirm their attendance and pay in advance with Richard Shu.
 - Mahjong classes resumed January 7 after the HRD Winter Closure. Classes will run Tuesday mornings through Spring. Mahjong generally relocates to CSUMC during the Summer months.
- The HRD “Breakfast with Santa” event occurred December 14, 10:00am-12:00pm. This event was planned in lieu of the Friday evening “Holly Jolly Holiday” event. HRD staff explored this option to encourage higher turnout by offering a more reasonably timed event for families with younger children.
 - Roughly 135 guests were in attendance, most of which were pre-sale tickets. Given a large storm that happened on the morning of, this was considered a successful turnout.
 - The event included: a pancake breakfast, winter crafts, storytelling with Santa and Mrs. Claus, and a photo opportunity with Santa and Mrs. Claus.
 - A concurrent holiday market was hosted in the MPR. There were roughly 8 vendors in total, offering various goods and other holiday treats.
 - Overall, there was positive feedback from families regarding the event and the shift from a Friday evening event.
- The next HRD event is Eggstravaganza, which is scheduled for April 19. This event hosts families for breakfast, Spring themed crafts, and egg hunts.

- Last year, class contractors were invited to come and showcase their upcoming classes to boost overall registrations. The Recreation Coordinator will work with current and upcoming contractors to be able to showcase again.

CLASSES

- Fall Classes finished as of December 20. Tennis and Kuk Sool were extended after their initial end dates in order to accommodate make-up and overall class needs.
- Winter Enrollment is currently open for Residents and Non-Residents.
 - Winter Classes are in effect from January 6 – April 4.
 - Class offerings this Winter include indoor youth soccer and basketball, adult yoga classes, STEAM Lego classes, and other various art classes.
- The Highlands Theater Program began January 7 and will run through the end of April.
 - The theater program is one of Rec’s largest Seasonal Programs, with an average of 47 students registering each year. This year, the registration minimum is 50 students, with full expectations to surpass that number.
 - This program is in collaboration with the Highlands Elementary School, and we are elated to continue this partnership.
 - Registration has been extended through January 16 to allow families to register post the holiday break.
- Planning for the 2025 Spring and Summer Activity Guide has commenced. The Spring and Summer Guide is our largest issue, spanning from early April through mid-August.
 - Distribution typically happens in early March.
 - Registration for Spring and Summer Classes will open towards the end of March. Families have already inquired about Summer Camp schedules and when that information will be released.

RENTALS

- December had 61 total rentals, which is in part to recurring rentals ending in mid-December for the holiday season.
 - Aquatics Rentals
 - 18 Diving Well rentals.
 - 10 Odyssey school rentals
 - 4 Scuba rentals
 - 1 Lane & Diving Well rental
 - Non-Aquatics Rentals
 - 12 Odyssey rentals
 - 6 Free/Scout rentals
 - 2 Dance rentals
 - 2 Private rentals

Highlands Recreation District			12:49 PM	ORIGINAL
Profit & Loss			12/05/2024	
November 2024			Accrual Basis	
			Nov 24	
		Income		
		152100 · Interest Earned Note #1	295.66	
		1997 · Capital Grants & Contrib Note #2	-164.07	
		232100 · Park & Recreation Fees		
		232101 · Refunds of Fees	-700.00	
		232103 · Deposits Received/Returned Note #3	-700.00	
		232100 · Park & Recreation Fees - Other	240,747.00	
		Total 232100 · Park & Recreation Fees	239,347.00	
		265800 · Miscellaneous Revenue	25.00	
		Total Income	239,503.59	
		Gross Profit	239,503.59	
		Expense		
		411100 · Permanent Salaries Note #4	54,314.13	
		411101 · Temporary Out of Class Note #4	1,800.00	
		416101 · Office Wages Note #4	17,171.00	
		416102 · Pool Wages Note #4	28,135.48	
		416103 · Maintenance Wages Note #4	9,371.39	
		416104 · Supervision Wages Note #4	7,481.18	
		416107 · ASP/Camp Wages Note #4	32,793.95	
		416108 · EEC Wages Note #4	54,956.99	
		416110 · Vacation Expense	1,483.57	
		431100 · Social Security	12,727.33	
		431200 · Medicare Contribution	2,976.55	
		463100 · District Employee Benefits	10,183.27	
		512100 · Clothing & Uniforms	428.11	
		515600 · Household Expense		
		515601 · Recology	1,152.50	
		515602 · Janitorial Supplies	831.42	
		515605 · Cleaning Company	3,855.00	
		Total 515600 · Household Expense	5,838.92	
		519300 · Office Expense		
		519301 · Outside Printing & Copy Serv Note #5	4,573.20	
		519303 · General Office Supplies	811.93	
		519305 · Postage & Mailing Expense Note #5	2,391.56	
		519307 · Other Office Expense	819.14	
		519308 · Credit card/ACH fee	1,698.55	
		519309 · Payroll service fees	2,035.06	
		Total 519300 · Office Expense	12,329.44	
		533100 · Memberships/Subs/Licensing Fees	1,428.99	
		545900 · Maintenance-Facilities & Imprv		
		545903 · Paint, Solvents & Chemicals	1,268.29	
		545904 · Pool Supplies	108.28	

Highlands Recreation District		12:49 PM	ORIGINAL
Profit & Loss		12/05/2024	
November 2024		Accrual Basis	
		Nov 24	
	545905 · Locks & Security System	37.50	
	545906 · Signage Expense	36.46	
	545909 · Other General Maintenance	522.15	
	545911 · Landscape/Garden Expense	1,068.30	
	545912 · Vehicle Expense	230.69	
	545913 · Ground/Facility Improvements	40.41	
	Total 545900 · Maintenance-Facilities & Imprv	3,312.08	
	563800 · Utility Expense		
	563801 · P G & E	8,398.38	
	563802 · Water	1,386.55	
	563803 · Sewer Fees	6,255.34	
	Total 563800 · Utility Expense	16,040.27	
	585600 · Contract Expenses		
	585604 · Consultants	420.00	
	Total 585600 · Contract Expenses	420.00	
	596600 · Program Specific Expenses		
	596603 · Snacks-ASP	687.37	
	596604 · Supplies-ASP	537.32	
	596607 · Misc Exp-POOL	179.75	
	596608 · Misc Exp-ASP	315.32	
	596610 · Misc Exp-OFFICE	39.99	
	596611 · Misc Exp-OTHER	-52.19	
	596612 · Special Events	901.33	
	596614 · Pool Supplies	81.65	
	596616 · Incrowd Rent	1,484.21	
	596617 · Seasonal Programs	39.36	
	596621 · EEC supplies	1,017.60	
	596622 · EEC Snacks	359.74	
	596623 · EEC Special Activities	514.49	
	596624 · EEC Misc	32.00	
	596625 · Pool Concessions	64.53	
	596626 · Misc Exp-SWIM TEAM	277.67	
	Total 596600 · Program Specific Expenses	6,480.14	
	671200 · Telephone Service Charges	322.67	
	673100 · Insurance		
	673101 · CAPRI-WORKERS COMP	1,763.75	
	673102 · CAPRI-GEN INS	10,047.17	
	Total 673100 · Insurance	11,810.92	
	7311 · Fixed Assets-Equipment		
	731101 · Equip-Not Capitalized	214.35	
	Total 7311 · Fixed Assets-Equipment	214.35	
	Total Expense	292,020.73	

Highlands Recreation District			2:06 PM	REVISED TO INCLUDE SMC PROPERTY TAX REVENUE REPORTED ON 12/13/2024
Profit & Loss			01/10/2025	
November 2024			Accrual Basis	
			Nov 24	
Income				
	102100	Property Taxes	32,387.90	
	152100	Interest Earned	295.66	
	1997	Capital Grants & Contrib Note #1	-164.07	
	232100	Park & Recreation Fees		
	232101	Refunds of Fees	-700.00	
	232103	Deposits Received/Returned Note #2	-700.00	
	232100	Park & Recreation Fees - Other	240,747.00	
		Total 232100 · Park & Recreation Fees	239,347.00	
	265800	Miscellaneous Revenue	25.00	
		Total Income	271,891.49	
Gross Profit			271,891.49	
Expense				
	411100	Permanent Salaries Note #3	54,314.13	
	411101	Temporary Out of Class Note #3	1,800.00	
	416101	Office Wages Note #3	17,171.00	
	416102	Pool Wages Note #3	28,135.48	
	416103	Maintenance Wages Note #3	9,371.39	
	416104	Supervision Wages Note #3	7,481.18	
	416107	ASP/Camp Wages Note #3	32,793.95	
	416108	EEC Wages Note #3	54,956.99	
	416110	Vacation Expense	1,483.57	
	431100	Social Security	12,727.33	
	431200	Medicare Contribution	2,976.55	
	463100	District Employee Benefits	10,183.27	
	512100	Clothing & Uniforms	428.11	
	515600	Household Expense		
	515601	Recology	1,152.50	
	515602	Janitorial Supplies	831.42	
	515605	Cleaning Company	3,855.00	
		Total 515600 · Household Expense	5,838.92	
	519300	Office Expense		
	519301	Outside Printing & Copy Serv Note #4	4,573.20	
	519303	General Office Supplies	811.93	
	519305	Postage & Mailing Expense Note #4	2,391.56	
	519307	Other Office Expense	819.14	
	519308	Credit card/ACH fee	1,698.55	
	519309	Payroll service fees	2,035.06	
		Total 519300 · Office Expense	12,329.44	
	533100	Memberships/Subs/Licensing Fees	1,428.99	
	545900	Maintenance-Facilities & Imprv		

Highlands Recreation District					2:06 PM	REVISED TO INCLUDE SMC PROPERTY TAX REVENUE REPORTED ON 12/13/2024
Profit & Loss					01/10/2025	
November 2024					Accrual Basis	
					Nov 24	
				545903 · Paint, Solvents & Chemicals	1,268.29	
				545904 · Pool Supplies	108.28	
				545905 · Locks & Security System	37.50	
				545906 · Signage Expense	36.46	
				545909 · Other General Maintenance	522.15	
				545911 · Landscape/Garden Expense	1,068.30	
				545912 · Vehicle Expense	230.69	
				545913 · Ground/Facility Improvements	40.41	
				Total 545900 · Maintenance-Facilities & Imprv	3,312.08	
				563800 · Utility Expense		
				563801 · P G & E	8,398.38	
				563802 · Water	1,386.55	
				563803 · Sewer Fees	6,255.34	
				Total 563800 · Utility Expense	16,040.27	
				585600 · Contract Expenses		
				585604 · Consultants	420.00	
				Total 585600 · Contract Expenses	420.00	
				596600 · Program Specific Expenses		
				596603 · Snacks-ASP	687.37	
				596604 · Supplies-ASP	537.32	
				596607 · Misc Exp-POOL	179.75	
				596608 · Misc Exp-ASP	315.32	
				596610 · Misc Exp-OFFICE	39.99	
				596611 · Misc Exp-OTHER	-52.19	
				596612 · Special Events	901.33	
				596614 · Pool Supplies	81.65	
				596616 · Incrowd Rent	1,484.21	
				596617 · Seasonal Programs	39.36	
				596621 · EEC supplies	1,017.60	
				596622 · EEC Snacks	359.74	
				596623 · EEC Special Activities	514.49	
				596624 · EEC Misc	32.00	
				596625 · Pool Concessions	64.53	
				596626 · Misc Exp-SWIM TEAM	277.67	
				Total 596600 · Program Specific Expenses	6,480.14	
				671200 · Telephone Service Charges	322.67	
				673100 · Insurance		
				673101 · CAPRI-WORKERS COMP	1,763.75	
				673102 · CAPRI-GEN INS	10,047.17	
				Total 673100 · Insurance	11,810.92	
				7311 · Fixed Assets-Equipment		

Highlands Recreation District			12:53 PM	ORIGINAL
Profit & Loss			12/05/2024	
July through November 2024			Accrual Basis	
FISCAL YEAR TO DATE			Jul - Nov 24	
	Income			
	102100	Property Taxes Notes #1 & 2	68,048.28	
	102101	ERAF	92,764.48	
	152100	Interest Earned Notes #1 & 3	44,248.53	
	1997	Capital Grants & Contrib Note #4	-2,084.88	
	232100	Park & Recreation Fees		
	232101	Refunds of Fees	-8,818.20	
	232103	Deposits Received/Returned Note #5	-3,025.00	
	232100	Park & Recreation Fees - Other	1,235,857.37	
		Total 232100 · Park & Recreation Fees	1,224,014.17	
	265800	Miscellaneous Revenue	548.28	
		Total Income	1,427,538.86	
		Gross Profit	1,427,538.86	
	Expense			
	411100	Permanent Salaries	145,262.25	
	411101	Temporary Out of Class	11,100.00	
	416101	Office Wages	61,557.78	
	416102	Pool Wages	130,361.41	
	416103	Maintenance Wages	32,152.13	
	416104	Supervision Wages	25,291.39	
	416105	Program Specialist	13,900.80	
	416107	ASP/Camp Wages	128,479.60	
	416108	EEC Wages	210,243.93	
	416110	Vacation Expense Note #6	-5,216.86	
	431100	Social Security	45,597.21	
	431200	Medicare Contribution	10,663.88	
	463100	District Employee Benefits	61,068.25	
	512100	Clothing & Uniforms	1,740.57	
	515600	Household Expense		
	515601	Recology	5,762.50	
	515602	Janitorial Supplies	4,561.25	
	515605	Cleaning Company	19,275.00	
		Total 515600 · Household Expense	29,598.75	
	519300	Office Expense		
	519301	Outside Printing & Copy Serv Note #7	9,145.71	
	519303	General Office Supplies	2,097.93	
	519304	Advertising/Recruiting	1,254.40	
	519305	Postage & Mailing Expense	4,885.24	
	519307	Other Office Expense	5,741.90	
	519308	Credit card/ACH fee	11,827.38	
	519309	Payroll service fees	10,795.83	
		Total 519300 · Office Expense	45,748.39	

Highlands Recreation District		12:53 PM	ORIGINAL
Profit & Loss		12/05/2024	
July through November 2024		Accrual Basis	
FISCAL YEAR TO DATE		Jul - Nov 24	
	533100 · Memberships/Subs/Licensing Fees	12,320.93	
	542300 · Maintenance-Equipment	7,088.35	
	545900 · Maintenance-Facilities & Imprv		
	545903 · Paint, Solvents & Chemicals	15,276.69	
	545904 · Pool Supplies	108.28	
	545905 · Locks & Security System	1,731.14	
	545906 · Signage Expense	36.46	
	545907 · General Electrical Expense	1,550.00	
	545909 · Other General Maintenance	3,254.89	
	545911 · Landscape/Garden Expense	1,068.30	
	545912 · Vehicle Expense	948.48	
	545913 · Ground/Facility Improvements	1,681.50	
	Total 545900 · Maintenance-Facilities & Imprv	25,655.74	
	563800 · Utility Expense		
	563801 · P G & E	38,056.88	
	563802 · Water	8,352.48	
	563803 · Sewer Fees	6,255.34	
	563800 · Utility Expense - Other	0.00	
	Total 563800 · Utility Expense	52,664.70	
	585600 · Contract Expenses		
	585601 · Audit Fees	1,056.25	
	585603 · Legal fees	7,476.67	
	585604 · Consultants	64,048.10	
	585600 · Contract Expenses - Other Note #8	38,750.00	
	Total 585600 · Contract Expenses	111,331.02	
	596600 · Program Specific Expenses		
	596601 · Buses-ASP	6,032.00	
	596602 · Spec Act-ASP	2,028.75	
	596603 · Snacks-ASP	4,843.25	
	596604 · Supplies-ASP	3,081.46	
	596607 · Misc Exp-POOL	1,249.79	
	596608 · Misc Exp-ASP	1,404.69	
	596610 · Misc Exp-OFFICE	926.47	
	596611 · Misc Exp-OTHER	1,158.04	
	596612 · Special Events	2,782.10	
	596613 · Conferences/Seminars	725.00	
	596614 · Pool Supplies	1,508.89	
	596616 · Incrowd Rent	6,122.45	
	596617 · Seasonal Programs	167.07	
	596621 · EEC supplies	3,195.67	
	596622 · EEC Snacks	1,979.23	
	596623 · EEC Special Activities	1,228.93	

Highlands Recreation District		12:53 PM	ORIGINAL
Profit & Loss		12/05/2024	
July through November 2024		Accrual Basis	
FISCAL YEAR TO DATE		Jul - Nov 24	
	596624 · EEC Misc	234.45	
	596625 · Pool Concessions	1,453.07	
	596626 · Misc Exp-SWIM TEAM	2,956.38	
	596627 · Staff Development	1,200.00	
	596628 · Certification Expense	47.94	
	Total 596600 · Program Specific Expenses	44,325.63	
	6331 · Bond Interest Expense	29,124.50	
	6332 · Bond Principal exp	148,000.00	
	671200 · Telephone Service Charges	1,630.37	
	673100 · Insurance		
	673101 · CAPRI-WORKERS COMP	8,818.75	
	673102 · CAPRI-GEN INS	50,235.83	
	Total 673100 · Insurance	59,054.58	
	7211 · Fixed Assets-Structures/Improve		
	721101 · Construction in Progress	660.00	
	721102 · Fixed Assets-Not Capitalized	127.28	
	Total 7211 · Fixed Assets-Structures/Improve	787.28	
	7311 · Fixed Assets-Equipment		
	731101 · Equip-Not Capitalized	3,417.15	
	Total 7311 · Fixed Assets-Equipment	3,417.15	
	Total Expense	1,442,949.73	
	Net Income	-15,410.87	
<p>Note #1: This report does not include any data from SMC Treasury for the month of November 2024. The SMC Report reflecting Nov 2024 property tax income and accounting/bank expenses will be forthcoming on the SMC Report issued my mid-December, at which time this data will be adjusted accordingly.</p>			
<p>Note #2: This figure incl. \$24,615.99 of Property Tax revenue rc'vd via SMC Activity Report dated 11/14/24 and recorded after the October 2024 Financial Stmtns were prepared.</p>			
<p>Note #3: This figure incl. \$43,200.05 of Interest Income rc'vd via SMC Activity Report dated 11/14/24 and recorded after the October 2024 Financial Stmtns were prepared.</p>			
<p>Note #4: Quality Improvement Grant Funds spent in FY24-25 were received and deposited in FY23-24.</p>			
<p>Note #5: This is a new Ledger Code for FY24-25. All deposits received or refunded are recorded in this ledger code.</p>			
<p>Note #6: This ledger code offsets the Liability Account for Compensated Absences on the Balance Sheet. Liabilities are less FYTD than at previous FYE.</p>			
<p>Note #7: Two of three Recreation Guides have been created and mailed. Only the combined Spring/Summer guide is forthcoming this FY.</p>			
<p>Note #8: Recruiter for new General Manager</p>			

Highlands Recreation District		12:53 PM	REVISED TO INCLUDE SMC PROPERTY TAX REVENUE REPORTED ON 12/13/2024
Profit & Loss		12/05/2024	
July through November 2024		Accrual Basis	
FISCAL YEAR TO DATE		Jul - Nov 24	
Income			
102100	Property Taxes Notes #1 & 2	100,436.18	
102101	ERAF	92,764.48	
152100	Interest Earned Note #3	44,248.53	
1997	Capital Grants & Contrib Note #4	-2,084.88	
232100	Park & Recreation Fees		
232101	Refunds of Fees	-8,818.20	
232103	Deposits Received/Returned Note #5	-3,025.00	
232100	Park & Recreation Fees - Other	1,235,857.37	
	Total 232100 · Park & Recreation Fees	1,224,014.17	
265800	Miscellaneous Revenue	548.28	
	Total Income	1,459,926.76	
	Gross Profit	1,459,926.76	
Expense			
411100	Permanent Salaries	145,262.25	
411101	Temporary Out of Class	11,100.00	
416101	Office Wages	61,557.78	
416102	Pool Wages	130,361.41	
416103	Maintenance Wages	32,152.13	
416104	Supervision Wages	25,291.39	
416105	Program Specialist	13,900.80	
416107	ASP/Camp Wages	128,479.60	
416108	EEC Wages	210,243.93	
416110	Vacation Expense Note #6	-5,216.86	
431100	Social Security	45,597.21	
431200	Medicare Contribution	10,663.88	
463100	District Employee Benefits	61,068.25	
512100	Clothing & Uniforms	1,740.57	
515600	Household Expense		
515601	Recology	5,762.50	
515602	Janitorial Supplies	4,561.25	
515605	Cleaning Company	19,275.00	
	Total 515600 · Household Expense	29,598.75	
519300	Office Expense		
519301	Outside Printing & Copy Serv Note #7	9,145.71	
519303	General Office Supplies	2,097.93	
519304	Advertising/Recruiting	1,254.40	
519305	Postage & Mailing Expense	4,885.24	
519307	Other Office Expense	5,741.90	
519308	Credit card/ACH fee	11,827.38	
519309	Payroll service fees	10,795.83	
	Total 519300 · Office Expense	45,748.39	

Highlands Recreation District		12:53 PM	REVISED TO INCLUDE SMC PROPERTY TAX REVENUE REPORTED ON 12/13/2024
Profit & Loss		12/05/2024	
July through November 2024		Accrual Basis	
FISCAL YEAR TO DATE		Jul - Nov 24	
	533100 · Memberships/Subs/Licensing Fees	12,320.93	
	542300 · Maintenance-Equipment	7,088.35	
	545900 · Maintenance-Facilities & Imprv		
	545903 · Paint, Solvents & Chemicals	15,276.69	
	545904 · Pool Supplies	108.28	
	545905 · Locks & Security System	1,731.14	
	545906 · Signage Expense	36.46	
	545907 · General Electrical Expense	1,550.00	
	545909 · Other General Maintenance	3,254.89	
	545911 · Landscape/Garden Expense	1,068.30	
	545912 · Vehicle Expense	948.48	
	545913 · Ground/Facility Improvements	1,681.50	
	Total 545900 · Maintenance-Facilities & Imprv	25,655.74	
	563800 · Utility Expense		
	563801 · P G & E	38,056.88	
	563802 · Water	8,352.48	
	563803 · Sewer Fees	6,255.34	
	563800 · Utility Expense - Other	0.00	
	Total 563800 · Utility Expense	52,664.70	
	585600 · Contract Expenses		
	585601 · Audit Fees	1,056.25	
	585603 · Legal fees	7,476.67	
	585604 · Consultants	64,048.10	
	585600 · Contract Expenses - Other Note #8	38,750.00	
	Total 585600 · Contract Expenses	111,331.02	
	596600 · Program Specific Expenses		
	596601 · Buses-ASP	6,032.00	
	596602 · Spec Act-ASP	2,028.75	
	596603 · Snacks-ASP	4,843.25	
	596604 · Supplies-ASP	3,081.46	
	596607 · Misc Exp-POOL	1,249.79	
	596608 · Misc Exp-ASP	1,404.69	
	596610 · Misc Exp-OFFICE	926.47	
	596611 · Misc Exp-OTHER	1,158.04	
	596612 · Special Events	2,782.10	
	596613 · Conferences/Seminars	725.00	
	596614 · Pool Supplies	1,508.89	
	596616 · Incrowd Rent	6,122.45	
	596617 · Seasonal Programs	167.07	
	596621 · EEC supplies	3,195.67	
	596622 · EEC Snacks	1,979.23	
	596623 · EEC Special Activities	1,228.93	

Highlands Recreation District		12:53 PM	REVISED TO INCLUDE SMC PROPERTY TAX REVENUE REPORTED ON 12/13/2024
Profit & Loss		12/05/2024	
July through November 2024		Accrual Basis	
FISCAL YEAR TO DATE		Jul - Nov 24	
	596624 · EEC Misc	234.45	
	596625 · Pool Concessions	1,453.07	
	596626 · Misc Exp-SWIM TEAM	2,956.38	
	596627 · Staff Development	1,200.00	
	596628 · Certification Expense	47.94	
	Total 596600 · Program Specific Expenses	44,325.63	
	6331 · Bond Interest Expense	29,124.50	
	6332 · Bond Principal exp	148,000.00	
	671200 · Telephone Service Charges	1,630.37	
	673100 · Insurance		
	673101 · CAPRI-WORKERS COMP	8,818.75	
	673102 · CAPRI-GEN INS	50,235.83	
	Total 673100 · Insurance	59,054.58	
	7211 · Fixed Assets-Structures/Improve		
	721101 · Construction in Progress	660.00	
	721102 · Fixed Assets-Not Capitalized	127.28	
	Total 7211 · Fixed Assets-Structures/Improve	787.28	
	7311 · Fixed Assets-Equipment		
	731101 · Equip-Not Capitalized	3,417.15	
	Total 7311 · Fixed Assets-Equipment	3,417.15	
	Total Expense	1,442,949.73	
	Net Income	16,977.03	
<p>Note #1: This figure includes \$32,387.90 of November Property Tax revenue rc'vd via SMC Activity Report received 12/13/24 and recorded after the November 2024 Financial Stmts were prepared.</p>			
<p>Note #2: This figure incl. \$24,615.99 of Property Tax revenue rc'vd via SMC Activity Report dated 11/14/24 and recorded after the October 2024 Financial Stmts were prepared.</p>			
<p>Note #3: This figure incl. \$43,200.05 of Interest Income rc'vd via SMC Activity Report dated 11/14/24 and recorded after the October 2024 Financial Stmts were prepared.</p>			
<p>Note #4: Quality Improvement Grant Funds spent in FY24-25 were received and deposited in FY23-24.</p>			
<p>Note #5: This is a new Ledger Code for FY24-25. All deposits received or refunded are recorded in this ledger code.</p>			
<p>Note #6: This ledger code offsets the Liability Account for Compensated Absences on the Balance Sheet. Liabilities are less FYTD than at previous FYE.</p>			
<p>Note #7: Two of three Recreation Guides have been created and mailed. Only the combined Spring/Summer guide is forthcoming this FY.</p>			
<p>Note #8: Recruiter for new General Manager</p>			

Highlands Recreation District		1:30 PM
Profit & Loss		01/09/2025
December 2024		Accrual Basis
		Dec 24
Income		
102100 · Property Taxes		287,387.27
152100 · Interest Earned		320.58
232100 · Park & Recreation Fees		
232101 · Refunds of Fees		-2,307.00
232103 · Deposits Received/Returned		-1,400.00
232100 · Park & Recreation Fees - Other		209,788.87
Total 232100 · Park & Recreation Fees		206,081.87
265800 · Miscellaneous Revenue		396.48
Total Income		494,186.20
Gross Profit		494,186.20
Expense		
411100 · Permanent Salaries		36,209.42
411101 · Temporary Out of Class		1,200.00
416101 · Office Wages		11,575.18
416102 · Pool Wages		16,254.69
416103 · Maintenance Wages		5,985.87
416104 · Supervision Wages		5,399.83
416105 · Program Specialist		8,573.40
416107 · ASP/Camp Wages		21,744.06
416108 · EEC Wages		38,363.19
416110 · Vacation Expense		-1,173.44
431100 · Social Security		8,355.82
431200 · Medicare Contribution		1,954.19
463100 · District Employee Benefits		18,912.64
515600 · Household Expense		
515602 · Janitorial Supplies		79.94
515605 · Cleaning Company		3,855.00
Total 515600 · Household Expense		3,934.94
519300 · Office Expense		
519303 · General Office Supplies		226.71
519307 · Other Office Expense		830.83
519308 · Credit card/ACH fee		1,510.06
519309 · Payroll service fees		1,837.13
Total 519300 · Office Expense		4,404.73
533100 · Memberships/Subs/Licensing Fees		1,004.21
545900 · Maintenance-Facilities & Imprv		
545903 · Paint, Solvents & Chemicals		1,712.08
545905 · Locks & Security System		-21.65
545906 · Signage Expense		15.15
545909 · Other General Maintenance		468.50
545911 · Landscape/Garden Expense		94.39
545912 · Vehicle Expense		120.84
Total 545900 · Maintenance-Facilities & Imprv		2,389.31
563800 · Utility Expense		
563801 · P G & E		14,128.19
563802 · Water		1,292.49
Total 563800 · Utility Expense		15,420.68
585600 · Contract Expenses		
585603 · Legal fees		3,080.80
585604 · Consultants		420.00
Total 585600 · Contract Expenses		3,500.80
596600 · Program Specific Expenses		
596602 · Spec Act-ASP		449.35
596603 · Snacks-ASP		1,096.25
596604 · Supplies-ASP		195.71
596607 · Misc Exp-POOL		148.55
596608 · Misc Exp-ASP		424.30
596611 · Misc Exp-OTHER		243.04
596612 · Special Events		1,480.32
596616 · Incrowd Rent		1,159.56
596617 · Seasonal Programs		111.52
596621 · EEC supplies		249.40
596622 · EEC Snacks		401.17
596623 · EEC Special Activities		379.37
596624 · EEC Misc		16.39
596625 · Pool Concessions		56.76
596626 · Misc Exp-SWIM TEAM		710.36
Total 596600 · Program Specific Expenses		7,122.05
671200 · Telephone Service Charges		353.73
673100 · Insurance		
673101 · CAPRI-WORKERS COMP		1,763.75
673102 · CAPRI-GEN INS		10,047.17
Total 673100 · Insurance		11,810.92
Total Expense		223,296.22
Net Income		270,889.98

Highlands Recreation District		1:31 PM
Profit & Loss		01/09/2025
July through December 2024		Accrual Basis
FISCAL YEAR TO DATE		Jul - Dec 24
Income		
102100 · Property Taxes	387,823.45	Includes \$32,388 of Nov property tax revenue received after Nov Financials were prepared.
102101 · ERAF	92,764.48	
152100 · Interest Earned	44,569.11	
1997 · Capital Grants & Contrib	-2,084.88	Quality Improvement Grant funds spent in FY24-25 were received & deposited in FY23-24.
232100 · Park & Recreation Fees		
232101 · Refunds of Fees	-11,125.20	
232103 · Deposits Received/Returned	-4,425.00	This is a new ledger code for FY 24-25. All deposits received or refunded are recorded here.
232100 · Park & Recreation Fees - Other	1,445,646.24	
Total 232100 · Park & Recreation Fees	1,430,096.04	
265800 · Miscellaneous Revenue	944.76	US Bank CalCard Rebates for Qtr #1 & #2 plus bounced check fees.
Total Income	1,954,112.96	
Gross Profit		
	1,954,112.96	
Expense		
411100 · Permanent Salaries	181,471.67	
411101 · Temporary Out of Class	12,300.00	Aquatics Coordinator and Assisting General Manager working out of class this fiscal year.
416101 · Office Wages	73,132.96	
416102 · Pool Wages	146,616.10	
416103 · Maintenance Wages	38,138.00	
416104 · Supervision Wages	30,691.22	
416105 · Program Specialist	22,474.20	
416107 · ASP/Camp Wages	150,223.66	
416108 · EEC Wages	248,607.12	
416110 · Vacation Expense	-6,390.30	This code offsets Liability Acct for Compensated Absences. Liability is less in Dec than previous FYE.
431100 · Social Security	53,953.03	
431200 · Medicare Contribution	12,618.07	
463100 · District Employee Benefits	79,980.89	
512100 · Clothing & Uniforms	1,740.57	
515600 · Household Expense		
515601 · Recology	5,762.50	
515602 · Janitorial Supplies	4,641.19	
515605 · Cleaning Company	23,130.00	
Total 515600 · Household Expense	33,533.69	
519300 · Office Expense		
519301 · Outside Printing & Copy Serv	9,145.71	
519303 · General Office Supplies	2,324.64	
519304 · Advertising/Recruiting	1,254.40	
519305 · Postage & Mailing Expense	4,885.24	
519307 · Other Office Expense	6,572.73	
519308 · Credit card/ACH fee	13,337.44	
519309 · Payroll service fees	12,632.96	
Total 519300 · Office Expense	50,153.12	
533100 · Memberships/Subs/Licensing Fees	13,325.14	SMC LAFCO, CARPD, CSDA, Zoom, Brightwheel, CA Comm Care Licensing, SMC Training Consortium, etc.
542300 · Maintenance-Equipment		
545900 · Maintenance-Facilities & Imprv	7,088.35	
545903 · Paint, Solvents & Chemicals	16,988.77	
545904 · Pool Supplies	108.28	
545905 · Locks & Security System	1,709.49	
545906 · Signage Expense	51.61	
545907 · General Electrical Expense	1,550.00	
545909 · Other General Maintenance	3,723.39	
545911 · Landscape/Garden Expense	1,162.69	
545912 · Vehicle Expense	1,069.32	
545913 · Ground/Facility Improvements	1,681.50	
Total 545900 · Maintenance-Facilities & Imprv	28,045.05	
563800 · Utility Expense		
563801 · P G & E	52,185.07	
563802 · Water	9,644.97	
563803 · Sewer Fees	6,255.34	
563800 · Utility Expense - Other	0.00	
Total 563800 · Utility Expense	68,085.38	
585600 · Contract Expenses		
585601 · Audit Fees	1,056.25	
585603 · Legal fees	10,557.47	
585604 · Consultants	64,468.10	Interim General Manager; E-Ikon monthly IT consulting
585600 · Contract Expenses - Other	38,750.00	General Manager Recruiter
Total 585600 · Contract Expenses	114,831.82	
596600 · Program Specific Expenses		
596601 · Buses-ASP	6,032.00	
596602 · Spec Act-ASP	2,478.10	
596603 · Snacks-ASP	5,939.50	
596604 · Supplies-ASP	3,277.17	
596607 · Misc Exp-POOL	1,398.34	
596608 · Misc Exp-ASP	1,828.99	
596610 · Misc Exp-OFFICE	926.47	
596611 · Misc Exp-OTHER	1,401.08	
596612 · Special Events	4,262.42	
596613 · Conferences/Seminars	725.00	
596614 · Pool Supplies	1,508.89	
596616 · Incrowd Rent	7,282.01	
596617 · Seasonal Programs	278.59	
596621 · EEC supplies	3,445.07	
596622 · EEC Snacks	2,380.40	
596623 · EEC Special Activities	1,608.30	
596624 · EEC Misc	250.84	
596625 · Pool Concessions	1,509.83	New ledger code in FY24-25
596626 · Misc Exp-SWIM TEAM	3,666.74	Sports Engine Annual & Monthly fees, Custom & Branded Swim Caps, Swim Meets (reimbursed)
596627 · Staff Development	1,200.00	EEC Reggio training
596628 · Certification Expense	47.94	
Total 596600 · Program Specific Expenses	51,447.68	
6331 · Bond Interest Expense	29,124.50	
6332 · Bond Principal exp	148,000.00	
671200 · Telephone Service Charges	1,984.10	Telephone and Internet
673100 · Insurance		
673101 · CAPRI-WORKERS COMP	10,582.50	
673102 · CAPRI-GEN INS	60,283.00	
Total 673100 · Insurance	70,865.50	
7211 · Fixed Assets-Structures/Improve		
721101 · Construction in Progress	660.00	
721102 · Fixed Assets-Not Capitalized	127.28	
Total 7211 · Fixed Assets-Structures/Improve	787.28	
7311 · Fixed Assets-Equipment		
731101 · Equip-Not Capitalized	3,417.15	Dishwasher, filing cabinet & laptop for EEC; HP Design Jet Printer
Total 7311 · Fixed Assets-Equipment	3,417.15	
Total Expense	1,666,245.95	
Net Income	287,867.01	

Highlands Recreation District				11:22 AM					
Balance Sheet				01/09/2025					
As of DECEMBER 2024				Accrual Basis					
		DEC PREVIOUS YEAR COMPARISON		FISCAL YEAR END - PREVIOUS 3-YEAR COMPARISON					
		Dec 31, 2024	Dec 31, 2023	Jun 30, 24	Jun 30, 23	Jun 30, 22			
				PRELIMINARY	FINAL	FINAL			
ASSETS									
Current Assets									
Checking/Savings									
	004000 · Petty Cash	100.00	140.00	100.00	100.00	300.00			
	005000 · First Citizens Bank *FY25 Incl. Sweep Acct Balance	237,626.78	245,446.94	181,489.38	246,427.73	416,252.35			
	006000 · Pettycash-pool	80.00	80.00	80.00	80.00	80.00			
	007000 · Bank of New York Mellon								
	011100 · Cash in Treasury	4,606,624.60	3,975,587.65	4,542,608.79	3,883,842.03	3,292,125.90			
	Total Checking/Savings	4,844,431.38	4,221,254.59	4,724,278.17	4,130,449.76	3,708,758.25			
Accounts Receivable									
	1200 - Accounts Receivable								
	Total Accounts Receivable								
Other Current Assets									
	027000- Interest Receivable			0.00	0.00	8,632.46			
	040000 · Prepaid Expenses	76,618.02	66,010.48	5,776.75	9,633.29	18,966.53			
	Total Other Current Assets	76,618.02	66,010.48	5,776.75	9,633.29	27,598.99			
	Total Current Assets	4,921,049.40	4,287,265.07	4,730,054.92	4,140,083.05	3,736,357.24			
Fixed Assets									
90001 · Building									
	0571 · Accum depr-Building	-1,910,686.24	-1,716,621.84	-1,910,686.24	-1,716,621.84	-1,531,768.78			
	90001 · Building - Other	5,815,567.00	5,815,567.00	5,815,567.00	5,815,567.00	5,815,567.00			
	Total 90001 · Building	3,904,880.76	4,098,945.16	3,904,880.76	4,098,945.16	4,283,798.22			
90002 · Improvements									
	0572 · Accum depr-Improv	-348,468.73	-274,487.70	-348,468.73	-274,487.70	-261,356.01			
	90002 · Improvements - Other	677,510.93	685,984.50	677,510.93	685,984.50	380,222.00			
	Total 90002 · Improvements	329,042.20	411,496.80	329,042.20	411,496.80	118,865.99			
90003 · Equipment									
	0570 · Accum depr-Equip	-216,442.54	-165,899.99	-216,442.54	-165,899.99	-148,178.63			
	90003 · Equipment - Other	266,505.00	266,505.00	266,505.00	266,505.00	266,505.00			
	Total 90003 · Equipment	50,062.46	100,605.01	50,062.46	100,605.01	118,326.37			
90004 · Land									
	90004 · Land	19,532.00	19,532.00	19,532.00	19,532.00	19,532.00			
90005 · Construction in Progress									
	90005 · Construction in Progress	202,785.73	47,783.24	202,125.73	22,697.00	27,461.50			
	Total Fixed Assets	4,506,303.15	4,678,362.21	4,505,643.15	4,653,275.97	4,567,984.08			
	TOTAL ASSETS	9,427,352.55	8,965,627.28	9,235,698.07	8,793,359.02	8,304,341.32			

Highlands Recreation District				11:22 AM					
Balance Sheet				01/09/2025					
As of DECEMBER 2024				Accrual Basis					
		DEC PREVIOUS YEAR COMPARISON		FISCAL YEAR END - PREVIOUS 3-YEAR COMPARISON					
		Dec 31, 2024	Dec 31, 2023	Jun 30, 24	Jun 30, 23	Jun 30, 22			
LIABILITIES & EQUITY				PRELIMINARY	FINAL	FINAL			
Liabilities									
Current Liabilities									
Accounts Payable									
064000 - Accounts Payable		6,700.07	0.00	17,609.03	12,180.60	51,659.88			
Total Accounts Payable		6,700.07	0.00	17,609.03	12,180.60	51,659.88			
Other Current Liabilities									
065000 - Payroll liability		0.00	0.00	0.00	0.00	1,881.70			
065010 - Payroll liability-FSA Note 1		-2,343.02	2,450.52	1,722.82	5,021.73	3,744.87			
066400 - Accrued Sales Tax		0.00	0.00	0.00	0.00	29.00			
Other Accrued Expenses		0.00	0.00	75,507.43	62,225.00	124,781.02			
80002 - accr interest pay -bond		17,887.00	19,416.34	19,416.34	20,904.32	22,330.32			
80003 - Bond Principal accrual		51,000.00	49,333.34	123,333.34	120,000.00	115,000.00			
Total Other Current Liabilities		66,543.98	71,200.20	219,979.93	208,151.05	267,766.91			
Total Current Liabilities		73,244.05	71,200.20	237,588.96	220,331.65	319,426.79			
Long Term Liabilities									
265900 - COP-bond		1,680,000.00	1,829,666.66	1,755,666.66	1,903,000.00	2,046,000.00			
266000 - Compensated absences		40,007.43	43,472.49	46,397.73	43,359.24	55,325.47			
Total Long Term Liabilities		1,720,007.43	1,873,139.15	1,802,064.39	1,946,359.24	2,101,325.47			
Total Liabilities		1,793,251.48	1,944,339.35	2,039,653.35	2,166,690.89	2,420,752.26			
Equity									
081300 - Fund Balance		349,181.59	349,181.59	349,181.59	349,181.59	349,181.59			
081400 - Retained Earnings		4,239,636.32	3,667,515.84	3,667,515.84	3,149,753.71	2,167,360.04			
9998 - Amount to be provided		-1,748,887.00	-1,898,416.34	-1,898,416.34	-2,043,904.32	-2,183,330.32			
9999 - Investment in Capital Assets		4,506,303.15	4,678,362.21	4,505,643.15	4,653,275.97	4,567,984.08			
Net Income		287,867.01	224,644.63	572,120.48	518,361.18	982,393.67			
Total Equity		7,634,101.07	7,021,287.93	7,196,044.72	6,626,668.13	5,883,589.06			
TOTAL LIABILITIES & EQUITY		9,427,352.55	8,965,627.28	9,235,698.07	8,793,359.02	8,304,341.32			

Note 1: December 2024 FSA and DC-FSA payouts totaled \$6,125. Bea will be corresponding with Navia in January to reconcile this account.

Highlands Recreation District Profit & Loss by Class		WITHOUT ALLOCATIONS FROM OTHER						11:17 AM
								01/08/2025
December 2024		ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	Accrual Basis
		TOTAL						
Income								
	102100 · Property Taxes	0.00	0.00	287,387.27	0.00	0.00	0.00	287,387.27
	152100 · Interest Earned	0.00	0.00	320.58	0.00	0.00	0.00	320.58
	232100 · Park & Recreation Fees							
	232101 · Refunds of Fees	-1,100.00	0.00	0.00	-1,147.00	0.00	-60.00	-2,307.00
	232103 · Deposits Received/Returned Note 1	0.00	0.00	0.00	0.00	-1,400.00	0.00	-1,400.00
	232100 · Park & Recreation Fees - Other	74,846.00	92,840.50	768.63	17,901.24	7,959.00	15,473.50	209,788.87
	Total 232100 · Park & Recreation Fees	73,746.00	92,840.50	768.63	16,754.24	6,559.00	15,413.50	206,081.87
	265800 · Miscellaneous Revenue	0.00	0.00	396.48	0.00	0.00	0.00	396.48
	Total Income	73,746.00	92,840.50	288,872.96	16,754.24	6,559.00	15,413.50	494,186.20
	Gross Profit	73,746.00	92,840.50	288,872.96	16,754.24	6,559.00	15,413.50	494,186.20
Expense								
	411100 · Permanent Salaries Note 2	8,002.32	7,154.78	21,052.32	0.00	0.00	0.00	36,209.42
	411101 · Temporary Out of Class Note 2	0.00	0.00	0.00	1,200.00	0.00	0.00	1,200.00
	416101 · Office Wages	0.00	0.00	11,575.18	0.00	0.00	0.00	11,575.18
	416102 · Pool Wages	0.00	0.00	0.00	16,254.69	0.00	0.00	16,254.69
	416103 · Maintenance Wages	0.00	0.00	5,985.87	0.00	0.00	0.00	5,985.87
	416104 · Supervision Wages	0.00	0.00	0.00	0.00	3,726.39	1,673.44	5,399.83
	416105 · Program Specialist	0.00	0.00	0.00	0.00	0.00	8,573.40	8,573.40
	416107 · ASP/Camp Wages Note 3	21,471.13	0.00	0.00	0.00	0.00	272.93	21,744.06
	416108 · EEC Wages	0.00	38,363.19	0.00	0.00	0.00	0.00	38,363.19
	416110 · Vacation Expense Note 4	0.00	0.00	-1,173.44	0.00	0.00	0.00	-1,173.44
	431100 · Social Security	1,816.59	2,790.29	2,327.63	1,076.10	226.83	118.38	8,355.82
	431200 · Medicare Contribution	424.85	652.59	544.35	251.66	53.06	27.68	1,954.19
	463100 · District Employee Benefits	3,364.80	4,060.29	9,588.11	1,302.11	300.36	296.97	18,912.64
	515600 · Household Expense							
	515602 · Janitorial Supplies	0.00	79.94	0.00	0.00	0.00	0.00	79.94
	515605 · Cleaning Company	1,156.50	1,542.00	231.30	771.00	154.20	0.00	3,855.00
	Total 515600 · Household Expense	1,156.50	1,621.94	231.30	771.00	154.20	0.00	3,934.94
	519300 · Office Expense							
	519303 · General Office Supplies	0.00	0.00	160.37	66.34	0.00	0.00	226.71
	519307 · Other Office Expense	0.00	111.76	669.09	0.00	19.99	29.99	830.83
	519308 · Credit card/ACH fee	0.00	0.00	1,510.06	0.00	0.00	0.00	1,510.06
	519309 · Payroll service fees	0.00	0.00	1,837.13	0.00	0.00	0.00	1,837.13
	Total 519300 · Office Expense	0.00	111.76	4,176.65	66.34	19.99	29.99	4,404.73
	533100 · Memberships/Subs/Licensing Fees	150.00	129.99	698.24	25.98	0.00	0.00	1,004.21
	545900 · Maintenance-Facilities & Imprv							
	545903 · Paint, Solvents & Chemicals	0.00	0.00	0.00	1,712.08	0.00	0.00	1,712.08
	545905 · Locks & Security System Note 5	0.00	0.00	-21.65	0.00	0.00	0.00	-21.65
	545906 · Signage Expense	0.00	0.00	15.15	0.00	0.00	0.00	15.15
	545909 · Other General Maintenance	0.00	0.00	468.50	0.00	0.00	0.00	468.50
	545911 · Landscape/Garden Expense	0.00	0.00	94.39	0.00	0.00	0.00	94.39
	545912 · Vehicle Expense	0.00	0.00	120.84	0.00	0.00	0.00	120.84
	Total 545900 · Maintenance-Facilities & Imprv	0.00	0.00	677.23	1,712.08	0.00	0.00	2,389.31
	563800 · Utility Expense							
	563801 · P G & E Note 6	0.00	335.39	3,810.40	9,982.40	0.00	0.00	14,128.19
	563802 · Water	122.17	315.00	244.38	610.94	0.00	0.00	1,292.49
	Total 563800 · Utility Expense	122.17	650.39	4,054.78	10,593.34	0.00	0.00	15,420.68
	585600 · Contract Expenses							
	585603 · Legal fees	0.00	0.00	3,080.80	0.00	0.00	0.00	3,080.80
	585604 · Consultants	0.00	0.00	420.00	0.00	0.00	0.00	420.00
	Total 585600 · Contract Expenses	0.00	0.00	3,500.80	0.00	0.00	0.00	3,500.80
	596600 · Program Specific Expenses							
	596602 · Spec Act-ASP	449.35	0.00	0.00	0.00	0.00	0.00	449.35
	596603 · Snacks-ASP	1,096.25	0.00	0.00	0.00	0.00	0.00	1,096.25
	596604 · Supplies-ASP	195.71	0.00	0.00	0.00	0.00	0.00	195.71
	596607 · Misc Exp-POOL	0.00	0.00	0.00	148.55	0.00	0.00	148.55
	596608 · Misc Exp-ASP	424.30	0.00	0.00	0.00	0.00	0.00	424.30
	596611 · Misc Exp-OTHER Note 7	0.00	-16.39	259.43	0.00	0.00	0.00	243.04
	596612 · Special Events	0.00	0.00	0.00	0.00	0.00	1,480.32	1,480.32
	596616 · Incrowd Rent	1,159.56	0.00	0.00	0.00	0.00	0.00	1,159.56
	596617 · Seasonal Programs	111.52	0.00	0.00	0.00	0.00	0.00	111.52
	596621 · EEC supplies	0.00	249.40	0.00	0.00	0.00	0.00	249.40
	596622 · EEC Snacks	0.00	401.17	0.00	0.00	0.00	0.00	401.17
	596623 · EEC Special Activities	0.00	379.37	0.00	0.00	0.00	0.00	379.37
	596624 · EEC Misc Note 7	0.00	16.39	0.00	0.00	0.00	0.00	16.39
	596625 · Pool Concessions	0.00	0.00	0.00	56.76	0.00	0.00	56.76
	596626 · Misc Exp-SWIM TEAM Note 8	0.00	0.00	0.00	710.36	0.00	0.00	710.36
	Total 596600 · Program Specific Expenses	3,436.69	1,029.94	259.43	915.67	0.00	1,480.32	7,122.05
	671200 · Telephone Service Charges	73.75	0.00	279.98	0.00	0.00	0.00	353.73
	673100 · Insurance							
	673101 · CAPRI-WORKERS COMP	264.57	405.67	405.67	634.95	35.28	17.61	1,763.75
	673102 · CAPRI-GEN INS	0.00	0.00	10,047.17	0.00	0.00	0.00	10,047.17
	Total 673100 · Insurance	264.57	405.67	10,452.84	634.95	35.28	17.61	11,810.92
	Total Expense	40,283.37	56,970.83	74,231.27	34,803.92	4,516.11	12,490.72	223,296.22
	Net Income	33,462.63	35,869.67	214,641.69	-18,049.68	2,042.89	2,922.78	270,889.98

Note 1: This is a new Ledger Code for FY24-25. All deposits received or refunded are recorded under this ledger code.
Note 2: No Aquatics Supervisor in Dec 2024. Aquatics Coordinator working Out of Class.
Note 3: Lunchtime Enrichment staff is coded under Seasonal Pgrms
Note 4: This ledger code offsets the Liability Account for Compensated Absences on the Balance Sheet. Liabilities are less than previous month's end.
Note 5: This entry reflects a credit for a lock that was returned.
Note 6: PG&E electric expenses for ASP, Seasonal & Rental are allocated from "OTHER". EEC has an additional separate energy bill in addition to an allocation from "Other." The Gas bill is split between Pool & "Other".
Note 7: A minor miscellaneous EEC expense was recategorized from 59611 to 59624.
Note 8: Custom and branded swim caps for Swim Team.

Highlands Recreation District			INCLUDES ALLOCATIONS FROM OTHER					11:17 AM	
Profit & Loss by Class								01/08/2025	
December 2024			ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	Accrual Basis
			TOTAL						
Income									
	102100	Property Taxes	0.00	0.00	287,387.27	0.00	0.00	0.00	287,387.27
	152100	Interest Earned	0.00	0.00	320.58	0.00	0.00	0.00	320.58
	232100 · Park & Recreation Fees								
	232101	Refunds of Fees	-1,100.00	0.00	0.00	-1,147.00	0.00	-60.00	-2,307.00
	232103	Deposits Received/Returned Note 1	0.00	0.00	0.00	0.00	-1,400.00	0.00	-1,400.00
	232100	Park & Recreation Fees - Other	74,846.00	92,840.50	768.63	17,901.24	7,959.00	15,473.50	209,788.87
	Total 232100 · Park & Recreation Fees		73,746.00	92,840.50	768.63	16,754.24	6,559.00	15,413.50	206,081.87
	265800	Miscellaneous Revenue	0.00	0.00	396.48	0.00	0.00	0.00	396.48
	Total Income		73,746.00	92,840.50	288,872.96	16,754.24	6,559.00	15,413.50	494,186.20
	Gross Profit		73,746.00	92,840.50	288,872.96	16,754.24	6,559.00	15,413.50	494,186.20
Expense									
	411100	Permanent Salaries Note 2	12,739.09	11,891.55	4,736.77	4,736.77	1,052.62	1,052.62	36,209.42
	411101	Temporary Out of Class Note 2	0.00	0.00	0.00	1,200.00	0.00	0.00	1,200.00
	416101	Office Wages	2,315.04	2,315.04	2,315.04	2,315.04	1,157.52	1,157.52	11,575.18
	416102	Pool Wages	0.00	0.00	0.00	16,254.69	0.00	0.00	16,254.69
	416103	Maintenance Wages	1,346.82	1,346.82	1,346.82	1,346.82	299.29	299.29	5,985.87
	416104	Supervision Wages	0.00	0.00	0.00	0.00	3,726.39	1,673.44	5,399.83
	416105	Program Specialist	0.00	0.00	0.00	0.00	0.00	8,573.40	8,573.40
	416107	ASP/Camp Wages Note 3	21,471.13	0.00	0.00	0.00	0.00	272.93	21,744.06
	416108	EEC Wages	0.00	38,363.19	0.00	0.00	0.00	0.00	38,363.19
	416110	Vacation Expense Note 4	0.00	0.00	-1,173.44	0.00	0.00	0.00	-1,173.44
	431100	Social Security	2,340.31	3,314.01	523.72	1,599.82	343.21	234.76	8,355.82
	431200	Medicare Contribution	547.33	775.07	122.48	374.14	80.28	54.90	1,954.13
	463100	District Employee Benefits	5,522.12	6,217.61	2,157.32	3,459.43	779.77	776.38	18,912.64
	515600 · Household Expense								
	515602	Janitorial Supplies	0.00	79.94	0.00	0.00	0.00	0.00	79.94
	515605	Cleaning Company	1,225.89	1,634.52	13.88	817.26	163.45	0.00	3,855.00
	Total 515600 · Household Expense		1,225.89	1,714.46	13.88	817.26	163.45	0.00	3,934.94
	519300 · Office Expense								
	519303	General Office Supplies	36.08	36.08	36.08	102.42	8.02	8.02	226.71
	519307	Other Office Expense	150.55	262.31	150.55	150.55	53.44	63.44	830.83
	519308	Credit card/ACH fee	339.76	339.76	339.76	339.76	75.50	75.50	1,510.06
	519309	Payroll service fees	413.35	413.35	413.35	413.35	91.86	91.86	1,837.13
	Total 519300 · Office Expense		939.75	1,051.51	939.75	1,006.09	228.82	238.82	4,404.73
	533100	Memberships/Subs/Licensing Fees	307.10	287.09	157.10	183.08	34.91	34.91	1,004.21
	545900 · Maintenance-Facilities & Imprv								
	545903	Paint, Solvents & Chemicals	0.00	0.00	0.00	1,712.08	0.00	0.00	1,712.08
	545905	Locks & Security System Note 5	-4.87	-4.87	-4.87	-4.87	-1.08	-1.08	-21.65
	545906	Signage Expense	3.41	3.41	3.41	3.41	0.76	0.76	15.15
	545909	Other General Maintenance	105.41	105.41	105.41	105.41	23.43	23.43	468.50
	545911	Landscape/Garden Expense	21.24	21.24	21.24	21.24	4.72	4.72	94.39
	545912	Vehicle Expense	27.19	27.19	27.19	27.19	6.04	6.04	120.84
	Total 545900 · Maintenance-Facilities & Imprv		152.38	152.38	152.38	1,864.46	33.86	33.86	2,389.31
	563800 · Utility Expense								
	563801	P G & E	857.34	1,192.73	857.34	10,839.74	190.52	190.52	14,128.19
	563802	Water	177.16	369.99	54.99	665.93	12.22	12.22	1,292.49
	Total 563800 · Utility Expense		1,034.50	1,562.72	912.33	11,505.67	202.74	202.74	15,420.68
	585600 · Contract Expenses								
	585603	Legal fees	693.18	693.18	693.18	693.18	154.04	154.04	3,080.80
	585604	Consultants	94.50	94.50	94.50	94.50	21.00	21.00	420.00
	Total 585600 · Contract Expenses		787.68	787.68	787.68	787.68	175.04	175.04	3,500.80
	596600 · Program Specific Expenses								
	596602	Spec Act-ASP	449.35	0.00	0.00	0.00	0.00	0.00	449.35
	596603	Snacks-ASP	1,096.25	0.00	0.00	0.00	0.00	0.00	1,096.25
	596604	Supplies-ASP	195.71	0.00	0.00	0.00	0.00	0.00	195.71
	596607	Misc Exp-POOL	0.00	0.00	0.00	148.55	0.00	0.00	148.55
	596608	Misc Exp-ASP	424.30	0.00	0.00	0.00	0.00	0.00	424.30
	596611	Misc Exp-OTHER	58.37	41.98	58.37	58.37	12.97	12.97	243.04
	596612	Special Events	0.00	0.00	0.00	0.00	0.00	1,480.32	1,480.32
	596616	Incrowd Rent	1,159.56	0.00	0.00	0.00	0.00	0.00	1,159.56
	596617	Seasonal Programs	111.52	0.00	0.00	0.00	0.00	0.00	111.52
	596621	EEC supplies	0.00	249.40	0.00	0.00	0.00	0.00	249.40
	596622	EEC Snacks	0.00	401.17	0.00	0.00	0.00	0.00	401.17
	596623	EEC Special Activities	0.00	379.37	0.00	0.00	0.00	0.00	379.37
	596624	EEC Misc	0.00	16.39	0.00	0.00	0.00	0.00	16.39
	596625	Pool Concessions	0.00	0.00	0.00	56.76	0.00	0.00	56.76
	596626	Misc Exp-SWIM TEAM Note 6	0.00	0.00	0.00	710.36	0.00	0.00	710.36
	Total 596600 · Program Specific Expenses		3,495.06	1,088.31	58.37	974.04	12.97	1,493.29	7,122.05
	671200	Telephone Service Charges	136.75	63.00	63.00	63.00	14.00	14.00	353.73
	673100 · Insurance								
	673101	CAPRI-WORKERS COMP	355.85	496.95	91.28	726.23	55.56	37.89	1,763.75
	673102	CAPRI-GEN INS	2,260.61	2,260.61	2,260.61	2,260.61	502.36	502.36	10,047.17
	Total 673100 · Insurance		2,616.46	2,757.56	2,351.89	2,986.84	557.92	540.25	11,810.92
	Total Expense		56,977.40	73,687.99	15,465.08	51,474.82	8,862.79	16,828.15	223,296.22
	Net Income WITH EXPENSE ALLOCATIONS		16,768.60	19,152.51	273,407.88	-34,720.58	-2,303.79	-1,414.65	270,889.98
	Net Income WITHOUT EXPENSE ALLOCATIONS		33,462.63	35,869.67	214,641.69	-18,049.68	2,042.89	2,922.78	270,889.98

Note 1: This is a new Ledger Code for FY24-25. All deposits received or refunded are recorded under this ledger code.
Note 2: No Aquatics Supervisor in Dec 2024. Aquatics Coordinator working Out of Class.
Note 3: Lunchtime Enrichment staff is coded under Seasonal Pgrms
Note 4: This ledger code offsets the Liability Account for Compensated Absences on the Balance Sheet. Liabilities are less than previous month's end.
Note 5: This entry reflects a credit for a lock that was returned.
Note 6: Custom and branded swim caps for Swim Team.

Highlands Recreation District		WITHOUT ALLOCATIONS FROM OTHER						11:18 AM
Profit & Loss by Class								01/08/2025
July through December 2024								Accrual Basis
FISCAL YEAR TO DATE		ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	TOTAL
Income								
102100 · Property Taxes	Note 1	0.00	0.00	387,823.45	0.00	0.00	0.00	387,823.45
102101 · ERAF		0.00	0.00	92,764.48	0.00	0.00	0.00	92,764.48
152100 · Interest Earned		0.00	0.00	44,569.11	0.00	0.00	0.00	44,569.11
1997 · Capital Grants & Contrib	Note 2	0.00	-2,084.88	0.00	0.00	0.00	0.00	-2,084.88
232100 · Park & Recreation Fees								
232101 · Refunds of Fees		-1,884.00	0.00	0.00	-5,443.00	0.00	-3,798.20	-11,125.20
232103 · Deposits Received/Returned	Note 3	0.00	0.00	0.00	-2,100.00	-2,325.00	0.00	-4,425.00
232100 · Park & Recreation Fees - Other		491,923.50	562,754.71	7,949.50	287,424.03	48,795.50	46,799.00	1,445,646.24
Total 232100 · Park & Recreation Fees		490,039.50	562,754.71	7,949.50	279,881.03	46,470.50	43,000.80	1,430,096.04
265800 · Miscellaneous Revenue	Note 4	0.00	0.00	944.76	0.00	0.00	0.00	944.76
Total Income		490,039.50	560,669.83	534,051.30	279,881.03	46,470.50	43,000.80	1,954,112.96
Gross Profit		490,039.50	560,669.83	534,051.30	279,881.03	46,470.50	43,000.80	1,954,112.96
Expense								
411100 · Permanent Salaries	Note 5	48,582.98	43,431.84	89,456.85	0.00	0.00	0.00	181,471.67
411101 · Temporary Out of Class	Note 5	0.00	0.00	4,500.00	7,800.00	0.00	0.00	12,300.00
416101 · Office Wages		0.00	0.00	73,132.96	0.00	0.00	0.00	73,132.96
416102 · Pool Wages		0.00	0.00	0.00	146,616.10	0.00	0.00	146,616.10
416103 · Maintenance Wages		0.00	0.00	38,138.00	0.00	0.00	0.00	38,138.00
416104 · Supervision Wages		0.00	0.00	0.00	0.00	20,685.42	10,005.80	30,691.22
416105 · Program Specialist		0.00	0.00	0.00	0.00	0.00	22,474.20	22,474.20
416107 · ASP/Camp Wages	Note 6	148,794.30	0.00	0.00	0.00	0.00	1,429.36	150,223.66
416108 · EEC Wages		0.00	248,607.12	0.00	0.00	0.00	0.00	248,607.12
416110 · Vacation Expense	Note 7	0.00	0.00	-6,390.30	0.00	0.00	0.00	-6,390.30
431100 · Social Security		12,100.62	17,830.96	12,518.01	9,550.47	1,257.32	695.65	53,953.03
431200 · Medicare Contribution		2,830.00	4,170.23	2,927.61	2,233.47	294.06	162.70	12,618.07
463100 · District Employee Benefits	Note 8	15,788.62	21,852.76	32,883.17	5,095.15	2,185.90	2,175.29	79,980.89
512100 · Clothing & Uniforms		1,302.55	0.00	9.91	428.11	0.00	0.00	1,740.57
515600 · Household Expense								
515601 · Recology	Note 9	0.00	0.00	5,762.50	0.00	0.00	0.00	5,762.50
515602 · Janitorial Supplies		99.59	1,469.86	2,491.13	580.61	0.00	0.00	4,641.19
515605 · Cleaning Company		6,939.00	9,252.00	1,387.80	4,626.00	925.20	0.00	23,130.00
Total 515600 · Household Expense		7,038.59	10,721.86	9,641.43	5,206.61	925.20	0.00	33,533.69
519300 · Office Expense								
519301 · Outside Printing & Copy Serv	Note 9	0.00	0.00	9,008.36	137.35	0.00	0.00	9,145.71
519303 · General Office Supplies		0.00	2.60	1,968.23	170.63	183.18	0.00	2,324.64
519304 · Advertising/Recruiting		659.51	266.94	0.00	327.95	0.00	0.00	1,254.40
519305 · Postage & Mailing Expense	Note 9	0.00	0.00	4,885.24	0.00	0.00	0.00	4,885.24
519307 · Other Office Expense		1,260.00	215.25	4,662.21	51.96	158.39	224.92	6,572.73
519308 · Credit card/ACH fee	Note 9	0.00	0.00	13,337.44	0.00	0.00	0.00	13,337.44
519309 · Payroll service fees	Note 9	0.00	0.00	12,632.96	0.00	0.00	0.00	12,632.96
Total 519300 · Office Expense		1,919.51	484.79	46,494.44	687.89	341.57	224.92	50,153.12
533100 · Memberships/Subs/Licensing Fees	Note 9	280.00	911.94	11,386.23	746.97	0.00	0.00	13,325.14
542300 · Maintenance-Equipment		0.00	0.00	778.45	6,309.90	0.00	0.00	7,088.35
545900 · Maintenance-Facilities & Imprv								
545903 · Paint, Solvents & Chemicals		0.00	0.00	0.00	16,988.77	0.00	0.00	16,988.77
545904 · Pool Supplies		0.00	0.00	0.00	108.28	0.00	0.00	108.28
545905 · Locks & Security System		154.50	142.83	1,276.22	0.00	135.94	0.00	1,709.49
545906 · Signage Expense		0.00	0.00	37.62	13.99	0.00	0.00	51.61
545907 · General Electrical Expense		0.00	0.00	0.00	1,550.00	0.00	0.00	1,550.00
545909 · Other General Maintenance	Note 9	0.00	15.15	2,851.92	856.32	0.00	0.00	3,723.39
545911 · Landscape/Garden Expense		0.00	1,068.30	94.39	0.00	0.00	0.00	1,162.69
545912 · Vehicle Expense	Note 9	0.00	0.00	1,069.32	0.00	0.00	0.00	1,069.32
545913 · Ground/Facility Improvements		0.00	0.00	1,681.50	0.00	0.00	0.00	1,681.50
Total 545900 · Maintenance-Facilities & Imprv		154.50	1,226.28	7,010.97	19,517.36	135.94	0.00	28,045.05
563800 · Utility Expense								
563801 · P G & E	Note 10	0.00	2,194.24	19,810.46	30,180.37	0.00	0.00	52,185.07
563802 · Water		927.52	2,245.34	1,834.10	4,638.01	0.00	0.00	9,644.97
563803 · Sewer Fees	Note 9	0.00	0.00	6,255.34	0.00	0.00	0.00	6,255.34
563800 · Utility Expense - Other		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 563800 · Utility Expense		927.52	4,439.58	27,899.90	34,818.38	0.00	0.00	68,085.38
585600 · Contract Expenses								
585601 · Audit Fees		0.00	0.00	1,056.25	0.00	0.00	0.00	1,056.25
585603 · Legal fees		0.00	0.00	10,557.47	0.00	0.00	0.00	10,557.47
585604 · Consultants		0.00	0.00	64,468.10	0.00	0.00	0.00	64,468.10
585600 · Contract Expenses - Other		0.00	0.00	38,750.00	0.00	0.00	0.00	38,750.00
Total 585600 · Contract Expenses	Note 9	0.00	0.00	114,831.82	0.00	0.00	0.00	114,831.82
596600 · Program Specific Expenses								
596601 · Buses-ASP		6,032.00	0.00	0.00	0.00	0.00	0.00	6,032.00
596602 · Spec Act-ASP		2,478.10	0.00	0.00	0.00	0.00	0.00	2,478.10
596603 · Snacks-ASP		5,939.50	0.00	0.00	0.00	0.00	0.00	5,939.50
596604 · Supplies-ASP		3,277.17	0.00	0.00	0.00	0.00	0.00	3,277.17
596607 · Misc Exp-POOL	Note 11	0.00	0.00	0.00	1,398.34	0.00	0.00	1,398.34
596608 · Misc Exp-ASP	Note 12	1,828.99	0.00	0.00	0.00	0.00	0.00	1,828.99
596610 · Misc Exp-OFFICE	Note 13	0.00	0.00	926.47	0.00	0.00	0.00	926.47
596611 · Misc Exp-OTHER	Note 14	0.00	0.00	1,401.08	0.00	0.00	0.00	1,401.08
596612 · Special Events		0.00	0.00	0.00	0.00	0.00	4,262.42	4,262.42
596613 · Conferences/Seminars		495.00	80.00	0.00	150.00	0.00	0.00	725.00
596614 · Pool Supplies		0.00	0.00	0.00	1,508.89	0.00	0.00	1,508.89
596616 · Incrowd Rent		7,282.01	0.00	0.00	0.00	0.00	0.00	7,282.01
596617 · Seasonal Programs		269.60	0.00	0.00	0.00	0.00	8.99	278.59
596621 · EEC supplies		0.00	3,445.07	0.00	0.00	0.00	0.00	3,445.07
596622 · EEC Snacks		0.00	2,380.40	0.00	0.00	0.00	0.00	2,380.40
596623 · EEC Special Activities		0.00	1,608.30	0.00	0.00	0.00	0.00	1,608.30
596624 · EEC Misc		0.00	250.84	0.00	0.00	0.00	0.00	250.84
596625 · Pool Concessions	Note 15	0.00	0.00	0.00	1,509.83	0.00	0.00	1,509.83
596626 · Misc Exp-SWIM TEAM	Note 16	0.00	0.00	0.00	3,666.74	0.00	0.00	3,666.74
596627 · Staff Development		0.00	1,200.00	0.00	0.00	0.00	0.00	1,200.00
596628 · Certification Expense		47.94	0.00	0.00	0.00	0.00	0.00	47.94
Total 596600 · Program Specific Expenses		27,650.31	8,964.61	2,327.55	8,233.80	0.00	4,271.41	51,447.68
6331 · Bond Interest Expense		0.00	29,124.50	0.00	0.00	0.00	0.00	29,124.50
6332 · Bond Principal exp		0.00	148,000.00	0.00	0.00	0.00	0.00	148,000.00
671200 · Telephone Service Charges		442.50	0.00	1,541.60	0.00	0.00	0.00	1,984.10
673100 · Insurance								
673101 · CAPRI-WORKERS COMP		1,534.49	2,434.00	2,539.83	3,756.79	211.67	105.72	10,582.50
673102 · CAPRI-GEN INS		0.00	0.00	60,283.00	0.00	0.00	0.00	60,283.00
Total 673100 · Insurance		1,534.49	2,434.00	62,822.83	3,756.79	211.67	105.72	70,865.50
7211 · Fixed Assets-Structures/Improve								
721101 · Construction in Progress		0.00	0.00	660.00	0.00	0.00	0.00	660.00
721102 · Fixed Assets-Not Capitalized		0.00	0.00	127.28	0.00	0.00	0.00	127.28
Total 7211 · Fixed Assets-Structures/Improve		0.00	0.00	787.28	0.00	0.00	0.00	787.28
7311 · Fixed Assets-Equipment								
731101 · Equip-Not Capitalized		0.00	2,340.90	1,076.25	0.00	0.00	0.00	3,417.15
Total 7311 · Fixed Assets-Equipment		0.00	2,340.90	1,076.25	0.00	0.00	0.00	3,417.15
Total Expense		269,346.49	544,541.37	533,774.96	251,001.00	26,037.08	41,545.05	1,666,245.95
Net Income		220,693.01	16,128.46	276.34	28,880.03	20,433.42	1,455.75	287,867.01

Note 1: In December, after the November financial reports were generated & presented to the BOD, we received notification that \$32,388 of Property Tax revenue was earned in November. This FYTD figure includes the retroactive November and December tax revenue.

Note 2: Quality Improvement Grand funds spent in FY24-25 were received and deposited in FY23-24.

Note 3: This is a new ledger code for FY24-25. All deposits received or refunded are recorded under this ledger code.

Note 4: Miscellaneous revenue reflects returned check fees and Qty 2 Quarterly CalCard rebates.

Note 5: No Aquatics Supervisor so far this fiscal year. Aquatics Coordinator and Assistant GM worked out of class.

Note 6: Lunchtime Enrichment staff is coded under Seasonal Programs.

Note 7: This ledger code offsets the Liability Account for Compensated Absences on the Balance Sheet. Liabilities are currently less than the previous FYE.

Note 8: No Aquatics Supervisor for this entire fiscal year to date.

Note 9: These expenses will be allocated to each department as a percentage of "Other".

Note 10: PG&E electric expenses for ASP, Seasonal & Rental are allocated from "Other". EEC has an additional separate energy bill in addition to an allocation from "Other". The Gas bill is split between Pool and "Other". All departments are allocated a portion of the gas expense.

Note 11: SMC Environmental Health chemical storage (pre-paid @ \$115.75/mo) will total \$1,389 this FY. Other Misc expenses are for DOJ clearance checks.

Note 12: Expenses include Dept of Soc Services licensing fees, DOJ clearance checks, holiday cards and staff morale.

Note 13: Expenses include \$750 for phone system support and office snacks.

Note 14: Expenses include two luncheons for departing employees, welcome breakfast for new GM, DOJ clearance checks & employee morale/team building.

Note 15: This is a new ledger code for FY24-25.

Note 16: Swim Team shirts, custom and branded swim caps total approximately \$2,000.

Highlands Recreation District			INCLUDES EXPENSE ALLOCATIONS FROM OTHER					11:18 AM	
Profit & Loss by Class								01/08/2025	
July through December 2024									
FISCAL YEAR TO DATE			ASP	EEC	OTHER	Pool	Rental	Seasonal Programs	Accrual Basis TOTAL
Income									
102100	Property Taxes	Note 1	0.00	0.00	387,823.45	0.00	0.00	0.00	387,823.45
102101	ERAF		0.00	0.00	92,764.48	0.00	0.00	0.00	92,764.48
152100	Interest Earned		0.00	0.00	44,569.11	0.00	0.00	0.00	44,569.11
1997	Capital Grants & Contrib	Note 2	0.00	-2,084.88	0.00	0.00	0.00	0.00	-2,084.88
232100	Park & Recreation Fees								
232101	Refunds of Fees		-1,884.00	0.00	0.00	-5,443.00	0.00	-3,798.20	-11,125.20
232103	Deposits Received/Returned	Note 3	0.00	0.00	0.00	-2,100.00	-2,325.00	0.00	-4,425.00
232100	Park & Recreation Fees - Other		491,923.50	562,754.71	7,949.50	287,424.03	48,795.50	46,799.00	1,445,646.24
	Total 232100 · Park & Recreation Fees		490,039.50	562,754.71	7,949.50	279,881.03	46,470.50	43,000.80	1,430,096.04
265800	Miscellaneous Revenue	Note 4	0.00	0.00	944.76	0.00	0.00	0.00	944.76
	Total Income		490,039.50	560,669.83	534,051.30	279,881.03	46,470.50	43,000.80	1,954,112.96
	Gross Profit		490,039.50	560,669.83	534,051.30	279,881.03	46,470.50	43,000.80	1,954,112.96
	Expense								
411100	Permanent Salaries	Note 5	68,710.77	63,559.63	20,127.79	20,127.79	4,472.84	4,472.84	181,471.67
411101	Temporary Out of Class	Note 5	0.00	0.00	4,500.00	7,800.00	0.00	0.00	12,300.00
416101	Office Wages		14,626.59	14,626.59	14,626.59	14,626.59	7,313.30	7,313.30	73,132.96
416102	Pool Wages		0.00	0.00	0.00	146,616.10	0.00	0.00	146,616.10
416103	Maintenance Wages		8,581.05	8,581.05	8,581.05	8,581.05	1,906.90	1,906.90	38,138.00
416104	Supervision Wages		0.00	0.00	0.00	0.00	20,685.42	10,005.80	30,691.22
416105	Program Specialist		0.00	0.00	0.00	0.00	0.00	22,474.20	22,474.20
416107	ASP/Camp Wages	Note 6	148,794.30	0.00	0.00	0.00	0.00	1,429.36	150,223.66
416108	EEC Wages		0.00	248,607.12	0.00	0.00	0.00	0.00	248,607.12
416110	Vacation Expense	Note 7	0.00	0.00	-6,390.30	0.00	0.00	0.00	-6,390.30
431100	Social Security		14,917.17	20,647.51	2,816.55	12,367.02	1,883.22	1,321.55	53,953.03
431200	Medicare Contribution		3,488.71	4,828.94	658.71	2,892.18	440.44	309.08	12,618.07
463100	District Employee Benefits		23,187.33	29,251.47	7,398.71	12,493.86	3,830.06	3,819.45	79,980.89
512100	Clothing & Uniforms		1,302.55	0.00	9.91	428.11	0.00	0.00	1,740.57
515600	Household Expense								
515601	Recology		1,296.56	1,296.56	1,296.56	1,296.56	288.13	288.13	5,762.50
515602	Janitorial Supplies		660.09	2,030.36	560.50	1,141.11	124.56	124.56	4,641.19
515605	Cleaning Company		7,355.34	9,807.12	83.27	4,903.56	980.71	0.00	23,130.00
	Total 515600 · Household Expense		9,312.00	13,134.05	1,940.33	7,341.24	1,393.39	412.68	33,533.89
519300	Office Expense								
519301	Outside Printing & Copy Serv		2,026.88	2,026.88	2,026.88	2,164.23	450.42	450.42	9,145.71
519303	General Office Supplies		442.85	445.45	442.85	613.48	281.59	98.41	2,324.64
519304	Advertising/Recruiting		659.51	266.94	0.00	327.95	0.00	0.00	1,254.40
519305	Postage & Mailing Expense		1,099.18	1,099.18	1,099.18	1,099.18	244.26	244.26	4,885.24
519307	Other Office Expense		2,309.00	1,264.25	1,049.00	1,100.96	391.50	458.03	6,572.73
519308	Credit card/ACH fee		3,000.92	3,000.92	3,000.92	3,000.92	666.87	666.87	13,337.44
519309	Payroll service fees		2,842.42	2,842.42	2,842.42	2,842.42	631.65	631.65	12,632.96
	Total 519300 · Office Expense		12,380.76	10,946.04	10,461.25	11,149.14	2,666.29	2,549.64	50,153.12
533100	Memberships/Subs/Licensing Fees		2,841.90	3,473.84	2,561.90	3,308.87	569.31	569.31	13,325.14
542300	Maintenance-Equipment		175.15	175.15	175.15	6,485.05	38.92	38.92	7,088.35
545900	Maintenance-Facilities & Imprv		0.00	0.00	0.00	0.00	0.00	0.00	0.00
545903	Paint, Solvents & Chemicals		0.00	0.00	0.00	16,988.77	0.00	0.00	16,988.77
545904	Pool Supplies		0.00	0.00	0.00	108.28	0.00	0.00	108.28
545905	Locks & Security System		441.65	429.98	287.15	287.15	199.75	63.81	1,709.49
545906	Signage Expense		8.46	8.46	8.46	22.45	1.88	1.88	51.61
545907	General Electrical Expense		0.00	0.00	0.00	1,550.00	0.00	0.00	1,550.00
545909	Other General Maintenance		641.68	656.83	641.68	1,498.00	142.60	142.60	3,723.39
545911	Landscape/Garden Expense		21.24	1,089.54	21.24	21.24	4.72	4.72	1,162.69
545912	Vehicle Expense		240.60	240.60	240.60	240.60	53.47	53.47	1,069.32
545913	Ground/Facility Improvements		378.34	378.34	378.34	378.34	84.08	84.08	1,681.50
	Total 545900 · Maintenance-Facilities & Imprv		1,731.97	2,803.75	1,577.47	21,094.83	486.49	350.55	28,045.05
563800	Utility Expense								
563801	P G & E		4,457.35	6,651.59	4,457.35	34,637.72	990.52	990.52	52,185.07
563802	Water		1,340.19	2,658.01	412.67	5,050.68	91.71	91.71	9,644.97
563803	Sewer Fees		1,407.45	1,407.45	1,407.45	1,407.45	312.77	312.77	6,255.34
563800	Utility Expense - Other		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total 563800 · Utility Expense		7,205.00	10,717.06	6,277.48	41,095.86	1,395.00	1,395.00	68,085.38
585600	Contract Expenses								
585601	Audit Fees		237.66	237.66	237.66	237.66	52.81	52.81	1,056.25
585603	Legal fees		2,375.43	2,375.43	2,375.43	2,375.43	527.87	527.87	10,557.47
585604	Consultants		14,505.32	14,505.32	14,505.32	14,505.32	3,223.41	3,223.41	64,468.10
585600	Contract Expenses - Other		8,718.75	8,718.75	8,718.75	8,718.75	1,937.50	1,937.50	38,750.00
	Total 585600 · Contract Expenses		25,837.16	25,837.16	25,837.16	25,837.16	5,741.59	5,741.59	114,831.82
596600	Program Specific Expenses								
596601	Buses-ASP		6,032.00	0.00	0.00	0.00	0.00	0.00	6,032.00
596602	Spec Act-ASP		2,478.10	0.00	0.00	0.00	0.00	0.00	2,478.10
596603	Snacks-ASP		5,939.50	0.00	0.00	0.00	0.00	0.00	5,939.50
596604	Supplies-ASP		3,277.17	0.00	0.00	0.00	0.00	0.00	3,277.17
596607	Misc Exp-POOL	Note 8	0.00	0.00	0.00	1,398.34	0.00	0.00	1,398.34
596608	Misc Exp-ASP	Note 9	1,828.99	0.00	0.00	0.00	0.00	0.00	1,828.99
596610	Misc Exp-OFFICE		208.46	208.46	208.46	208.46	46.32	46.32	926.47
596611	Misc Exp-OTHER		315.24	315.24	315.24	315.24	70.05	70.05	1,401.08
596612	Special Events		0.00	0.00	0.00	0.00	0.00	4,262.42	4,262.42
596613	Conferences/Seminars		495.00	80.00	0.00	150.00	0.00	0.00	725.00
596614	Pool Supplies		0.00	0.00	0.00	1,508.89	0.00	0.00	1,508.89
596616	Incrowd Rent		7,282.01	0.00	0.00	0.00	0.00	0.00	7,282.01
596617	Seasonal Programs		269.60	0.00	0.00	0.00	0.00	8.99	278.59
596621	EEC supplies		0.00	3,445.07	0.00	0.00	0.00	0.00	3,445.07
596622	EEC Snacks		0.00	2,380.40	0.00	0.00	0.00	0.00	2,380.40
596623	EEC Special Activities		0.00	1,608.30	0.00	0.00	0.00	0.00	1,608.30
596624	EEC Misc		0.00	250.84	0.00	0.00	0.00	0.00	250.84
596625	Pool Concessions	Note 10	0.00	0.00	0.00	1,509.83	0.00	0.00	1,509.83
596626	Misc Exp-SWIM TEAM	Note 11	0.00	0.00	0.00	3,666.74	0.00	0.00	3,666.74
596627	Staff Development		0.00	1,200.00	0.00	0.00	0.00	0.00	1,200.00
596628	Certification Expense		47.94	0.00	0.00	0.00	0.00	0.00	47.94
	Total 596600 · Program Specific Expenses		28,174.01	9,488.31	523.70	8,757.50	116.38	4,387.79	51,447.68
6331	Bond Interest Expense		0.00	21,843.38	3,640.56	0.00	3,640.56	0.00	29,124.50
6332	Bond Principal exp		0.00	111,000.00	18,500.00	0.00	18,500.00	0.00	148,000.00
671200	Telephone Service Charges		789.36	346.86	346.86	346.86	77.08	77.08	1,984.10
673100	Insurance								
673101	CAPRI-WORKERS COMP		2,105.95	3,005.46	571.46	4,328.25	338.66	232.71	10,582.50
673102	CAPRI-GEN INS		13,563.68	13,563.68	13,563.68	13,563.68	3,014.15	3,014.15	60,283.00
	Total 673100 · Insurance		15,669.63	16,569.14	14,135.14	17,891.93	3,352.81	3,246.86	70,865.50
7211	Fixed Assets-Structures/Improve								
721101	Construction in Progress		0.00	0.00	660.00	0.00	0.00	0.00	660.00
721102	Fixed Assets-Not Capitalized		28.64	28.64	28.64	28.64	6.36	6.36	127.28
	Total 7211 · Fixed Assets-Structures/Improve		28.64	28.64	688.64	28.64	6.36	6.36	787.28
7311	Fixed Assets-Equipment								
731101	Equip-Not Capitalized		0.00	2,340.90					

Note 1: In December, after the November financial reports were generated & presented to the BOD, we received notification that \$32,388 of Property Tax revenue was earned in November. This FYTD figure includes the retroactive November and December tax revenue.

Note 2: Quality Improvement Grand funds spent in FY24-25 were received and deposited in FY23-24.

Note 3: This is a new ledger code for FY24-25. All deposits received or refunded are recorded under this ledger code.

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Note 5: No Aquatics Supervisor so far this fiscal year. Aquatics Coordinator and Assistant GM worked out of class.

Note 6: Lunchtime Enrichment staff is coded under Seasonal Programs.

Note 7: This ledger code offsets the Liability Account for Compensated Absences on the Balance Sheet. Liabilities are currently less than the previous FYE.

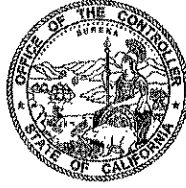
Note 8: SMC Environmental Health chemical storage (pre-paid @ \$115.75/mo) will total \$1,389 this FY. Other Misc expenses are for DOJ clearance checks.

Note 9: Expenses include Dept of Soc Services licensing fees, DOJ clearance checks, holiday cards and staff morale.

Note 10: This is a new ledger code for FY24-25.

Note 11: Swim Team shirts, custom and branded swim caps total approximately \$2,000.

P&L Budget Comparison (modified acor basis)		Plug in new month #'s in column B, then copy & paste #'s to appropriate month in O-Z columns						APPROVED	100%	DIFF
July 24 through Dec 24		Dec 24	Dec 23	Dec 22	July 22 - Dec 22	July 23 - Dec 23	July 24 - Dec 24	BUDGET	% of Budget	Budget - Current YTD
Unrestricted beginning Fund Balance										
Income										
102100	Property Taxes	267,367.27	273,480.80	30,437.98	54,166.52	329,677.73	367,823.45	682,824.00	56.81%	294,800.55
102101	ERAF	0.00	0.00	0.00	80,874.42	92,992.23	92,764.48	179,362.00	51.72%	86,598.52
152100	Interest Eamed	320.58	64.72	0.00	12,259.80	59,493.41	44,569.11	150,000.00	29.71%	105,430.89
187100	State-aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-
199200	All Other Local Govt Rev	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-
199700	Cap grants & Contributions	0.00	0.00	0.00	0.00	0.00	-2,084.88	9,618.00	-21.68%	11,702.88
232100 Park & Recreation Fees										
ASP		73,746.00	62,323.50	58,051.00	414,805.30	442,569.36	490,039.50	1,087,500.00	45.09%	597,460.50
Pool		16,754.24	26,605.21	19,661.59	197,177.46	247,091.79	279,881.03	543,000.00	51.54%	263,118.97
Seasonal Prog		15,413.50	6,890.30	6,377.70	67,317.82	46,785.99	43,000.80	168,000.00	25.60%	124,999.20
Fac Rental		6,559.00	6,265.00	8,177.00	42,296.00	46,751.50	46,470.50	106,500.00	43.63%	60,029.50
EEC		92,840.50	90,753.75	110,794.40	638,276.70	638,704.07	562,754.71	1,295,043.00	43.43%	732,868.29
Other		768.63	837.93	0.00	0.00	8,301.07	7,949.50	18,900.00	42.06%	10,950.50
Transaction fees		0.00	0.00	618.51	7,445.65	0.00	0.00	0.00	0.00%	-
Total Park & Rec fees		206,402.85	193,675.69	203,680.20	1,367,320.93	1,539,974.84	1,430,096.04	3,219,543.00	44.42%	1,769,446.96
264200	Stale-Dated Checks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-
265800	Miscellaneous Revenue **	396.48	7,593.15	3,998.12	9,655.94	10,370.01	944.76	0.00	0.00%	(944.76)
Total Income		494,186.20	474,814.36	238,116.30	1,524,277.61	1,922,737.16	1,954,112.96	4,241,147.00	46.08%	2,287,034.04
Expense										
411100	Permanent Salaries	36,209.42	57,148.36	35,000.78	124,170.54	251,681.36	181,471.87	523,947.00	34.64%	342,475.33
411101	Temporary Out of Class	1,200.00	0.00	4,278.58	25,171.48	0.00	12,300.00	0.00	0.00%	(12,300.00)
416101	Office Wages	11,575.18	18,709.99	16,563.72	65,425.31	72,826.37	73,132.96	164,208.00	44.54%	91,075.04
416102	Pool Wages	16,254.69	32,246.20	27,110.09	138,793.59	158,467.73	146,816.10	305,138.00	48.05%	158,521.90
416103	Maintenance Wages	5,985.87	8,204.80	7,627.36	32,237.66	34,200.85	38,138.00	85,690.00	44.51%	47,552.00
416104	Supervision Wages	5,899.83	7,388.51	6,959.65	29,540.68	29,336.34	30,691.22	63,745.00	48.15%	33,053.78
416106	EEP Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-
416105	Program Specialist-Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-
416107	ASP/Camp Wages	21,744.06	28,190.82	28,027.67	125,691.20	146,642.95	150,223.66	325,000.00	46.22%	174,776.34
416108	EEC Wages	38,363.19	59,232.85	58,275.47	249,250.64	246,705.40	248,607.12	600,000.00	41.43%	351,392.88
416110	Vacation Expense	-1,173.44	-3,624.89	3,144.58	129.34	113.25	-6,390.30	0.00	0.00%	6,390.30
431100	Social Security	8,355.82	13,013.27	11,341.26	48,361.75	57,742.03	53,953.03	128,198.00	42.09%	74,245.97
431200	Medicare Contribution	1,954.19	3,053.33	2,652.39	11,310.39	13,502.64	12,618.07	29,982.00	42.09%	17,363.93
445100	Unemployment Insurance	0.00	0.00	0.00	0.00	32.00	0.00	1,000.00	0.00%	1,000.00
463100	District Employee Benefits	18,912.64	15,021.75	14,841.48	72,846.00	90,489.13	79,980.89	229,628.00	35.28%	146,645.11
PAYROLL EXP SUBTOTAL		164,781.45	238,594.99	215,823.03	922,928.52	1,101,740.05	1,021,342.42	2,453,535.00	41.63%	1,432,192.58
416105	Program Specialist - Vendor	8,573.40	8,933.40	11,050.20	37,747.25	27,333.60	22,474.20	88,000.00	25.54%	65,525.80
416109	Prog spec-Swimteam	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-
416111	ASP/Camp Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-
416112	EEC Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-
512100	Clothing & Uniforms	0.00	1,001.42	0.00	669.28	2,325.14	1,740.57	10,650.00	16.34%	8,909.43
515600	Household Expense	3,934.94	5,103.71	4,884.60	28,865.20	32,133.48	33,533.89	78,300.00	42.83%	44,766.31
519300	Office Expense	4,404.73	5,442.35	9,893.08	51,926.62	52,748.34	50,153.12	150,888.00	33.24%	100,734.88
533100	Memberships	1,004.21	195.78	543.82	8,288.77	12,666.78	13,325.14	25,945.00	51.36%	12,619.86
542300	Maintenance-Equipment	0.00	1,636.37	1,650.00	13,721.30	9,676.18	7,088.35	21,175.00	33.48%	14,086.65
545900	Maintenance-Facilities & Imprv	2,389.31	14,520.04	4,773.70	42,817.92	48,776.90	28,045.05	124,073.00	22.60%	96,027.95
563800	Utility Expense	15,420.66	11,822.51	13,260.26	56,130.19	65,298.82	66,065.36	158,625.00	42.92%	90,539.62
572200	Employee Expense Reimb	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-
585800	Contract Expenses	3,500.80	3,142.00	5,713.01	29,314.02	20,715.20	114,831.82	163,975.00	70.03%	49,143.18
596600	Program Specific Expenses	7,122.05	10,028.36	8,498.06	47,403.35	57,925.74	51,447.68	166,275.00	30.94%	114,827.32
671200	Telephone Service Charges	353.73	368.50	329.57	1,904.84	2,022.59	1,984.10	5,250.00	37.79%	3,265.90
673100	Insurance	11,810.92	12,180.58	61,433.50	132,077.00	60,690.50	70,865.50	159,872.00	44.33%	89,006.50
721102	F/A Struct. & Imprvmnts not cap.	0.00	0.00	0.00	0.00	0.00	127.28	33,500.00	0.38%	33,372.72
731101	F/A Equipment not capitalized	0.00	0.00	3,344.13	3,344.13	4,563.16	3,417.15	10,700.00	31.94%	7,282.85
TOTAL OPERATING EXPENSES		223,296.22	313,070.01	341,198.96	1,377,138.39	1,496,816.48	1,488,461.45	3,650,763.00	40.77%	2,162,301.55
NET INCOME AFTER OPERATING EXP		270,889.98	161,744.35	-103,082.66	-159,669.99	535,691.74	465,651.51	634,585.00	73.38%	168,933.49
633100	Bond-Interest Expense	0.00	0.00	0.00	33,495.50	31,356.50	29,124.50	60,481.00	48.15%	31,356.50
633200	Bond-Principal Expense	0.00	0.00	0.00	138,000.00	144,000.00	148,000.00	144,000.00	102.78%	(4,000.00)
721100	Fixed Assets-Structures/Improv	0.00	550.84	0.00	0.00	550.84	0.00	175,000.00	0.00%	175,000.00
721101	Construction in Progress	0.00	12,500.00	135,313.71	135,313.71	25,520.48	660.00	0.00	0.00%	(660.00)
731100	Fixed Assets-Equipment	0.00	0.00	0.00	0.00	0.00	0.00	8,250.00	0.00%	8,250.00
TOTAL FIXED ASSETS		0.00	13,050.84	135,313.71	135,313.71	26,071.32	660.00	183,250.00	0.36%	182,590.00
NET INC AFTER OPFX, BOND INT & PRINC PYMT. & F/A		270,889.98	148,693.51	-238,394.37	-159,669.99	334,263.92	287,867.01	202,654.00	142.05%	(85,213.01)
80002	Accrued Bond Interest payable					as of 12/31/2024	17,887.00			
80003	Accrued Bond Principal					as of 12/31/2024	51,000.00			
861100	Approp. for Contingencies						350,000.00			
088300	Capital Reserve						473,296.00			
882100	General Reserve						250,000.00			
	Building Renovations Reserve						100,000.00			
Unassigned Fund balance							3,753,636.00			



MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

November 22, 2024

District Fiscal Officer
Highlands Recreation Community Services District
1851 Lexington Avenue
San Mateo, CA 94402

SUBJECT: 2023-24 Special District Financial Transactions Report

Dear District Fiscal Officer:

This letter provides information regarding the 2023-24 Special District Financial Transactions Report (FTR). Government Code (GC) section 53891 requires that the financial transactions of each local agency be submitted to the State Controller's Office (SCO) within seven months after the close of the fiscal year or within the time prescribed by the Controller, whichever is later. The report must contain underlying data from audited financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP), if this data is available.

The FTR is due to SCO by January 31, 2025. Reporting instructions, including COVID-19 reporting guidance, and information for the 2023-24 Special District FTR are available on the SCO website at https://www.sco.ca.gov/ard_locinstr_districts_forms.html.

To file your FTR, visit Local Government Reporting System Online (LGRS Online) at <https://lgrsonline.sco.ca.gov>. The entity type, username, and password for the web-based reporting program are:

Entity Type: Special Districts
Username: Highlands Recreation Community Services District
Password: Ab#12054104600

The 2023-24 FTR cover page can be signed electronically on LGRS Online.

Blended component units (BCUs), although legally separate entities, are, in substance, part of the primary special district operations. According to GAAP, the financial data from BCUs should be integrated into the appropriate primary special district funds for reporting purposes. The financial data of BCUs must be included in the primary Special District FTR.

Top Ten Reporting Issues for Special District Financial Transactions Report

1. A Special District that has no financial transactions during the year must file the Cover Page form and the General Information form of the Special District Financial Transactions Report (FTR), stating "No Activity" on the Cover Page form. A Special District that has no financial transactions but has outstanding debt taken out in the Special District's name must report the debt and any debt payments on the appropriate Debt and Statement of Revenues, Expenditures, and Changes in Fund Balances forms.
2. The activity type must reflect the services the Special District provides. Select the type of governmental/enterprise activity for which this report is being prepared.
3. Major variances require footnotes. If there is an overall reporting change, add an explanation in the Comments form. Access the footnote panel by double-clicking on the field in which the balance was reported. Invalid footnotes will be questioned by staff upon review of the FTR. Simply noting "Correct," "Confirmed OK," or "increase/decrease" is not acceptable. Please indicate what caused the variance (e.g., New Assembly Bill 1234 law enforcement grant).
4. The Other fields on the revenue and expenditure forms are for items that do not apply to a hard-coded field elsewhere on the form. Please review all of the fields on the forms before reporting an item as Other. A footnote is required for those entries.
5. Include a footnote to explain the reason for a prior period adjustment exceeding 20% of the Fund Balance/Net Position, Beginning of Period.
6. Report residual equity transfers and transfers of capital assets as Transfer In and Transfer Out. Include a footnote to explain why and where a transfer was made.
7. The Appropriations Limit Information form must be completed by all special districts that receive property taxes and are subject to the provisions of California Constitutional Article XIII B. Refer to California Constitutional Article XIII B for specific information on this requirement. If the Special District is exempt from having an appropriation, note that in the General Comment form. Failure to report your Appropriations Limit might affect your mandated cost reimbursement.

Top Ten Reporting Issues for Special District Financial Transactions Report

9. Improvement District, Special Assessment, Mello-Roos, and Marks-Roos Bonds

- Improvement District (1911 Act, 1913 Act, and 1915 Act), Other Special Assessment, Mello-Roos, and Marks-Roos bonds and Other Nonagency debts are liabilities of property owners to bondholders and not primary liabilities of the local agency. Any transactions and balances relating to these bonds should not be reported elsewhere in the FTR, but on the Long-Term Debt form only. Unless the debt is backed fully by the faith and credit of the government or fully or partly backed by some other type of the general government commitment.

10. We cannot grant extensions to submit reports. If you are unable to submit your report, please contact the Special District Reporting Unit at SDsupport@sco.ca.gov or (916) 327-1017. Audited financial statements can also be submitted electronically to the same email address. You must submit the signed Cover Page.

District Fiscal Officer
Highlands Recreation Community Services District
1851 Lexington Avenue
San Mateo, CA 94402

SPECIAL DISTRICT FINANCIAL TRANSACTIONS REPORT COVER PAGE

Special District Name: Highlands Recreation Community Services District

Fiscal Year: **2024**

ID Number: **12054104600**

Certification:

I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the special district in accordance with the requirements as prescribed by the California State Controller.

Special District Fiscal Officer

Signature

Title

Name (Please Print)

Date

Per Government Code section 53891(a), this report is due within seven months after the close of the fiscal year or within the time prescribed by the Controller, whichever is later. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available.

If submitted manually, please complete, sign, and mail this cover page to either address below:

Mailing Address:
Local Government Reporting Section - Special District
Local Government Programs and Services Division
California State Controller's Office
P.O. Box 942850
Sacramento, CA 94250

Express Mailing Address:
Local Government Reporting Section - Special District
Local Government Programs and Services Division
California State Controller's Office
3301 C Street, Suite 740
Sacramento, CA 95816

The Financial Transactions Report was successfully submitted to the State Controller's Office on 1/8/2025 9:31:46 AM

Special District Name: Highlands Recreation Community Services District
Special Districts' Financial Transactions Report
General Information

Fiscal Year: 2024

District Mailing Address

Street 1 1851 Lexington Ave Has Address Changed?

Street 2

City San Mateo State CA Zip 94402

Email generalmanager@highlandsrec.ca.gov

Members of the Governing Body

	First Name	M. I.	Last Name	Title
Member 1	Andrew		Aquino	President
Member 2	Uy		Ut	Vice President
Member 3	Pamela		Merkadeau	Member
Member 4	Ranya		Francis	Member
Member 5	Chris		Carlos	Member
Member				

District Fiscal Officers

	First Name	M. I.	Last Name	Title	Email
Official 1	Tamsen		Burke	General Manager	generalmanager@highlandsrec.c
Officials					

Report Prepared By

First Name Chi M. I. Last Name Chan

Telephone (415) 457-1215 Email chi@maocpa.com

Independent Auditor

Firm Name O'Connor & Company

First Name Michael M. I. Last Name O'Connor

Telephone (415) 457-1215

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1. Is this district a component unit of a City, County, or Special District (Choose one)? If "Yes", answer question 2. Yes No

2. Is this district a blended component unit (BCU) or a discretely presented component unit (DPCU) of a City, County, or Special District (Choose one)? Refer to the Financial Transactions Report (FTR) instructions for definitions of these terms. If the district is a BCU, answer questions 3 - 5.
 BCU DPCU

3. Is financial data of this BCU included in the financial statements or Annual Comprehensive Financial Report (ACFR) of a City, County, or Special District (Choose one)?
 City County Special District

4. In which City, County, or Special District financial statements or ACFR is the financial data of this BCU included?
City name:
County name:
Special District name:

5. Is financial data of this BCU included in the City, County, or Special District FTR (Choose one)? Yes No

6. In preparing the District's financial transactions reports for governmental fund type accounts, which basis of accounting was used? (Choose one):
 Cash basis Modified cash basis Modified accrual basis Full accrual basis N/A

7. In preparing the District's financial transactions reports for proprietary fund type accounts (Internal Service Funds and Enterprise Funds), which basis of accounting was used? (Choose one):
 Cash basis Modified cash basis Modified accrual basis Full accrual basis N/A

8. In preparing the District's financial transactions reports for fiduciary fund type accounts, which basis of accounting was used? (Choose one):
 Cash basis Modified cash basis Modified accrual basis Full accrual basis N/A

Special District Name: Highlands Recreation Community Services District
 Special Districts' Financial Transactions Report - Governmental Funds
 Statement of Revenues, Expenditures, and Changes in Fund Balances

Fiscal Year: 2024

Activity: (1 of 1) (Record Completed)

Recreation and Park

	General	Special Revenue	Debt Service	Capital Projects	Permanent	Total Governmental Funds
Revenues						
Taxes and Assessments						
R01. Current Secured and Unsecured (1%)	647,333					647,333
R02. Voter-Approved Taxes						
R03. Pass-through and Residual Property Taxes (ABX1 26)						
R05. Tax Increment						
R06. Parcel Tax						
R07. Property Assessments						
R09. Prior-Year Taxes and Assessments	162					162
R10. Penalties and Costs of Delinquent Taxes and Assessments						
R11. Other Taxes and Assessments	188,803					188,803
R12. Total Taxes and Assessments	836,298	0	0	0	0	836,298
R13. Licenses, Permits, and Franchises						
R14. Fines, Forfeitures, and Penalties						
Revenue from Use of Money and Property						
R15. Investment Income	132,985					132,985
R16. Rents, Leases, Concessions, and Royalties						
R17. Other Revenue from Use of Money and Property						
R18. Total Revenue from Use of Money and Property	132,985	0	0	0	0	132,985
Intergovernmental – Federal						
R19. Aid for Construction						
R20. Other Intergovernmental – Federal						
R21. Total Intergovernmental – Federal	0	0	0	0	0	0
Intergovernmental – State						
R22. Aid for Construction						
R23. State Water Project						
R24. Homeowners Property Tax Relief	1,650					1,650
R25. Timber Yield						
R26. Other Intergovernmental – State						
R27. Total Intergovernmental – State	1,650	0	0	0	0	1,650
R28. Intergovernmental – Other	67,608					67,608
R29. Charges for Current Services	3,028,337					3,028,337
R30. Contributions from Property Owners						
Self-Insurance Only						
R31. Member Contributions						
R32. Claim Adjustments						
R33. Total Self-Insurance Only	0	0	0	0	0	0
R34. Other Revenues	11,382					11,382
R35. Total Revenues	\$4,078,260	\$0	\$0	\$0	\$0	\$4,078,260
Expenditures						
R36. Salaries and Wages	1,934,510					1,934,510

R37. Employee Benefits	189,864					189,864
R38. Services and Supplies	846,770					846,770
R39. Self-Insurance Only – Claims Paid						
R40. Contributions to Outside Agencies						
Debt Service						
R40.5 Lease Financing, Principal and Interest Payments						
R41. Principal Payments on Long-Term Debt	144,000					144,000
R42. Interest Payments on Long-Term Debt	60,481					60,481
R43. Principal and Interest on Short-Term Notes and Warrants						
R44. Other Debt Service						
R45. Total Debt Service	204,481	0	0	0	0	204,481
R46. Capital Outlay	188,823					188,823
R47. Other Expenditures	141,690					141,690
R48. Total Expenditures	\$3,506,138	\$0	\$0	\$0	\$0	\$3,506,138
R49. Excess (Deficiency) of Revenues Over (Under) Expenditures	\$572,122	\$0	\$0	\$0	\$0	\$572,122
Other Financing Sources (Uses)						
R49.5 Lease Financing						
R50. Long-Term Debt (Bonds, COPs, and Other Agency Debt)						
R51. Construction Financing and Other Long-Term Debt						
R51.6 Proceeds from Refinancing on Loans, Notes, and Other						
R51.7 Payments to Refinanced Loans, Notes, and Other						
R52. Refunding Bonds Proceeds						
R53. Premium on Bonds Issued						
R54. Discount on Bonds Issued						
R55. Payments to Refunded Bond Escrow Agent						
R56. Demand Bonds						
R57. Proceeds from Sale of Capital Assets						
R59. Insurance Recoveries						
R60. Transfers In						
R61. Transfers Out						
R61.5 Other Financing Sources (Uses) – Other						
R62. Total Other Financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0
Special and Extraordinary Items						
R63. Special Item						
R64. Extraordinary Item						
R65. Total Special and Extraordinary Items	0	0	0	0	0	0
R66. Net Change in Fund Balances	\$572,122	\$0	\$0	\$0	\$0	\$572,122
R67. Fund Balances (Deficits), Beginning of Fiscal Year	\$3,984,418	\$0	\$0	\$0	\$0	\$3,984,418
R68. Adjustment	32,278					32,278
R69. Reason for Adjustment	Prior Period Adjus					
R70. Fund Balances (Deficits), End of Fiscal Year	\$4,588,818	\$0	\$0	\$0	\$0	\$4,588,818

Note:

(R69) Gen-Reason for Adjustment: Prior Period Adjustment

Special District Name: Highlands Recreation Community Services District
 Special Districts' Financial Transactions Report
 Long-Term Debt
 Bonds and COPs

Go to Report: Detail Summary of Long-Term Debt

Fiscal Year: 2024

SD01. Districtwide or Improvement District/Zone	Districtwide
SD02. Improvement District/Zone (if applicable)	
R03. Purpose of Debt (1 of 1) (Record Completed)	Constructing a new early childcare center
R04. Nature of Revenue Pledged	All Revenue
R05. Percent of Pledge	100%
R06. Debt Type	Certificates of Participation
R07. Fund Type	Governmental
SD08. Activity	Recreation and Park
R09. Year of Issue	2017
R10. Beginning Maturity Year	2017
R11. Ending Maturity Year	2035
R12. Principal Authorized	2,671,000
R13. Principal Issued to Date	2,671,000
R14. Principal Unspent	
R15. Principal Payable, Beginning of Fiscal Year	\$2,023,000
R16. Adjustment to Principal in Current Fiscal Year	
R17. Reason for Adjustment to Principal in Current Fiscal Year	
R18. Principal Issued in Current Fiscal Year	
R18.5 Bond Discount/Premium at Issuance in Current Fiscal Year	
R19. Principal Paid in Current Fiscal Year	144,000
R19.5 Bond Discount/Premium Amortized in Current Fiscal Year	
R20. Principal Defeased in Current Fiscal Year	
R21. Principal Payable, End of Fiscal Year	\$1,879,000
R22. Principal Payable, Current Portion	123,333
R23. Principal Payable, Noncurrent Portion	\$1,755,667
R24. Interest Paid in Current Fiscal Year	60,481
R25. Principal Delinquent, End of Fiscal Year	
R26. Interest Delinquent, End of Fiscal Year	
R27. Amount Held in Reserve	

Special District Name: Highlands Recreation Community Services District
Special Districts' Financial Transactions Report
Detail Summary of Long-Term Debt

Back to Form: Long-Term Debt

Fiscal Year: 2024

	Year of Issue	Principal Payable, Beginning of Fiscal Year	Principal Issued in Current Fiscal Year	Principal Paid in Current Fiscal Year	Principal Payable, End of Fiscal Year	Principal Payable, Current Portion	Principal Payable, Noncurrent Portion	Interest Paid in Current Fiscal Year
Governmental								
Certificates of Participation								
Constructing a new early childcare center	2017	2,023,000	0	144,000	1,879,000	123,333	1,755,667	60,481
Total Governmental Debt:		\$2,023,000	\$0	\$144,000	\$1,879,000	\$123,333	\$1,755,667	\$60,481

Special District Name: Highlands Recreation Community Services District
Special Districts' Financial Transactions Report
Debt Service Reconciliation Report

Fiscal Year: 2024

	Governmental Funds	Internal Service Fund	Enterprise Funds
Debt Payments from Debt Forms			
R01. Long-Term Debt (Bonds, COP, and Other Agency Debt)	204,481		
R02. Other Long-Term Debt			
R03. Construction Financing			
R04. Lease Obligations (Purchase Agreements)			
R05. Total Debt Payments from Debt Forms	\$204,481	\$0	\$0
R06. Debt Service	204,481		
R07. Difference	\$0	\$0	\$0
R08. Reason for Difference			

Special District Name: Highlands Recreation Community Services District
 Special Districts' Financial Transactions Report
 Balance Sheet
 Governmental Funds

Fiscal Year: 2024

	General	Special Revenue	Debt Service	Capital Projects	Permanent	Total Governmental Funds
Assets						
R01. Cash and Investments	4,724,278					4,724,278
R02. Investments						
R03. Accounts Receivable (net)						
R04. Taxes Receivable						
R05. Interest Receivable (net)						
R05.5 Leases Receivable						
R07. Due from Other Funds						
R08. Due from Other Governments						
R09. Advances to Other Funds						
R10. Inventories						
R11. Prepaid Items	5,777					5,777
R12. Loans, Notes, and Contracts Receivable						
R13. Other Assets 1						
R14. Other Assets 2						
R15. Other Assets 3						
R16. Total Assets	\$4,730,055	\$0	\$0	\$0	\$0	\$4,730,055
R17. Deferred Outflows of Resources						
R18. Total Assets and Deferred Outflows of Resources	\$4,730,055	\$0	\$0	\$0	\$0	\$4,730,055
Liabilities						
R19. Accounts Payable	17,609					17,609
R20. Contracts and Retainage Payable						
R21. Interest Payable						
R22. Due to Other Funds						
R23. Due to Other Governments						
R24. Advances from Other Funds						
R25. Deposits and Advances						
R26. Loans and Notes Payable						
R27. Other Liabilities 1	123,628					123,628
R28. Other Liabilities 2						
R29. Other Liabilities 3						
R30. Total Liabilities	\$141,237	\$0	\$0	\$0	\$0	\$141,237
R31. Deferred Inflows of Resources						
R32. Total Liabilities and Deferred Inflows of Resources	\$141,237	\$0	\$0	\$0	\$0	\$141,237

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Fund Balances (Deficits)

R33. Nondspendable	5,777					5,777
R34. Restricted						
R35. Committed						
R36. Assigned	1,173,296					1,173,296
R37. Unassigned	3,409,745					3,409,745
R38. Total Fund Balances (Deficits)	\$4,588,818	\$0	\$0	\$0	\$0	\$4,588,818
R39. Total Liabilities, Deferred Inflows of Resources, and Fund Balances (Deficits)	\$4,730,055	\$0	\$0	\$0	\$0	\$4,730,055

Special District Name: Highlands Recreation Community Services District
 Special Districts' Financial Transactions Report
 Noncurrent Assets, Deferred Outflows of Resources,
 Noncurrent Liabilities, and Deferred Inflows of Resources
 Governmental Funds

Fiscal Year: 2024

	Noncurrent Assets/Deferred Outflows of Resources	Noncurrent Liabilities/Deferred Inflows of Resources
Noncurrent Assets		
R00.5 Lease Receivable		
Capital Assets		
R01. Land	19,532	
R02. Buildings and Improvements	6,493,078	
R03. Equipment	266,505	
R04. Infrastructure		
R05. Intangible Assets – Amortizable		
R05.5 Lease Assets (Lessee)		
R06. Construction in Progress	202,126	
R07. Intangible Assets – Nonamortizable		
R08. Other Capital Assets		
R09. Less: Accumulated Depreciation/Amortization	-2,475,598	
R10 Net Pension Asset		
R11 Net OPEB Asset		
R12 Other Noncurrent Assets 1		
R13 Other Noncurrent Assets 2		
R14 Other Noncurrent Assets 3		
R15. Total Noncurrent Assets	\$4,505,643	
Deferred Outflows of Resources		
R16 Related to Pensions		
R17 Related to OPEB		
R18 Related to Debt Refunding		
R19 Other Deferred Outflows of Resources		
R20. Total Deferred Outflows of Resources	\$0	
R21. Total Noncurrent Assets and Deferred Outflows of Resources	\$4,505,643	

Noncurrent Liabilities

R22.	Deposits and Advances		
R23.	Compensated Absences		
R24.	General Obligation Bonds		
R25.	Revenue Bonds		
R26.	Certificates of Participation		1,879,000
R27.	Other Bonds		
R28.	Loans (Other Long-Term Debt)		
R29.	Notes (Other Long-Term Debt)		
R30.	Other (Other Long-Term Debt)		
R31.	Construction Financing – Federal		
R32.	Construction Financing – State		
R32.5	Lease Liability		
R33.	Lease Obligations (Purchase Agreements)		
R34.	Net Pension Liability		
R35.	Net OPEB Liability		
R36.	Other Noncurrent Liabilities 1		
R37.	Other Noncurrent Liabilities 2		
R38.	Other Noncurrent Liabilities 3		
R39.	Total Noncurrent Liabilities		\$1,879,000
Deferred Inflows of Resources			
R40.	Related to Pensions		
R41.	Related to OPEB		
R42.	Related to Debt Refunding		
R42.5	Related to Leases		
R43.	Other Deferred Inflows of Resources		
R44.	Total Deferred Inflows of Resources		\$0
R45.	Total Noncurrent Liabilities and Deferred Inflows of Resources		\$1,879,000

Special District Name: Highlands Recreation Community Services District
Special Districts' Financial Transactions Report
Appropriations Limit Information

Fiscal Year: 2024

R01. Appropriations Limit	1,144,944
R02. Total Annual Appropriations Subject to the Limit	649,145
R03. Revenues Received (Over) Under Appropriations Limit	\$495,799

Special District of Highlands Recreation Community Services District
 Special District Financial Transactions Report
 Footnotes

Fiscal Year: 2024		
FORM DESC	FIELD NAME	FOOTNOTES
RevenuesExpendituresChangesFundBalances	(R11)Gen-OtherTaxesandAssessments	(Recreation and Park) It included Educational Revenue Augmentation Fund (ERAF) Rebate.
RevenuesExpendituresChangesFundBalances	(R28)Gen-IntergovernmentalOther	(Recreation and Park) It included a Quality Improvement Grant of \$2,275 and a Capital Grant for Playground and Sports Court of \$65,333.
RevenuesExpendituresChangesFundBalances	(R34)Gen-OtherRevenues	(Recreation and Park) It included revenue from California Department of Social Services for Child Care Provider, FEMA grant for Panel Fire Reimbursement, and FEMA grant for Culvert Reimbursement.
RevenuesExpendituresChangesFundBalances	(R37)Gen-EmployeeBenefits	(Recreation and Park) An increase in District Employee Benefits and Clothing & Uniforms caused the variance.
RevenuesExpendituresChangesFundBalances	(R46)Gen-CapitalOutlay	(Recreation and Park) There was no expenditure on Fixed Assets for Structures/Improvements.
RevenuesExpendituresChangesFundBalances	(R47)Gen-OtherExpenditures	(Recreation and Park) It included Social Security, Medicare Contribution, and Unemployment Insurance.
BalanceSheetGovernmentalFunds	(R27)Gen-OtherLiabilities1	It included Payroll Liability - Flexible Spending Account, Other Accrued Expenses, and Compensated Absences.
NoncurrentAssetsLiabilities	(R06)CapAsst-ConstructionInProgress	More capital assets were being constructed.
NoncurrentAssetsLiabilities	(R34)Liab-NetPensionLiability	The district did not have pension.

Total Footnote: 9



MEMORANDUM

Date: January 14, 2025

To: Tamsen K. Burke, General Manager

From: Meg Catmull, Assistant General Manager

Re: 2025 HRD Observed Holiday Dates & Winter Break Closure Dates

Purpose

This memo proposes to incorporate **Indigenous Peoples' Day, Cesar Chavez Day, and Juneteenth** into the District's 2025 holiday schedule in alignment with District's core values.

How we recognize holidays at work impact on our culture and employee experience. More than just a day off, these are days that celebrate the facets of our identity that are most central to our being. And in recent years, our country has made notable strides in expanding who or what we, as a nation, should honor.

It is therefore the recommendation of HRD management for the Board of Directors to consider the adoption of the following holidays in alignment with the approved HRD Holiday Schedule. Additionally, the board may consider adding additional floating holidays in recognition of these important state and federal holidays rather than recognizing them as a fixed holiday on the HRD Holiday Schedule.

Background

In October 2022, the Highlands Recreation District Board approved the addition of two floating holidays for employees. These floating holidays are not tied to any specific date or holiday, allowing employees greater flexibility in using them (see . These holidays must be utilized within the fiscal year they are earned and cannot be carried forward.

In 2023, the Highlands Recreation District Board approved the addition of the Winter Closure which, in 2024, accounted for an added three non-holiday paid closure days to allow for a site-wide closure from December 24-January 1. This is consistent with the childcare industry which typically includes winter/fall/spring/summer breaks. Additionally, Hayward Recreation and Park District also offers a paid winter closure.

These decision marked an important step toward recognizing employees' diverse needs and aligning the District's policies with evolving workplace standards.

Rationale

1. Alignment with Regional and National Standards

- **Juneteenth** became a federal holiday in 2021 and is recognized widely across public sectors. It commemorates the end of slavery in the United States, aligning with federal practices and the Rec’s value of inclusion. In 2025, Juneteenth is to be commemorated on Thursday June 19.
- **Cesar Chavez Day** is a state holiday in California, honoring a leader integral to the labor movement. In 2025, Cesar Chavez Day is to be commemorated on Monday March 31. All state government offices will be closed today, as Cesar Chavez Day is a state holiday. Most banks and the federal post office will remain open, schools and some local government offices will be closed.
- **Indigenous Peoples’ Day**, recognized in lieu of or alongside Columbus Day, honors Native American histories and contributions. Increasingly adopted by municipalities nationwide, it reflects a growing commitment to rectifying historical narratives. In 2025, Indigenous People’s Day is to be commemorated on Monday October 13.

2. District Core Values

- The district has established core values of Integrity, Inclusion, Transparency, and Accountability to guide the Highlands Recreation District in its operations, programs, service, and impact on its community. The core value of Inclusion encourages and respects diversity, fosters an inclusive and equitable environment, and supports employees to thrive in the workplace which recognizes and supports the multi-faceted workforce of the District and enhances the District’s reputation as a leader in social responsibility.

Furthermore, expanding the holiday schedule shows employees that the District values their contributions and acknowledges important cultural milestones which foster greater employee satisfaction and inclusivity.

Proposed Changes to the 2025 Holiday Schedule

2024 HRD Holidays		Recommended 2025 HRD Holidays	
New Year’s Day (Jan 1)	January 1	New Year’s Day	January 1
MLK Day (Jan 15)	January 15	MLK Day	January 15
President’s Day (Feb 19)	February 19	President’s Day	February 19
Memorial Day (May 27)	May 27	Cesar Chavez Day	March 31
July 4 th	July 4	Memorial Day	May 27
Labor Day (Sept 2)	September 2	Juneteenth	June 19
Veteran’s Day (Nov 11)	November 11	July 4 th	July 4
Thanksgiving (Nov 28)	November 28	Labor Day	September 2
Black Friday	November 29	Indigenous People’s Day	October 13
Christmas Eve	December 24	Veteran’s Day	November 11
Christmas Day	December 25	Thanksgiving	November 27

New Year's Eve	December 31	Black Friday	November 28
		Christmas Eve	December 24
		Christmas Day	December 25
		New Year's Eve	December 31

Approved Annual Winter Break Closure

2025 Winter Break Closure	
Wednesday	December 24*
Thursday	December 25*
Friday	December 26
Saturday	December 27
Sunday	December 28
Monday	December 29
Tuesday	December 30
Wednesday	December 31*
Thursday	January 1*
*Observed Holiday	

NOTE: Board of Directors approved a District Winter Break Closure schedule from December 24-January 1. (2023)

Attachments:

1. Holiday Comparisons Spreadsheet
2. October 11, 2022 Staff Report titled "Wage Proposal and One-time Pay" (dated July 7, 2022; placed in October 11, 2022 Board Packet)
3. October 11, 2022 Minutes

Agency Name	# of Holidays	Floating Holidays	New Year's Day	MLK Day	President's Day	Cesar Chavez Day	Memorial Day	June-teenth	July 4th	Labor Day	Indigenous People's Day	Veteran's Day	Thanks-giving	Black Friday	Christmas Eve	Christmas	New Year's Eve	Notes:
HRD 2025 Proposed	14	2																
HRD 2024	12	2	X	X	X		X		X	X		X	X	X	X	X	X	
Ladera RD	See Notes																	Flexible schedules - management shifts their own schedules around for holidays with no change in pay.
Strawberry RD	See Notes																	Holiday schedule not made public. Staff reached out to Strawberry RD management with no response.
Livermore RD	10	6																Specific dates not publicized.
Hayward RD*	13	3	X	X	X		X	X	X	X		X	X	X	X	X	X	Plus paid winter break
San Bruno City*	14.5																	Specific dates not publicized. Plus 80-100 hours of mgmt leave for mid to senior level leadership
South SF*	12 + 2 half	1	X	X	X		X	X	X	X	X	X	X	X	half	X	half	Offers 5 days more vacation pay to start than HRD
Menlo Park (RFT)*	11	34 hrs																Specific dates not included in benefits guide. Offers 1 day more vacation pay to start
Menlo Park (mgmt)*	11	0																Specific dates not included in benefits guide. Offers 32 days more vacation pay to start plus 80 hrs/year of admin leave
																		*Included as either current staff have applied there, or former staff have left HRD for there



MEMORANDUM

Date: July 7, 2022
 To: Personnel Committee
 From: Mike Koenig, Interim General Manager
 Re: Wage proposal and one-time pay

Bookkeeper

Staff propose increasing the Bookkeeper's annual salary 6.8% to \$90,000 and increasing the range to \$68,179-97,279. The bookkeeper role is critical for maintaining the District's operations and fiscal management. Staff recommends that the board votes to adopt the adjusted salary range.

Administrative Assistant

Staff propose Increasing the Administrative Assistant hourly wage to \$24.04/hour. This represents a roughly 10% from the Admin Assistants current pay rate. The adjustment is to compensate for additional duties that the Administrative Assistant has taken on. These changes are outlined in the attached job description. Staff recommends that the Board votes to adopt the updated job description.

Recreation Coordinator

Staff propose increasing the salary range for the Recreation Coordinator to \$54,000-67,000. The current range is \$49,920-65,000. The adjustment is to compensate for additional duties that the Recreation Coordinator has taken on. These changes are outlined in the attached job description. Staff recommends that the Board votes to adopt the updated job description and salary range.

Benefit Adjustments

Staff recommend that the District increase vacation accrual rates to a minimum of 80 hours or 10 days for all full time employees starting after 2 months of service, and after the employee completes 3 years of service the annual vacation accrual increase to 96 hours or 12 days until the employee reaches 5 years when the accrual rates for all employees of the District are similar. Additionally, staff recommends that vacation accrual be capped at 1.25 times the employee's annual accrual rate. This adjustment is to account for the increased vacation liability that the district will incur.

Staff propose the District provide (1) additional paid holiday per year for a total of 14 paid holidays, 12 observed and 2 floating holidays that are not tied to anything so the employee can use as they wish during the year.

VACATION ACCRUAL

Vacation will not accrue if the employee's vacation balance exceeds 1.25 times annual accrual rate

RE	RNE-I & II Accrual is pro-rated at 75% if only 30 hours worked				
< 2 months:	<2 months	no accrual	Hours Per 12 Months	Accrual Rate PP	Cap Accrual Annual
	2 months to end of Year 1	10 days per 12-month period	80	3.03	100
End of year 3 to end of year 5	Year 2 to end of Year 4 after accrual begins	12 days 12-month period	96	3.69	120
Year 5 to end of Year 9	Year 5 to end of Year 9 after accrual begins	15 days 12-month period	120	4.62	150
Year 10	Year 10 after accrual begins	20 days 12-month period	160	6.15	200
11 Years	10+ years after accrual begins	20+ 1 day per year for every year thereafter, to a maximum of 25 days per year. Employee May choose to buy back 5 days of vacation and receive a payout. If chosen, accrual rate will remain at 6.46	168	6.46	210
12 Years	10+ years after accrual begins	20+ 2 day	176	6.76	220
13 Years	10+ years after accrual begins	20+ 3 day	184	7.07	230
14 Years	10+ years after accrual begins	20+ 4 day	192	7.38	240
15 Years	10+ years after accrual begins	20+ 5 day	200	7.69	250

Please see current & proposed ranges below. The numbers in red are the requested changes from our last meeting. The proposed numbers represent a short-term solution to get all staff the 6.5% increase and stay within range until FY 2023-2024 when the board re-evaluates again. Hopefully this is the information you need to make your recommendation.

<u>Class</u>	<u>Position</u>	<u>Annual/Hourly</u>	<u>Range FY 2021-2022</u>	<u>Proposed Range FY 2022-2023</u>
RE	General Manager	Annual Base	145,000-165,000	145,000-165,000
RE	School-Age Director	Annual Base	68,179 - 97,279	68,179 - 97,279
RE	Early Education Director	Annual Base	68,179 - 97,279	68,179 - 97,279
RE	Aquatics Director	Annual Base	68,179 - 97,279	68,179 - 97,279
RE	Recreation/Rental Director	Annual Base	68,179 - 97,279	68,179 - 97,279
RE	Administrative Supervisor	Annual Base	68,179 - 97,279	68,179 - 97,279
RE	ASP Coordinator	Annual Base	24.00 – 30.00	27.00 – 33.50 54,000 - 67,000
RNE-I	Recreation Coordinator	Hourly Base	24.00 - 30.00	24.00 – 31.25 49,920 - 65,000

RNE-I	Aquatics Coordinator	Hourly Base	24.00 - 30.00	24.00 – 30.00 49,920 – 62,400
RNE-I	EEC Assistant Director	Hourly Base	25.00 - 30.00	25.00 – 30.00 52,000 – 62,400
RNE-I	Maintenance Manager	Hourly Base	20.00 - 30.00	20.00 – 31.25 41,600 - 65,000
RNE-I	Bookkeeper	Hourly Base	32.00 - 42.00	32.00 – 43.30 66,560 – 90,064
RNE-I	Admin II	Hourly Base	20.00 - 25.00	20.00 – 25.00 41,600 – 52,000
RNE-II	EEC Head Teacher, Teacher, Floater	Hourly Base	22.00 - 29.00	23.00 – 30.30 47,840 – 63,024

Attachments

- a. Administrative Assistant Job Description
- b. Recreation Coordinator Job Description

HIGHLANDS RECREATION DISTRICT
REGULAR BOARD MEETING MINUTES (DRAFT)
Tuesday, October 11, 2022
Location: 1851 Lexington Ave., San Mateo, CA 94402 (Multi-Purpose Room)

Attendees

Community Members wishing to attend are encouraged to teleconference into the meeting or attend in- person.

Join Zoom Meeting
<https://us06web.zoom.us/j/9896708662>
Meeting ID: 989 670 8662

Board Members:

Michelle McNeil (President)
Andrew Aquino
Pam Merkadeau
Eric Olbekson
Shirin Bakhshay (Absent)

Staff:

Mike Koenig (Interim General Manager)
Dan Ryken (Aquatics Supervisor)
Kristen Lein (Early Education Director)

1. Call to Order
The meeting was called to order at 7:02 pm by President McNeil.
2. Review and Approval of Minutes
Board Member Olbekson made a motion, Board Member Aquino second, to approve the Special Meeting Minutes from September 22, 2022. The motion passed.
Vote: SB - Absent; AA -Y; MM - Y; PM – Y; EO –Y
3. Public Forum
Nothing to report.
4. Manager’s Report
 - a. Programming
 - b. Administration
5. Financial Report
Monthly Statement
6. Old Business

a. Discussion: Personnel Committee General Manager search update

-The personnel Committee has identified 4 potential candidates. A community panel has been formed to conduct the first round of interviews. Local candidates will interview the week of 10/17 and out of town candidates will interview the week of 10/24.

b. Discussion/Motion: Approve Personnel Committee recommendation for 2022-23 salary & benefits

-Board members discussed the Personnel Committee's recommendation to increase select pay ranges.

Board Member Merkadeau made a motion, Board Member Aquino second, to approve the adjusted ranges. The motion passed unanimously.

Vote: AA - Y; SB -Absent; MM – Y; PM - Y; EO –Y

-Board members discussed the Personnel Committee's recommendation to increase select vacation accrual rates. It was decided that the District amend the Personnel Committee's recommendation to leave employee's vacation cap at 1.5 times annual accrual rate as opposed to lowering it to 1.25.

Board Member Olbekson made a motion, Board President McNeil second, to approve Personnel Committee's recommended accrual rates and leave the accrual cap unchanged. The motion passed.

Vote: AA - Y; SB -Absent; MM – Y; PM - N; EO –Y

-Board members discussed the Personnel Committee's recommendation to add a second floating holiday for all RE, RE-I, and RE-II employees after two months of service. Additionally, District employee's other floater can now be used anytime after two months of service and is no longer tied to their birthday. Both floating holidays should be used during the fiscal year they were earned and may not carry over into following fiscal year.

Board Member Olbekson made a motion, Board Member Aquino second, to approve the additional floating holiday. The motion passed unanimously.

Vote: AA - Y; SB -Absent; MM – Y; PM - Y; EO –Y

7. New Business

a. Discussion/Motion: Review and Approve Amended Fiscal Year Budget for 2022-23

-Board members reviewed amended fiscal year 2022-23 budget.

Board Member Olbekson made a motion, Board Member Merkadeau second, to approve the resolution. The motion passed unanimously.

Vote: AA - Y; SB -Absent; MM – Y; PM - Y; EO –Y

8. UPCOMING MEETINGS: November 8, December 13, January 10

9. Review and Payment of Bills

Board Member Aquino made a motion, Board Member Olbekson second, to pay the bills. The motion passed unanimously.

Vote: AA - Y; SB -Absent; MM – Y; PM - Y; EO –Y

10. HRD Board of Directors Announcements

-Nothing to report.

11. Adjournment

Board Member Olbekson made a motion, Board Member Aquino second, to adjourn the meeting. The motion passed unanimously.

Vote: AA - Y; SB -Absent; MM - Y; PM – Y; EO- Y

The Meeting adjourned at 8:27 p.m.

Respectfully Submitted,

Mike Koenig
Interim General Manager



MEMORANDUM

Date: January 14, 2025
To: Tamsen Burke, General Manager
From: Meg Catmull, Assistant General Manager
Re: Emergency Action Plan (EAP) Memorandum

Purpose

The purpose of this memorandum is to present the draft revised Emergency Action Plan (EAP) for adoption by the Board of Directors of Highlands Recreation District. The updated plan aims to provide a comprehensive framework for responding to various emergency situations, ensuring the safety and well-being of staff, patrons, and visitors. It incorporates enhanced emergency procedures, updated protocols, and compliance with relevant safety standards.

Background

The current version of the EAP, established in 2021, has been reviewed and updated to address evolving risks, improve emergency response effectiveness, and incorporate new safety regulations. The District continues to develop and expand programs with an increased focus on staff and patron safety. As such, a draft revised EAP policy has been completed. This revision includes detailed emergency procedures, clearer evacuation plans, and refined staff responsibilities to ensure that every potential emergency scenario is managed efficiently and safely.

This proposal outlines the key updates and improvements to the previous EAP. The revisions are designed to better align with state and federal safety requirements and provide a more structured, proactive approach to emergency preparedness. Additional revisions may be made to accommodate specific licensing requirements for the District's childcare programs.

Key Revisions

1. Expanded Emergency Procedures

- The new plan provides detailed procedures for managing a wide variety of emergencies, including earthquakes, medical emergencies, fires, power failures, bomb threats, and active shooter incidents.
- Each emergency type now includes risk assessments, prevention measures, and step-by-step response protocols to guide staff in mitigating risks and managing the situation effectively.

2. Updated Evacuation and Shelter-in-Place Plans

- Revised evacuation procedures with clearly defined routes and designated assembly points for all district programs, including childcare, recreation, and administrative offices.
- Comprehensive shelter-in-place protocols tailored to specific emergencies, such as hazardous material incidents and active shooter threats.

3. Enhanced Staff Roles and Training

- Defined roles for all staff during an emergency to ensure clarity and accountability.
- Increased focus on regular staff training and emergency drills to ensure that all personnel are prepared and capable of responding to various emergency situations.

4. Communication and Accountability Measures

- Strengthened internal communication protocols for ensuring that staff and emergency responders are promptly and effectively informed.
- Enhanced accountability systems to ensure all individuals are accounted for during evacuations or shelter-in-place events.

5. Compliance with Regulatory Standards

- The updated EAP complies with current federal and state laws, including OSHA's workplace safety regulations and FEMA's emergency preparedness guidelines, to ensure legal and operational compliance.

Recommendation

The revised Emergency Action Plan has been carefully developed to ensure preparedness

and safety for Highlands Recreation District. It is recommended that the Board of Directors approve the updated EAP.

Legal and Regulatory References

- California Labor Code Section 6400: Duty to Provide a Safe Workplace
- California Code of Regulations, Title 8, Section 3203: Injury and Illness Prevention Program
- Occupational Safety and Health Administration (OSHA) Emergency Preparedness Guidelines
- Federal Emergency Management Agency (FEMA) Guidelines for Emergency Management



Highlands Recreation District

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www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

Emergency Action Plan (Draft) November 2024

Highlands Recreation District Emergency Action Plan

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Highlands Recreation District Emergency Action Plan

General Information

Effective:

Last Revised: 9/2021

Last Reviewed: 11/14/2024

POLICY PURPOSE

The purpose of the Highlands Recreation District Emergency Action Plan (EAP) is to establish procedures and guidelines to protect the safety of staff, patrons, and visitors during emergency situations. The plan outlines clear steps to minimize risks to life, property, and operations while ensuring a coordinated response to emergencies.

SCOPE

The EAP applies to all Highlands Recreation District facilities, staff, and programs. This includes areas under district management, such as:

- Childcare programs
- Recreation programs
- Administrative offices
- Public areas, such as pools, courts, and fitness areas

This plan covers a broad range of emergencies including, but not limited to:

- Fire and gas leaks
- Earthquakes and other natural disasters
- Medical emergencies
- Power failures
- Threats of violence (e.g., bomb threats, active shooter incidents)

AUTHORITY AND RESPONSIBILITY

The Emergency Action Plan is developed under the authority of the Highlands Recreation District Board of Directors and General Manager. The following individuals are responsible for the implementation, maintenance, and execution of the plan:

- **General Manager (GM):** The GM is ultimately responsible for the execution of the EAP. The GM ensures that necessary resources are available for emergency preparedness, response, and recovery. They also oversee the high-level emergency management strategy.
- **Assistant General Manager (AGM):** The AGM, under the supervision of the GM, oversees all risk management activities, coordinates emergency responses, ensure compliance with safety regulations, communicates with local authorities during incidents, and ensures that staff members are trained on the procedures outlined in the EAP. The AGM maintains the plan and ensures its periodic review and updates.
- **Staff Members:** All staff are responsible for following the EAP, reporting emergencies, assisting with evacuations, and maintaining calm among patrons.

Staff should familiarize themselves with the procedures in the plan and regularly participate in training and drills.

Incident Command Center (ICC) Team

Responsibility:

The Incident Command Center (ICC) oversees district-wide operations during an emergency, ensuring a coordinated response, efficient resource management, and clear communication.

Key Roles and Responsibilities:

Incident Commander (IC) – General Manager (GM) and Assistant General Manager (AGM)

- **Primary Responsibility:** The GM and AGM share responsibilities for managing the overall emergency response. The GM has final authority on critical decisions, while the AGM handles day-to-day operational coordination.
 - **GM's Duties:**
 - **Final Authority on Decision-Making:** The GM has the final say on resource allocation, evacuation plans, and external communications with emergency responders and the public.
 - **High-Level Strategy:** Provide leadership in establishing the overall emergency response strategy and directing the incident command.
 - **Coordination with External Agencies:** Ensure coordination with external emergency services (e.g., fire, police, medical teams) and local authorities.
 - **AGM's Duties:**
 - **Operational Oversight:** Assist the GM in the execution of the emergency strategy, focusing on the operational aspects of the response, including managing the Incident Command Center (ICC).
 - **Staff Coordination:** Ensure that personnel are assigned and resources are allocated appropriately in support of the emergency response.
 - **Real-Time Response Management:** Oversee day-to-day activities, ensuring that the emergency operations run smoothly and making adjustments as necessary based on real-time developments.

Logistics Officer – After-School Program (ASP) Director

- **Primary Responsibility:** Manage the logistical aspects of the emergency response, ensuring resources are available and distributed across all programs.

- **Duties:**
 - **Resource Distribution:** Oversee the distribution of emergency supplies (e.g., first aid kits, water, PPE) and ensure they are accessible at the required locations.
 - **Personnel Management:** Ensure adequate staffing levels and manage the movement of personnel during the emergency.
 - **Facility Management:** Oversee building evacuations, secure facilities, and assist with damage assessments, working with the GM for facility-specific decisions.

Communication Officer – Early Education Center (EEC) Director

- **Primary Responsibility:** Manage internal and external communications during the emergency, ensuring timely and accurate information is shared.
- **Duties:**
 - **Internal Communication:** Relay information from the Incident Commander to staff and program coordinators, ensuring that all staff are informed of their responsibilities.
 - **Family Communication:** Communicate with parents/guardians about the status of their children, pick-up instructions, and evacuation plans.
 - **External Communication:** Serve as the main point of contact for external agencies (e.g., emergency responders, local authorities), providing updates and ensuring the coordination of efforts.

Safety Officer – Aquatics Supervisor

- **Primary Responsibility:** Ensure the safety of all individuals during the emergency, overseeing risk management and safety protocols.
- **Duties:**
 - **Hazard Management:** Identify potential safety hazards and direct staff on how to mitigate risks.
 - **Evacuation Safety:** Supervise evacuation procedures, ensuring safe movement of individuals, especially vulnerable populations.
 - **First Aid/Medical Support:** Oversee first aid provision, ensuring medical teams are ready to handle injuries or medical needs.

The district expects all employees to be familiar with their roles and responsibilities as outlined in this plan and to participate in regular training and drills to ensure preparedness.

PLAN MAINTENANCE

The EAP will be reviewed and updated annually or after any significant incident to incorporate lessons learned and to ensure compliance with applicable laws, standards, and best practices. The Assistant General Manager will coordinate updates, with approval by the General Manager and the Board of Directors as needed.

EMERGENCY CONTACTS

Agency/Service	Contact Information
Fire/Ambulance	911
Sheriff's Department	911 or (650) 363-4911
PG&E (Gas and Electricity)	800-743-5000
California Water Service	(650) 558-7800
Sewer Overflow	(650) 363-4100
Kaiser on the Job (Medical)	(650) 299-4785

Kaiser Occ Med

1400 Veterans Blvd, 1st Floor, Redwood City, CA 94063

Telephone 650-299-4785

FAX 650-299-4789

If an Emergency, go to Kaiser Hospital Emergency Room

1100 Veterans Blvd, 1st floor, Redwood City 94063

Telephone 650-299-2200

Staff contact lists, key personnel, and additional emergency resources are available in the Appendix.

EMERGENCY TYPES AND PROCEDURES

FIRES

Overview

A fire emergency involves an uncontrolled flame or smoke within or near the facility that poses a danger to life, property, or operations.

Risk Assessment

- **Potential Causes:**
 - Electrical malfunctions (e.g., overloaded circuits, faulty wiring).
 - Improper handling or storage of flammable materials (e.g., cleaning agents, pool chemicals).
 - Cooking accidents in kitchen areas.
 - Unattended candles, space heaters, or open flames.
 - External factors such as nearby wildfires or arson.
- **Vulnerable Areas:**
 - Kitchens and food preparation areas.
 - Maintenance and storage rooms containing flammable substances.
 - Pool pump room with high-energy equipment and chemicals.
 - Office spaces with extensive electrical equipment.
- **Impact:**
 - Injury or loss of life.
 - Structural damage to facilities.
 - Temporary or prolonged closure of programs and operations.

Prevention Measures

1. **Facility Design and Equipment**
 - Install smoke detectors and fire alarms in all buildings; test monthly and replace batteries as needed.
 - Maintain and inspect fire sprinkler systems annually to ensure functionality.
 - Place fire extinguishers in key locations, including:
 - Kitchens
 - Pool pump room
 - Offices
 - Maintenance areas
 - Clearly mark emergency exits with illuminated signage.
 - Use fire-resistant materials for curtains, furniture, and decorations.
2. **Storage and Handling of Flammable Materials**
 - Store cleaning agents, pool chemicals, and other flammable substances in fire-resistant containers when possible.
 - Keep storage areas ventilated and away from heat sources.
 - Limit the quantity of flammable materials stored on-site to reduce fire load.
3. **Electrical Safety**
 - Schedule annual inspections of electrical systems by a certified electrician.

- Avoid overloading circuits and unplug non-essential equipment when not in use.
- Replace damaged or frayed cords and wires immediately.
- 4. Kitchen and Cooking Safety**
 - Equip kitchen areas with fire suppression systems or extinguishers rated for grease fires.
 - Train staff on safe cooking practices, including monitoring appliances and avoiding oil or grease buildup.
 - Prohibit the use of personal cooking devices like hot plates in non-kitchen areas.
- 5. Emergency Preparedness**
 - Conduct annual fire drills for all staff and program participants to practice evacuation procedures.
 - Train staff annually on fire extinguisher use (PASS method: Pull, Aim, Squeeze, Sweep).
 - Review and update evacuation routes to account for potential obstructions.
- 6. General Safety Measures**
 - Smoking or open flames in all district facilities and grounds is prohibited.
 - Regularly inspect HVAC systems to ensure proper functioning and ventilation.
 - Keep hallways, stairways, and exits free of obstructions.
- 7. Wildfire Risk Mitigation**
 - Clear vegetation and debris around buildings to create defensible space.
 - Maintain district open space by clearing fallen or dead trees to create defensible space for the neighborhood.
 - Use fire-resistant landscaping materials near structures.
 - Monitor local wildfire alerts and be prepared to initiate evacuation plans if necessary.

Emergency Procedures: Fires

1. Immediate Actions

- 1. Detect the Fire**
 - Signs of a fire include:
 - Smoke or flames.
 - The sound of a fire alarm or crackling.
 - A strong burning smell.
- 2. Activate the Fire Alarm**
 - Locate and pull the nearest fire alarm to alert building occupants.
 - If the alarm does not sound automatically, verbally shout “Fire! Evacuate!” to notify others.
- 3. Call 911**
 - Dial 911 immediately and provide critical details, including:
 - The location of the fire (e.g., kitchen, pool area).
 - The type of fire, if known (e.g., electrical, grease).
 - Any known injuries or trapped individuals.
- 4. Evacuate Building(s)**

- Follow posted evacuation routes to exit the building safely.
 - Assist individuals with mobility impairments or special needs.
 - Avoid using elevators; use stairs or designated ramps instead.
- 5. Attempt to Extinguish (If Safe)**
- Use a fire extinguisher only if:
 - The fire is small and contained (e.g., in a wastebasket).
 - You are trained to use an extinguisher.
 - You have a clear exit path.
 - Follow the PASS method:
 - **P**ull the pin.
 - **A**im at the base of the fire.
 - **S**queeze the handle.
 - **S**weep side to side at the base of the flames.
- 6. Close Doors Behind You**
- Close doors as you evacuate to slow the spread of fire and smoke.

2. Evacuation Protocols

1. Direct to Assembly Points

- Guide evacuees to the designated outdoor assembly points, at least 300 feet from the building.
 - **Primary Assembly Point:** Tennis Courts 1-3.
 - **Secondary Assembly Point:** Highlands Elementary School (Newport Ave).
 - **Tertiary Assembly Point:** Crystal Springs Methodist Church (Bunker Hill Drive).

2. Conduct Headcounts

- Use attendance rosters to account for all individuals, including staff, patrons, and visitors.
- Immediately report any missing persons to emergency responders.

3. Maintain Safe Distance

- Keep everyone away from emergency vehicle access routes and hazardous areas.

3. Special Scenarios

1. Kitchen Fires

- Turn off the heat source if safe to do so.
- Use a fire extinguisher rated for grease fires (Class K).
- Do not use water on grease or electrical fires.

2. Pool Area Fires

- Direct lifeguards to evacuate the pool immediately.
- Ensure swimmers exit safely and proceed to the assembly point.

3. Childcare Programs

- Childcare staff should collect emergency contact forms and attendance rosters before evacuating.
- Assist children in staying calm and exiting in an orderly manner.

4. Communication During the Emergency

1. Internal Communication

- Use PA systems, radios, or verbal announcements to direct evacuations.
- Ensure clear instructions are provided to avoid panic.

2. External Communication

- Notify emergency services (911) with updates about fire conditions or trapped individuals.
- Inform the General Manager and program supervisors immediately.

5. Cooperation with Emergency Responders

1. Provide Critical Information

- Inform firefighters about:
 - The location and size of the fire.
 - The presence of hazardous materials (e.g., pool chemicals, gas lines).
 - The number and location of any missing individuals.

2. Guide Emergency Personnel

- Assign a staff member to direct responders to the fire location and any utility shutoff points.

6. Re-Entry Protocol

1. Wait for Clearance

- Do not allow anyone to re-enter the building until emergency services declare it safe.

2. Inspect for Hazards

- Ensure the building is free from structural damage, lingering smoke, or other risks before resuming operations.

7. Post-Emergency Actions

1. Medical Assistance

- Administer first aid to injured individuals until professional medical help arrives.
- Transport seriously injured persons to a hospital if necessary.

2. Incident Reporting

- Document the details of the fire, including:
 - The time and location of the fire.
 - The suspected cause (if known).
 - Actions taken during the emergency.
 - Injuries, damages, and lessons learned.

3. Debrief and Review

- Conduct a debriefing with staff and emergency responders to evaluate the response.
- Update emergency procedures as necessary to address gaps or improve efficiency.

4. Repair and Recovery

- Coordinate with maintenance and contractors to repair fire-related damages.

- Ensure fire alarms, extinguishers, and other equipment are replaced or restored to working condition.

GAS LEAKS

Overview

A gas leak involves the unintentional release of natural gas or other hazardous gases, creating a risk of fire, explosion, or poisoning.

Risk Assessment

- **Potential Causes:**
 - Faulty or damaged gas appliances (e.g., heaters, stoves).
 - Broken or aging gas pipelines.
 - Improper installation or maintenance of gas equipment.
 - Accidental damage to gas lines during facility maintenance or construction.
- **Vulnerable Areas:**
 - Kitchen areas with gas-powered appliances.
 - Maintenance and pool pump rooms housing gas-fueled equipment.
 - Outdoor areas with underground gas pipelines.
- **Impact:**
 - Risk of explosion or fire if the gas ignites.
 - Exposure to toxic gases leading to respiratory issues or poisoning.
 - Facility closures and disruption of operations.

Prevention Measures

- 1. Facility Inspections and Maintenance**
 - Schedule annual inspections of all gas appliances and pipelines by licensed professionals.
 - Inspect connections, valves, and hoses for signs of wear or damage.
 - Maintain detailed records of all inspections, repairs, and replacements.
- 2. Gas Detection Systems**
 - Install gas detectors in high-risk areas such as kitchens, maintenance rooms, and pool pump rooms.
 - Test gas detectors monthly and replace batteries as needed.
 - Connect gas detectors to central alarm systems for immediate notification.
- 3. Staff Training**
 - Train all staff to recognize signs of a gas leak, such as:
 - The distinct rotten egg smell of natural gas.
 - Hissing or whistling sounds near appliances or pipelines.
 - Dead vegetation or discoloration near outdoor gas lines.
 - Conduct refresher courses on gas safety and response protocols.
- 4. Emergency Equipment**
 - Post clear instructions for locating and shutting off the main gas valve in each building.
 - Equip staff with protective gloves and masks for safe emergency response.
- 5. Storage and Handling**

- Ensure that combustible materials are stored away from gas lines and appliances.
 - Maintain adequate ventilation in areas with gas-powered equipment to prevent gas buildup.
- 6. Construction and Renovation Protocols**
- Require gas line markings before any digging or construction near underground pipelines.
 - Use licensed contractors for gas-related installations or repairs.
- 7. Emergency Preparedness**
- Include gas leak scenarios in staff training to reinforce immediate actions, such as:
 - Evacuating the building.
 - Avoiding the use of electrical devices or open flames.
 - Reporting the leak to appropriate authorities.
- 8. Communication with Utilities**
- Maintain contact information for gas utility providers (e.g., PG&E: 800-743-5000).
 - Report any suspected gas leaks to the utility provider immediately.

Emergency Procedures: Gas Leaks

1. Immediate Actions

1. Detect the Leak

- Common signs of a gas leak include:
 - A distinct "rotten egg" odor (added to natural gas for detection).
 - Hissing or whistling sounds near gas lines or appliances.
 - Dead vegetation in outdoor areas near buried gas lines.
 - Physical symptoms like dizziness, headaches, or nausea among staff and patrons.

2. Evacuate the Area

- Immediately evacuate everyone from the affected area.
- Avoid using elevators; use stairways or designated exits.
- Assist individuals with disabilities or mobility challenges.

3. Do Not Ignite Sparks

- Prohibit the use of electrical devices, such as light switches, phones, or machinery, as they can create sparks.
- Extinguish all open flames and avoid smoking near the area.

4. Notify Authorities

- Call 911 and report the gas leak.
- Contact the gas utility provider (e.g., PG&E at 800-743-5000) to report the issue and request immediate assistance.

5. Shut Off the Gas (If Safe to Do So)

- If trained, locate and turn off the building's main gas valve. Instructions should be posted near the valve, and tools (e.g., a wrench) should be accessible.

2. Communication During the Emergency

1. Internal Notifications

- Use PA systems, radios, or verbal communication to instruct staff and patrons to evacuate calmly.
- Designate a staff member to ensure all areas are cleared, including restrooms and offices.

2. External Notifications

- Notify emergency services (911) and the gas utility provider immediately.
- Alert nearby facilities or programs if the leak poses a risk beyond the building.

3. Assembly and Accountability**1. Direct to Assembly Points**

- Guide evacuees to the designated outdoor assembly points, maintaining a safe distance of at least 300 feet from the building.

2. Conduct Headcount

- Use attendance rosters and staff checklists to account for all individuals, including patrons and visitors.
- Report any missing persons to emergency responders immediately.

4. Cooperation with Emergency Responders**1. Provide Information**

- Inform responders of the suspected source of the leak (e.g., kitchen, maintenance area).
- Share any observations, such as odors, sounds, or symptoms experienced by staff or patrons.

2. Assist with Access

- Designate a staff member to guide emergency personnel to the gas shutoff valve or affected area.

5. Re-Entry Protocol**1. Await Clearance**

- Do not allow anyone to re-enter the building until emergency services and the gas utility provider declare it safe.

2. Inspect and Repair

- Conduct a thorough inspection of gas appliances, pipelines, and ventilation systems before resuming operations.
- Address any identified safety concerns promptly.

6. Post-Emergency Actions**1. Medical Support**

- Provide medical attention to anyone experiencing symptoms of gas exposure (e.g., dizziness, respiratory distress).
- Transport affected individuals to a medical facility if needed.

2. Incident Reporting

- Document the incident, including the location of the leak, response actions, and any injuries or damages.

- Submit the report to the General Manager and utility provider for review.
- 3. Debrief and Review**
 - Conduct a post-incident meeting with staff to evaluate the response and identify areas for improvement.
 - Update training and procedures as necessary based on lessons learned.

EARTHQUAKES

Overview

An earthquake involves ground shaking due to seismic activity, which can cause structural damage and falling debris.

Risk Assessment

- **Potential Causes:**
 - Tectonic activity causing ground shaking, often without warning.
 - Proximity to active fault lines increases the likelihood and intensity of earthquakes.
- **Vulnerable Areas:**
 - All indoor spaces, especially those with:
 - Unsecured heavy furniture or equipment.
 - Large windows, mirrors, or overhead fixtures.
 - Shelves containing loose or heavy items.
 - Outdoor areas with trees, light poles, or overhead power lines.
- **Impact:**
 - Injuries caused by falling debris or collapsing structures.
 - Damage to buildings, infrastructure, and utilities (e.g., gas lines, power, water).
 - Post-event hazards such as fires, aftershocks, or landslides.

Prevention Measures

1. Facility Safety Enhancements

- Secure heavy furniture, bookcases, and appliances to walls with brackets or straps.
- Install safety latches on cabinet doors to prevent items from falling.
- Use non-slip pads under electronic equipment and displays.
- Apply shatterproof film to windows, mirrors, and glass doors to minimize injury from broken glass.
- Anchor water heaters and gas appliances to prevent tipping or line breakage.

2. Structural Integrity

- Conduct regular inspections of buildings by a licensed structural engineer to identify vulnerabilities.
- Retrofit older buildings to meet modern earthquake safety standards.
- Ensure stairwells, exits, and fire escape routes are free of obstructions and are structurally sound.

3. Emergency Supplies and Equipment

- Store emergency kits with the following supplies in accessible locations:
 - First aid kits.
 - Flashlights and extra batteries.

- Non-perishable food and water (minimum of three days' supply).
 - Emergency blankets and sturdy footwear.
 - Portable radios to receive updates.
- Place kits strategically in key areas, including offices, childcare rooms, and the pool area.
- 4. Utility Safety**
 - Train staff to shut off utilities (gas, water, and electricity) when necessary to prevent secondary hazards.
 - Label utility shutoff valves and provide tools for easy access.
 - Conduct quarterly inspections of gas lines, water heaters, and electrical systems to ensure readiness.
- 5. Staff and Patron Training**
 - Conduct annual earthquake drills to practice "Drop, Cover, and Hold On" techniques.
 - Train staff to assess immediate hazards, such as structural damage, post-earthquake fires, or gas leaks.
 - Include procedures for assisting individuals with disabilities or mobility challenges during evacuations.
- 6. Clear Outdoor Hazards**
 - Regularly trim trees near buildings and remove dead branches.
 - Inspect light poles and fences for stability.
 - Avoid storing heavy or loose equipment outdoors near high-traffic areas.
- 7. Communication Systems**
 - Maintain multiple communication channels, including two-way radios and emergency contact lists.
 - Install battery backups for PA systems and phones to maintain communication during power outages.
 - Provide staff with updated contact information for local emergency services.
- 8. Childcare-Specific Measures**
 - Equip each childcare program with emergency kits tailored to children's needs (e.g., comfort items, child-sized blankets).
 - Assign staff to supervise children during drills and actual events, ensuring calm and orderly responses.
 - Establish procedures for reuniting children with parents after an earthquake.

Emergency Procedures: Earthquakes

1. Immediate Actions During an Earthquake

1. Drop, Cover, and Hold On

- **Drop** to the ground to prevent falling.
- **Cover:** Take shelter under a sturdy table or desk. If no cover is available, move against an interior wall away from windows and overhead hazards.
- **Hold On:** Hold on to the shelter until the shaking stops.

2. Stay Indoors

- Do not attempt to run outside during shaking, as exterior hazards (e.g., falling debris, glass) pose significant risks.

3. Avoid Hazards

- Stay away from:
 - Windows, mirrors, and glass doors.
 - Overhead fixtures or shelves that could topple.
 - Fire alarms or sprinkler systems, which may activate.
- 4. If Outdoors**
 - Move to an open area away from buildings, trees, light poles, and power lines.
 - Drop to the ground and stay low to maintain balance.
- 5. If Driving**
 - Pull over to the side of the road, away from overpasses, bridges, and power lines.
 - Remain in the vehicle until the shaking stops.

2. Actions Immediately After Shaking Stops

- 1. Assess Safety**
 - Check yourself and those around you for injuries.
 - Administer first aid if trained and necessary.
 - Look for immediate hazards, such as broken glass, fires, or structural damage.
- 2. Evacuate If Necessary**
 - Evacuate the building only if:
 - There is visible structural damage or hazards such as gas leaks or fires.
 - Directed by emergency personnel.
 - Use designated evacuation routes; avoid elevators and damaged stairways.
- 3. Be Prepared for Aftershocks**
 - Aftershocks may occur shortly after the initial earthquake. Continue to monitor the situation and be ready to "Drop, Cover, and Hold On" again.

3. Evacuation Procedures

- 1. Direct to Assembly Points**
 - Guide staff, patrons, and visitors to designated outdoor assembly points, away from buildings and overhead hazards:
 - **Primary Assembly Point:** Tennis Courts 1-3.
 - **Secondary Assembly Point:** Highlands Elementary School (Newport Ave).
 - **Tertiary Assembly Point:** Crystal Springs Methodist Church (Bunker Hill Drive).
- 2. Conduct Headcounts**
 - Use attendance rosters to account for all individuals, including staff, patrons, and visitors.
 - Report any missing persons to emergency responders immediately.
- 3. Assist Vulnerable Individuals**
 - Assign staff to assist individuals with disabilities or mobility challenges.

4. Communication During the Emergency

1. Internal Communication

- Use radios, PA systems, or verbal announcements to provide instructions.
- Notify program supervisors of evacuation progress and any injuries or hazards encountered.

2. External Communication

- Call 911 if there are injuries, structural damage, or hazards requiring emergency response.
- Alert parents or guardians of children in childcare programs once all participants are accounted for and safe.

5. Cooperation with Emergency Responders

1. Provide Critical Information

- Inform emergency personnel of:
 - Any known injuries or trapped individuals.
 - Observed structural damage or hazards.
 - Utility shutoff points if gas leaks, electrical hazards, or water line breaks are suspected.

2. Guide Responders

- Assign a staff member to direct emergency responders to key areas, such as damaged sections or areas with injured individuals.

6. Re-Entry Protocol

1. Wait for Clearance

- Do not re-enter the building until emergency personnel or qualified inspectors declare it safe.

2. Inspect the Facility

- Conduct a thorough inspection of the facility, focusing on:
 - Structural integrity (e.g., cracks, shifted foundations).
 - Utility systems (e.g., gas, electricity, water).
 - Loose or fallen debris.

3. Resume Operations Gradually

- Resume operations only after ensuring all safety concerns are resolved.

7. Post-Earthquake Recovery

1. Provide Medical Assistance

- Administer first aid to injured individuals and contact emergency services for serious injuries.
- Transport injured persons to the nearest medical facility if necessary.

2. Incident Documentation

- Document all details of the earthquake response, including:
 - Time and duration of the event.
 - Number and types of injuries.
 - Damages to the facility and equipment.
 - Actions taken during and after the incident.

3. Debriefing and Review

- Hold a debriefing meeting with staff to evaluate the response and identify areas for improvement.
- Update the Emergency Action Plan (EAP) to reflect lessons learned.
- 4. Counseling and Support**
 - Provide access to counseling services for staff, patrons, and families affected by the earthquake.
- 5. Repairs and Maintenance**
 - Coordinate with contractors and utility providers to repair structural damages and restore utilities.
 - Replace or repair damaged emergency equipment.

MEDICAL EMERGENCIES

Overview

A medical emergency involves sudden illness or injury requiring immediate attention, such as heart attacks, allergic reactions, or trauma.

Risk Assessment

- **Potential Causes:**
 - Cardiac incidents (e.g., heart attacks, arrhythmias).
 - Severe allergic reactions (e.g., anaphylaxis).
 - Physical injuries from slips, falls, or recreational activities.
 - Heat-related illnesses (e.g., heat exhaustion, heatstroke).
 - Drowning or near-drowning incidents in the pool area.
- **Vulnerable Areas:**
 - Pool areas, where drowning risks are higher.
 - Playgrounds, sports courts, and gym facilities with physical activity.
 - Childcare programs with younger participants who may have specific medical needs.
 - Fitness areas with patrons engaging in strenuous activities.
- **Impact:**
 - Health risks to individuals, ranging from minor injuries to life-threatening conditions.
 - Panic among patrons or participants during emergencies.
 - Liability risks for the district.

Prevention Measures

- 1. First Aid and CPR/AED Training**
 - Certify staff in first aid and CPR every two years.
 - Ensure lifeguards and recreation staff are trained in water-specific rescue techniques.
 - Provide AED training during onboarding and annual refreshers for all key personnel.
- 2. Placement of Medical Equipment**
 - Maintain AEDs at:
 - Social Room
 - Lifeguard Office
 - Registration Office

- Stock first aid kits at:
 - Social Room
 - Multi-Purpose Room (MPR)
 - EEC Bathroom
 - Lifeguard Office
 - Inspect AEDs and first aid kits monthly to ensure readiness and replace expired items.
- 3. Childcare-Specific Measures**
- Collect and review medical forms for all program participants, noting allergies, chronic conditions, or required medications.
 - Maintain emergency action plans for children with severe allergies or medical needs.
 - Train staff to administer EpiPens and respond to common pediatric emergencies.
- 4. Pool Safety**
- Require all lifeguards to maintain current lifeguard, CPR, and first aid certifications.
 - Enforce strict rules for pool usage, including supervision of minors and prohibition of diving in shallow areas.
 - Conduct daily checks of pool safety equipment, including rescue tubes, backboards, and ring buoys.
- 5. Heat and Hydration Protocols**
- Provide shaded areas and access to hydration stations during outdoor programs or hot weather.
 - Monitor participants for signs of heat exhaustion or heatstroke, especially during summer camps and sports programs.
- 6. Incident Prevention in Active Areas**
- Ensure playground equipment is regularly inspected for safety.
 - Provide appropriate safety gear (e.g., helmets, knee pads) for sports programs.
 - Keep gym and fitness equipment in good working condition through regular maintenance.
- 7. Emergency Supplies and Procedures**
- Maintain emergency kits with items such as ice packs, bandages, gloves, and antiseptics.
 - Display emergency contact numbers and procedures prominently in all facilities.
- 8. Staff and Patron Education**
- Provide program participants with orientation on safety rules for activities.
 - Encourage patrons with known medical conditions to inform staff in advance and carry necessary medications.

Emergency Procedure: Medical Emergencies

1. Immediate Actions

1. Assess the Situation

- Quickly determine the nature and severity of the emergency.

- Look for signs of:
 - Loss of consciousness.
 - Difficulty breathing or choking.
 - Severe bleeding.
 - Chest pain or other symptoms of a cardiac event.
 - Allergic reactions (e.g., swelling, hives, difficulty breathing).

2. Call 911

- Dial 911 immediately for life-threatening situations, providing:
 - The exact location (e.g., pool area, gym, childcare room).
 - The nature of the emergency.
 - The victim's condition (e.g., conscious, breathing, bleeding).

3. Notify On-Site Staff

- Alert trained staff, such as lifeguards or first aid-certified personnel, to assist.
- Assign a staff member to meet emergency responders at the entrance and guide them to the victim.

4. Provide First Aid or CPR

- Administer first aid if trained, following these guidelines:
 - For Breathing Issues: Perform abdominal thrusts for choking or rescue breathing if necessary.
 - For Cardiac Arrest: Use an AED and perform CPR if the individual is unresponsive and not breathing.
 - For Severe Bleeding: Apply direct pressure with a clean cloth to control bleeding.
 - For Allergic Reactions: Administer an EpiPen (if available) and monitor for symptoms.

5. Keep the Individual Calm and Comfortable

- Reassure the individual and keep them still to avoid worsening the condition.
- Do not move the individual unless there is an immediate danger (e.g., fire, structural hazard).

2. Specific Scenarios

1. Cardiac Arrest

- Immediately retrieve and use an AED.
- Follow voice prompts from the AED to analyze the victim's heart rhythm and deliver a shock if necessary.
- Continue CPR until emergency personnel arrive.

2. Severe Bleeding

- Use sterile gauze or cloth to apply firm pressure to the wound.
- Elevate the injured area above the heart level if possible.
- Do not remove embedded objects; instead, apply pressure around them.

3. Allergic Reactions

- Assist the individual with administering their EpiPen if the individual has a known allergy and the device is available.
- Call 911 even if symptoms improve, as additional medical attention may be required.

4. Heat-Related Illnesses

- Move the individual to a cool, shaded area.
- Provide water if they are conscious and able to drink.
- Use cool cloths or ice packs to lower their body temperature.

5. Drowning or Near-Drowning

- Remove the individual from the water immediately.
- Check for breathing and pulse.
- Perform rescue breathing or CPR if the individual is unresponsive.

3. Communication During the Emergency

1. Internal Communication

- Notify supervisors and key staff about the incident.
- Ensure staff in nearby areas are aware of the situation to prevent further emergencies.

2. External Communication

- Contact parents or guardians if the victim is a minor, providing updates on the situation and the location of care.
- Maintain communication with emergency responders to provide updates on the individual's condition.

4. Managing the Area

1. Crowd Control

- Assign staff to redirect patrons away from the area to maintain privacy and avoid interference with responders.

2. Maintain Safety

- Identify and mitigate any hazards contributing to the emergency (e.g., slippery floors, sharp objects).

5. Post-Incident Actions

1. Document the Incident

- Record all details of the event, including:
 - Date, time, and location of the incident.
 - Nature of the emergency.
 - Actions taken by staff.
 - Names and contact information of witnesses.
- Submit the incident report to the General Manager.

2. Evaluate Response

- Conduct a debriefing with staff to review the response and identify any areas for improvement.

3. Notify Relevant Authorities

- Report incidents involving injuries or illnesses requiring hospitalization to appropriate regulatory agencies if required.

4. Restock Emergency Supplies

- Replace used first aid supplies or AED pads immediately.
- Inspect emergency kits to ensure readiness for future incidents.

Post-Emergency Actions

1. Document the Incident

- Record the details of the event, including:
 - Time and location of the emergency.
 - Actions taken by staff.
 - Any communication with emergency responders or family members.

2. Follow Up with the Victim

- If the individual is a participant or patron, contact their family or emergency contact.
- Provide support for their recovery or additional medical care.

3. Debrief and Review

- Meet with involved staff to review the incident and evaluate the response.
- Identify any gaps in procedures or training and implement improvements.

4. Restock and Inspect Supplies

- Replenish used first aid supplies or AED pads immediately.
- Verify the condition of emergency equipment.

POWER FAILURES

Overview

A power failure involves the loss of electricity, potentially disrupting operations and creating safety risks in darkened areas.

Risk Assessment

• Potential Causes:

- Severe weather conditions (e.g., storms, lightning, high winds).
- Power grid outages or equipment failures.
- Overloaded circuits or electrical system malfunctions.
- Accidental damage to power lines or equipment during maintenance or construction activities.

• Vulnerable Areas:

- Emergency Lighting: Hallways, stairwells, and emergency exits may become hazardous if lights fail.
- Critical Systems: Systems such as security alarms, registration systems, and phone lines may be disrupted.
- Recreational Equipment: Sports facilities, gyms, and pool operations could be affected by power loss, compromising safety.
- Communication Systems: PA systems, radios, and other communication tools may be rendered inoperable.

• Impact:

- Disruption of daily operations, including the closure of facilities or cancellation of programs.
- Increased safety risks in dark or poorly lit areas.
- Inability to access critical systems (e.g., registration, payroll, security).
- Potential damage to sensitive equipment and systems.

Prevention Measures

1. Backup Power Systems

- **Install Backup Generators:** Ensure that backup generators are available to power critical systems such as lights, security cameras, alarm systems, refrigeration, and communication equipment.
- **Regular Testing:** Conduct monthly tests of backup generators and batteries to verify their operation.
- **Fuel Supply:** Keep a sufficient supply of fuel for backup generators, ensuring it's regularly replenished.
- **Maintenance Schedule:** Hire qualified technicians to perform routine maintenance on generators and other backup equipment.

2. Uninterruptible Power Supplies (UPS)

- **UPS for Critical Equipment:** Equip key areas such as the registration office, IT servers, and emergency lighting with UPS systems to prevent data loss and maintain basic operations during brief power outages.
- **Monitor UPS Systems:** Regularly inspect and replace batteries in UPS systems to ensure they are functioning when needed.

3. Electrical System Inspections

- **Routine Inspections:** Have a licensed electrician inspect the building's electrical system annually, checking for outdated wiring, faulty circuits, or overloading.
- **Load Balancing:** Ensure electrical circuits are not overloaded by redistributing power demands, particularly in high-usage areas (e.g., kitchen, gym).
- **Surge Protection:** Install surge protectors on sensitive electronic equipment to prevent damage during power surges or outages.

4. Communication Systems

- **Portable Communication Devices:** Equip staff with portable radios or battery-powered phones to maintain communication during a power failure.
- **Emergency Phone Lines:** Have landline phones (which operate during power outages) available in critical areas for emergency calls.
- **Emergency Alerts:** Use battery-powered emergency alert systems, such as flashlights or loudspeakers, to notify staff and patrons of a power failure.

5. Emergency Lighting

- **Install Emergency Lighting:** Ensure that emergency lighting is installed in all stairwells, hallways, exits, and parking areas. These lights should automatically activate in the event of a power failure.
- **Regular Inspections:** Check emergency lights and signage quarterly to ensure they are functioning properly. Replace bulbs and batteries as necessary.

6. Training and Preparedness

- **Staff Training:** Train staff on the procedures for handling power outages, including safely evacuating the building if necessary, and operating backup systems (e.g., generators).
- **Evacuation Procedures:** Incorporate power failure scenarios into evacuation drills to ensure staff can act calmly and efficiently during outages.

- Manual Procedures: Prepare manual workarounds for operations like registration or timekeeping if electronic systems are down.

7. Building Design Considerations

- Natural Lighting: Ensure that common areas have sufficient natural light, reducing reliance on electrical lighting during daytime power outages.
- Ventilation: Have alternative ventilation methods in place (e.g., manual fans or windows) in case HVAC systems fail during a power loss.

8. Pre-emptive Weather Monitoring

- Monitor Weather Alerts: Keep track of weather forecasts and power grid conditions to anticipate possible outages due to storms, high winds, or other weather-related factors.
- Advance Preparations: Be proactive in preparing for forecasted outages, including securing backup power and notifying staff about potential disruptions.

9. Backup Documentation

- Emergency Protocols: Ensure that critical documents, such as evacuation plans, contact lists, and emergency procedures, are backed up digitally and in hard copy, easily accessible during an outage.
- Data Backups: Regularly back up data stored on computers or servers to prevent loss during power surges or outages.

Emergency Procedures: Power Failure

1. Immediate Actions

1. Assess the Scope of the Outage

- Determine the extent of the power failure.
 - Is the failure limited to a specific area or building?
 - Are critical systems such as emergency lighting, alarms, or phones operational?
 - Confirm whether the outage affects external areas or the broader community.

2. Ensure Immediate Safety

- Use flashlights or emergency lighting to illuminate dark areas.
- Assist individuals in moving safely to well-lit areas.
- Instruct patrons and staff to remain calm and avoid hazardous areas such as stairwells, elevators, or spaces with heavy equipment.

3. Notify Staff and Patrons

- Use radios, phones, or verbal communication to inform staff of the outage.
- Announce updates and instructions to patrons via PA systems or loudspeakers, if available.

4. Activate Backup Power Systems

- Ensure generators or uninterruptible power supplies (UPS) for critical systems are operational.
- Verify that emergency lighting, exit signs, and alarms are functioning.

5. Contact Utility Providers

- Notify the power utility company (e.g., PG&E) to report the outage and request updates on restoration times.

6. Secure Sensitive Areas

- Restrict access to hazardous or non-operational areas, such as:
 - Elevators (post signs indicating they are out of service).
 - Areas reliant on powered ventilation (e.g., pool pump rooms).

2. Evacuation Protocol (If Needed)

1. Assess Evacuation Necessity

- Evacuate the facility if:
 - Emergency lighting or fire alarms are not operational.
 - There is a significant safety risk (e.g., smoke or heat buildup).

2. Guide Evacuees

- Use flashlights and guide patrons to the nearest exits, avoiding elevators.
- Assist individuals with disabilities or mobility challenges.

3. Direct to Assembly Points

- Lead evacuees to outdoor assembly points, such as:
 - **Primary:** Tennis Courts 1-3.
 - **Secondary:** Highlands Elementary School.

3. Specific Area Considerations

1. Childcare Programs

- Keep children calm and in a safe, well-lit area using flashlights or emergency lighting.
- Avoid relocating children unless evacuation is necessary for safety.

2. Pool Areas

- Clear the pool immediately if filtration, heating, or lighting systems fail.
- Ensure lifeguards are present to oversee swimmers exiting safely.

3. Fitness and Recreation Areas

- Halt the use of powered equipment such as treadmills or ellipticals.
- Assist patrons in safely dismounting equipment.

4. Administrative Offices

- Secure computers and sensitive electronic equipment to prevent data loss.
- Use manual documentation for critical tasks like visitor check-ins or timekeeping.

4. Communication During the Emergency

1. Internal Communication

- Use two-way radios or battery-powered phones to coordinate among staff.
- Provide regular updates to supervisors and program leaders.

2. External Communication

- Notify parents or guardians of minors in childcare programs if the outage is prolonged or impacts safety.
- Maintain contact with utility providers and emergency services.

5. Post-Outage Recovery

1. Inspect the Facility

- Check all critical systems, such as:
 - Fire alarms and emergency lighting.
 - HVAC and ventilation systems.
 - Refrigeration units for spoilage risks (e.g., kitchens or vending machines).

2. Reset and Restart Systems

- Power up systems sequentially to avoid overloading circuits.
- Ensure alarms, elevators, and other critical systems are fully operational before resuming normal activities.

3. Debrief and Document

- Record details of the outage, including:
 - Time and duration of the event.
 - Areas impacted and actions taken.
 - Feedback from staff and patrons.
- Submit the incident report to the General Manager.

4. Replenish Emergency Supplies

- Replace used batteries, flashlights, and other supplies immediately.

BOMB THREATS

Overview

A bomb threat involves a warning of an explosive device on the premises, typically delivered via phone or written communication.

Risk Assessment

- **Potential Causes:**
 - Threats received via phone calls, emails, or written messages from individuals making anonymous or malicious claims.
 - Intentional acts of terrorism, vandalism, or extortion.
 - Hoaxes or pranks that disrupt operations, but may still cause panic.
- **Vulnerable Areas:**
 - Public Spaces: Locations where large groups of people gather (e.g., event spaces, recreation areas, sports courts).
 - Administrative Offices: Areas where confidential information may be targeted for extortion or disruption.
 - Unattended Packages: Potential for suspicious or abandoned packages left in high-traffic areas.
- **Impact:**
 - Potential injury or loss of life if a bomb is present or detonates.
 - Evacuation or lockdown of large areas, leading to significant disruption of programs and services.
 - Financial and reputational damage, including legal and liability consequences.
 - Psychological distress and trauma to staff and patrons.

Prevention Measures

1. Staff Training and Awareness

- Bomb Threat Response: Train all staff members to recognize suspicious behavior, messages, and packages.
 - Listen for details if a bomb threat is received, such as the location, time of detonation, and appearance of the bomb.
 - Instruct staff not to engage in conversation with the caller; instead, try to gather as much information as possible.
- Suspicious Package Identification: Train staff to identify common characteristics of suspicious packages or items, such as:
 - Unusual shapes, smells, or sounds.
 - Lack of return addresses or unusual labeling.
 - Packages left in unusual or unsecured locations.
- Emergency Drills: Include bomb threat scenarios in regular emergency drills to practice evacuation or lockdown protocols.

2. Communication Systems

- Clear Reporting Protocols: Establish a standardized process for reporting bomb threats, including:
 - Immediate notification of the General Manager and local law enforcement (e.g., Sheriff's Department 650-363-4911).
 - A secure phone or radio system for staff to communicate if a threat is identified.
- Internal Notifications: Use mass communication systems (e.g., PA systems, text alerts, or emails) to notify staff of the threat and any evacuation or lockdown instructions.
- External Communication: Work with law enforcement to communicate with the public if evacuation or lockdown is necessary, and manage media inquiries professionally.

3. Access Control and Screening

- Restrict Entry: Ensure that all entrances and exits are monitored during high-traffic events.
 - Consider using security personnel or metal detectors at key access points during large gatherings.
- Visitor Management: Implement a check-in procedure for visitors, requiring identification and the signing of visitor logs.
- Surveillance Systems: Use security cameras to monitor key areas, especially public spaces where packages or suspicious activity are more likely to occur.

4. Suspicious Package Handling Procedures

- Do Not Touch or Move Suspicious Packages: Instruct staff to immediately report any unattended or suspicious packages.
- Evacuate the Area: Clear the area around the suspicious package, maintaining a safe distance (at least 100 feet).
- Law Enforcement Coordination: Law enforcement should be notified immediately to conduct a full inspection.

5. Evacuation and Lockdown Protocols

- Evacuation:

- In the event of a bomb threat, the designated emergency response team will initiate an evacuation to pre-determined assembly points (e.g., Tennis Courts 1-3).
- Staff must use clear communication and assist patrons, especially those with disabilities, in evacuating safely.
- Lockdown:
 - If an evacuation is not safe (e.g., the threat is imminent), initiate lockdown procedures, ensuring all doors and windows are secured and personnel stay in safe areas until law enforcement clears the facility.
 - Staff should be trained on maintaining calm and managing crowds in a lockdown scenario.

6. Cooperation with Law Enforcement

- Partnerships: Maintain a relationship with local law enforcement (e.g., Sheriff's Department, local fire department) to ensure they are familiar with the district's layout and emergency protocols.
- Law Enforcement Drills: Invite local police or bomb squads to participate in drills or exercises to test response time and coordination.
- Bomb Search Procedures: Law enforcement will conduct a search of the premises in the event of a bomb threat. Staff must not attempt to search for bombs themselves.

7. Psychological Support and Debriefing

- Counseling Services: Provide access to mental health services or counseling for employees and patrons who may have been affected by the threat.
- Post-Incident Debriefing: Conduct a debriefing after any bomb threat event to evaluate the response and identify areas for improvement.

8. Documentation and Reporting

- Detailed Records: Maintain a log of all bomb threats, including:
 - The exact details of the threat (call time, location, threat specifics).
 - Actions taken, including evacuation, search procedures, and communication with law enforcement.
- Incident Reporting: After the incident, submit a report detailing the response, any damages, and lessons learned to senior management and relevant authorities.

Emergency Procedures: Bomb Threats

1. Immediate Actions Upon Receiving a Bomb Threat

If the Threat is Received by Phone

1. Remain Calm

- Do not interrupt or provoke the caller.
- Actively listen and document details.

2. Gather Information

- Ask the caller:
 - Where is the bomb located?
 - What does it look like?
 - When will it explode?

- What type of bomb is it?
 - Why was it placed?
- Note background sounds, the caller's voice, and any phrases used.
- 3. **Keep the Caller Engaged**
 - Politely prolong the conversation to gather more details.
 - Do not hang up until the caller ends the call.
- 4. **Document the Call**
 - Write down the exact words of the caller and any details observed.
 - Use a bomb threat checklist if available (place this near phones).

If the Threat is Received via Email or Written Note

1. **Do Not Handle the Note or Email**
 - Leave the written threat in place.
 - For emails, avoid forwarding or deleting the message.
2. **Notify Supervisors and Authorities**
 - Immediately alert the General Manager or designated supervisor.
 - Report the threat to law enforcement (call 911).
3. **Preserve Evidence**
 - Limit access to the area where the note is found.
 - Take a photo of the note or screen if safe to do so.

If a Suspicious Package or Object is Found

1. **Do Not Touch or Move the Item**
 - Treat all unidentified or suspicious items as potential bombs.
 - Do not attempt to open, shake, or disturb the item.
2. **Evacuate the Area**
 - Clear the immediate vicinity (at least 300 feet) around the item.
 - Ensure individuals remain calm and move to a safe distance.
3. **Notify Authorities**
 - Call 911 and provide detailed information about the package, including its location, appearance, and any unusual features (e.g., wires, odors, sounds).

2. Evacuation Procedures

1. **Initiate Evacuation (If Advised by Authorities)**
 - Use the PA system or verbal instructions to direct evacuation calmly.
 - Instruct staff and patrons to take personal belongings only if it does not delay evacuation.
 - Ensure all individuals move at least 300 feet away from the building to a designated assembly point.
2. **Assist Vulnerable Populations**
 - Assign staff to assist individuals with disabilities, mobility challenges, or childcare groups.
3. **Conduct Headcounts**
 - Use attendance rosters and staff checklists to account for all individuals.
 - Immediately report missing persons to emergency responders.
4. **Secure the Area**

- Prevent re-entry until law enforcement clears the facility.

3. Communication During the Emergency

1. Internal Communication

- Notify program supervisors and staff about the nature of the threat.
- Maintain contact through radios, phones, or designated communication tools.

2. External Communication

- Call 911 and provide:
 - The exact nature of the threat.
 - Details about any suspicious items or the threat's source (e.g., phone, email).
- Alert nearby facilities if the threat may affect them.

3. Parent/Guardian Notifications (Childcare Programs)

- Inform parents of the situation once children are safe at the assembly point.

4. Role of Emergency Responders

1. Support Law Enforcement

- Provide responders with:
 - Facility maps, including exits and utility shutoff points.
 - Information about the threat (e.g., phone call transcript, suspicious item details).

2. Guide Responders

- Assign a staff member to escort responders to key locations.

3. Follow Their Instructions

- Allow bomb squads or K-9 units to inspect the facility.
- Cooperate fully with law enforcement directives.

5. Re-Entry Protocol

1. Await Clearance

- Do not allow anyone to re-enter the facility until law enforcement declares it safe.

2. Inspect for Safety

- After clearance, inspect for structural damage, hazards, or additional suspicious items.

6. Post-Threat Actions

1. Incident Reporting

- Document all aspects of the incident, including:
 - The nature of the threat.
 - Actions taken during the emergency.
 - Communication with law enforcement and patrons.

2. Debriefing and Review

- Conduct a debrief with staff and responders to evaluate the response.
- Identify strengths and areas for improvement.

3. Counseling and Support

- Provide access to counseling services for staff, patrons, and children affected by the incident.
- 4. **Facility Repairs and Recovery**
 - Address any damages caused during the evacuation or inspection process.
- 5. **Policy Updates**
 - Revise emergency plans based on lessons learned.

ACTIVE SHOOTERS

Overview

An active shooter is an individual actively engaged in attempting to harm or kill people in a confined or populated area. The Highlands Recreation District follows the “Run, Hide, Fight” framework as recommended by the Department of Homeland Security.

Risk Assessment

- **Potential Causes:**
 - Acts of violence perpetrated by individuals with intent to harm others.
 - Workplace disputes, personal grievances, or targeted attacks.
 - Random or premeditated acts of terror.
- **Vulnerable Areas:**
 - **Public Spaces:** Gymnasiums, recreation areas, and pools, where large groups gather.
 - **Childcare Programs:** Vulnerable populations such as children and staff.
 - **Administrative Offices:** Potential for targeted attacks due to disputes or grievances.
 - **Entrances and Exits:** Points of uncontrolled access that may allow an active shooter to enter unnoticed.
- **Impact:**
 - Injury or loss of life.
 - Psychological trauma to staff, patrons, and the community.
 - Disruption of operations and damage to the district's reputation.

Prevention Measures

1. **Facility Security Enhancements**
 - **Controlled Access:**
 - Install secure entry systems with keycards, PIN codes, or visitor check-ins.
 - Monitor entrances and exits using surveillance cameras.
 - **Physical Barriers:**
 - Use reinforced doors and shatterproof glass in critical areas, such as offices and childcare rooms.
 - Install locks or barricade mechanisms on all classroom and office doors.
2. **Surveillance and Monitoring**
 - Deploy security cameras in high-traffic areas and entrances.
 - Train staff to monitor camera feeds and report suspicious activity.
3. **Staff Training**

- Conduct annual training on active shooter preparedness, including the "Run, Hide, Fight" response model:
 - **Run:** Evacuate if safe. Leave belongings behind and assist others.
 - **Hide:** Shelter in a secure area, lock doors, and silence phones.
 - **Fight:** As a last resort, incapacitate the shooter using improvised weapons or physical force.
 - Include scenario-based training for various staff roles (e.g., childcare providers, lifeguards, and administrators).
- 4. Communication Protocols**
- Equip staff with two-way radios or emergency communication devices to stay connected during an active shooter incident.
 - Implement mass notification systems (e.g., PA systems, text alerts) to quickly inform staff and patrons of threats.
 - Train staff to provide clear and concise instructions during emergencies.
- 5. Collaboration with Law Enforcement**
- Establish a partnership with local police to develop an active shooter response plan tailored to the district's facilities.
 - Conduct joint drills with law enforcement to improve coordination and response times.
 - Provide law enforcement with updated facility maps and access to building layouts.
- 6. Childcare Program-Specific Measures**
- Maintain secure, locked access to childcare rooms and outdoor play areas.
 - Train staff to calm and protect children during lockdowns.
 - Store emergency supplies in each childcare room, including snacks, water, and communication tools.
 - Develop parent communication protocols to provide timely updates.
- 7. Emergency Supplies**
- Stock secure areas with supplies for prolonged lockdowns, including:
 - First aid kits.
 - Flashlights and batteries.
 - Portable phone chargers.
 - Food and water supplies.
 - Install panic buttons in key locations to alert law enforcement.
- 8. Drills and Preparedness Exercises**
- Conduct active shooter drills annually, focusing on evacuation, lockdown, and communication procedures.
 - Include childcare-specific exercises to ensure staff can manage children during high-stress scenarios.
- 9. Behavioral Awareness**
- Train staff to recognize warning signs of potential violence, such as:
 - Verbal threats or alarming comments.
 - Sudden, unusual changes in behavior.
 - Attempts to bypass security measures.
 - Establish anonymous reporting mechanisms for staff and patrons to share concerns.

Emergency Procedures: Active Shooters

1. Immediate Actions

If You Hear Gunfire or Receive Information of an Active Shooter:

1. Run (Evacuate if Possible)

- **Evacuate Immediately:**
 - If it is safe to do so, leave the building as quickly and quietly as possible using the nearest exit.
 - Encourage others to leave, but do not delay your own evacuation for those who hesitate.
 - Leave personal belongings behind.
 - If running isn't an option, consider alternative exits or hiding places (e.g., windows, side doors).
 - Avoid congregating near entrances or exits that may be blocked by the shooter.

2. Hide (If You Cannot Evacuate)

- **Find a Safe Location:**
 - If escape isn't possible, find a secure room to hide in, away from the shooter's line of sight.
 - Choose a room with a door that locks or can be barricaded with furniture.
 - If no room is available, find a safe corner, away from windows and doors, and lie flat.
 - Silence all phones and communication devices to avoid drawing attention.
- **Barricade the Door:**
 - Use furniture (e.g., desks, chairs, file cabinets) to block the door.
 - Use belts or ropes to secure door handles, if possible.
 - Turn off lights, close blinds, and remain silent.

3. Fight (As a Last Resort)

- **Use Aggressive Action:**
 - If confronted by the shooter and no other options remain, attempt to incapacitate the shooter.
 - Use nearby objects as weapons (e.g., fire extinguishers, chairs, heavy equipment).
 - Work as a team to subdue the shooter if you are not alone. Commit to the action and act decisively.

2. Communication During the Emergency

1. Notify Authorities Immediately

- **Call 911:**
 - Dial 911 and provide the following details:
 - The location of the shooter(s).
 - The number and description of the shooter(s).
 - The type of weapon(s) they are carrying (if known).
 - The number and location of casualties (if known).

- If possible, stay on the phone with the dispatcher and follow their instructions.

2. Internal Communication

- **Notify Staff and Patrons:**
 - Use PA systems, text alerts, or loudspeaker announcements to inform staff and patrons of the active shooter situation.
 - Clearly state whether they should evacuate, shelter in place, or hide.
 - Use radios or two-way communication systems to relay critical information to supervisors and key staff members.

3. Evacuation Procedures

1. Evacuate When Safe

- If authorities have cleared the area and it is safe to do so, evacuate immediately in an orderly fashion.
- Direct staff and patrons to the designated assembly point, maintaining a safe distance from the building.
- Assembly Points:
 - Primary: Tennis Courts 1-3.
 - Secondary: Highlands Elementary School (Newport Ave).

2. Assist Vulnerable Individuals

- Help those with disabilities, children, and anyone who cannot move quickly evacuate safely.
- Assign staff to assist in leading groups of people out of the building.

3. Do Not Re-enter the Building

- Once outside, do not re-enter the building until law enforcement or emergency responders have cleared it.

4. Lockdown Procedures (If Evacuation is Not Safe)

1. Lock and Barricade Doors

- Lock All Doors: Ensure doors are locked and secured. If possible, use a chair, desk, or other heavy objects to barricade doors.
- Shut Windows and Close Blinds: If the room has windows, close and cover them to prevent the shooter from seeing inside.

2. Hide and Stay Silent

- Stay low to the ground and out of sight. Remain quiet to avoid detection.
- Turn off any lights or screens that could give away your location.

3. Remain in Place

- Stay in your locked room until law enforcement arrives and provides the “All Clear” signal.
- Do not open doors for anyone, even if they claim to be law enforcement, unless they provide proper identification.

5. Cooperation with Law Enforcement

1. Follow Law Enforcement Instructions

- **Do Not Resist:** If law enforcement arrives, follow their instructions without question.

- **Keep Hands Visible:** Keep your hands empty and visible to avoid being mistaken for a threat.
- **Avoid Sudden Movements:** Do not make sudden or aggressive movements that may cause law enforcement to view you as a threat.

2. Provide Information to Authorities

- **If you are safe and able, provide law enforcement with:**
 - The number and location of the shooter(s).
 - Any information on the shooter(s)' appearance, behavior, and weapons.
 - The number of injured individuals and their locations.

3. Assist Emergency Responders

- Once law enforcement clears the area, help guide emergency medical responders to injured individuals.
- Assist with crowd control or evacuation efforts if needed.

6. Post-Incident Actions

1. Account for All Individuals

- Conduct a headcount at the assembly point to ensure everyone is accounted for.
- Report any missing persons or injured individuals to law enforcement or emergency responders.

2. Provide Medical Assistance

- Administer first aid to injured individuals until emergency medical responders arrive.
- If you are trained in CPR or first aid, assist with life-saving measures.

3. Communicate with Families and Media

- Provide updates to families of staff or patrons who may have been affected by the incident.
- Designate a spokesperson to handle media inquiries and avoid providing information that could compromise law enforcement operations.

4. Debrief and Evaluate the Response

- After the incident is over, conduct a debrief with staff and emergency responders to evaluate the response.
- Identify any areas for improvement in training, procedures, or coordination.
- Update the Emergency Action Plan (EAP) based on lessons learned from the event.

HAZARDOUS MATERIALS INCIDENTS

Overview

A hazardous materials incident involves the release of dangerous substances, including chemicals, gases, or other hazardous materials, which may pose risks to health, safety, or the environment. These incidents can occur due to equipment failure, improper handling or storage, or external factors like accidents or natural disasters.

Risk Assessment

- **Potential Causes:**

- Spills or leaks during storage, handling, or transportation of hazardous materials.
- Equipment failure, such as leaks from pressurized tanks or valves.
- Improper disposal of chemicals or waste.
- Accidental exposure due to human error or lack of training.
- Natural disasters (e.g., earthquakes, floods) that disrupt the containment or storage of hazardous materials.
- **Vulnerable Areas:**
 - Areas where hazardous materials are stored or used (e.g., maintenance rooms, chemical storage areas, pools with chemicals).
 - Locations near loading docks, waste disposal areas, or where transportation of hazardous substances occurs.
 - Workplaces with equipment that uses or processes chemicals.
- **Impact:**
 - Risk of poisoning or respiratory issues from toxic substances.
 - Environmental contamination from chemical spills.
 - Injury or illness from exposure to hazardous materials.
 - Potential evacuation of buildings or areas to minimize exposure.
 - Disruption of normal operations while managing the incident and conducting clean-up.

Prevention Measures

- **Facility Inspections and Maintenance:**
 - Regularly inspect storage areas and handling equipment for potential leaks or damage.
 - Ensure proper labeling and signage on all hazardous material containers.
 - Maintain clear and updated Material Safety Data Sheets (MSDS) for all chemicals in use.
- **Training and Awareness:**
 - Conduct regular training for staff on safe handling, storage, and disposal of hazardous materials.
 - Ensure staff is trained to recognize and respond to hazardous material spills and leaks.
 - Provide staff with personal protective equipment (PPE) to minimize exposure during potential incidents.
- **Storage and Disposal Protocols:**
 - Store hazardous materials in designated, secure areas, using appropriate containers.

- Implement spill containment measures (e.g., drip trays, secondary containment).
- Follow all regulatory guidelines for proper disposal of hazardous materials and waste.
- **Emergency Equipment:**
 - Equip facilities with emergency response kits that include materials for containing and cleaning up hazardous spills (e.g., absorbent pads, neutralizing agents).
 - Install appropriate ventilation systems in areas where hazardous materials are used or stored to ensure air quality is maintained.

Emergency Procedures: Hazardous Materials Incidents

1. Immediate Actions

- **Detect the Hazard:**
 - Identify signs of a hazardous material incident (e.g., unusual smells, chemical spills, gas leaks).
 - If a chemical spill is suspected, do not attempt to handle the situation without proper training or equipment.
- **Evacuate the Area:**
 - Immediately evacuate anyone in the affected area and direct them to the designated assembly point.
 - Ensure that all personnel follow designated evacuation routes, avoiding the use of elevators if applicable.
 - If necessary, cordon off the area to prevent further exposure or contamination.
- **Alert Emergency Responders:**
 - Call 911 to report the hazardous materials incident, providing specific details about the substance, location, and nature of the incident.
 - Contact the local emergency services for hazardous material response teams (e.g., HAZMAT teams) for containment and clean-up assistance.

2. Communication During the Emergency

- **Internal Communication:**
 - Use radios, phones, or PA systems to inform staff and patrons of the emergency and direct them to safe locations.
 - Ensure that staff is updated on the progress of the emergency response, including evacuation and containment efforts.
- **External Communication:**
 - Provide emergency responders with details of the hazardous material, including the MSDS information if available.

- Maintain communication with regulatory authorities (e.g., local health department or environmental agencies) if required.

3. Assembly and Accountability

- **Direct to Assembly Points:**
 - Ensure that evacuees are directed to assembly points that are at least 300 feet away from the affected area.
 - Primary assembly points: Tennis Courts 1-3; Secondary assembly point: Highlands Elementary School.
- **Conduct Headcount:**
 - Use attendance rosters to account for all individuals who were in the affected area.
 - Report any missing individuals to emergency responders immediately.

4. Cooperation with Emergency Responders

- **Provide Critical Information:**
 - Inform responders of the hazardous material involved, including its characteristics (flammable, corrosive, toxic, etc.).
 - Share any relevant MSDS data, chemical names, or symptoms of exposure if known.
- **Assist with Access:**
 - Assign staff to guide emergency personnel to the affected area, as well as to assist with the location of utility shutoff points, if necessary.

5. Re-Entry Protocol

- **Wait for Clearance:**
 - No one should re-enter the affected area until emergency responders declare it safe.
 - Ensure that the area is thoroughly inspected for contamination and that it has been properly decontaminated before allowing re-entry.

6. Post-Emergency Actions

- **Incident Reporting:**
 - Document the incident, including the location, nature of the hazardous material involved, and actions taken during the emergency.
 - Submit an incident report to the General Manager for review and follow-up.
- **Debrief and Review:**
 - Hold a debriefing session with all involved staff and emergency responders to evaluate the response and identify any areas for improvement.
 - Update the EAP based on lessons learned from the incident.

- **Clean-Up and Recovery:**
 - Work with hazardous material response teams to ensure proper clean-up and disposal of any hazardous materials.
 - Ensure that affected areas are sanitized, and any damaged equipment is replaced or repaired.

EVACUATION PROCEDURES

Overview

Evacuation procedures are critical to ensuring the safe and orderly removal of all individuals from Highlands Recreation District facilities during emergencies such as fires, gas leaks, earthquakes, or other hazardous situations. These procedures outline the steps to evacuate safely, the roles of staff, and program-specific plans.

1. Immediate Steps for Evacuation

1. Announce the Evacuation

- Activate the fire alarm system or use the PA system to alert occupants.
- Communicate clearly and calmly, specifying the type of emergency and evacuation instructions. Example:
 - "Attention: This is a fire emergency. Please proceed to the nearest exit and gather at the assembly point on Tennis Courts 1-3."

2. Evacuate Safely

- Leave the building immediately using designated exit routes.
- Do not stop to collect personal belongings unless they are immediately at hand.

3. Assist Others

- Help individuals with disabilities or those who need assistance.
- Assign staff to assist minors, ensuring they remain calm and accounted for.

4. Close Doors

- Close doors behind you to slow the spread of smoke, fire, or hazardous materials.

2. Evacuation Routes and Assembly Points

1. Primary Evacuation Routes

- Follow clearly marked exit signs posted throughout the facility.
- Maps showing evacuation routes are posted in every program area, office, and common space.

2. Alternate Evacuation Routes

- If primary routes are blocked, use secondary exits. Familiarize yourself with all options in your area.

3. Assembly Points

- Primary Site: Tennis Courts 1-3.
- Secondary Site: Highlands Elementary School (Newport Ave).
- Tertiary Site: Crystal Springs Methodist Church (Bunker Hill Drive).

3. Program-Specific Evacuation Procedures

Childcare Programs (EEC and ASP)

1. Gather Children

- Teachers and staff must collect attendance rosters and emergency contact forms.
- Ensure all children are escorted to the evacuation site.

2. Primary Evacuation Path

- Use the designated childcare exit routes to Tennis Courts 1-3.
- If unsafe, proceed to Highlands Elementary.
- Incrowd staff and participants will remain at the Crystal Springs Methodist Church (CSMC) and will follow the evacuation plan and EAP as outlined by Crystal Springs Methodist Church.
 - In the absence of a CSMC evacuation plan or EAP, the church parking lot will serve as the primary evacuation site for Incrowd.

3. Roll Call

- Conduct a headcount immediately upon arrival at the assembly point.
- Ensure all children are signed out by an authorized adult before leaving district supervision.

Pool Programs

1. Evacuate the Pool Area

- Lifeguards direct patrons to exit the pool and move along the pathway to the playground.
- Remain with minors until an authorized adult picks them up.

2. Secure the Pool Area

- Ensure all pool covers are left in place and no one remains in the water.

General and Recreation Programs (Camps, Classes, Leagues)

1. Instructor Responsibility

- Instructors are responsible for leading participants to the nearest exit and ensuring safe passage to the designated assembly point.

2. Evacuation Site

- Gather at the playground or Tennis Courts 1-3 based on proximity and safety conditions.

Administrative Offices

1. Exit Routes

- Use front or back exits. Staff on the second floor should use the escape ladder if necessary.

2. Assist Childcare Staff

- Administrative staff may assist childcare staff with leading children to safety.

4. Emergency Roles and Responsibilities

Evacuation Coordinators

- Assigned staff ensure all areas (e.g., restrooms, offices) are cleared.

- Report the status of each area to the General Manager or designated supervisor.

Program Supervisors

- Collect attendance rosters and emergency kits.
- Ensure their program participants are accounted for at the assembly point.

Assigned Guides

- Wait near entrances to direct emergency personnel to the site of the emergency.

5. Assisting Individuals with Special Needs

1. Mobility Impairments

- Use evacuation chairs or assist individuals to the nearest accessible exit.
- If unable to exit, move them to a safe refuge area and inform emergency personnel of their location.

2. Hearing or Visual Impairments

- Provide clear instructions using gestures, written notes, or physical guidance.

6. Evacuation Checklist for Staff

1. Before Exiting

- Ensure all individuals in your area are aware of the evacuation.
- Collect emergency supplies, attendance rosters, and personal items (if safe).

2. During Evacuation

- Lead participants to the nearest exit.
- Assist those needing help and ensure calm behavior.

3. At the Assembly Point

- Conduct a roll call or headcount immediately.
- Notify emergency personnel if anyone is missing or unaccounted for.

7. Re-Entry Protocol

1. Do Not Re-Enter

- No one may re-enter the building until emergency personnel declare it safe.

2. Inspection

- Facilities should be inspected for hazards or damages before resuming operations.

8. Documentation and Reporting

- Keep a detailed log of the evacuation, including:
 - Time evacuation was initiated and completed.
 - Names of individuals at the assembly point.
 - Any injuries or challenges encountered.
- Submit the report to the Assistant General Manager for review and follow-up.

SHELTER-IN-PLACE PROCEDURES

Overview

Shelter-in-place is the act of seeking safety within the facility during an emergency when evacuation is not safe. This is commonly used during severe weather, hazardous material incidents, or active threats. The goal is to protect occupants by creating a secure environment until the threat subsides or emergency personnel provide further instructions.

1. Immediate Actions

1. Assess the Situation

- Determine the nature of the emergency (e.g., hazardous material spill, severe weather, active shooter).
- Activate the facility's shelter-in-place protocol by notifying staff and patrons through the PA system, text alerts, or verbal announcements.

2. Move to Safe Areas

- Designated safe areas include:
 - Hazardous Material Incident or Severe Weather: Interior rooms without windows (e.g., bathrooms, storage areas).
 - Active Threat: Rooms with locking doors, preferably without windows.

3. Secure the Space

- Close and lock all doors and windows.
- Block gaps under doors with towels or clothing to prevent the entry of hazardous gases (if applicable).
- Turn off ventilation systems, such as HVAC units, to minimize the spread of contaminants.
- Cover windows with blinds, curtains, or other materials to reduce visibility (for active threats).

4. Stay Alert

- Monitor communication channels (e.g., emergency radios, text alerts) for updates.
- Avoid using cell phones unless needed for emergency communication.

2. Specific Scenarios

a. Hazardous Material Incident

- Do not leave the building unless directed by emergency services.
- Seal the room to limit exposure to hazardous materials.
- If irritation or symptoms develop, report immediately to staff or emergency responders.
- Wait for an all-clear signal from emergency personnel before exiting.

b. Severe Weather (e.g., high winds, extreme heat)

- Move everyone to interior spaces without windows.
- Keep updated via weather radios or mobile alerts about changes in conditions.
- Provide water and ensure occupants are comfortable if sheltering is prolonged.

c. Active Threat (e.g., Active Shooter)

- Refer to Active Shooter Emergency Procedures ("Run, Hide, Fight").
- Turn off lights and electronic devices to avoid drawing attention.
- Maintain silence and encourage calm behavior among occupants.

3. Communication During Shelter-in-Place

1. Internal Communication

- Use PA systems to announce shelter-in-place status.
- Maintain two-way radios or group messaging apps to stay connected with staff in other areas.

2. External Communication

- Notify emergency responders of the situation, your location, and the number of people sheltering.
- Keep patrons' families informed (for programs involving minors) with periodic updates.

4. Documentation

- Keep a log of the event, including the time shelter-in-place was initiated, number of people present, and any incidents or needs during the event.
- Note any hazards or injuries to report to emergency responders.

5. Shelter-in-Place Supplies

Ensure each designated shelter area contains the following:

- Battery-powered radios for emergency broadcasts.
- Flashlights with extra batteries.
- First aid kits.
- Bottled water and non-perishable snacks (if prolonged sheltering is anticipated).
- Sanitation supplies, such as wipes, gloves, and masks.

6. Lifting Shelter-in-Place

1. Wait for the all-clear signal from emergency personnel or district leadership.
2. Gradually re-open windows, doors, and ventilation systems.
3. Conduct a headcount and ensure all occupants are accounted for before leaving the shelter area.

7. Post-Incident Actions

1. Debrief and Report

- Meet with staff and emergency responders to review the incident and response.
- Document any injuries, damages, or lessons learned for future improvements.

2. Inspect Facilities

- Ensure shelter areas are restocked and returned to a state of readiness.

EMERGENCY SUPPLIES AND EQUIPMENT

A robust inventory of emergency supplies and equipment ensures preparedness and rapid response during incidents at Highlands Recreation District. These supplies are strategically placed across facilities to maximize accessibility and utility.

1. Automated External Defibrillators (AEDs)

AEDs are life-saving devices designed for rapid use in cardiac emergencies. They are located at:

- Social Room
- Lifeguard Office
- Registration Office

All staff should familiarize themselves with the locations of AEDs and receive training on their use.

2. First Aid Kits

First aid kits are stocked with essential medical supplies for treating minor injuries or stabilizing conditions until professional medical help arrives. Locations include:

- Social Room
- Multi-Purpose Room (MPR)
- EEC Bathroom
- Lifeguard Office

Each kit is checked regularly to ensure supplies are fully stocked and within expiration dates.

3. Emergency Supplies for Childcare Programs

Childcare programs maintain their own emergency supply kits, tailored to the needs of their participants. These kits include:

- Water and non-perishable snacks
- Basic first aid supplies
- Emergency contact lists
- Flashlights and extra batteries
- Comfort items for children (e.g., blankets, toys)

Childcare staff are responsible for maintaining these kits and bringing them during evacuations or shelter-in-place scenarios.

4. CERT Supplies

Community Emergency Response Team (CERT) supplies are stored in the CERT trailer at the CalFire station. These supplies include:

- Tools and equipment for disaster response
- Medical supplies for large-scale emergencies
- Search and rescue gear
- Communication devices

The CERT trailer is managed by the CERT team, who coordinate with district leadership during emergencies requiring community-level response.

5. Additional Emergency Supplies

- Flashlights and Batteries: Stored in offices and emergency supply cabinets for use during power outages or nighttime emergencies.
- Radios: Two-way radios are available for staff communication during emergencies.
- Sanitation Supplies: Gloves, masks, and sanitation wipes are stored for use during hazardous material incidents or shelter-in-place situations.

- Fire Extinguishers: Located throughout the facility in offices, pool areas, and kitchens. Each extinguisher is clearly marked, and staff receive annual training on their use.
- Backup Power Generators: Gas or battery backup generators for use in power outages.

6. Monthly Maintenance

- All emergency supplies are inspected quarterly by designated staff.
- Supplies are restocked or replaced as necessary to ensure readiness.

STAFF TRAINING AND DRILLS

Overview

Regular staff training and emergency drills are critical to ensuring that employees at Highlands Recreation District are prepared to respond effectively in emergencies. Training equips staff with the skills and knowledge to manage crises, while drills reinforce those skills through practical application.

1. Training Requirements

a. Initial Training

All new employees are required to complete emergency preparedness training during onboarding. This includes:

- Familiarization with the Emergency Action Plan (EAP).
- Facility tours highlighting emergency exits, evacuation routes, and equipment locations (e.g., AEDs, first aid kits).
- Role-specific responsibilities during emergencies.

b. Ongoing Training

Annual refresher courses ensure that all staff stay updated on emergency procedures.

Topics may include:

- Fire safety, fire extinguisher use, and evacuation protocols.
- AED operation and CPR certification.
- First aid basics (e.g., treating minor injuries, recognizing serious conditions).
- Earthquake preparedness, including "Drop, Cover, and Hold On" techniques.
- Handling hazardous materials and chemical spills.
- Active shooter response, focusing on the "Run, Hide, Fight" model.

c. Specialized Training

Staff in specific roles receive additional training:

- Lifeguards: Water rescues, drowning prevention, and pool evacuation procedures.
- Childcare Staff: Assisting children during evacuations, maintaining calm, and accounting for participants.

2. Drills

a. Fire Drills

- Conducted annually for all staff and programs.

- Simulate evacuation scenarios, emphasizing the use of primary and secondary routes.
- Include role-play for assisting individuals with disabilities or mobility challenges.

b. Earthquake Drills

- Conducted annually to practice "Drop, Cover, and Hold On" techniques.
- Include post-earthquake evacuation and hazard assessment exercises.

c. Active Threat Drills

- Conducted annually in partnership with local law enforcement.
- Focus on the "Run, Hide, Fight" response and lockdown procedures.

d. Shelter-in-Place Drills

- Conducted annually to ensure staff know how to seal rooms, turn off ventilation systems, and maintain communication during hazardous material incidents or severe weather.

e. Program-Specific Drills

- Childcare programs and recreation staff conduct their own drills tailored to their participants.
- Include scenarios such as reuniting children with parents and managing large groups.

3. Key Objectives of Drills

- Reinforce familiarity with evacuation routes and assembly points.
- Test communication systems (e.g., PA systems, radios, text alerts).
- Identify and resolve potential gaps in emergency procedures.

4. Documentation and Review

- Attendance Tracking: Staff attendance at training sessions and drills is recorded to ensure compliance.
- Drill Evaluations: Each drill is followed by a debriefing session where staff provide feedback on the exercise.
- Incident Simulations: Document observations, challenges, and lessons learned during drills to improve future performance.

5. Emergency Response Teams

- Form teams with designated roles (e.g., evacuation leaders, communication liaisons, first aid providers).
- Provide additional training to team members on leadership, decision-making, and role-specific tasks.

6. External Partnerships

- Partner with local fire, police, and EMS departments for joint training sessions and drills.
- Collaborate with CERT to provide advanced disaster preparedness training for key staff.

7. Staff Preparedness Goals

- Ensure 100% of staff are confident in their roles during emergencies.

- Maintain high attendance and participation in all training and drills.
- Achieve quick and safe evacuation times during drills.

Post-Incident Recovery and Reporting

1. Conduct a debriefing meeting within 24 hours.
2. Document the incident and submit a report to the General Manager.
3. Coordinate with insurance providers and repair contractors as necessary.

EXPECTATIONS FOR OFFSITE STAFF

Overview

Staff who work offsite, such as swim team coaches or program leaders conducting activities at external locations, play a critical role in emergency preparedness and response. This section outlines expectations and protocols to ensure their safety and the safety of participants.

Emergency Preparedness

1. Know the Facility

- Familiarize yourself with the layout of the offsite location, including:
 - Emergency exits.
 - Fire alarms and extinguishers.
 - First aid kits and AEDs.

2. Emergency Contact Information

- Maintain a list of emergency contacts, including:
 - Local law enforcement and fire departments.
 - Onsite facility managers.
 - Highlands Recreation District leadership.

3. Supplies

- Carry a portable emergency kit with essential supplies such as:
 - First aid items.
 - Flashlight and batteries.
 - Emergency contact list.

Emergency Response Protocols

1. Communication

- Notify Highlands Recreation District leadership immediately in the event of an emergency.
- Call 911 for any life-threatening situations.

2. Evacuation and Safety

- Follow the offsite facility's evacuation plan.
- Ensure all participants are safely evacuated and accounted for.

3. Reporting

- Complete and submit an incident report to Highlands Recreation District within 24 hours of the emergency.

Training and Drills**1. Participation in District Training**

- Offsite staff are required to attend annual emergency preparedness training provided by Highlands Recreation District.

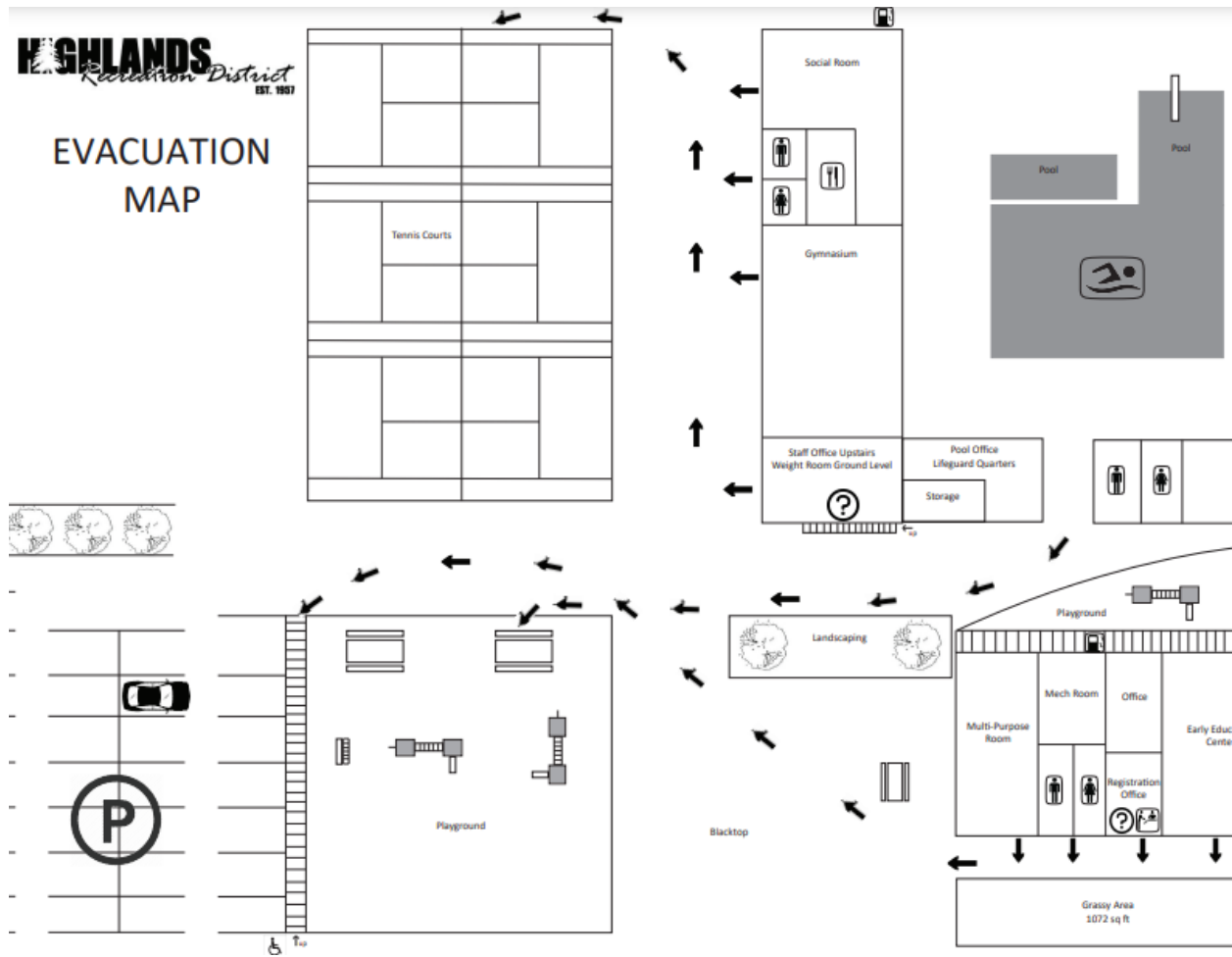
2. Onsite Drills

- Participate in or coordinate drills at the offsite location to familiarize participants with emergency procedures.

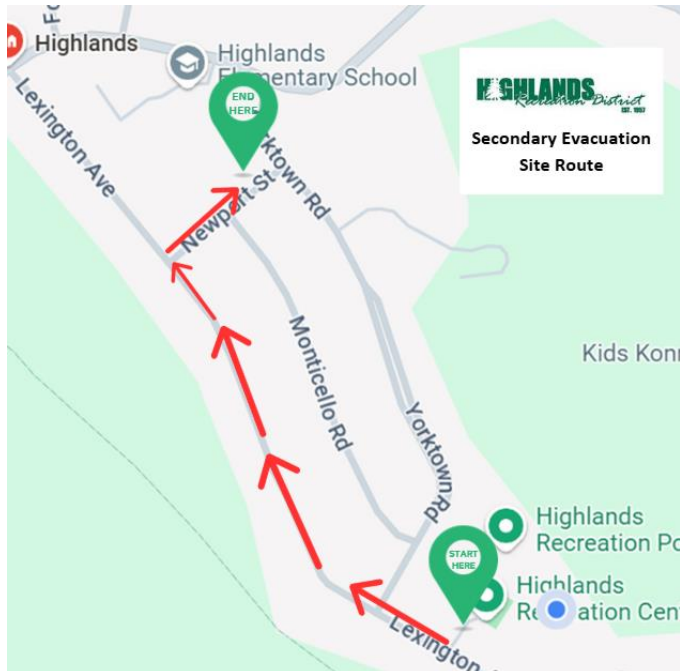
Emergency Preparedness Schedule (Quick-Glance Table)

Frequency	Task	Details
Monthly	Emergency Equipment Inspections	Inspect AEDs, first aid kits, fire extinguishers, gas detectors, emergency lighting, and backup generators.
	Safety Walkthroughs	Perform facility walkthroughs to identify and address hazards like blocked exits and unsecured furniture.
	Test Backup Power Systems	Check backup generators, UPS systems, and fuel levels (if applicable)
Quarterly	Emergency Communication Systems Check	Test PA systems, radios, and text alert systems. Verify updated emergency contact lists.
	CERT Coordination	Coordinate with CERT to ensure CERT trailer readiness and update emergency plans.
Annually	Fire Drills	Conduct fire evacuation drills for all staff and programs.
	Earthquake Drills	Conduct earthquake drills for all staff and programs ideally with "great shakeout" events, emphasizing "Drop, Cover, and Hold On".
	Shelter in Place Drills	Conduct shelter in place drills for all staff and programs.
	Active Threat Drills	Conduct drills in partnership with local law enforcement, emphasizing "Run, Hide, Fight" protocols.
	Staff Training	Provide annual training on first aid, CPR, AED use, fire extinguisher operation, and emergency procedures.
	Utility Inspections	Inspect gas lines, water heaters, HVAC systems, and electrical systems.
	Emergency Action Plan (EAP) Review	Review and update the EAP based on lessons learned from drills or incidents.

Evacuation Map



Secondary Evacuation Route & Site



HIGHLANDS RECREATION DISTRICT *INTERNAL ONLY***1851 Lexington Ave, San Mateo, CA 94402****www.highlandsrec.ca.gov****Phone (650) 341-4251 Fax (650) 349-9627****Administrative Staff**

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Mike Koenig, ASP Director	mikek@highlandsrec.ca.gov	(103)	(650) 504-5140
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*Mike Murphy, In-Crowd Teacher			(650) 218-5947
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*Amanda Ceccanti, EEC Asst. Director	aceccanti@highlandsrec.ca.gov	(115)	(916) 320-0100
*Julia Fior, Rec Coordinator	jfior@highlandsrec.ca.gov	(102)	(650) 457-9299
*Janelle Slightam, Aquatics Coordinator	slightam@highlandsrec.ca.gov	(112)	(415) 420-9135
*Bea Robertson, Bookkeeper	bookkeeper@highlandsrec.ca.gov	(110)	(650) 387-7027
*Steve Riso, Maintenance	stever@highlandsre.ca.gov	(106)	(650) 240-6840
*Debbie Labucay, Admin. Coordinator	dlabucay@highlandsrec.ca.gov	(114)	(650) 922-6509
Jennifer Spencer, Admin. Assistant	jspencer@highlandsrec.ca.gov	(114)	

Do not call outside working hours*Tech Support**

	Email	Cell
Ashu Tikekar [IT]	stikekar@e-ikon.com	(650) 222-2634
Lee Hinde [Rec N Roll]	lee@hinde.net	(916) 715-1255
Charles Lima [Copiers]	charles@genesiscopiers.com	(650) 218-5598
George Hung [Phone]		(650) 222-0105

Emergency Contacts

Sheriff's Department	(650) 363-4911	Sewer Overflow Hotline	(650) 363-4100
Non-Emergency	(650) 363-4763	Bay Alarm (EEC Bldg)	1-800-610-1000
CAL Fire	(650) 573-3842	Knorr Systems (Pool)	(925) 273-0722
PGE Emergency	1-800-743-5000		

Janitorial Staff

Filomena	(650) 346-6347
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Board Directors

	Address	Email	Cell
Pam Merkadeau	2051 New Brunswick	pmerkadeau@highlandsrec.ca.gov	(650) 280-9046
Andrew Aquino	1704 Yorktown Rd	andrew@highlandsrec.ca.gov	(650) 703-9594
Chris Carlos		ccarlos@highlandsrec.ca.gov	
Uy Ut	1896 Lexington Ave	uy@highlandsrec.ca.gov	(650) 773-6356
Ranya Francis	85 Bennington Drive	rfrancis@highlandsrec.ca.gov	(415) 722-5115

Highlands Community Association

Liesje Nicolas - President	LiesjeNicolas@gmail.com	(650) 773-7805
Megan Lubker - Lowdown Editor	mclubker@gmail.com	(919) 265-8534

Community Contacts

Highlands Elementary School	2320 Newport Street	(650) 312-7544
Crystal Springs United Methodist Church (In Crowd)		(650) 345-2381

Counsel

Osa Wolff	wolff@smwlaw.com	(415) 552-7272
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Highlands Recreation District

Emergency Action Plan

Confirmation of Receipt

I have received my copy of the Highlands Recreation District’s Emergency Action Plan, dated _____. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the plan.

Employee’s Name Printed_____

Employee’s Signature_____

Date_____

APPROVAL LOG

	Name	Signature	Date
Prepared by:	Megan Catmull, Assistant General Manager		
Reviewed by:	Tamsen Burke, General Manager		
Approved by: Board of Directors	Andrew Aquino, Board President		
	Uy Ut, Board Vice President		
	Pamela Merkadeau, Board Member		
	Ranya Francis, Board Member		
	Chris Carlos, Board Member		



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"

Emergency Action Plan

Highlands Recreation District

Emergency Action Plan

In the event of an emergency, it is important to take the appropriate action immediately. The Emergency Action Plan has been prepared to foresee potential emergencies and to give employees information on how to protect themselves and others.

Emergency action will be coordinated by the Supervisor on site.

Emergency Telephone Numbers

Fire/Ambulance	911
Sheriff's Dept	911 or 363-4911
PG&E	800-743-5000
Cal Water	558-7800
Sewer Overflow	363-4100

*Please see Staff Phone list for contacts

Authorized Medical Clinic for District Employees

Kaiser on the Job
1400 Veterans Blvd
Redwood City, CA 94063
650-299-4785

Evacuation

Should it become necessary to evacuate the building, the exit doors must be used. Be familiar with their locations. Refer to the attached evacuation diagram.

In Case of Fire or Gas Leak

Pool: Pool staff will evacuate the pool and accompany all patrons down the pathway to the playground. Unattended young children are not allowed to go home until someone has picked them up. The Lifeguards are responsible for them until that time.

Child Care: All child care children and staff will gather on tennis courts 1-3 where roll call will be taken. If they are in the Social Room, they will walk down the path on the North side of the tennis courts. If they are on the sports court or in the playground, they will enter from the West gate or remain on the playground if emergency vehicles are expected to arrive or depart. EEC children will be brought to the playground. If the buildings become unsafe, the children will be escorted to Highlands Elementary School on Newport Avenue or to the Crystal Springs Methodist Church which is located on Bunker Hill Drive. All children need to be signed out by an approved adult before leaving HRC supervision.

Office: Office staff will exit out the front door or the back door using the escape ladder in the blue bucket on the deck. They will gather with the child care staff on courts 1-3. Admin staff from the Reg office will assist EEC staff in evacuating children to the playground.

In Case of an Earthquake

Pool: Once all is still, pool staff will evacuate the pool area and direct all patrons down the pathway to the sports court and then the playground. Unattended young children are not permitted to go home until someone has picked them up. The Lifeguards are responsible for them until that time.

Child Care: Child care children and staff will duck and cover until all movement has stopped. Once all is still, ASP children and staff will evacuate to courts 1-3 where roll call will be taken. EEC children and staff will evacuate to the playground. If the buildings become unsafe, the children will be escorted to Highlands Elementary School which is located on Newport Street or to the Crystal Springs Methodist Church which is located on Bunker Hill Drive. All children need to be signed out by an approved adult before leaving HRC supervision.

Office: Office staff will duck and cover until all movement has stopped. Once all is still, staff will evacuate down to courts 1-3 and/ or the playground and wait with the children. If the buildings become unsafe, staff will help escort children to Highlands Elementary School or to the Crystal Springs Methodist Church which is located on Bunker Hill Drive.

Rescue and Medical

Report any emergencies or injuries to your Supervisor. All pool personnel, School Age Director, EEC Director and ASP Head Teachers have had basic First Aid Training in case First Aid is required. First Aid Kits are located in the social room, registration office, main office, Multi-purpose room and back pool office.

If emergency medical help or an ambulance is needed:

1. Call 911
 - a. Give the nature of the problem - Medical Emergency
 - b. Give the address, 1851 Lexington Ave.
 - c. Give the location on the facility where the emergency help is needed
2. Have one person wait in the parking lot to direct emergency personnel to the person needing medical help.

Fire

If you discover a fire in the building:

1. Call 911. Give them the following information:
 - a. Location of fire: 1851 Lexington Ave.
 - b. Type of fire (what is burning- if you know).
 - c. Begin to evacuate the building.

If the fire is very small; for example, in a waste basket, you may decide to fight the fire.

1. Procedure as follows:
 - a. Return with as much firefighting equipment as possible. Fire extinguishers are located in the main office, pool office, back pool office, kitchen, pool pump room, social room, maintenance room, break room, fitness room and gym.
 - b. Always have a partner to fight the fire; never try to fight a fire alone.
 - c. Direct chemical flow to the base of the flames.

If you cannot control the fire:

1. Close all doors leading to the fire area.
2. Walk to the nearest exit, evacuate the building and meet at the appropriate evacuation site.

Things to do in case of fire:

1. Report the fire. Don't assume that someone else has called or will call the Fire Department.
2. Close all doors in and around the fire area.
3. If confronted by smoke, keep low to the floor. Whenever you must travel through smoke, keep low to the floor. Smoke and heat rise, and the air near the floor is cooler. Always breathe through your nose and take short, shallow breaths.
4. Always use EXIT DOORS for evacuation.
5. Feel all doors with the back of your hand before opening. If the door is hot to the touch, do not open it. All of the doors in the building are rated for a specific burning time. A fire could blast through the slightest opening with an explosive force. If the door is cool, open it slowly and stay behind it. If heat or pressure comes through the door, slam it shut.

Earthquakes

Remain calm. Sit down or get under a desk, table or doorway. Move away from all glass objects.

Do not leave the building while the active earthquake is in progress.

Do not smoke, light fires or use electrical equipment. Do not drink any water as it may be contaminated.

Report any missing or injured personnel to the General Manager or senior staff.

Do NOT turn off gas. General Manager or senior staff will do so only if a strong gas odor is present

Do NOT turn off water. General Manager or senior staff will do so only if a leak or low water pressure is present

Do NOT turn off power. General Manager or senior staff will do so only if a problem, such as sparks from switches or outlets are present.

Power Failure

Everyone should stay in the building during a power failure, unless instructed to evacuate by a supervisor.

Bomb Threats

There are usually two types of telephone bomb threats you may receive. One may give a target area and a time of detonation; the other may simply say, "there is a bomb in your building!"

The person receiving the bomb threat should:

1. Attempt to keep the caller on the telephone and obtain the following information if at all possible:
 - a. Where is the bomb?
 - b. What time will it go off?
 - c. What does it look like?
 - d. What type of bomb is it?
 - e. Why was it placed in the building?
2. Notify your supervisor.

3. Report the threat to the San Mateo County Sheriff's Department 363-4911. Tell them exactly what the caller said.
4. Write down everything you can remember of the telephone call:
 - a. What was said.
 - b. Sex and estimated age of caller.
 - c. Speech characteristics.
 - d. Emotional condition (excited, calm, intoxicated, etc.)
 - e. Any background noise?
5. Highlands employees will generally evacuate the building. The supervisor will conduct a brief search before leaving the building. If a bomb is found, report its location to the Sheriff's Department. Do NOT touch the device.
6. Do not re-enter the building until told to do so by the Supervisor.

Civil Defense

Upon notification of pending nuclear attack, all persons have permission to evacuate the building. If there is no warning or time to evacuate, the best procedure to follow is to fall to the floor in a non-window area and seek the protection of a desk, table, or file cabinet.

Information should be available over emergency broadcasting radio stations. These should be listened to and the instructions followed.

IN ALL EMERGENCIES, REMAIN CALM: DON'T PANIC.

To attend to children in District programs, the HRD shall follow the Coalition for Safe Schools & Communities recommended action plan: THE BIG FIVE

Highlands Recreation District

Emergency Action Plan

Confirmation of Receipt

I have received my copy of the Highlands Recreation District's Emergency Action Plan, dated _____ . I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the plan.

Employee's Name Printed _____

Employee's Signature _____

Date _____



MEMORANDUM

Date: January 14, 2025

To: HRD Board of Directors

From: Meg Catmull, Assistant General Manager

Re: Approval of Audit Engagement Letter with O'Connor & Company for Fiscal Year Ended June 30, 2024

Recommendation:

Staff recommends that the Board of Directors approve the engagement letter with O'Connor & Company for audit services for the fiscal year ending June 30, 2024, at a total cost of \$12,900 for the audit and \$1,500 for preparation of the State Controller's Report.

Background:

As part of the Highlands Recreation District's commitment to transparency and financial accountability, an annual independent audit is conducted. O'Connor & Company has been a reliable and professional auditing partner in past years. Their proposed scope for the 2023-2024 audit aligns with the Governmental Accounting Standards Board (GASB) requirements and other regulatory standards.

Scope of Work:

O'Connor & Company will:

1. Audit the District's financial statements, ensuring conformity with Generally Accepted Accounting Principles (GAAP).
2. Conduct procedures to evaluate internal controls, compliance with laws, and financial reporting accuracy.
3. Prepare the State Controller's Report.
4. Provide an independent auditor's report to the Board of Directors upon completion.

Engagement Terms:

- The gross fee, including expenses, is \$12,900 for the audit and \$1,500 for the State Controller's Report.
- Additional services, if required, will be billed at standard hourly rates as outlined in the engagement letter.

- The audit team will collaborate with District staff to facilitate efficient use of resources and minimize disruption.

Analysis:

The outlined engagement terms reflect industry standards for governmental audits, and the estimated fees are consistent with prior years. The partnership with O'Connor & Company ensures adherence to financial regulations, enhances financial transparency, and supports informed decision-making.

Fiscal Impact:

The audit and reporting fees have been included in the approved FY 2023-2024 budget.

Conclusion:

Approving the engagement letter with O'Connor & Company will allow the District to fulfill its audit obligations, meet regulatory requirements, and maintain accountability to the public.

Attachments:

1. Engagement Letter from O'Connor & Company dated January 3, 2025

January 3, 2025

Tamsen Burke
General Manager
Highlands Recreation District
1851 Lexington Ave.
San Mateo, CA 94402

Dear Tamsen:

We are pleased to confirm our understanding of the services we are to provide Highlands Recreation District for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the major fund, and the disclosures, which collectively comprise the basic financial statements of Highlands Recreation District as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Highlands Recreation District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Highlands Recreation District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable

assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We identified the following significant risk(s) of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, and unallowable and fraudulent expenses.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Highlands Recreation District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services

We will assist in preparing the financial statements of Highlands Recreation District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior

management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of O'Connor & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of O'Connor & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Regulator or its designee. The Regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Michael O'Connor is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will be \$12,900 for the audit and \$1,500 for the preparation of the State Controller's Report. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

If additional time is needed for us to assist Highlands Recreation District in the resolution or investigation of accounting errors, discrepancies, or reconciliation issues, assistance in the preparation of schedules, or to reflect in our workpapers corrections to the Highlands Recreation District's accounting records made after the start of the engagement, we will perform such additional work at our standard hourly rates indicated below:

Director \$210	Audit Director/Audit Manager \$160
Audit Supervisor \$130-160	Senior Accountant \$110-125
Staff Accountant \$110	Administrator \$110

In addition to the estimated fees noted above, we reserve the right to invoice Highlands Recreation District at our standard hourly rates for time incurred providing information to successor auditors in compliance with AU sec. 315. Our invoices and related fees for this service will be payable upon presentation.

Reporting

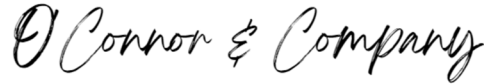
We will issue a written report upon completion of our audit of Highlands Recreation District's financial statements. Our report will be addressed to the Board of Directors of Highlands Recreation District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this

engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We reserve the right to suspend or terminate our work if you have failed to fulfill your responsibilities set forth in this engagement letter, and such failure materially interferes with our work. If our work is suspended or terminated because of your failure to fulfill your responsibilities set forth in this engagement letter, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any damages (including consequential damages) incurred as a result of the suspension or termination of our work.

We appreciate the opportunity to be of service to Highlands Recreation District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



O'Connor & Company

RESPONSE:

This letter correctly sets forth the understanding of Highlands Recreation District:

Officer signature: _____

Title: _____

Date: _____



MEMORANDUM

Date: December 10, 2024
 To: Tamsen Burke, General Manager
 From: Meg Catmull, Assistant General Manager
 Re: Brown Act Updates, Effective January 1, 2025

Purpose

To provide a comprehensive overview of recent updates to the Ralph M. Brown Act.

Background

1. Remote Meeting Participation (AB 2302)

Assembly Bill 2302 simplifies and revises the annual limits on remote participation for legislative body members **from locations not noticed and open to the public** consistent with Assembly Bill 2449 for “just cause” and “emergency”:

- **Two times per year** for bodies meeting once per month or less.
- **Five times per year** for bodies meeting twice per month.
- **Seven times per year** for bodies to meet three or more times per month.

Traditional teleconferencing from a location that is noticed and open to the public is not impacted by these limits.

2. Closed Session Expansion for Cybersecurity (AB 2715)

Assembly Bill 2715 expands the allowable topics for closed session meetings to include discussions of cybersecurity threats. These threats are defined as:

- Risks to critical infrastructure controls are vital to public safety or economic security.
- Unauthorized access to or compromise of critical infrastructure information.

3. Attorney General Guidance on ADA Accommodations for Remote Participation

The Attorney General has clarified that remote participation may be utilized as a reasonable accommodation under the Americans with Disabilities Act (ADA). Members participating remotely as accommodation must:

- Be connected in real time via 2-way audio and video.
- Disclose the presence of any adult at their remote location.
- **Public Event Attendance**

The Attorney General has determined that “state of the city” and similar public events for which admission is charged are considered Brown Act meetings if they are attended by a quorum of the Board to hear a presentation on matters within their jurisdiction. Free community events publicized and organized by community groups that are not Highlands Recreation District would still potentially come within a Brown Act exception.

Board Action Requested

- This item is being presented to the Board as an update regarding the Brown Act to enhance compliance with state law and promote transparency. No action is requested.

1858068.1

Tamsen Burke, GM Direct

From: Jason Yee <jyee@bkf.com>
Sent: Thursday, November 7, 2024 11:00 AM
To: Tamsen Burke, GM Direct
Subject: HRD Update 11/7/24 and Files
Attachments: Attachments.html

Follow Up Flag: Follow up
Flag Status: Flagged

Tamsen,

It was good to talk to you this morning. Based on our call you'll confer with the Board for the storm drain connections from the neighbors property near the bathroom slide. Also HRD will look into historical drainage problems downstream of the concrete ditch to have a baseline understanding of the conditions today before improvements. The Board meeting is Tuesday next week and you and I will follow-up the Monday after on 11/18.


Below is a link to download documents that you might find helpful:

- Plans dated 2024-03-08 were the previous version with the basketball court slide improvements shown and the stitch pier style wall from structural.
- Authorized Additional Service Request (ASR) dated 2024-08-29 for the change in structural detail and the civil coordination associated with that.
- Plans dated 2024-10-08 are the latest and greatest showing the removal of the basketball court slide scope and the adjustments to the bathroom slide scope with the updated retaining wall detail from structural (soldier pile with wood lagging).

If you need any more documents please let me know and I can see what we have on file.

Citrix Attachments Expires December 7, 2024

2024-03-08_DraftSet-HighlandsRec.pdf	3.2 MB
2024-08-29_HighlandsRecCenter_ASR1_S...HRD.pdf	63.1 KB
2024-10-08_Highlands_Rec.pdf	5.6 MB



Jason Yee uses Citrix Files to share documents securely.

JASON YEE, PE, QSD/QSP

Project Manager

BKF ENGINEERS Delivering Inspired Infrastructure®
 255 Shoreline Drive, Suite 200, Redwood City, CA 94065
 d 650.482.6434 m 650.656.7362 jyee@bkf.com BKF.com

Tamsen Burke, GM Direct

From: Jason Yee <jyee@bkf.com>
Sent: Thursday, November 21, 2024 10:09 AM
To: Tamsen Burke, GM Direct
Subject: HRD County Permit Application Information

Tamsen,

Below please find information for the permit submittal to the County of San Mateo. You may want to explore this ahead of receiving our files tomorrow.

Building Permit Application Portal (Chrome Browser recommended):

<https://aca-prod.accela.com/smcgov/Welcome.aspx>

There is a Permit Center Use Guide PDF with instructions on how to create an account and navigate their Permit Portal including how to submit a Permit and attach relevant documentation (plans, specs, calculations).

Fee Schedule:

<https://www.smcgov.org/planning/fees>

Fees will be determined and be applied through Application Portal. I think there is a way to pay online through the Portal as well.

JASON YEE, PE, QSD/QSP

Project Manager

BKF ENGINEERS Delivering Inspired Infrastructure®
255 Shoreline Drive, Suite 200, Redwood City, CA 94065
d 650.482.6434 m 650.656.7362 jyee@bkf.com BKF.com

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255 SHORELINE DRIVE
 SUITE 200
 REDWOOD CITY, CA
 PH. 650. 482-6300
 Fax 650. 482-6399
 October 23, 2024
 Job No. 20231244-10

**OPINION OF PROBABLE CONSTRUCTION COSTS
 FOR PROPOSED IMPROVEMENTS ASSOCIATED WITH THE
 HIGHLANDS RECREATION CENTER SLIDE REPAIR IMPROVEMENTS PROJECT
 ROM (Rough Order of Magnitude)
 San Mateo, CA**

SUMMARY

A. DEMOLITION	\$ 12,000
B. DRAINAGE AND UTILITIES	\$ 31,000
C. SITE CONSTRUCTION AND RETAINING WALL	\$ 75,000
D. MISCELLANEOUS WORK	\$ 23,000
PROJECT SUBTOTAL	<hr/> \$ 141,000
20% CONSTRUCTION MOBILIZATION	\$ 29,000
5% CONSTRUCTION ENGINEERING	\$ 8,000
20% CONSTRUCTION CONTINGENCY	\$ 29,000
TOTAL CONSTRUCTION COST	<hr/> \$ 207,000

General Notes:

- 1) This Opinion of Probable Construction Costs is a preliminary cost estimate of the possible comprehensive improvements including site grading, storm drainage, earthwork, and drilled pier retaining wall construction associated with the Highlands Recreation Center Slide Repair Improvements Plans, dated 11/22/2024.
- 2) Information regarding existing conditions was taken from field survey performed by BGT Land Surveying.
- 3) BKF Engineers makes no warranty, either expressed or implied, that actual costs will not vary from amounts indicated, and assumes no liability for such variances.
- 4) Inflation, permitting, and professional services are not included in this Opinion of Probable Construction Costs.
- 5) Total costs round off to the nearest thousand dollars.

Project Description:

- Construct new finished grades, storm drainage infrastructure, and one drilled pier retaining wall for a confined section of sloped landscape experiencing landslides at the Highlands Recreation Center in San Mateo, CA.



**OPINION OF PROBABLE CONSTRUCTION COSTS
 FOR PROPOSED IMPROVEMENTS ASSOCIATED WITH THE
 HIGHLANDS RECREATION CENTER SLIDE REPAIR IMPROVEMENTS PROJECT
 ROM (Rough Order of Magnitude)
 San Mateo, CA**

ITEMS	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A. DEMOLITION					
1	Demolish Concrete Slab	14	SF	\$7.50	\$ 105.00
2	Demolish Landscaping	654	SF	\$7.50	\$ 4,905.00
3	Remove Corrugated Storm Drain Pipe	13	LF	\$110.00	\$ 1,430.00
4	Remove Tree	1	EA	\$5,000.00	\$ 5,000.00
SUBTOTAL					\$ 11,440.00
B. DRAINAGE AND UTILITIES					
1	4" PVC Storm Drain Pipe	11	LF	\$250.00	\$ 2,750.00
2	4" PVC Perforated Subdrain Pipe	50	LF	\$250.00	\$ 12,500.00
3	Extension of Existing Pipe, Contractor to Confirm Size	12	LF	\$250.00	\$ 3,000.00
4	4" PVC 90 Degree Elbow Fitting	1	EA	\$10.00	\$ 10.00
5	Larger PVC 90 Degree Elbow Fitting, Contractor to Confirm Size	1	EA	\$50.00	\$ 50.00
6	4" HIPS Downspout Adapter	1	EA	\$10.00	\$ 10.00
7	Larger HIPS Downspout Adapter, Contractor to Confirm Size	1	EA	\$50.00	\$ 50.00
8	Storm Drain Pipe Strap / Fastener	4	EA	\$50.00	\$ 200.00
9	Storm Drain Pipe Sleeve for Wall Penetration	1	EA	\$2,000.00	\$ 2,000.00
10	Storm Drain Pipe Concrete Collar Encasement Beneath Wall	1	EA	\$2,000.00	\$ 2,000.00
11	Storm Drain Cleanout	3	EA	\$2,000.00	\$ 6,000.00
12	Storm Drain Connection to Existing Corrugated Pipe	1	EA	\$2,000.00	\$ 2,000.00
SUBTOTAL					\$ 30,570.00
C. SITE CONSTRUCTION AND RETAINING WALL					
1	Engineered Fill	2	CY	\$75.00	\$ 150.00
2	Engineered Cut / Excavation	23	CY	\$75.00	\$ 1,725.00
3	Site Grading	665	SF	\$5.00	\$ 3,325.00
4	Drilled Pier / Wood Lagging Retaining Wall	153	SF	\$450.00	\$ 68,850.00
SUBTOTAL					\$ 74,050.00
D. MISCELLANEOUS WORK					
1	Clear and Grub	1	LS	\$5,000.00	\$ 5,000.00
2	Erosion Control	1	LS	\$15,000.00	\$ 15,000.00
3	Tree Preservation	1	LS	\$2,500.00	\$ 2,500.00
SUBTOTAL					\$ 22,500.00

HIGHLANDS RECREATION CENTER SLIDE REPAIR

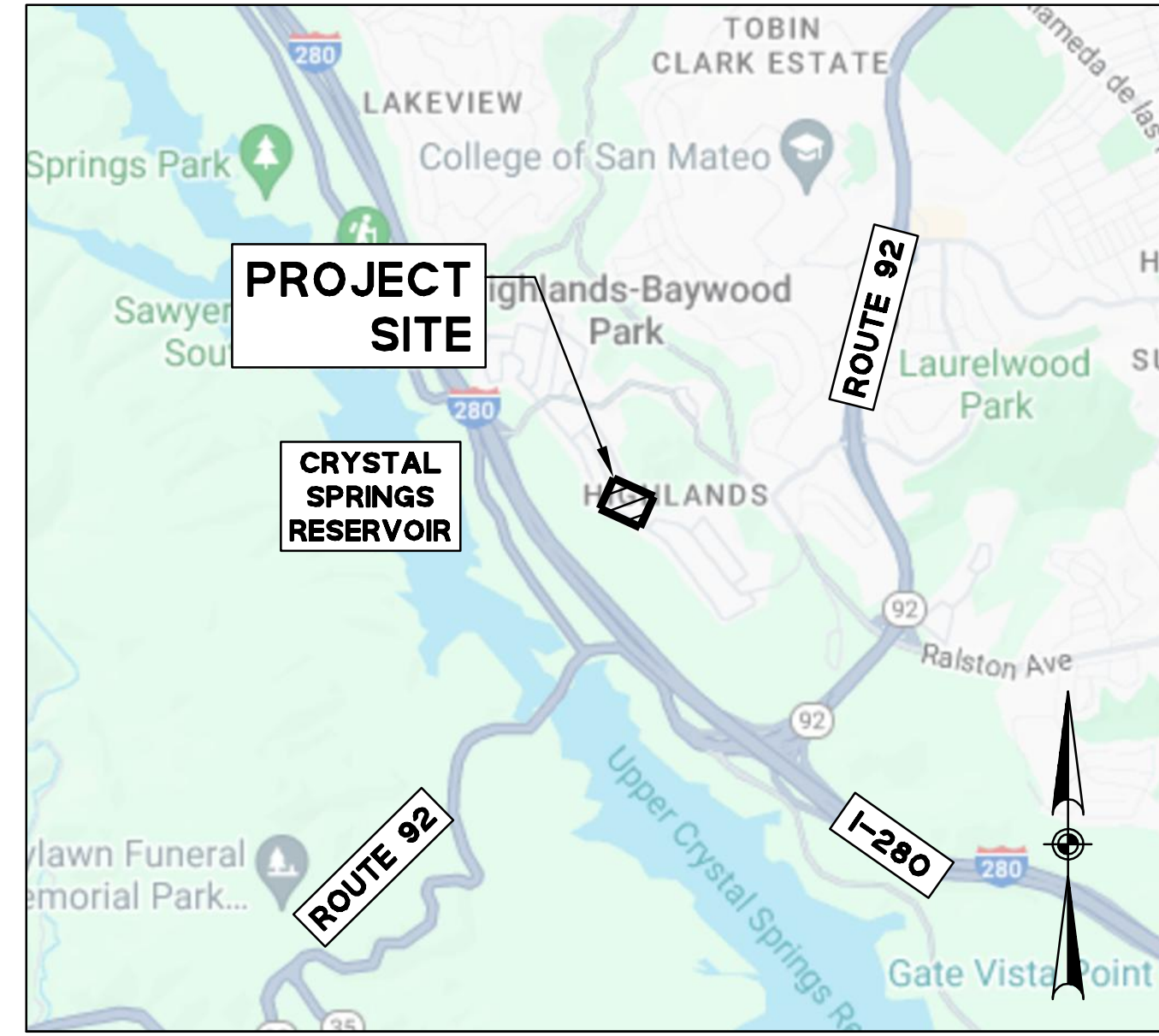
1851 LEXINGTON AVENUE

COUNTY OF SAN MATEO, CALIFORNIA

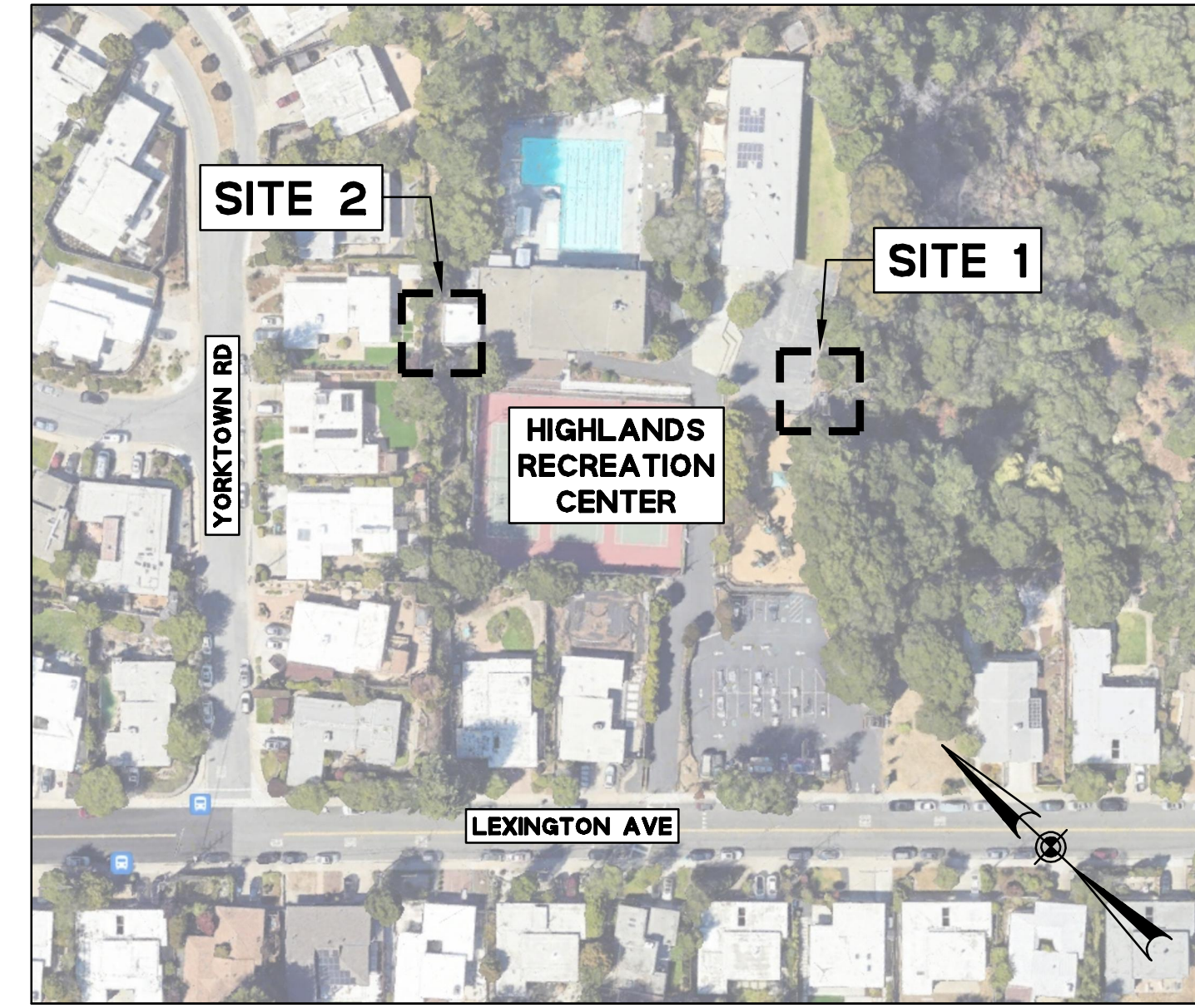


GENERAL NOTES

- THE FOLLOWING NOTES ARE ESTABLISHED MERELY TO GUIDE THE CONTRACTOR AS TO THE GENERAL ITEMS OF WORK INVOLVED AND ARE NOT INTENDED TO COVER THE COMPLETE SCOPE OF WORK. CONTRACTOR SHALL COMPLETE ALL WORK AS PER CONTRACT DOCUMENTS.
- CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR PERSONS AND PROPERTY; THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.
- ALL MATERIALS, AND WORK APPURTENANCES SHALL CONFORM WITH THESE PLANS AND THE PROJECT SPECIFICATIONS.
- THE CONTRACTOR SHALL AT ALL TIMES COMPLY WITH THE RULES AND REGULATIONS ESTABLISHED BY CAL-OSHA AND OTHER AGENCIES HAVING JURISDICTION OVER THE WORK.
- THE CONTRACTOR IS RESPONSIBLE FOR MATCHING EXISTING ROADWAYS, SURROUNDING LANDSCAPE AND OTHER IMPROVEMENTS WITH A SMOOTH TRANSITION IN PAVING, CURBS, GUTTERS, SIDEWALKS, GRADING, ETC. AND TO AVOID ANY ABRUPT OR APPARENT CHANGES IN GRADES OR CROSS SLOPES, LOW SPOTS OR HAZARDOUS CONDITIONS.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO IMMEDIATELY NOTIFY THE ENGINEER OR DISTRICT REPRESENTATIVE UPON DISCOVERY OF ANY FIELD CONFLICTS.
- THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY FIELD CHANGES DONE WITHOUT WRITTEN AUTHORIZATION FROM THE ENGINEER OR DISTRICT REPRESENTATIVE.
- ANY DEVIATIONS OR CHANGES IN THESE PLANS WITHOUT WRITTEN APPROVAL OF THE ENGINEER OR DISTRICT REPRESENTATIVE SHALL BE AT THE CONTRACTOR'S OWN RISK.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS SHOWN.
- THE LOCATIONS AND TYPES OF EXISTING UTILITIES SHOWN ON THE IMPROVEMENT PLANS ARE BASED ON INFORMATION FURNISHED BY SERVICING AGENCIES AND ARE TO BE SUPPLEMENTED BY ACTUAL FIELD INVESTIGATION AND VERIFICATIONS BY CONTRACTOR. CONTRACTOR SHALL DETERMINE DEPTHS AND EXACT LOCATIONS OF EXISTING SERVICES WHETHER SHOWN ON THE PLAN OR NOT. CONTRACTOR SHALL AVOID DAMAGES TO EXISTING UTILITIES ENCOUNTERED. ANY DAMAGE TO EXISTING FACILITIES CAUSED BY THE CONTRACTOR SHALL BE REPAIRED AND AT THE CONTRACTOR'S EXPENSE. CONTRACTOR SHALL NOTIFY THE UTILITY AGENCIES AND UNDERGROUND SERVICE ALERT (USA) AT 1-800-227-2600 AT LEAST TWO (2) WORKING DAYS PRIOR TO EXCAVATING.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DESIGN, INSTALLATION AND REMOVAL OF ALL REQUIRED SHORING, SHEETING AND BRACING, PER STATE AND FEDERAL REQUIREMENTS.
- CONTRACTOR SHALL AT ALL TIMES HAVE AT THE JOB SITE SUFFICIENT PUMPING EQUIPMENT READY FOR IMMEDIATE USE INCLUDING BUT NOT LIMITED TO DEWATERING OF TRENCH AND DISPOSAL OF WATER. THE TRENCHES AND EXCAVATIONS SHALL BE KEPT ENTIRELY FREE OF WATER WHILE CONCRETE IS BEING POURED OR PIPE IS BEING LAID AND UNTIL THE CONCRETE OR MORTAR HAS THOROUGHLY SET. WATER SHALL BE DISPOSED OF IN SUCH A MANNER AS WILL NOT CAUSE INJURY TO PUBLIC OR PRIVATE PROPERTY, NOR BE A MENACE TO PUBLIC HEALTH.
- ALL EXISTING IMPROVEMENTS ARE NOT SHOWN ON PLANS. CONTRACTOR TO ASCERTAIN EXISTING CONDITIONS PRIOR TO STARTING CONSTRUCTION.
- ALL EXISTING IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO LANDSCAPING AND FENCES SHALL BE RESTORED TO THE CONDITION IN WHICH THEY WERE, OR BETTER, BEFORE THE EXCAVATION WAS MADE. SEPARATE PAYMENT FOR RESTORATION OF EXISTING IMPROVEMENTS TO THEIR ORIGINAL CONDITION WILL NOT BE MADE. COMPENSATION FOR THIS TASK SHALL BE CONSIDERED AS INCLUDED IN THE VARIOUS CONTRACT ITEMS OF WORK INVOLVED. NOT ALL EXISTING IMPROVEMENTS ARE SHOWN. CONTRACTOR SHALL INSPECT THE SITE IN ORDER TO SATISFY THEMSELVES OF THE ACTUAL CONDITIONS OF THE WORK.
- CONTINUOUS DUST CONTROL SHALL BE PROVIDED AS REQUIRED BY SECTION "DUST CONTROL," OF THE STANDARD SPECIFICATIONS AND AS DIRECTED BY ENGINEER.
- VEGETATION AND IMPROVEMENTS SHALL BE REMOVED ONLY WHEN DIRECTED IN WRITING BY THE ENGINEER. NO TREES, VEGETATION OR IMPROVEMENTS (INCLUDING FENCES) SHALL BE REMOVED WITHOUT THE PRIOR WRITTEN CONSENT AND APPROVAL OF THE ENGINEER.
- CONTRACTOR SHALL CONFINE HIS OPERATIONS AND ACTIVITIES WITHIN THE PROJECT LIMITS, CONSISTING OF EASEMENTS, ROAD RIGHT-OF-WAY, AND RIGHTS OF ENTRY, AS SHOWN ON THE PLANS AND AS DIRECTED BY THE ENGINEER.
- CONTRACTOR SHALL PROVIDE A TRAFFIC CONTROL PLAN TO THE COUNTY FOR REVIEW AND APPROVAL PRIOR TO BEGINNING ANY CONSTRUCTION ACTIVITIES. TRAFFIC CONTROL SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE LATEST "CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (CAMUTCD)" PUBLISHED BY CALTRANS (2014 EDITION).
- CONTRACTOR SHALL COORDINATE WITH THE COUNTY REGARDING STAGING AREAS AND RECEIVE COUNTY APPROVAL ON THE SELECTED AREA PRIOR TO BEGINNING ANY CONSTRUCTION ACTIVITIES.
- CONTRACTOR TO IMPLEMENT A WATER POLLUTION CONTROL PROGRAM PER COUNTY OF SAN MATEO STANDARDS AND SPECIFICATIONS.
- CONTRACTOR SHALL REFER TO THE GEOTECHNICAL REPORT FOR ADDITIONAL INFORMATION.
- THE REMOVAL OF VEGETATION SHALL BE MINIMIZED, WHEN POSSIBLE VEGETATION SHALL BE TRIMMED AS OPPOSED TO REMOVED.
- TOPOGRAPHICAL INFORMATION SHOWN ON THESE PLANS MAY HAVE CHANGED. CONTRACTOR TO NOTIFY THE ENGINEER IMMEDIATELY IF ANY CHANGES SIGNIFICANTLY ALTERS WORK AS DESCRIBED OR SHOWN.



VICINITY MAP
NTS



SITE MAP
NTS

BASIS OF BEARING

THE BEARING OF NORTH 31°13'50" EAST BETWEEN TWO FOUND MONUMENTS ALONG THE CENTERLINE OF YORKTOWN ROAD AND THE BEARING OF SOUTH 58°46'10" EAST BETWEEN THE TWO FOUND MONUMENTS ALONG THE CENTERLINE OF LEXINGTON AVENUE PER PRELIMINARY SURVEY PERFORMED BY BGT SURVEYING DATED MAY 2023.

SITE BENCHMARK

ELEVATIONS SHOWN HEREON ARE BASED UPON NAVD 88 DATUM. BENCHMARK USED WAS THE NGS DISK AT THE WEST SIDE OF SKYLINE BLVD SOUTHERLY OF HAYNE ROAD, STAMPED "HPGN D CA 04 EG" (PID AB7675), WITH A PUBLISHED ELEVATION OF 634.4 FEET. PRELIMINARY SURVEY PERFORMED BY BGT LAND SURVEYING DATED MAY 2023.

ABBREVIATIONS

AB	AGGREGATE BASE
BW	BOTTOM OF WALL
CB	CATCH BASIN
CONC	CONCRETE
CY	CUBIC YARDS
E	EASTING
(E), EX	EXISTING
EG	EXISTING GRADE
ELEC	ELECTRICAL
EP	EDGE OF PAVEMENT
FG	FINISH GRADE
FL	FLOW LINE
FS	FINISHED SURFACE
HB	HEADERBOARD
HT	HEIGHT
INV	INVERT
JP	JOINT POLE
L	LENGTH
LF	LINEAR FEET
MAX	MAXIMUM
MFR	MANUFACTURER'S
MH	MANHOLE
MIN	MINIMUM
N	NORTHING, NORTH
NTS	NOT TO SCALE
(P)	PROPOSED
PERF	PERFORATED
PI	POINT OF INTERSECTION
PVC	POLYVINYL CHLORIDE
R	RADIUS
S	SLOPE
SD	STORM DRAIN
SDMH	STORM DRAIN MANHOLE
SF	SQUARE FEET
SS	SANITARY SEWER
SSMH	SANITARY SEWER MANHOLE
SSP	SEE STRUCTURAL PLANS
STA	STATION
TEMP	TEMPORARY
TW, W-T	TOP OF WALL
TYP	TYPICAL
WVF	WELDED-WIRE FABRIC

LEGEND

EXISTING	PROPOSED	
---	---	ADJACENT LOT LINE
---	---	SUBJECT PROPERTY BOUNDARY LINE
---	---	BUILDING
---	---	FENCE LINE
---	---	GRADE BREAKLINE
---	---	MAJOR CONTOUR LINE
---	---	MINOR CONTOUR LINE
---	---	STORM DRAIN LINE
---	---	SUBDRAIN LINE
---	---	FLOWLINE
---	---	WALL
---	---	TREE
---	---	STORM DRAIN CATCH BASIN
---	---	STORM DRAIN CLEANOUT

SHEET INDEX:

SHEET NO.	SHEET NAME
C1.0	TITLE SHEET
C2.0	DEMOLITION PLAN SITE 1
C2.1	DEMOLITION PLAN SITE 2
C3.0	LAYOUT PLAN SITE 1
C3.1	LAYOUT PLAN SITE 2
C3.2	WALL SECTION SITE 1
C3.3	WALL SECTION SITE 2
C4.0	CONSTRUCTION DETAILS
C5.0	EROSION CONTROL PLAN SITE 1
C5.1	EROSION CONTROL PLAN SITE 2
C5.2	EROSION CONTROL NOTES AND DETAILS
C5.3	EROSION CONTROL BEST MANAGEMENT PRACTICES

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PLOT DATE: 03-08-24 PLOTTED BY: cheh

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TITLE SHEET
SAN MATEO COUNTY
CALIFORNIA

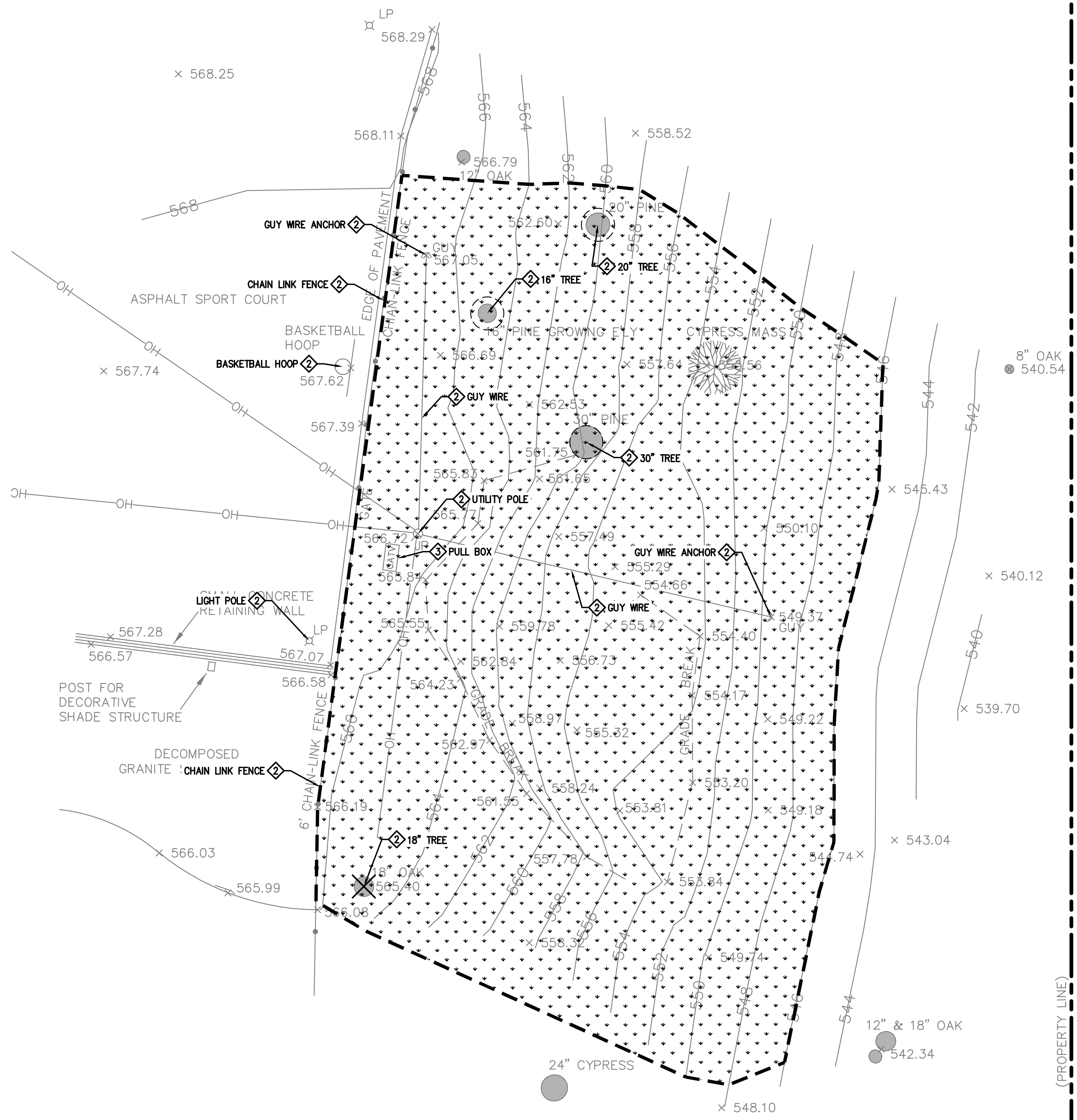
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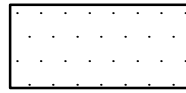
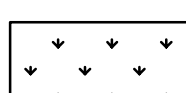




C1.0
1 OF 12

NOT FOR CONSTRUCTION




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PLOT DATE: 03-08-24 PLOTTED BY: cheh



DEMOLITION LEGEND

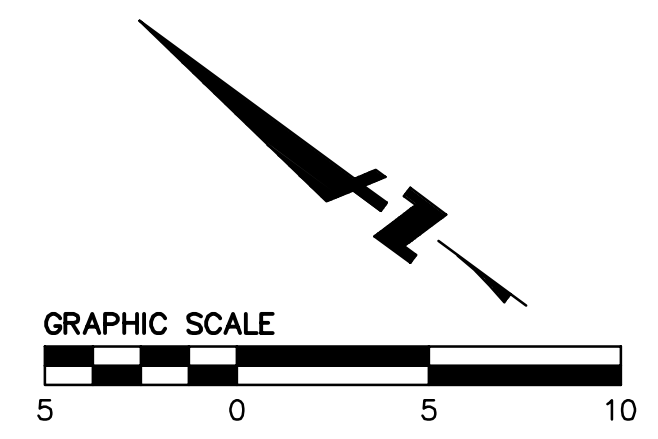
-  HARDSCAPE TO BE DEMOLISHED AND REMOVED (INCLUDING AC PAVEMENT, AB, SIDEWALK, PLANTERS, MISC. CONCRETE)
-  LANDSCAPE TO BE DEMOLISHED, TREES AND SHRUBS SHALL BE MULCHED (2" MAX CHIP SIZE) AND STOCKPILED FOR REUSE. TOP SOIL TO BE STRIPED AND STOCKPILED FOR REUSE
-  EXISTING TREE TO BE REMOVED
-  TREE PROTECTION
-  LIMITS OF DEMOLITION
-  EXISTING UTILITY TO BE DEMOLISHED AND REMOVED

DEMOLITION SYMBOLS

-  TO BE REMOVED
-  TO REMAIN, PROTECT IN PLACE
-  TO REMAIN, ADJUST TO FINISH GRADE

DEMOLITION NOTES

1. CONTRACTOR SHALL CONTACT "CALL BEFORE YOU DIG" AT 811 OR (800) 227-2600 AT LEAST TWO (2) WORKING DAYS PRIOR TO COMMENCEMENT OF ANY DEMOLITION, EXCAVATION OR GRADING WORK.
2. EXISTING SUBSURFACE UTILITIES SHOWN ON THESE PLANS WERE TAKEN FROM RECORD INFORMATION KNOWN TO THE ENGINEER. THESE PLANS ARE NOT MEANT TO BE A FULL CATALOG OF EXISTING SUBSURFACE CONDITIONS. CONTRACTOR SHALL CONDUCT A FULL CATALOG OF EXISTING SUBSURFACE CONDITIONS. CONTRACTOR SHALL CONDUCT FIELD INVESTIGATIONS TO VERIFY ALL LOCATIONS AND ELEVATIONS OF EXISTING SUBSURFACE UTILITIES, WHETHER SHOWN ON PLANS OR NOT.
3. DEMOLISH EXISTING STRUCTURES, UTILITIES, AND OTHER FEATURES WITHIN THE LIMIT OF DEMOLITION AS SHOWN. CONTRACTOR IS RESPONSIBLE FOR DEMOLITION WITHIN THE LIMITS OF THE PROPOSED PROJECT AND WHERE APPLICABLE ON THESE PLANS.
4. ALL HARDSCAPE WITHIN THE LIMITS OF DEMOLITION AS INDICATED IS TO BE DEMOLISHED, REMOVED AND/OR RECYCLED UNLESS OTHERWISE NOTED.
5. CONTRACTOR SHALL REPLACE ANY DAMAGED STRUCTURE, PAVEMENT, CURB OR SIDEWALK THAT IS SAID TO REMAIN AND IS DAMAGED DURING THE COURSE OF CONSTRUCTION.
6. THE CONTRACTOR SHALL PROCEED WITH DUE CAUTION DURING ALL UNDERGROUND OPERATIONS AND SHALL REPAIR OR REPLACE ALL UTILITIES DAMAGED DURING CONSTRUCTION TO THE SATISFACTION OF THE OWNER AND/OR AFFECTED AGENCIES.
7. TREES AND SHRUBS DESIGNATED FOR REMOVAL SHALL HAVE ROOTBALLS AND ANY ROOTS GREATER THAN 1/2 INCH DIAMETER REMOVED.
8. DO NOT PLACE RECYCLED CONCRETE, AC, AB OR OTHER MATERIALS IN RECYCLED LANDSCAPE AREAS.
9. EXISTING IMPROVEMENTS ON PRIVATE PROPERTY SHALL BE PROTECTED UNLESS OTHERWISE NOTED.
10. CONTRACTOR SHALL REMOVE ANY VEGETATIVE DEBRIS OR SOFT/LOOSE MATERIAL ASSOCIATED WITH THE MUDSLIDE FROM THE PROPOSED PROJECT AREA.



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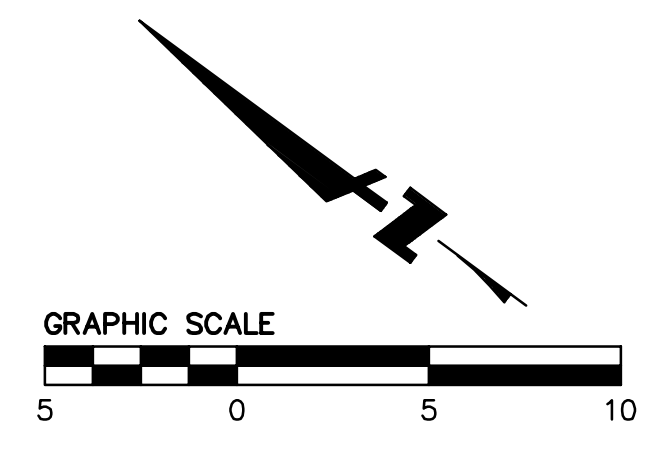
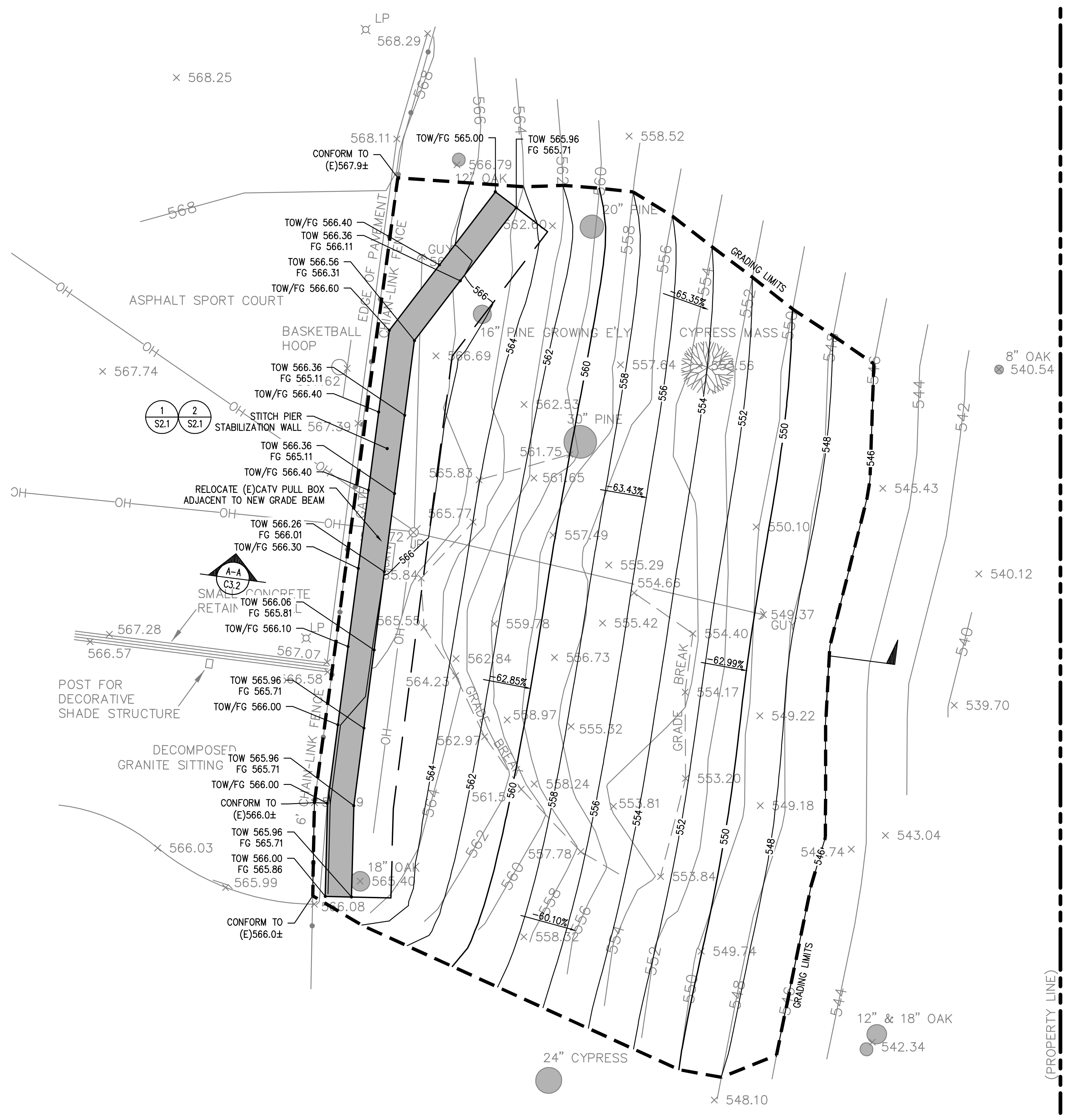
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 DEMOLITION PLAN SITE 1
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 SAN MATEO CALIFORNIA

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2 OF 12

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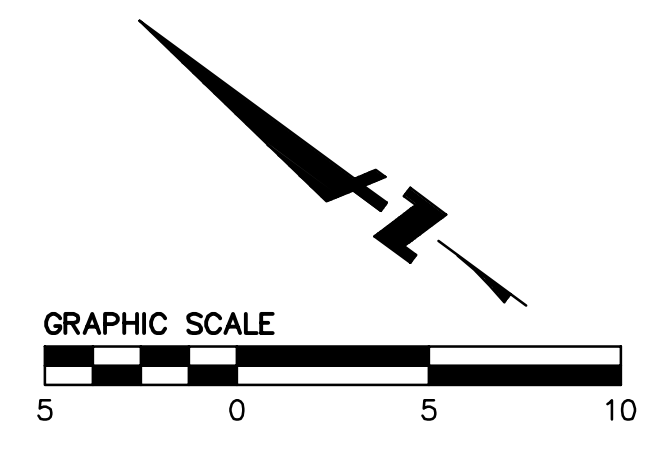
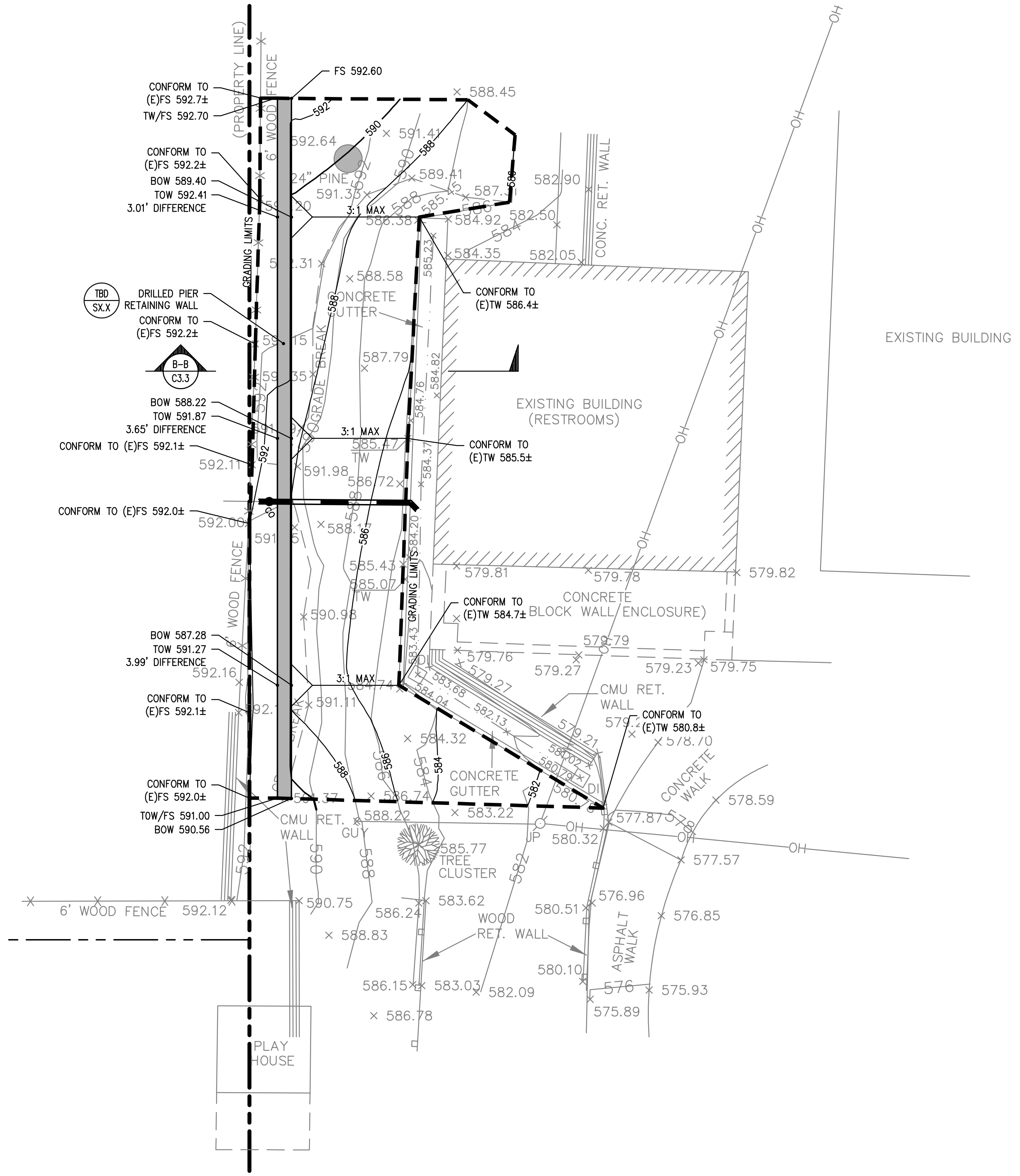
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CALIFORNIA

SAN MATEO COUNTY

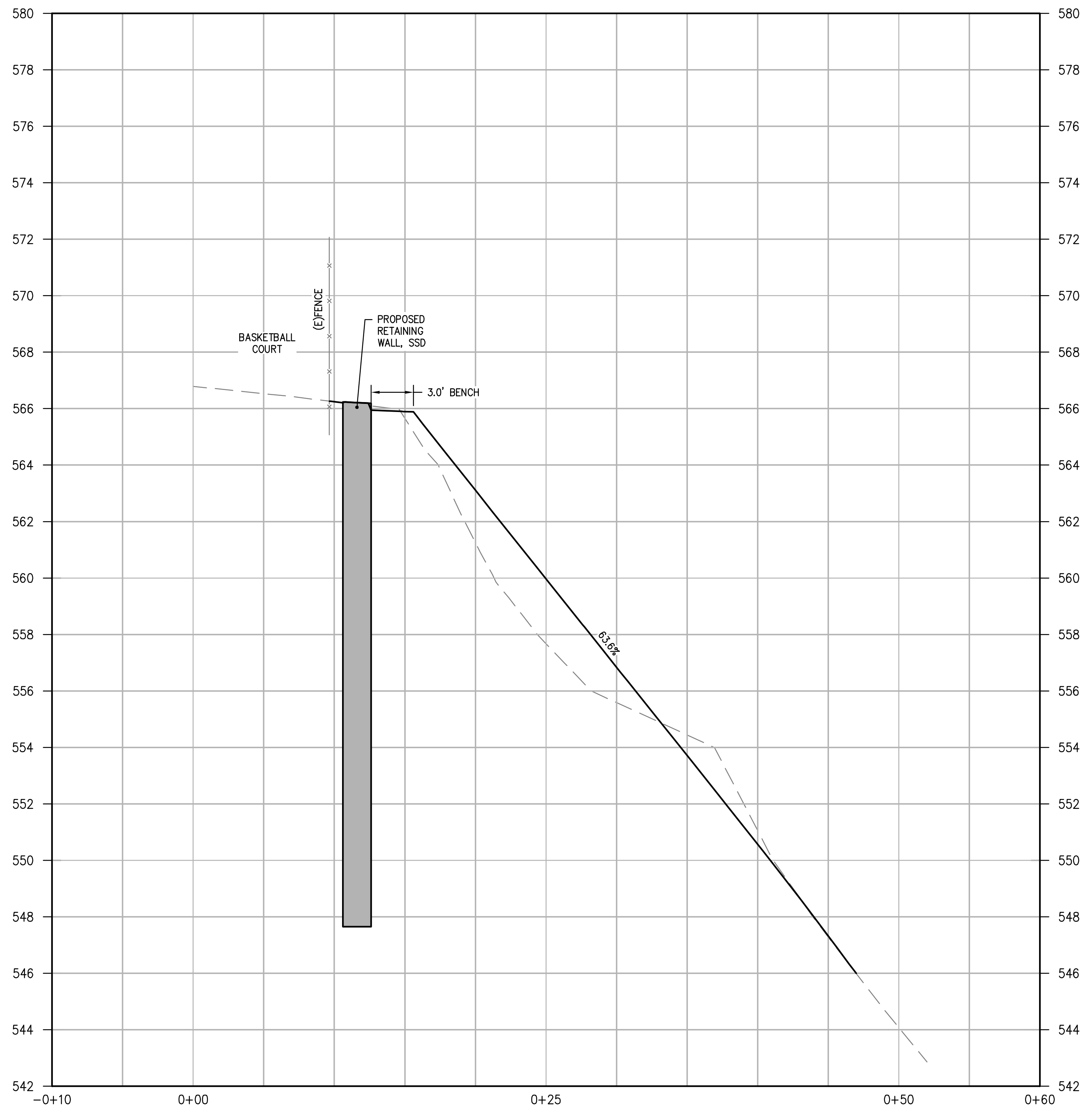
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1
SECTION A-A
SCALE: HORIZONTAL 1" = 5'
VERTICAL 1" = 2.5'



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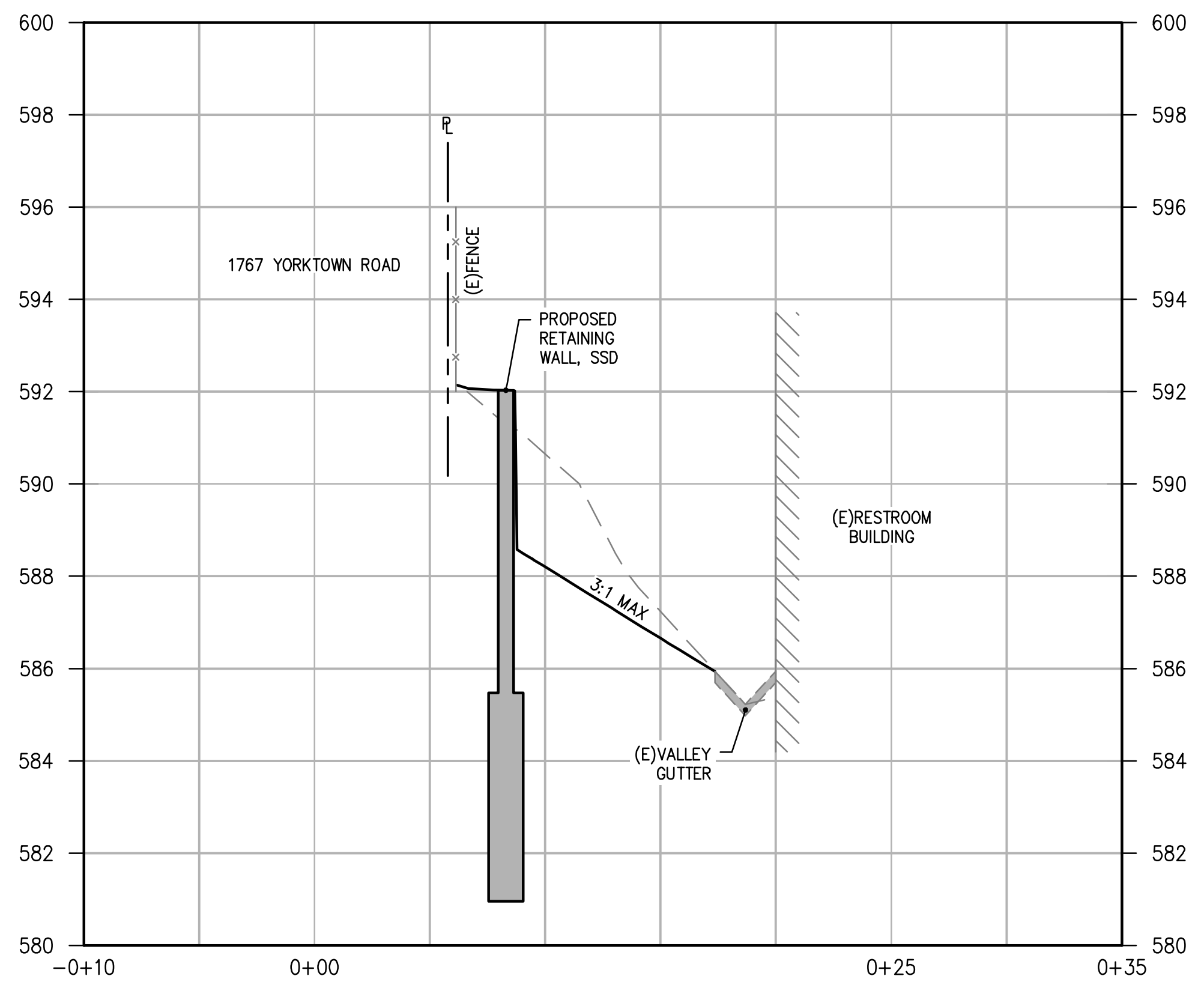
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WALL SECTION SITE 1
SAN MATEO COUNTY CALIFORNIA

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Job No	C20231244
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OF
12

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2
SECTION B-B
SCALE: HORIZONTAL 1" = 5'
VERTICAL 1" = 2.5'



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WALL SECTION SITE 2

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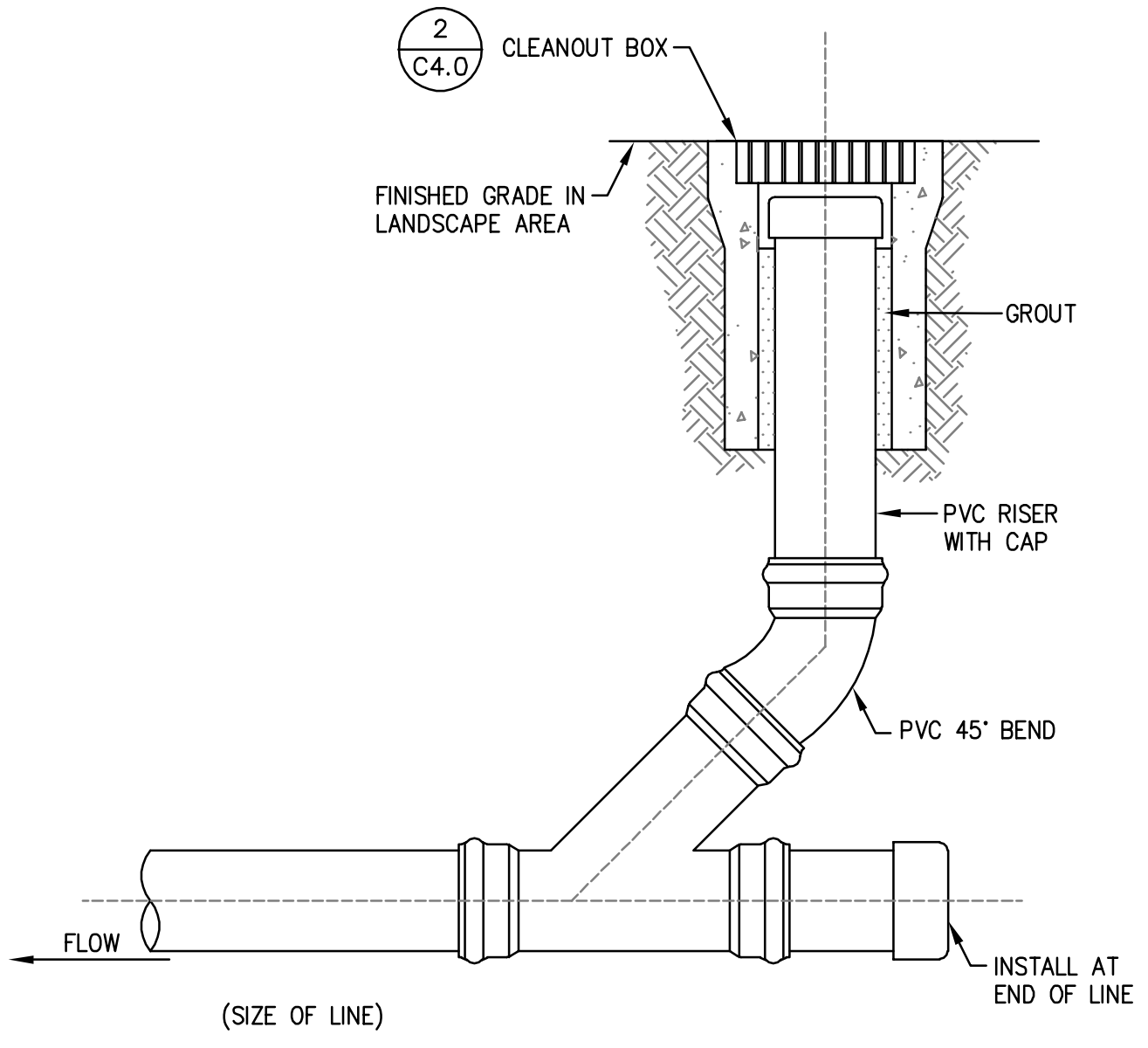
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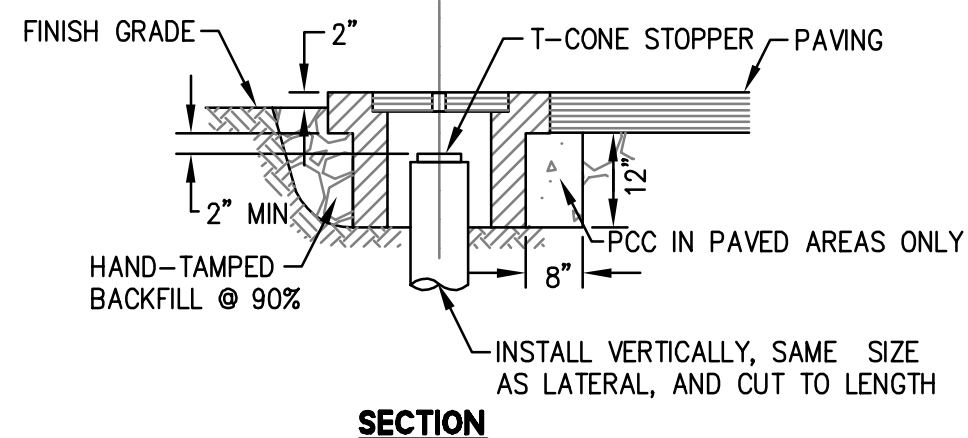
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C3.3
7 OF 12

NOT FOR CONSTRUCTION



NOTES:
 1. SEE PAGE C3.0 PAGE LEGEND FOR PIPE MATERIAL.

1
 —
CLEANOUT
 NTS



NOTES:
 1. PROVIDE STEEL TRAFFIC COVER FOR BOX WHEN INSTALLED IN LOCATION SUBJECT TO VEHICULAR LOADING.
 2. CHRISTY CONCRETE TYPE F8 METER BOX WITH F8D LID, MARKED "SEWER" OR "STORM".
 3. LATERAL AND RISER SHALL BE AWWA C-906, OR 11 HDPE.

2
 —
CLEANOUT BOX
 NTS

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Approved	JY
Job No	C20231244

Drawing Number:
C4.0
 8 OF 12

HIGHLANDS RECREATION CENTER SLIDE REPAIR
1851 LEXINGTON AVENUE
CONSTRUCTION DETAILS

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SAN MATEO COUNTY

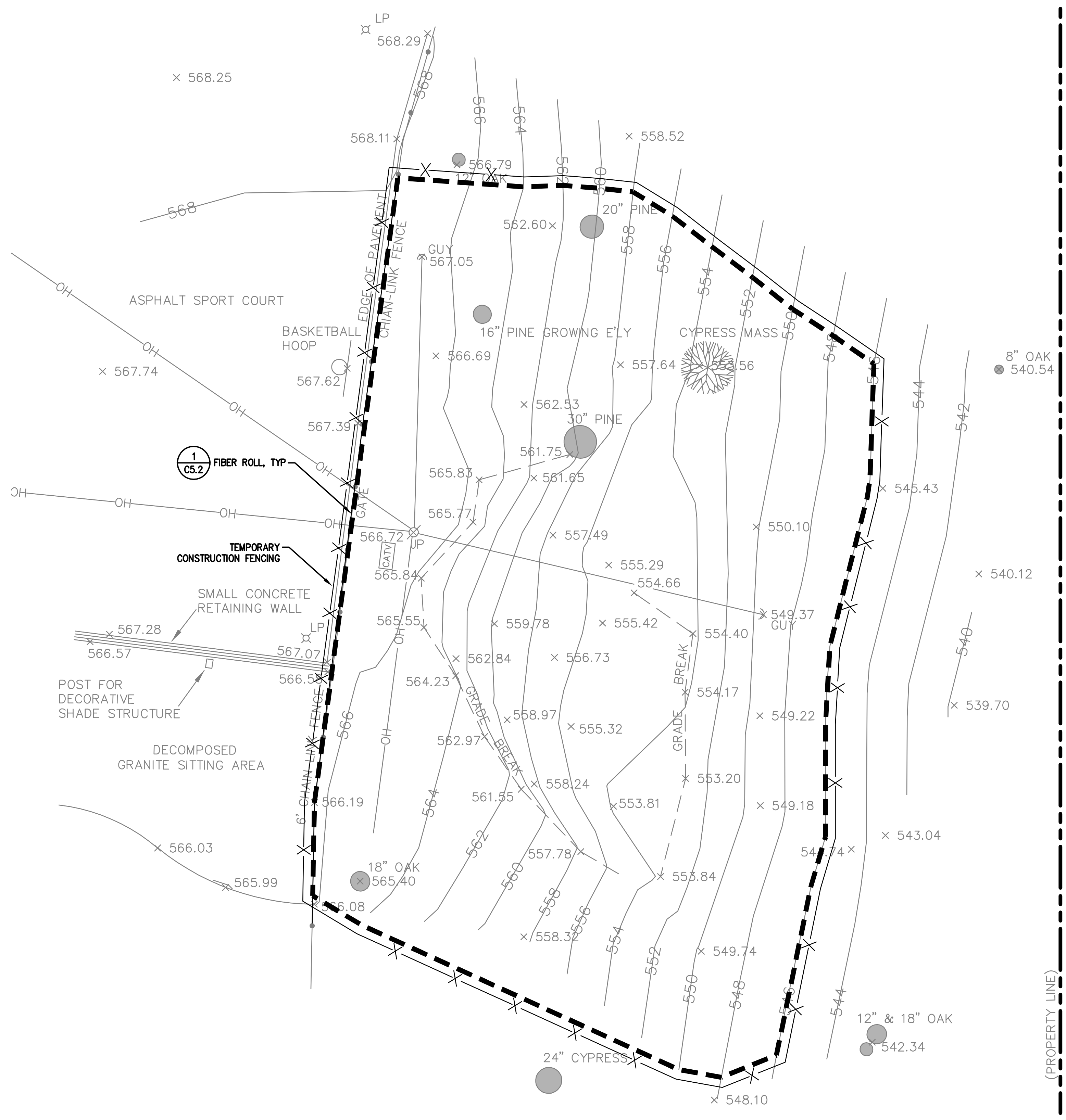
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- EROSION CONTROL LEGEND**
- TEMPORARY CONSTRUCTION FENCING WITH SILT CAPTURE WOVEN GEOTEXTILE FABRIC ON BOTTOM. CONTRACTOR TO MAINTAIN DURING DURATION OF CONSTRUCTION.
 - FIBER ROLL, PER DETAIL 1, SHEET C4.1
 - STABILIZED CONSTRUCTION ENTRANCE/EXIT WITH WASHOUT AREA, PER DETAIL 3, SHEET C4.1
 - TIRE/TRUCK TEMPORARY WASHOUT PIT, PER DETAIL 4, SHEET C4.1
 - INLET PROTECTION, PER DETAIL 2, SHEET C4.1

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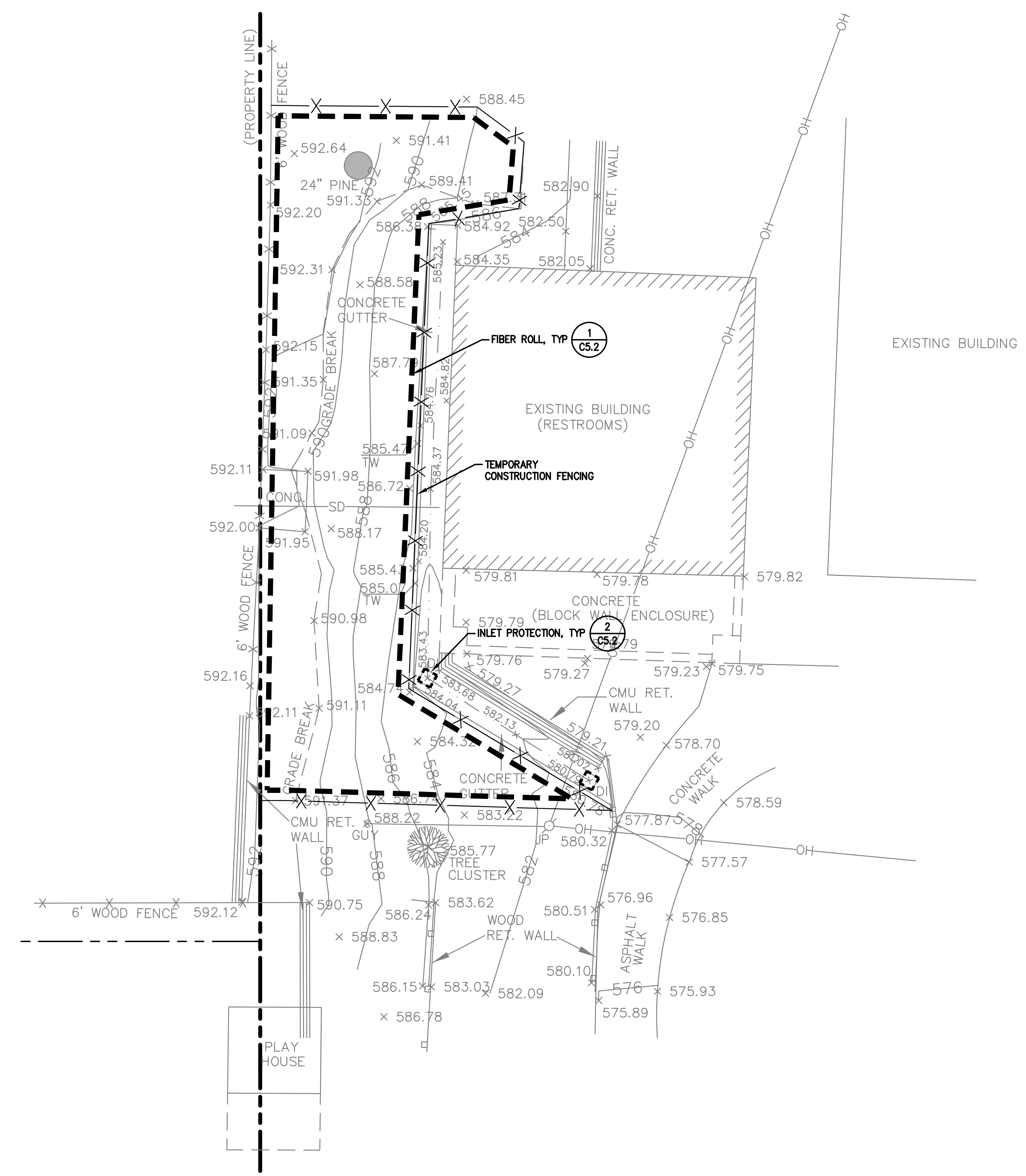
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- EROSION CONTROL LEGEND**
- TEMPORARY CONSTRUCTION FENCING WITH SILT CAPTURE WOVEN GEOTEXTILE FABRIC ON BOTTOM. CONTRACTOR TO MAINTAIN DURING DURATION OF CONSTRUCTION.
 - FIBER ROLL, PER DETAIL 1, SHEET C4.1
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 - TIRE/TRUCK TEMPORARY WASHOUT PIT, PER DETAIL 4, SHEET C4.1
 - INLET PROTECTION, PER DETAIL 2, SHEET C4.1

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10 OF 12



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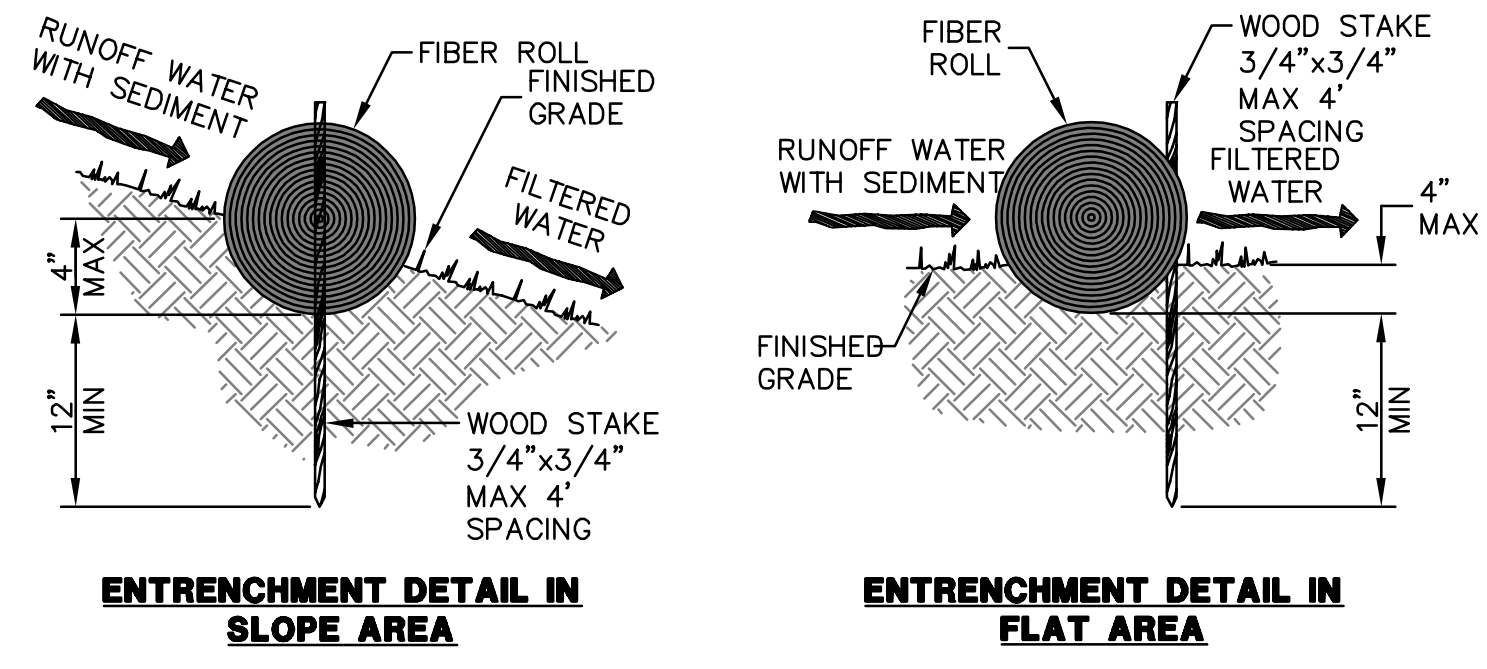
EROSION CONTROL NOTES:

- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS. EROSION CONTROL PLAN AND MEASURES TO MEET COUNTY OF SAN MATEO REQUIREMENTS.
- ALTHOUGH SPECIFIC LOCATIONS FOR SEDIMENT CONTROL FACILITIES ARE SHOWN ON THESE PLANS, IT IS INTENDED THIS EROSION CONTROL PLAN BE MODIFIED WHEN NECESSARY TO MEET FIELD CONDITIONS.
- THE INTENT OF THESE PLANS IS TO PROVIDE THE INITIAL CONCEPT FOR INTERIM EROSION CONTROL. THE CONTRACTOR SHALL UPDATE THE PLANS TO REFLECT CHANGING SITE CONDITIONS. PLAN UPDATES SHALL BE BASED UPON GENERAL SURVEY DATA. EROSION CONTROL EFFECTIVENESS SHALL ALSO BE MONITORED AND THE PLANS UPDATED AS REQUIRED TO PREVENT SIGNIFICANT QUANTITIES OF SEDIMENT FROM ENTERING THE DOWNSTREAM DRAINAGE SYSTEM.
- THIS PLAN MAY NOT COVER ALL THE SITUATIONS THAT ARISE DURING CONSTRUCTION DUE TO UNANTICIPATED FIELD CONDITIONS. IN GENERAL, THE CONTRACTOR IS RESPONSIBLE FOR KEEPING THE STORM RUN OFF SEDIMENT FROM LEAVING THE SITE. FIBER ROLLS, SAND BAGS, AND SILT FENCES SHALL BE USED BY THE CONTRACTOR ON AN AS NEEDED BASIS TO INHIBIT SILT FROM LEAVING THE SITE AND ENTERING THE STORM DRAIN SYSTEM. ALL EXISTING, TEMPORARY, OR PERMANENT CATCH BASINS SHALL USE ONE OF THE SEDIMENT BARRIERS SHOWN.
- THE CONTRACTOR WILL BE LIABLE FOR ANY AND ALL DAMAGES TO PUBLIC AND/OR PRIVATE OWNED AND MAINTAINED ROAD CAUSED BY THE CONTRACTOR'S PAVING ACTIVITIES, AND WILL BE RESPONSIBLE FOR THE CLEANUP OF ANY MATERIAL SPILLED ON ANY PUBLIC ROAD ON THE HAUL ROUTE. ADJACENT PUBLIC ROADS SHALL BE CLEANED AT THE END OF EACH WORKING DAY.
- BEST MANAGEMENT PRACTICES SHALL BE OPERABLE YEAR AROUND.
- DURING THE RAINY SEASON, ALL PAVED AREAS ARE TO BE KEPT CLEAR OF EARTH MATERIAL AND DEBRIS. THE SITE IS TO BE MAINTAINED SO AS TO MINIMIZE SEDIMENT-LADEN RUNOFF TO ANY STORM DRAIN SYSTEM.
- ALL EROSION CONTROL FACILITIES MUST BE INSPECTED AND REPAIRED DAILY DURING THE RAINY SEASON. ALL SLOPES SHALL BE REPAIRED AS SOON AS POSSIBLE WHEN DAMAGED.
- WATER ALL ACTIVE CONSTRUCTION AREAS AT LEAST TWICE DAILY.
- COVER ALL TRUCKS HAULING SOIL, SAND, AND OTHER LOOSE MATERIALS OR REQUIRE ALL TRUCKS TO MAINTAIN AT LEAST TWO FEET OF FREEBOARD.
- APPLY WATER AS NEEDED, OR AS DIRECTED BY ENGINEER, OR APPLY NON-TOXIC SOIL STABILIZERS ON ALL UNPAVED ACCESS ROADS, PARKING AREAS, AND STAGING AREAS AT THE CONSTRUCTION SITE.
- SWEEP (WITH WATER SWEEPERS) AS NEEDED, OR AS DIRECTED BY ENGINEER, ALL PAVED ACCESS ROADS, PARKING AREAS, AND STAGING AREAS AT THE CONSTRUCTION SITES.
- SWEEP PUBLIC STREETS ADJACENT TO CONSTRUCTION SITES DAILY (WITH WATER SWEEPERS) IF VISIBLE SOIL MATERIAL IS CARRIED ONTO THE STREETS.
- LIMIT TRAFFIC SPEEDS ON UNPAVED ROADS TO 15 MILES PER HOUR.
- INSTALL SANDBAGS OR OTHER EROSION CONTROL MEASURES TO PREVENT SILT RUNOFF TO PUBLIC ROADWAYS.
- REPLANT VEGETATION IN DISTURBED AREAS AS SOON AS POSSIBLE.
- INSTALL WHEEL WASHERS FOR ALL EXITING TRUCKS OR WASH OFF THE TIRES OR TRACKS OF ALL TRUCKS AND EQUIPMENT LEAVING THE CONSTRUCTION SITE AS NEEDED, OR AS DIRECTED BY ENGINEER.
- INSTALL WIND BREAKS AT THE WINDWARD SIDES OF THE CONSTRUCTION AREAS.
- MAINTAIN EROSION CONTROL MEASURES CONTINUOUSLY YEAR ROUND DURING CONSTRUCTION ACTIVITIES. STABILIZING SHALL INCLUDE BOTH PROACTIVE MEASURES, SUCH AS THE PLACEMENT OF STRAW BALES OR COIR NETTING, AND PASSIVE MEASURES, SUCH AS MINIMIZING VEGETATION REMOVAL AND REVEGETATING DISTURBED AREAS WITH VEGETATION THAT IS COMPATIBLE WITH THE SURROUNDING ENVIRONMENT.
- STORE, HANDLE, AND DISPOSE OF CONSTRUCTION MATERIALS AND WASTES PROPERLY, SO AS TO PREVENT THEIR CONTACT WITH STORMWATER.
- CONTROL AND PREVENT THE DISCHARGE OF ALL POTENTIAL POLLUTANTS, INCLUDING PAVEMENT CUTTING WASTES, PAINTS, CONCRETE, PETROLEUM PRODUCTS, CHEMICALS, WASH WATER OR SEDIMENTS, AND NON-STORMWATER DISCHARGES TO STORM DRAINS AND WATERCOURSES.
- USE SEDIMENT CONTROLS OR FILTRATION TO REMOVE SEDIMENT WHEN DEWATERING SITE AND OBTAINING ALL NECESSARY PERMITS.
- AVOID CLEANING, FUELING, OR MAINTAINING VEHICLES ON-SITE, EXCEPT IN A DESIGNATED AREA WHERE WASH WATER IS CONTAINED AND TREATED.
- DELINEATE WITH FIELD MARKERS CLEARING LIMITS, SETBACKS, AND DRAINAGE COURSES.
- PROTECT ADJACENT PROPERTIES AND UNDISTURBED AREAS FROM CONSTRUCTION IMPACTS USING VEGETATIVE BUFFER STRIPS, SEDIMENT BARRIERS OR FILTERS, DIKES, MULCHING, OR OTHER MEASURES AS APPROPRIATE.
- PERFORM CLEARING AND EARTH-MOVING ACTIVITIES ONLY DURING DRY WEATHER.
- LIMIT AND TIME APPLICATIONS OF PESTICIDES AND FERTILIZERS TO PREVENT POLLUTED RUNOFF.
- LIMIT CONSTRUCTION ACCESS ROUTES AND STABILIZE DESIGNATED ACCESS POINTS.
- IF NO WORK HAS PROGRESSED FOR A PERIOD OF 6-WEEKS, FINAL DRAINAGE AND EROSION CONTROL IMPROVEMENTS SHALL BE INSTALLED IN ACCORDANCE WITH AN APPROVED WINTERIZATION PLAN.
- HAUL ROADS ARE CURRENTLY NOT SHOWN ON THE PLANS. EROSION CONTROL MEASURES SHALL BE TAKEN TO MINIMIZE EROSION RELATED TO HAUL ROADS.
- THE NAME, ADDRESS, AND 24 HOUR TELEPHONE NUMBER OF THE PERSON RESPONSIBLE FOR IMPLEMENTATION OF EROSION AND SEDIMENTATION CONTROL PLAN SHALL BE PROVIDED TO THE COUNTY.
- SHOULD IT APPEAR THAT THE EROSION CONTROL PLAN, OR ANY OTHER MATTER THERETO, IS NOT SUFFICIENTLY DETAILED OR EXPLAINED ON THESE PLANS, THE CONTRACTOR SHALL CONTACT THE ENGINEER FOR SUCH FURTHER EXPLANATIONS AS MAY BE NECESSARY.

BMP'S FOR EROSION AND SEDIMENT CONTROL

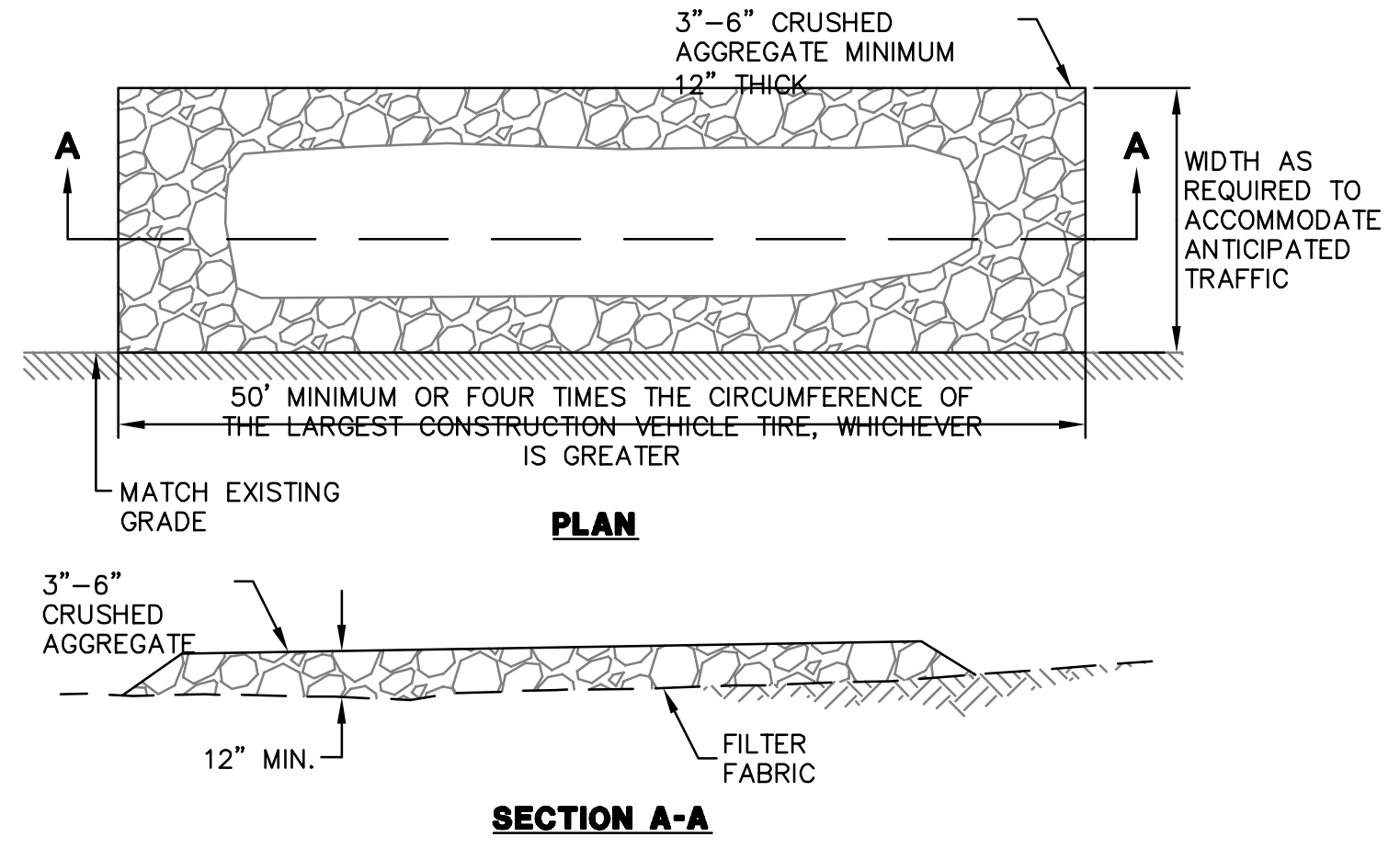
- PROPOSED BEST MANAGEMENT PRACTICES TO REDUCE POLLUTANTS IN STORM WATER DISCHARGES WILL BE IMPLEMENTED ON SITE, INCLUDING MINIMIZATION AND STABILIZATION OF DISTURBED AREAS, PROTECTION OF SLOPES AND CHANNELS, PERIMETER CONTROLS, INTERNAL EROSION CONTROL, AND SPECIFIC BEST MANAGEMENT PRACTICES.
- THE LIMITS OF GRADING SHALL BE STAKED PRIOR TO GRADING OPERATIONS. VEHICLES AND EQUIPMENT SHALL BE LIMITED TO THE EXISTING ROADS AND TO WITHIN THE GRADING LIMITS. VEHICLE PARKING SHALL BE ALLOWED IN DESIGNATED VEHICLE STORAGE AREAS ONLY.
- FIBER ROLL BARRIER - FIBER ROLL BARRIERS SHALL BE PROVIDED (1) NEAR THE BASE OF FILL SLOPES, (2) ALONG THE BASE OF CUT SLOPES (EXCEEDING ONE ACRE OF DISTURBED GRADING AREA), AND (3) AT THE BASE OF ALL GEOTECHNICAL REPAIR SITES. FIBER ROLL BARRIERS SHALL BE PLACED ON CONTOURS FOR FILL SLOPE CONDITIONS AND GEOTECHNICAL REPAIR SITES. CUT SLOPE SHALL REQUIRE FIBER ROLL BARRIERS TO BE LOCATED AT THE TOE OF SLOPE, PARALLELING THE EDGE OF PAVEMENT (ADEQUATE SEDIMENT STORAGE SHOULD BE PROVIDED BETWEEN THE FIBER ROLL BARRIER AND TOE OF SLOPE AT ALL TIMES).
- STABILIZED CONSTRUCTION ENTRANCE - A STABILIZED CONSTRUCTION ENTRANCE SHALL BE PROVIDED FOR REDUCING THE AMOUNT OF MUD THAT IS TRACKED FROM THE SITE TO THE STORM DRAIN SYSTEM. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING STABILIZED CONSTRUCTION ENTRANCES AS CONSTRUCTION PHASES DICTATE.
- THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL CONSTRUCTION AND STORAGE ACTIVITIES FOR EACH PHASE OF CONSTRUCTION.

ALL EROSION CONTROL MEASURES SHALL BE IN PLACE BY OCTOBER 15 AND MAINTAINED DURING ALL PHASES OF CONSTRUCTION.



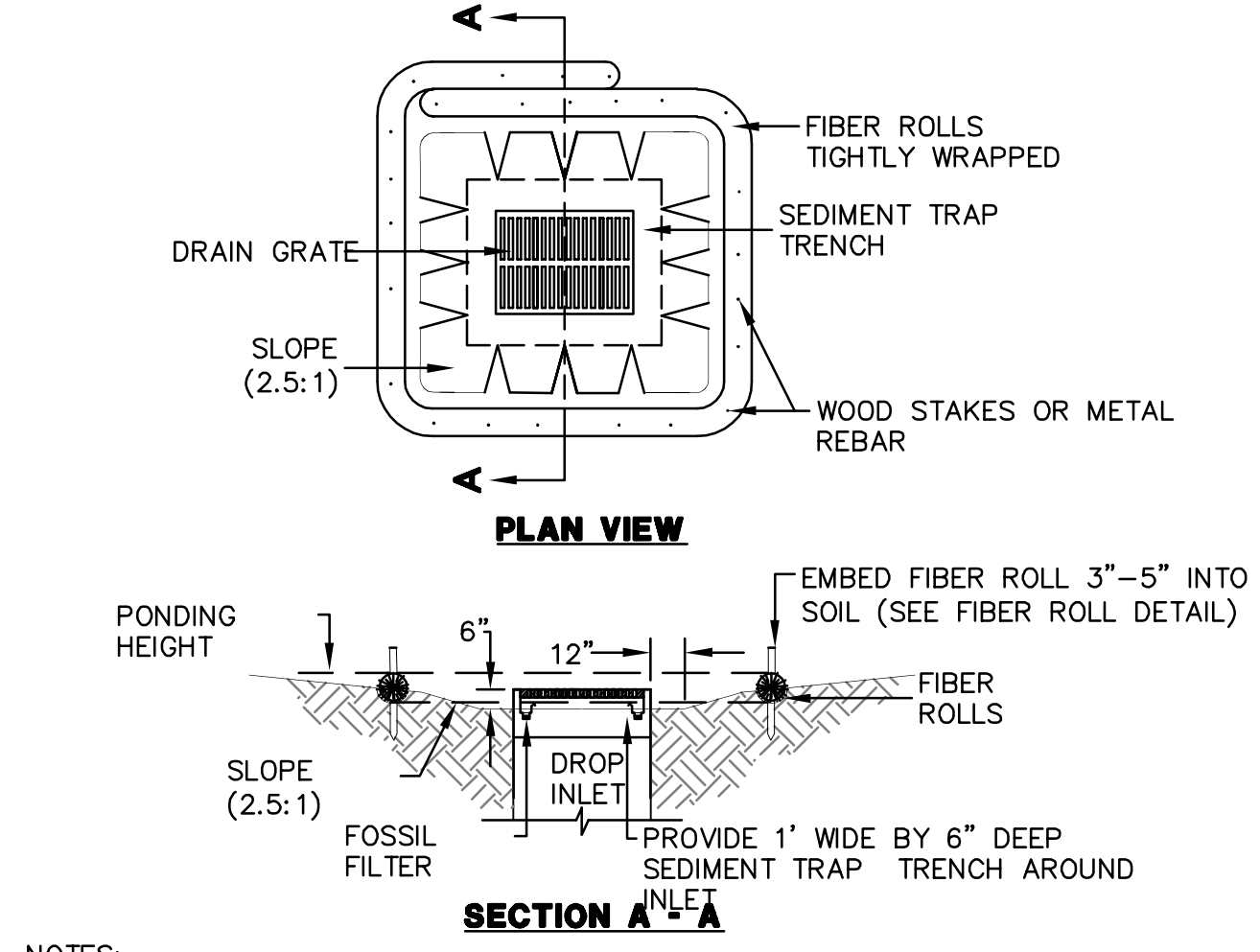
NOTES:

- PREPARE SLOPE BEFORE THE FIBER ROLL PROCEDURE IS STARTED. FIBER ROLL INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAKING OF THE ROLL IN A TRENCH, 3" TO 4" DEEP, RUN PARALLEL TO THE CONTOUR.
- INSTALL FIBER ROLL FROM THE BOTTOM OF THE SLOPE AND WORK UP. USE A STRAIGHT BAR TO DRIVE HOLES THROUGH THE FIBER ROLL AND INTO THE SOIL FOR WOODEN STAKES. DRIVE THE STAKE THROUGH THE PREPARED HOLE INTO THE SOIL.
- LEAVE ONLY ONE OR TWO INCHES OF STAKE EXPOSED ABOVE FIBER ROLL.
- INSTALL STAKES AT LEAST EVERY THREE FEET APART THROUGH THE FIBER ROLL.
- ADJACENT FIBER ROLLS SHALL BE TIGHTLY ABUT.
- RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND FIBER ROLL.
- INSTALL AT LOCATIONS SHOWN ON PLANS.
- IN SLOPE AREAS SPACE FIBER ROLLS EVERY 10 VERTICAL FEET ON SLOPE.



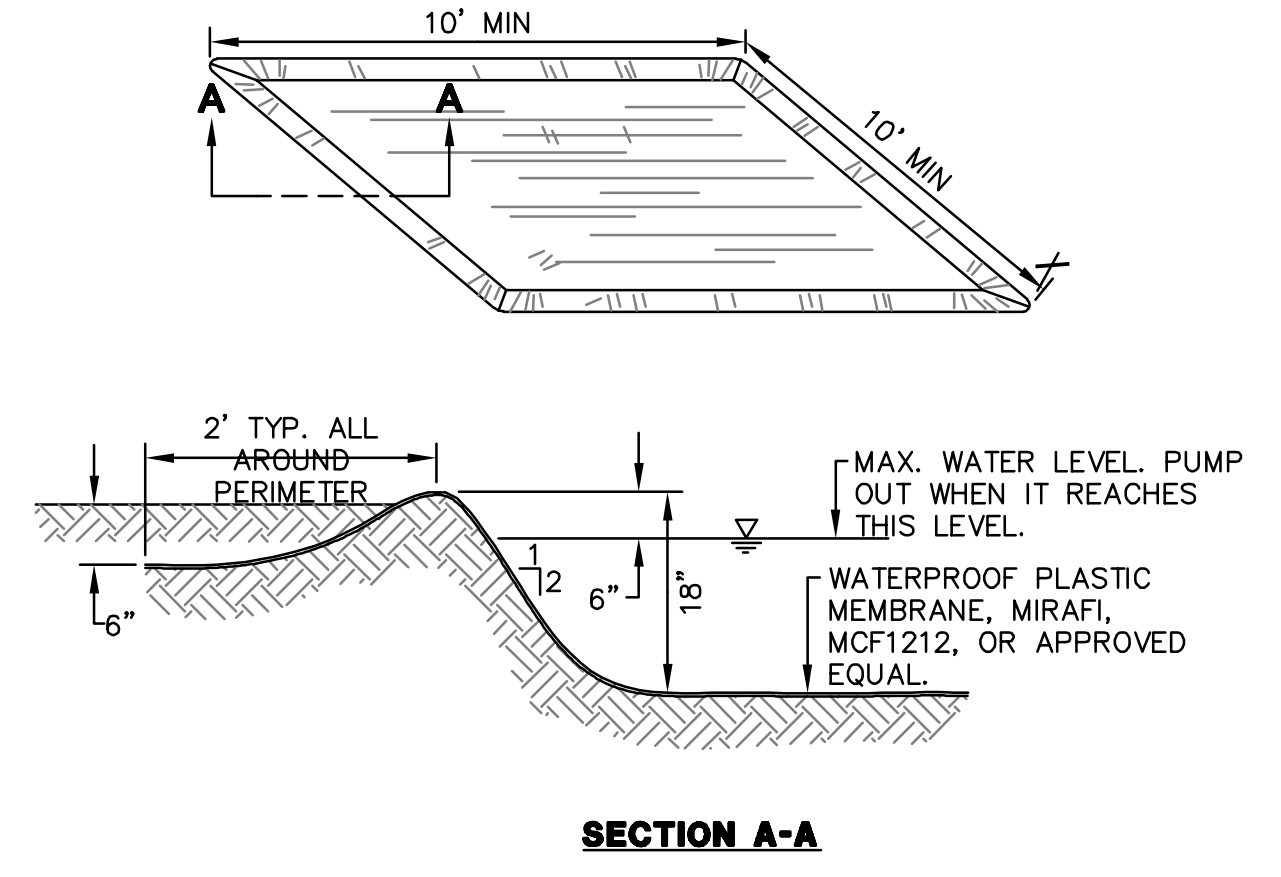
NOTES:

- ALL CONSTRUCTION ENTRANCES SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND, AND REPAIR AND/OR CLEANOUT OF ANY MEASURES USE TO TRAP SEDIMENT. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO PUBLIC RIGHT-OF-WAYS SHALL BE REMOVED IMMEDIATELY.
- WHEELS SHALL BE CLEAN PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAYS. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN. ALL SEDIMENT SHALL BE PREVENTED FROM ENTERING ANY STORM DRAIN, DITCH OR WATERCOURSE THROUGH USE OF INLET PROTECTION (E.G. SAND BAGS OR OTHER APPROVED METHODS).
- THE MATERIAL FOR CONSTRUCTION OF THE PAD SHALL BE 3" TO 6" STONE.
- THE THICKNESS OF THE PAD SHALL NOT BE LESS THAN 12".
- THE WIDTH OF THE PAD SHALL NOT BE LESS THAN THE FULL WIDTH OF ALL POINTS OF INGRESS OR EGRESS.
- THE LENGTH OF THE PAD SHALL NOT BE LESS THAN 50'.



NOTES:

- PLACE FIBER ROLLS AROUND THE INLET CONSISTENT WITH BASIN SEDIMENT BARRIER DETAIL ON THIS SHEET. FIBER ROLLS ARE TUBES MADE FROM STRAW BOUND W/ PLASTIC NETTING. THEY ARE APPROXIMATELY 8" DIA. AND 20 - 30 FT. LONG.
- FIBER ROLL INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAKING OF THE FIBER ROLL IN A TRENCH, 3" - 5" DEEP, DUG ON CONTOUR. RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND FIBER ROLL.
- THE TOP OF THE STRUCTURE (PONDING HEIGHT) MUST BE WELL BELOW THE GROUND ELEVATION DOWNSLOPE TO PREVENT RUNOFF FROM BY-PASSING THE INLET. EXCAVATION OF A BASIN ADJACENT TO THE DROP INLET OR A TEMPORARY DIKE ON THE DOWNSLOPE OF THE STRUCTURE MAY BE NECESSARY.
- FOSSIL FILTERS SHALL BE INCORPORATED IN ALL CATCH BASINS AND FIELD INLETS 24" AND LARGER AND SHALL BE INSTALLED PER MANUFACTURER SPECIFICATIONS. FOSSIL FILTERS TO BE SILT SACK OR APPROVED EQUIVALENT.



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PLOT DATE: 03-08-24 PLOTTED BY: cheh

BKF ENGINEERS
295 SHORELINE DRIVE
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com



HIGHLANDS RECREATION CENTER SLIDE REPAIR
1851 LEXINGTON AVENUE
EROSION CONTROL NOTES AND DETAILS

SAN MATEO COUNTY
SAN MATEO

Revisions	No.	Date	Scale	Design	Drawn	Approved	Job No
		03/08/2024		JY	HC	JY	C20231244
Drawing Number:							
C5.2							
11 OF 12							



NOT FOR CONSTRUCTION

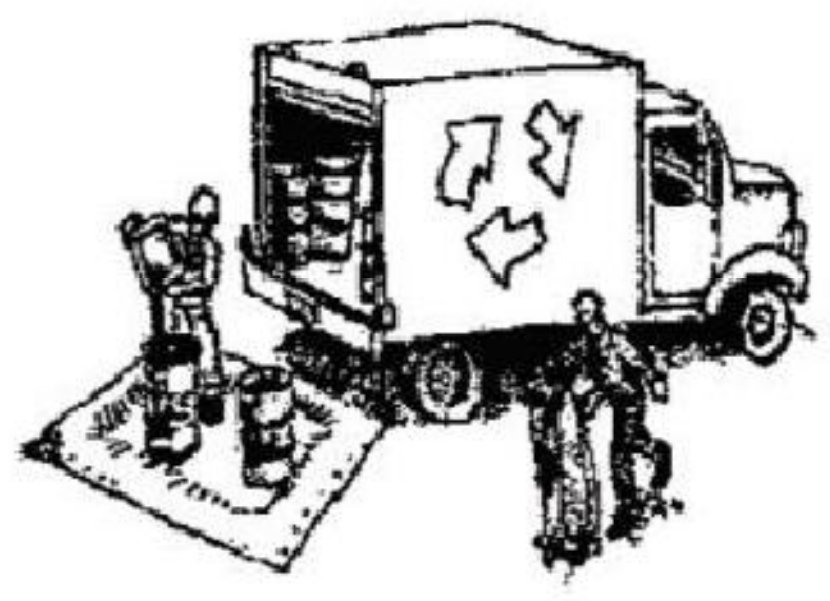


SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
 Clean Water. Healthy Community.

Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

Materials & Waste Management



Non-Hazardous Materials

- ❑ Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- ❑ Use (but don't overuse) reclaimed water for dust control.

Hazardous Materials

- ❑ Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- ❑ Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- ❑ Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- ❑ Arrange for appropriate disposal of all hazardous wastes.

Waste Management

- ❑ Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- ❑ Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- ❑ Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- ❑ Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
- ❑ Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

Construction Entrances and Perimeter

- ❑ Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- ❑ Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

Equipment Management & Spill Control



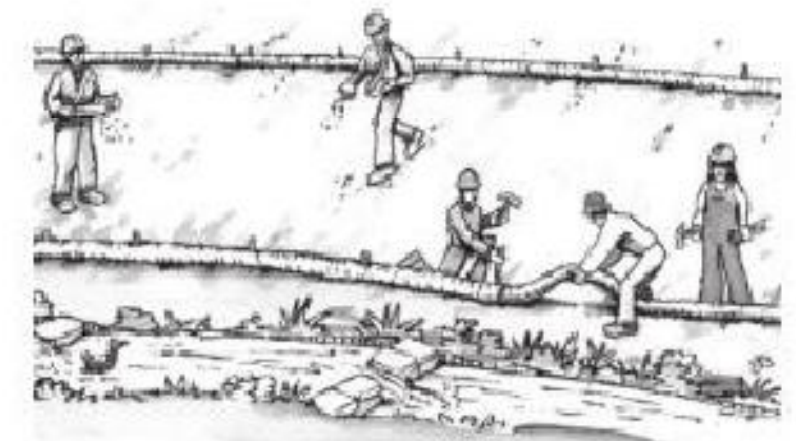
Maintenance and Parking

- ❑ Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- ❑ Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- ❑ If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan or drop cloths big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- ❑ If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- ❑ Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.

Spill Prevention and Control

- ❑ Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
- ❑ Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- ❑ Clean up spills or leaks immediately and dispose of cleanup materials properly.
- ❑ Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- ❑ Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- ❑ Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- ❑ Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

Earthmoving

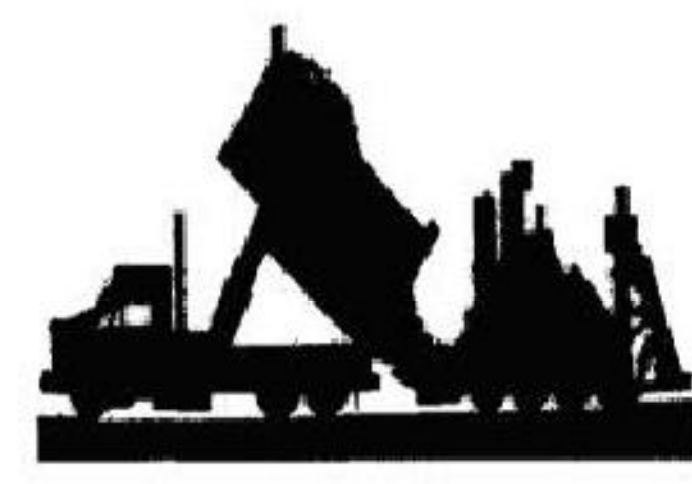


- ❑ Schedule grading and excavation work during dry weather.
- ❑ Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- ❑ Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- ❑ Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- ❑ Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

Contaminated Soils

- ❑ If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
 - Unusual soil conditions, discoloration, or odor.
 - Abandoned underground tanks.
 - Abandoned wells
 - Buried barrels, debris, or trash.

Paving/Asphalt Work



- ❑ Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
- ❑ Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- ❑ Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- ❑ Do not use water to wash down fresh asphalt concrete pavement.

Sawcutting & Asphalt/Concrete Removal

- ❑ Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- ❑ Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- ❑ If sawcut slurry enters a catch basin, clean it up immediately.

Concrete, Grout & Mortar Application



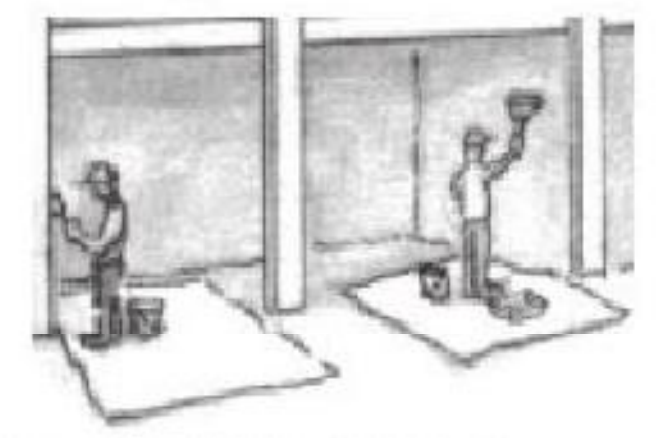
- ❑ Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- ❑ Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- ❑ When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

Landscaping



- ❑ Protect stockpiled landscaping materials from wind and rain by storing them under tarps all year-round.
- ❑ Stack bagged material on pallets and under cover.
- ❑ Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

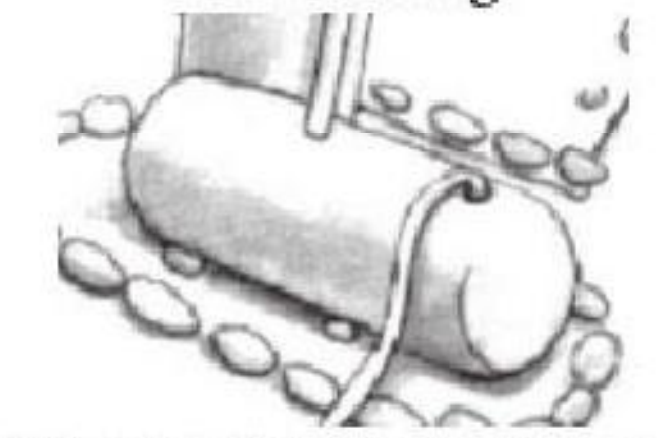
Painting & Paint Removal



Painting Cleanup and Removal

- ❑ Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
- ❑ For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- ❑ For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids as hazardous waste.
- ❑ Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
- ❑ Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury, or tributyltin must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.

Dewatering



- ❑ Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or sanitary sewer. If discharging to the sanitary sewer call your local wastewater treatment plant.
- ❑ Divert run-on water from offsite away from all disturbed areas.
- ❑ When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- ❑ In areas of known or suspected contamination, call your local agency to determine whether the ground water must be tested. Pumped groundwater may need to be collected and hauled off-site for treatment and proper disposal.

Storm drain polluters may be liable for fines of up to \$10,000 per day!

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 PLOT DATE: 03-08-24 PLOTTED BY: cheh

HIGHLANDS RECREATION CENTER SLIDE REPAIR
1851 LEXINGTON AVENUE
EROSION CONTROL BEST MANAGEMENT PRACTICES
 SAN MATEO COUNTY CALIFORNIA

Date	03/08/2024	No.	
Scale			
Design	JY		
Drawn	HC		
Approved	JY		
Job No	C20231244		
Drawing Number:	C5.3		
	12	OF	12

NOT FOR CONSTRUCTION

August 29, 2024
BKF No C20231244



Mr. Chris Gurr
Highlands Recreation District
1851 Lexington Ave
San Mateo, CA 94402
Transmitted Via Email gmdirect@highlandsrec.ca.gov

**Subject: Highlands Recreation Center Slide Repair Project
ASR 1 Soldier Pile Wall**

Dear Chris:

As discussed in our meeting August 26, 2024, please see the below additional service request (ASR) for the design of a soldier pile wall system for implementation at the west portion of the site near the bathroom area. HRD had noted previously to include a similar wall design to what is currently installed on the site. This ASR includes time for structural design and integration with the plan set. This also includes scope to revise the plan set based to remove improvements near the east portion of the site near the basketball courts due to funding limitations. If you have any questions regarding this ASR, please feel free to reach out. Thanks.

1. Structural Design for Soldier Pile Wall

See attached additional service from BKG Structural Engineers for a steel I-beam and wood lagging system. Estimated time frame for updated detail is 2-3 weeks.

Fee: \$1,800

2. Civil Design for Soldier Pile Wall and Scope Revisions

Review and incorporate Soldier Pile Wall design by BKG. Revise plans for the scope revisions discussed on August 26, 2024.

Fee: \$3,800

Total Fee: \$5,600

We look forward to continuing to support this project. Please reach out to me if you have any questions.

Sincerely,
BKF Engineers

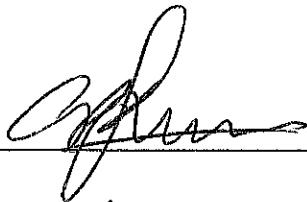
A handwritten signature in black ink that reads 'Jason Yee'.

Jason Yee, PE
Project Manager

Authorized to proceed per the terms described herein:
Highlands Recreation District

CHRISTOPHER RUM
Print Name

IGM
Title


Signature

9/4/2024
Date



May 8, 2024

Highlands Recreation District
c/o BKF Engineers
255 Shoreline Drive, Suite 200
Redwood City, CA 94065

Re: Additional Services Request
BKG Project No.: 23123
Highlands Recreation Center
Slope Stabilization
1851 Lexington Avenue
San Mateo, CA

Attn: Jason Yee

May 8, 2024

STRUCTURAL SCOPE OF WORK

We are submitting the following additional services request due to an expansion of scope or deviation from the original scope of work. The new scope of work includes the following:

- Bathroom property line retaining wall redesign - Steel I-Beam & wood lagging system.

FEES & TERMS

In addition to our original contract amount, we propose to complete the scope of work outlined above for a Fixed Fee of \$1,800.00.

All terms and conditions of our original contract apply to this agreement.

Authorization

If you find the terms of this Additional Service Request acceptable, please sign below and return one original signed copy as authorization to proceed. We look forward to continuing to work with you on your project. Please do not hesitate to call if you have any questions regarding our services.

Sincerely,
BKG Structural Engineers

Adam F. Klein, SE 5941
Principal

Agreement accepted by:

Signature

9/4/2024
Date

This proposal will remain valid for a period of thirty (30) calendar days.

Copies: Addressee (via e-mail)

HIGHLANDS RECREATION CENTER SLIDE REPAIR

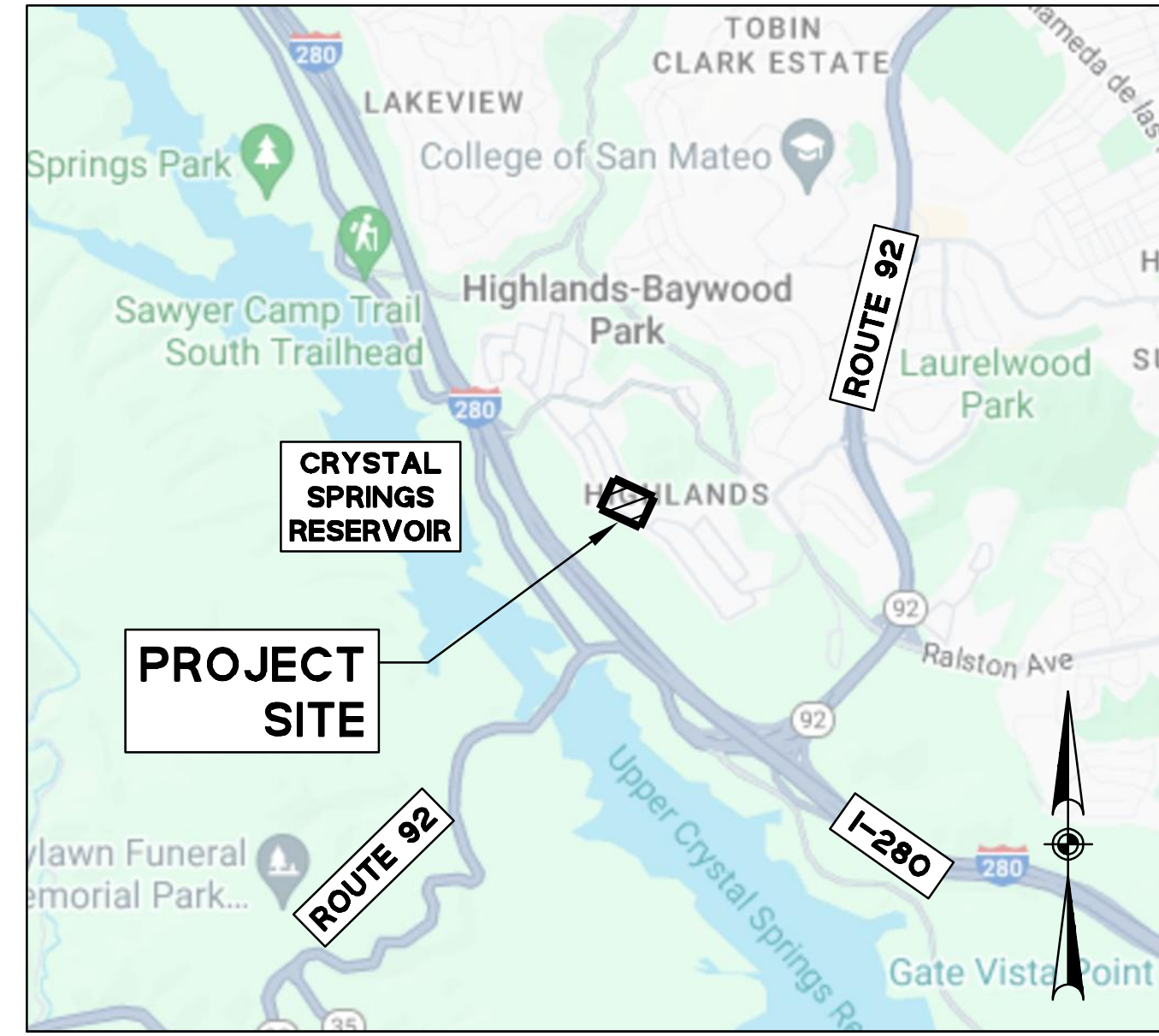
1851 LEXINGTON AVENUE

COUNTY OF SAN MATEO, CALIFORNIA

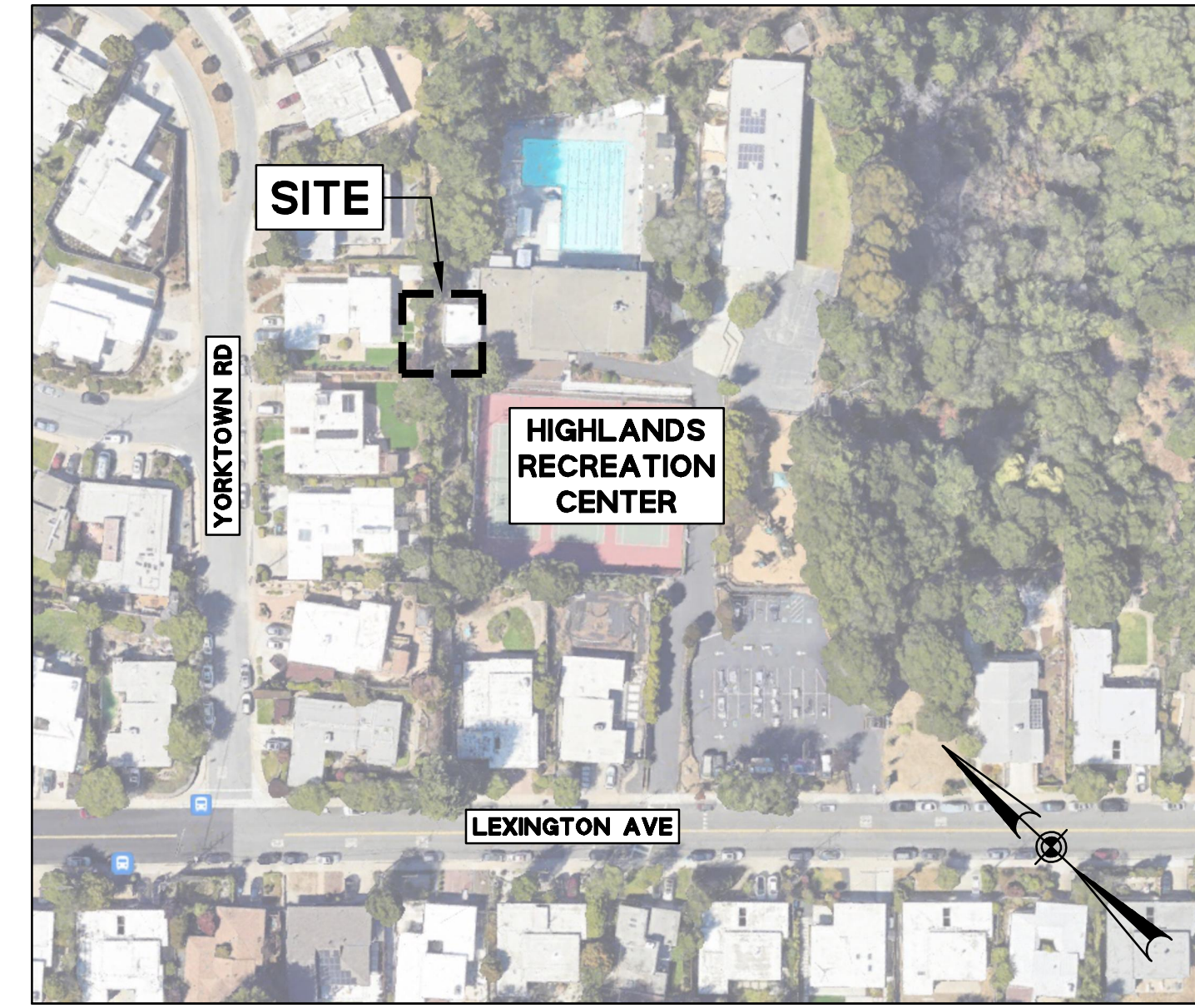


GENERAL NOTES

- THE FOLLOWING NOTES ARE ESTABLISHED MERELY TO GUIDE THE CONTRACTOR AS TO THE GENERAL ITEMS OF WORK INVOLVED AND ARE NOT INTENDED TO COVER THE COMPLETE SCOPE OF WORK. CONTRACTOR SHALL COMPLETE ALL WORK AS PER CONTRACT DOCUMENTS.
- CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR PERSONS AND PROPERTY; THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.
- ALL MATERIALS, AND WORK APPURTENANCES SHALL CONFORM WITH THESE PLANS AND THE PROJECT SPECIFICATIONS.
- THE CONTRACTOR SHALL AT ALL TIMES COMPLY WITH THE RULES AND REGULATIONS ESTABLISHED BY CAL-OSHA AND OTHER AGENCIES HAVING JURISDICTION OVER THE WORK.
- THE CONTRACTOR IS RESPONSIBLE FOR MATCHING EXISTING ROADWAYS, SURROUNDING LANDSCAPE AND OTHER IMPROVEMENTS WITH A SMOOTH TRANSITION IN PAVING, CURBS, GUTTERS, SIDEWALKS, GRADING, ETC. AND TO AVOID ANY ABRUPT OR APPARENT CHANGES IN GRADES OR CROSS SLOPES, LOW SPOTS OR HAZARDOUS CONDITIONS.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO IMMEDIATELY NOTIFY THE ENGINEER OR DISTRICT REPRESENTATIVE UPON DISCOVERY OF ANY FIELD CONFLICTS.
- THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY FIELD CHANGES DONE WITHOUT WRITTEN AUTHORIZATION FROM THE ENGINEER OR DISTRICT REPRESENTATIVE.
- ANY DEVIATIONS OR CHANGES IN THESE PLANS WITHOUT WRITTEN APPROVAL OF THE ENGINEER OR DISTRICT REPRESENTATIVE SHALL BE AT THE CONTRACTOR'S OWN RISK.
- PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS SHOWN.
- THE LOCATIONS AND TYPES OF EXISTING UTILITIES SHOWN ON THE IMPROVEMENT PLANS ARE BASED ON INFORMATION FURNISHED BY SERVICING AGENCIES AND ARE TO BE SUPPLEMENTED BY ACTUAL FIELD INVESTIGATION AND VERIFICATIONS BY CONTRACTOR. CONTRACTOR SHALL DETERMINE DEPTHS AND EXACT LOCATIONS OF EXISTING SERVICES WHETHER SHOWN ON THE PLAN OR NOT. CONTRACTOR SHALL AVOID DAMAGES TO EXISTING UTILITIES ENCOUNTERED. ANY DAMAGE TO EXISTING FACILITIES CAUSED BY THE CONTRACTOR SHALL BE REPAIRED AND AT THE CONTRACTOR'S EXPENSE. CONTRACTOR SHALL NOTIFY THE UTILITY AGENCIES AND UNDERGROUND SERVICE ALERT (USA) AT 1-800-227-2600 AT LEAST TWO (2) WORKING DAYS PRIOR TO EXCAVATING.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DESIGN, INSTALLATION AND REMOVAL OF ALL REQUIRED SHORING, SHEETING AND BRACING, PER STATE AND FEDERAL REQUIREMENTS.
- CONTRACTOR SHALL AT ALL TIMES HAVE AT THE JOB SITE SUFFICIENT PUMPING EQUIPMENT READY FOR IMMEDIATE USE INCLUDING BUT NOT LIMITED TO DEWATERING OF TRENCH AND DISPOSAL OF WATER. THE TRENCHES AND EXCAVATIONS SHALL BE KEPT ENTIRELY FREE OF WATER WHILE CONCRETE IS BEING POURED OR PIPE IS BEING LAID AND UNTIL THE CONCRETE OR MORTAR HAS THOROUGHLY SET. WATER SHALL BE DISPOSED OF IN SUCH A MANNER AS WILL NOT CAUSE INJURY TO PUBLIC OR PRIVATE PROPERTY, NOR BE A MENACE TO PUBLIC HEALTH.
- ALL EXISTING IMPROVEMENTS ARE NOT SHOWN ON PLANS. CONTRACTOR TO ASCERTAIN EXISTING CONDITIONS PRIOR TO STARTING CONSTRUCTION.
- ALL EXISTING IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO LANDSCAPING AND FENCES SHALL BE RESTORED TO THE CONDITION IN WHICH THEY WERE, OR BETTER, BEFORE THE EXCAVATION WAS MADE. SEPARATE PAYMENT FOR RESTORATION OF EXISTING IMPROVEMENTS TO THEIR ORIGINAL CONDITION WILL NOT BE MADE. COMPENSATION FOR THIS TASK SHALL BE CONSIDERED AS INCLUDED IN THE VARIOUS CONTRACT ITEMS OF WORK INVOLVED. NOT ALL EXISTING IMPROVEMENTS ARE SHOWN. CONTRACTOR SHALL INSPECT THE SITE IN ORDER TO SATISFY THEMSELVES OF THE ACTUAL CONDITIONS OF THE WORK.
- CONTINUOUS DUST CONTROL SHALL BE PROVIDED AS REQUIRED BY SECTION "DUST CONTROL" OF THE STANDARD SPECIFICATIONS AND AS DIRECTED BY ENGINEER.
- VEGETATION AND IMPROVEMENTS SHALL BE REMOVED ONLY WHEN DIRECTED IN WRITING BY THE ENGINEER. NO TREES, VEGETATION OR IMPROVEMENTS (INCLUDING FENCES) SHALL BE REMOVED WITHOUT THE PRIOR WRITTEN CONSENT AND APPROVAL OF THE ENGINEER.
- CONTRACTOR SHALL CONFINE HIS OPERATIONS AND ACTIVITIES WITHIN THE PROJECT LIMITS, CONSISTING OF EASEMENTS, ROAD RIGHT-OF-WAY, AND RIGHTS OF ENTRY, AS SHOWN ON THE PLANS AND AS DIRECTED BY THE ENGINEER.
- CONTRACTOR SHALL PROVIDE A TRAFFIC CONTROL PLAN TO THE COUNTY FOR REVIEW AND APPROVAL PRIOR TO BEGINNING ANY CONSTRUCTION ACTIVITIES. TRAFFIC CONTROL SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE LATEST "CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (CAMUTCD)" PUBLISHED BY CALTRANS (2014 EDITION).
- CONTRACTOR SHALL COORDINATE WITH THE COUNTY REGARDING STAGING AREAS AND RECEIVE COUNTY APPROVAL ON THE SELECTED AREA PRIOR TO BEGINNING ANY CONSTRUCTION ACTIVITIES.
- CONTRACTOR TO IMPLEMENT A WATER POLLUTION CONTROL PROGRAM PER COUNTY OF SAN MATEO STANDARDS AND SPECIFICATIONS.
- CONTRACTOR SHALL REFER TO THE GEOTECHNICAL REPORT FOR ADDITIONAL INFORMATION.
- THE REMOVAL OF VEGETATION SHALL BE MINIMIZED, WHEN POSSIBLE VEGETATION SHALL BE TRIMMED AS OPPOSED TO REMOVED.
- TOPOGRAPHICAL INFORMATION SHOWN ON THESE PLANS MAY HAVE CHANGED. CONTRACTOR TO NOTIFY THE ENGINEER IMMEDIATELY IF ANY CHANGES SIGNIFICANTLY ALTERS WORK AS DESCRIBED OR SHOWN.



VICINITY MAP
NTS



SITE MAP
NTS

SHEET INDEX:

SHEET NO.	SHEET NAME
C1.0	TITLE SHEET
C2.0	DEMOLITION PLAN
C3.0	LAYOUT PLAN
C3.1	WALL SECTION
C4.0	CONSTRUCTION DETAILS
C5.0	EROSION CONTROL PLAN
C5.1	EROSION CONTROL NOTES AND DETAILS
C5.2	EROSION CONTROL BEST MANAGEMENT PRACTICES
S0.0	GENERAL NOTES & TYPICAL CONCRETE DETAILS
S2.1	SITE RETAINING WALL PLAN

BASIS OF BEARING

THE BEARING OF NORTH 31°13'50" EAST BETWEEN TWO FOUND MONUMENTS ALONG THE CENTERLINE OF YORKTOWN ROAD AND THE BEARING OF SOUTH 58°46'10" EAST BETWEEN THE TWO FOUND MONUMENTS ALONG THE CENTERLINE OF LEXINGTON AVENUE PER PRELIMINARY SURVEY PERFORMED BY BGT SURVEYING DATED MAY 2023.

SITE BENCHMARK

ELEVATIONS SHOWN HEREON ARE BASED UPON NAVD 88 DATUM. BENCHMARK USED WAS THE NGS DISK AT THE WEST SIDE OF SKYLINE BLVD SOUTHERLY OF HAYNE ROAD, STAMPED "HPGN D CA 04 EG" (PID AB7675), WITH A PUBLISHED ELEVATION OF 634.4 FEET. PRELIMINARY SURVEY PERFORMED BY BGT LAND SURVEYING DATED MAY 2023.

ABBREVIATIONS

AB	AGGREGATE BASE
BW	BOTTOM OF WALL
CB	CATCH BASIN
CONC	CONCRETE
CY	CUBIC YARDS
E	EASTING
(E), EX	EXISTING
EG	EXISTING GRADE
ELEC	ELECTRICAL
EP	EDGE OF PAVEMENT
FG	FINISHED GRADE
FL	FLOW LINE
FS	FINISHED SURFACE
HB	HEADERBOARD
HT	HEIGHT
INV	INVERT
JP	JOINT POLE
L	LENGTH
LF	LINEAR FEET
MAX	MAXIMUM
MFR	MANUFACTURER'S
MH	MANHOLE
MIN	MINIMUM
N	NORTHING, NORTH
NTS	NOT TO SCALE
(P)	PROPOSED
PERF	PERFORATED
PI	POINT OF INTERSECTION
PVC	POLYVINYL CHLORIDE
R	RADIUS
S	SLOPE
SD	STORM DRAIN
SDMH	STORM DRAIN MANHOLE
SF	SQUARE FEET
SS	SANITARY SEWER
SSMH	SANITARY SEWER MANHOLE
SSP	SEE STRUCTURAL PLANS
STA	STATION
TEMP	TEMPORARY
TW, W-T	TOP OF WALL
TYP	TYPICAL
WWF	WELDED-WIRE FABRIC

LEGEND

EXISTING	PROPOSED	
---	---	ADJACENT LOT LINE
---	---	SUBJECT PROPERTY BOUNDARY LINE
---	---	BUILDING
---	---	FENCE LINE
---	---	GRADE BREAKLINE
---	---	MAJOR CONTOUR LINE
---	---	MINOR CONTOUR LINE
---	---	STORM DRAIN LINE
---	---	SUBDRAIN LINE
---	---	FLOWLINE
---	---	WALL
---	---	TREE
---	---	STORM DRAIN CATCH BASIN
---	---	STORM DRAIN CLEANOUT

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PLOT DATE: 10-08-24
PLOTTED BY: BEUS



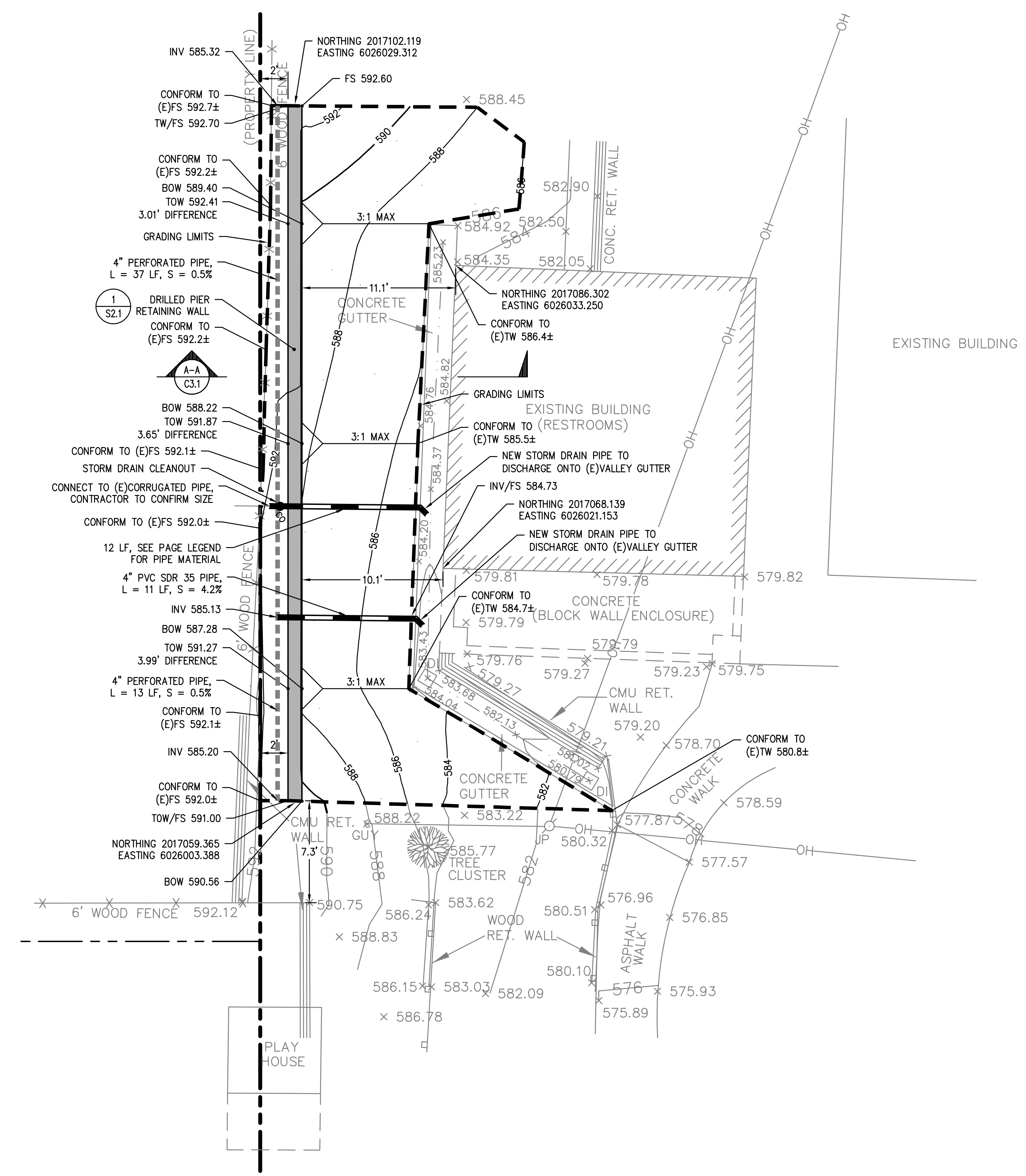
HIGHLANDS RECREATION CENTER SLIDE REPAIR
1851 LEXINGTON AVENUE
TITLE SHEET
SAN MATEO COUNTY
CALIFORNIA

Date	No.	Revisions
03/08/2024		
Scale		
Design	JY	
Drawn	HC	
Approved	JY	
Job No	C20231244	

Drawing Number: **C1.0**
1 OF 10

NOT FOR CONSTRUCTION

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PLOT DATE: 10-08-24 PLOTTED BY: BEUS



GRADING NOTES

1. GRADING ACTIVITIES PERFORMED SHALL MEET ALL THE REQUIREMENTS AND SPECIFICATIONS OF THE SAN MATEO COUNTY SPECIFICATIONS.
2. ROUGH GRADING AND EXCAVATION TO CONFORM TO RECOMMENDATION IN GEOTECHNICAL REPORT TITLED "GEOTECHNICAL INVESTIGATION LANDSLIDE STABILIZATION HIGHLANDS RECREATION CENTER" BY ROMIG ENGINEERS DATED NOVEMBER 2023.

UTILITY NOTES

1. STORM DRAIN STRUCTURES, STORM DRAIN PIPE, SUBDRAIN PIPE AND ALL OTHER UTILITY IMPROVEMENTS SHALL MEET THE REQUIREMENTS AND SPECIFICATION OF THE SAN MATEO COUNTY STANDARD SPECIFICATIONS.

PIPE MATERIAL

PIPE MATERIAL SHALL BE PROVIDED AS DESIGNATED BELOW UNLESS OTHERWISE SPECIFIED ON THE PLAN.

STORM DRAIN: 2" - 3" PVC, SCHEDULE 40
4" - 15" PVC, SDR 35



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HIGHLANDS RECREATION CENTER SLIDE REPAIR
1851 LEXINGTON AVENUE
LAYOUT PLAN

CALIFORNIA

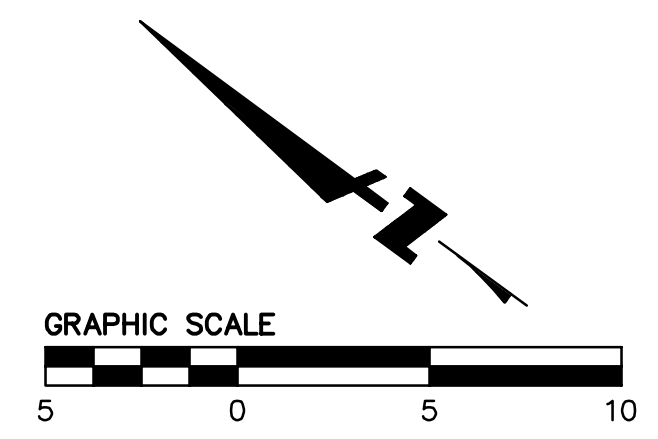
SAN MATEO COUNTY

SAN MATEO

Revisions	
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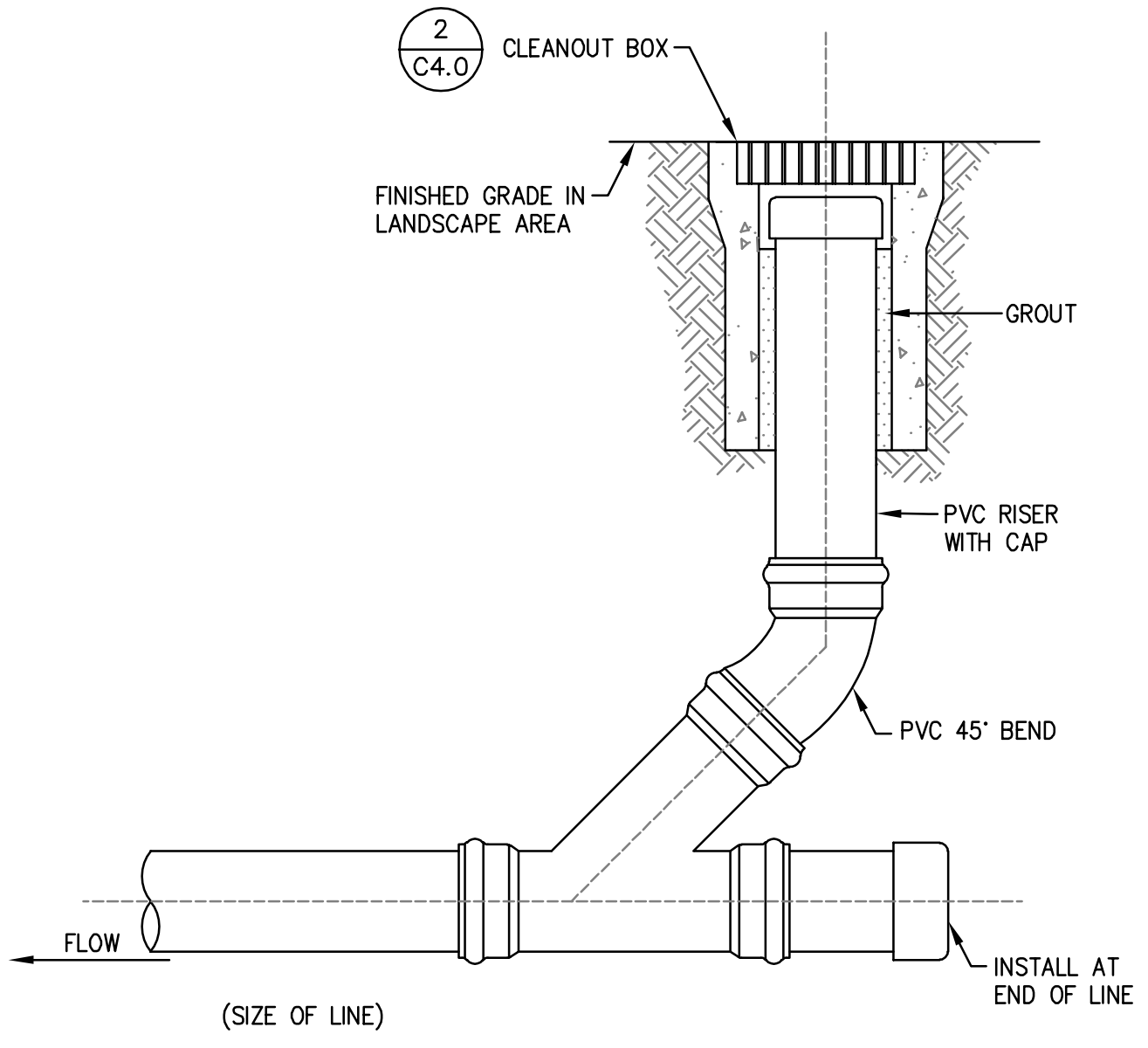
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3 OF 10



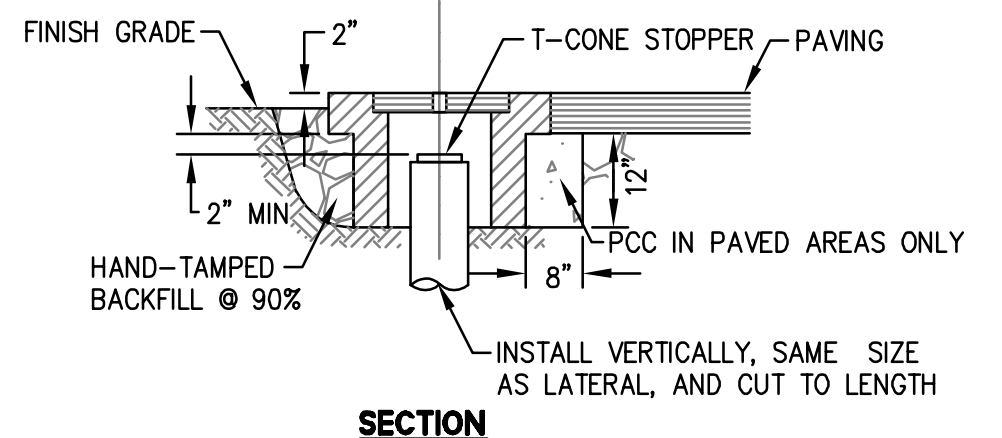
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NOTES:
1. SEE PAGE C3.0 PAGE LEGEND FOR PIPE MATERIAL.

1
—
CLEANOUT
NTS



NOTES:
1. PROVIDE STEEL TRAFFIC COVER FOR BOX WHEN INSTALLED IN LOCATION SUBJECT TO VEHICULAR LOADING.
2. CHRISTY CONCRETE TYPE F8 METER BOX WITH F8D LID, MARKED "SEWER" OR "STORM".
3. LATERAL AND RISER SHALL BE AWWA C-906, OR 11 HDPE.

2
—
CLEANOUT BOX
NTS



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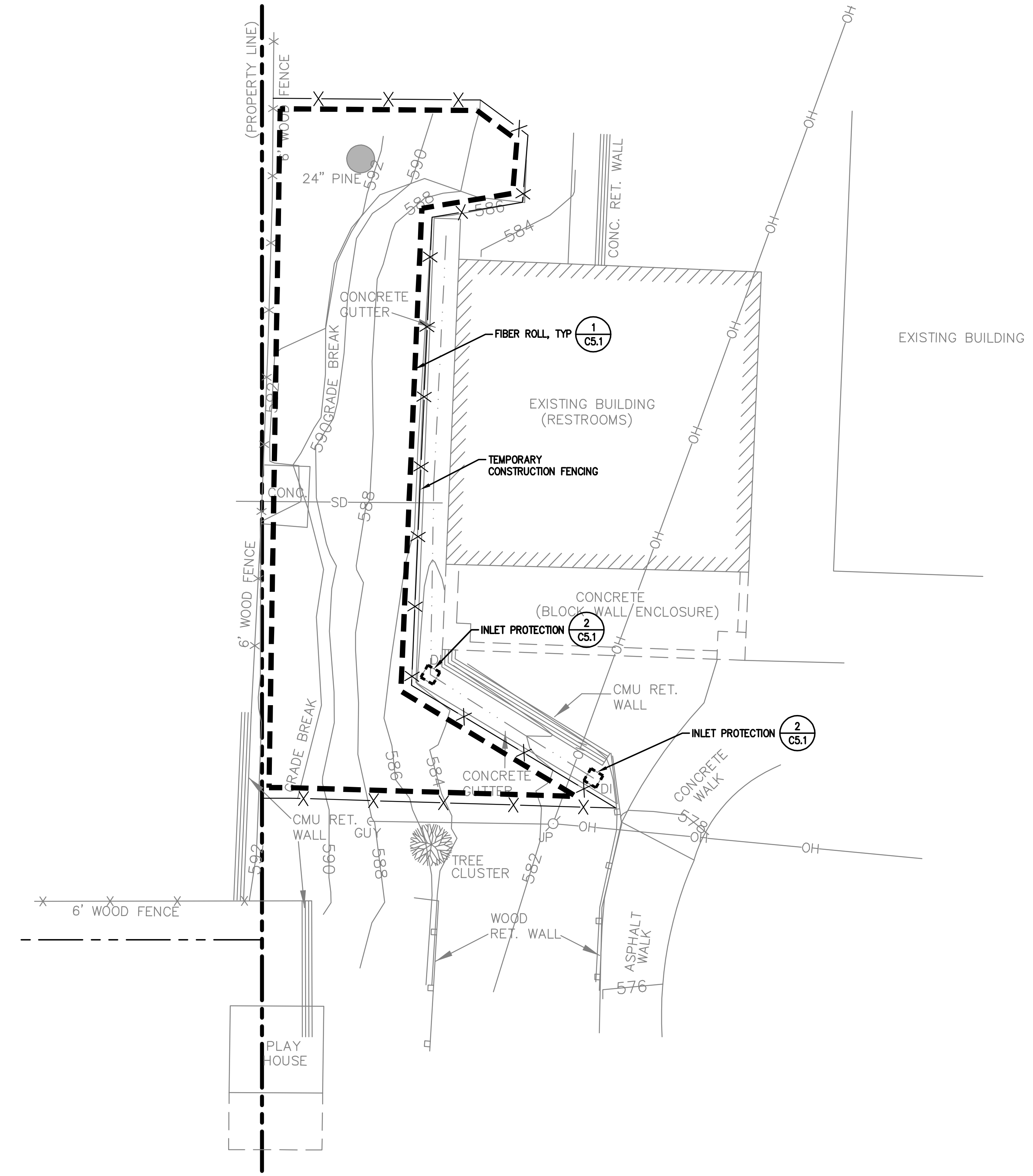
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5 OF **10**

HIGHLANDS RECREATION CENTER SLIDE REPAIR
1851 LEXINGTON AVENUE
CONSTRUCTION DETAILS
SAN MATEO COUNTY
SAN MATEO
CALIFORNIA

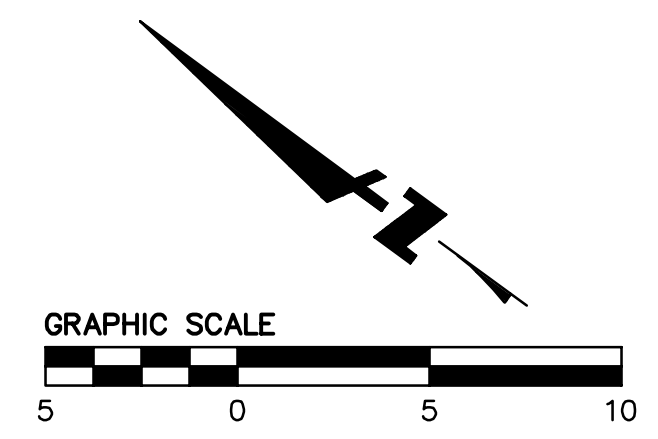


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- EROSION CONTROL LEGEND**
- TEMPORARY CONSTRUCTION FENCING WITH SILT CAPTURE WOVEN GEOTEXTILE FABRIC ON BOTTOM. CONTRACTOR TO MAINTAIN DURING DURATION OF CONSTRUCTION.
 - FIBER ROLL, PER DETAIL 1, SHEET C5.1
 - STABILIZED CONSTRUCTION ENTRANCE/EXIT WITH WASHOUT AREA, PER DETAIL 3, SHEET C5.1
 - TIRE/TRUCK TEMPORARY WASHOUT PIT, PER DETAIL 4, SHEET C5.1
 - INLET PROTECTION, PER DETAIL 2, SHEET C5.1



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HIGHLANDS RECREATION CENTER SLIDE REPAIR
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EROSION CONTROL PLAN

CALIFORNIA

SAN MATEO COUNTY

SAN MATEO

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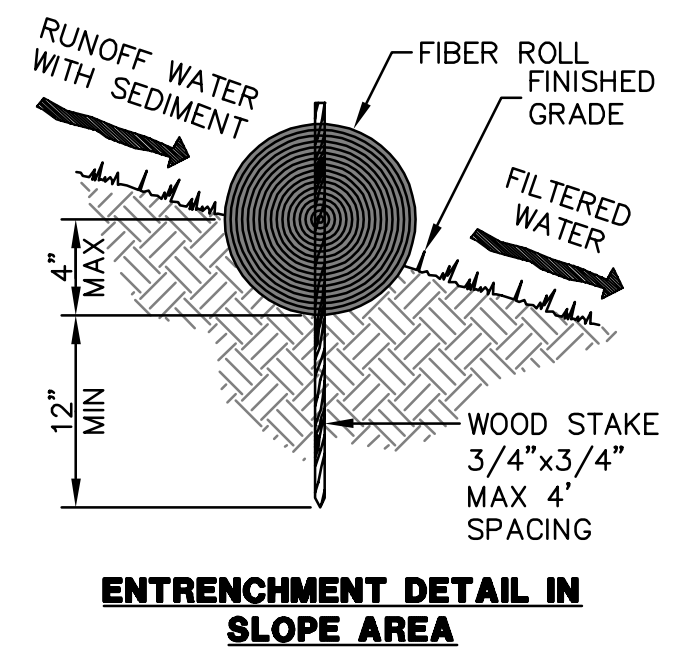
EROSION CONTROL NOTES:

- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS. EROSION CONTROL PLAN AND MEASURES TO MEET COUNTY OF SAN MATEO REQUIREMENTS.
- ALTHOUGH SPECIFIC LOCATIONS FOR SEDIMENT CONTROL FACILITIES ARE SHOWN ON THESE PLANS, IT IS INTENDED THIS EROSION CONTROL PLAN BE MODIFIED WHEN NECESSARY TO MEET FIELD CONDITIONS.
- THE INTENT OF THESE PLANS IS TO PROVIDE THE INITIAL CONCEPT FOR INTERIM EROSION CONTROL. THE CONTRACTOR SHALL UPDATE THE PLANS TO REFLECT CHANGING SITE CONDITIONS. PLAN UPDATES SHALL BE BASED UPON GENERAL SURVEY DATA. EROSION CONTROL EFFECTIVENESS SHALL ALSO BE MONITORED AND THE PLANS UPGRADED AS REQUIRED TO PREVENT SIGNIFICANT QUANTITIES OF SEDIMENT FROM ENTERING THE DOWNSLOPE DRAINAGE SYSTEM.
- THIS PLAN MAY NOT COVER ALL THE SITUATIONS THAT ARISE DURING CONSTRUCTION DUE TO UNANTICIPATED FIELD CONDITIONS. IN GENERAL, THE CONTRACTOR IS RESPONSIBLE FOR KEEPING THE STORM RUN OFF SEDIMENT FROM LEAVING THE SITE. FIBER ROLLS, SAND BAGS, AND SILT FENCES SHALL BE USED BY THE CONTRACTOR ON AN AS NEEDED BASIS TO INHIBIT SILT FROM LEAVING THE SITE AND ENTERING THE STORM DRAIN SYSTEM. ALL EXISTING, TEMPORARY, OR PERMANENT CATCH BASINS SHALL USE ONE OF THE SEDIMENT BARRIERS SHOWN.
- THE CONTRACTOR WILL BE LIABLE FOR ANY AND ALL DAMAGES TO PUBLIC AND/OR PRIVATE OWNED AND MAINTAINED ROAD CAUSED BY THE CONTRACTOR'S PAVING ACTIVITIES, AND WILL BE RESPONSIBLE FOR THE CLEANUP OF ANY MATERIAL SPILLED ON ANY PUBLIC ROAD ON THE HAUL ROUTE. ADJACENT PUBLIC ROADS SHALL BE CLEANED AT THE END OF EACH WORKING DAY.
- BEST MANAGEMENT PRACTICES SHALL BE OPERABLE YEAR AROUND.
- DURING THE RAINY SEASON, ALL PAVED AREAS ARE TO BE KEPT CLEAR OF EARTH MATERIAL AND DEBRIS. THE SITE IS TO BE MAINTAINED SO AS TO MINIMIZE SEDIMENT-LADEN RUNOFF TO ANY STORM DRAIN SYSTEM.
- ALL EROSION CONTROL FACILITIES MUST BE INSPECTED AND REPAIRED DAILY DURING THE RAINY SEASON. ALL SLOPES SHALL BE REPAIRED AS SOON AS POSSIBLE WHEN DAMAGED.
- WATER ALL ACTIVE CONSTRUCTION AREAS AT LEAST TWICE DAILY.
- COVER ALL TRUCKS HAULING SOIL, SAND, AND OTHER LOOSE MATERIALS OR REQUIRE ALL TRUCKS TO MAINTAIN AT LEAST TWO FEET OF FREEBOARD.
- APPLY WATER AS NEEDED, OR AS DIRECTED BY ENGINEER, OR APPLY NON-TOXIC SOIL STABILIZERS ON ALL UNPAVED ACCESS ROADS, PARKING AREAS, AND STAGING AREAS AT THE CONSTRUCTION SITE.
- SWEEP (WITH WATER SWEEPERS) AS NEEDED, OR AS DIRECTED BY ENGINEER, ALL PAVED ACCESS ROADS, PARKING AREAS, AND STAGING AREAS AT THE CONSTRUCTION SITES.
- SWEEP PUBLIC STREETS ADJACENT TO CONSTRUCTION SITES DAILY (WITH WATER SWEEPERS) IF VISIBLE SOIL MATERIAL IS CARRIED ONTO THE STREETS.
- LIMIT TRAFFIC SPEEDS ON UNPAVED ROADS TO 15 MILES PER HOUR.
- INSTALL SANDBAGS OR OTHER EROSION CONTROL MEASURES TO PREVENT SILT RUNOFF TO PUBLIC ROADWAYS.
- REPLANT VEGETATION IN DISTURBED AREAS AS SOON AS POSSIBLE.
- INSTALL WHEEL WASHERS FOR ALL EXITING TRUCKS OR WASH OFF THE TIRES OR TRACKS OF ALL TRUCKS AND EQUIPMENT LEAVING THE CONSTRUCTION SITE AS NEEDED, OR AS DIRECTED BY ENGINEER.
- INSTALL WIND BREAKS AT THE WINDWARD SIDES OF THE CONSTRUCTION AREAS.
- MAINTAIN EROSION CONTROL MEASURES CONTINUOUSLY YEAR ROUND DURING CONSTRUCTION ACTIVITIES. STABILIZING SHALL INCLUDE BOTH PROACTIVE MEASURES, SUCH AS THE PLACEMENT OF STRAW BALES OR COIR NETTING, AND PASSIVE MEASURES, SUCH AS MINIMIZING VEGETATION REMOVAL AND REVEGETATING DISTURBED AREAS WITH VEGETATION THAT IS COMPATIBLE WITH THE SURROUNDING ENVIRONMENT.
- STORE, HANDLE, AND DISPOSE OF CONSTRUCTION MATERIALS AND WASTES PROPERLY, SO AS TO PREVENT THEIR CONTACT WITH STORMWATER.
- CONTROL AND PREVENT THE DISCHARGE OF ALL POTENTIAL POLLUTANTS, INCLUDING PAVEMENT CUTTING WASTES, PAINTS, CONCRETE, PETROLEUM PRODUCTS, CHEMICALS, WASH WATER OR SEDIMENTS, AND NON-STORMWATER DISCHARGES TO STORM DRAINS AND WATERCOURSES.
- USE SEDIMENT CONTROLS OR FILTRATION TO REMOVE SEDIMENT WHEN DEWATERING SITE AND OBTAINING ALL NECESSARY PERMITS.
- AVOID CLEANING, FUELING, OR MAINTAINING VEHICLES ON-SITE, EXCEPT IN A DESIGNATED AREA WHERE WASH WATER IS CONTAINED AND TREATED.
- DELINEATE WITH FIELD MARKERS CLEARING LIMITS, SETBACKS, AND DRAINAGE COURSES.
- PROTECT ADJACENT PROPERTIES AND UNDISTURBED AREAS FROM CONSTRUCTION IMPACTS USING VEGETATIVE BUFFER STRIPS, SEDIMENT BARRIERS OR FILTERS, DIKES, MULCHING, OR OTHER MEASURES AS APPROPRIATE.
- PERFORM CLEARING AND EARTH-MOVING ACTIVITIES ONLY DURING DRY WEATHER.
- LIMIT AND TIME APPLICATIONS OF PESTICIDES AND FERTILIZERS TO PREVENT POLLUTED RUNOFF.
- LIMIT CONSTRUCTION ACCESS ROUTES AND STABILIZE DESIGNATED ACCESS POINTS.
- IF NO WORK HAS PROGRESSED FOR A PERIOD OF 6-WEEKS, FINAL DRAINAGE AND EROSION CONTROL IMPROVEMENTS SHALL BE INSTALLED IN ACCORDANCE WITH AN APPROVED WINTERIZATION PLAN.
- HAUL ROADS ARE CURRENTLY NOT SHOWN ON THE PLANS. EROSION CONTROL MEASURES SHALL BE TAKEN TO MINIMIZE EROSION RELATED TO HAUL ROADS.
- THE NAME, ADDRESS, AND 24 HOUR TELEPHONE NUMBER OF THE PERSON RESPONSIBLE FOR IMPLEMENTATION OF EROSION AND SEDIMENTATION CONTROL PLAN SHALL BE PROVIDED TO THE COUNTY.
- SHOULD IT APPEAR THAT THE EROSION CONTROL PLAN, OR ANY OTHER MATTER THERETO, IS NOT SUFFICIENTLY DETAILED OR EXPLAINED ON THESE PLANS, THE CONTRACTOR SHALL CONTACT THE ENGINEER FOR SUCH FURTHER EXPLANATIONS AS MAY BE NECESSARY.

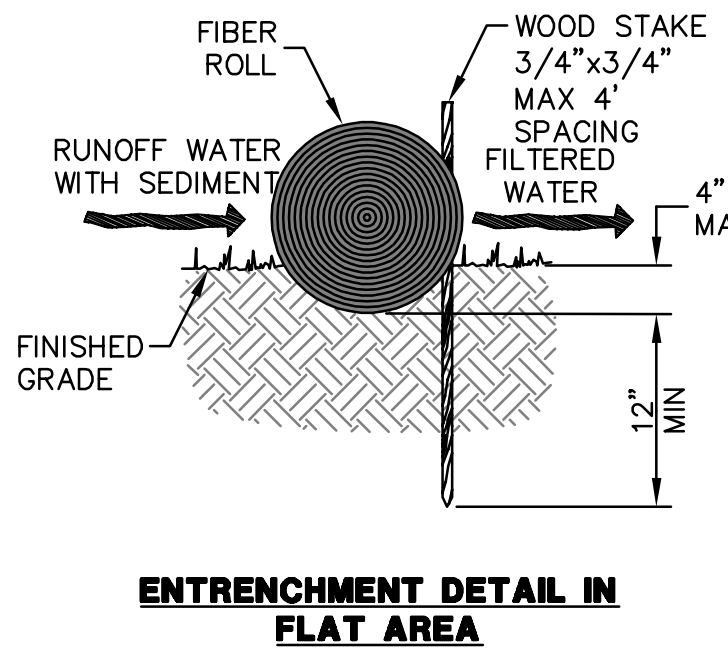
BMP'S FOR EROSION AND SEDIMENT CONTROL

- PROPOSED BEST MANAGEMENT PRACTICES TO REDUCE POLLUTANTS IN STORM WATER DISCHARGES WILL BE IMPLEMENTED ON SITE, INCLUDING MINIMIZATION AND STABILIZATION OF DISTURBED AREAS, PROTECTION OF SLOPES AND CHANNELS, PERIMETER CONTROLS, INTERNAL EROSION CONTROL, AND SPECIFIC BEST MANAGEMENT PRACTICES.
- THE LIMITS OF GRADING SHALL BE STAKED PRIOR TO GRADING OPERATIONS. VEHICLES AND EQUIPMENT SHALL BE LIMITED TO THE EXISTING ROADS AND TO WITHIN THE GRADING LIMITS. VEHICLE PARKING SHALL BE ALLOWED IN DESIGNATED VEHICLE STORAGE AREAS ONLY.
- FIBER ROLL BARRIER - FIBER ROLL BARRIERS SHALL BE PROVIDED (1) NEAR THE BASE OF FILL SLOPES, (2) ALONG THE BASE OF CUT SLOPES (EXCEEDING ONE ACRE OF DISTURBED GRADING AREA), AND (3) AT THE BASE OF ALL GEOTECHNICAL REPAIR SITES. FIBER ROLL BARRIERS SHALL BE PLACED ON CONTOURS FOR FILL SLOPE CONDITIONS AND GEOTECHNICAL REPAIR SITES. CUT SLOPE SHALL REQUIRE FIBER ROLL BARRIERS TO BE LOCATED AT THE TOE OF SLOPE, PARALLELING THE EDGE OF PAVEMENT (ADEQUATE SEDIMENT STORAGE SHOULD BE PROVIDED BETWEEN THE FIBER ROLL BARRIER AND TOE OF SLOPE AT ALL TIMES).
- STABILIZED CONSTRUCTION ENTRANCE - A STABILIZED CONSTRUCTION ENTRANCE SHALL BE PROVIDED FOR REDUCING THE AMOUNT OF MUD THAT IS TRACKED FROM THE SITE TO THE STORM DRAIN SYSTEM. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING STABILIZED CONSTRUCTION ENTRANCES AS CONSTRUCTION PHASES DICTATE.
- THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL CONSTRUCTION AND STORAGE ACTIVITIES FOR EACH PHASE OF CONSTRUCTION.

ALL EROSION CONTROL MEASURES SHALL BE IN PLACE BY OCTOBER 15 AND MAINTAINED DURING ALL PHASES OF CONSTRUCTION.



ENTRENCHMENT DETAIL IN SLOPE AREA

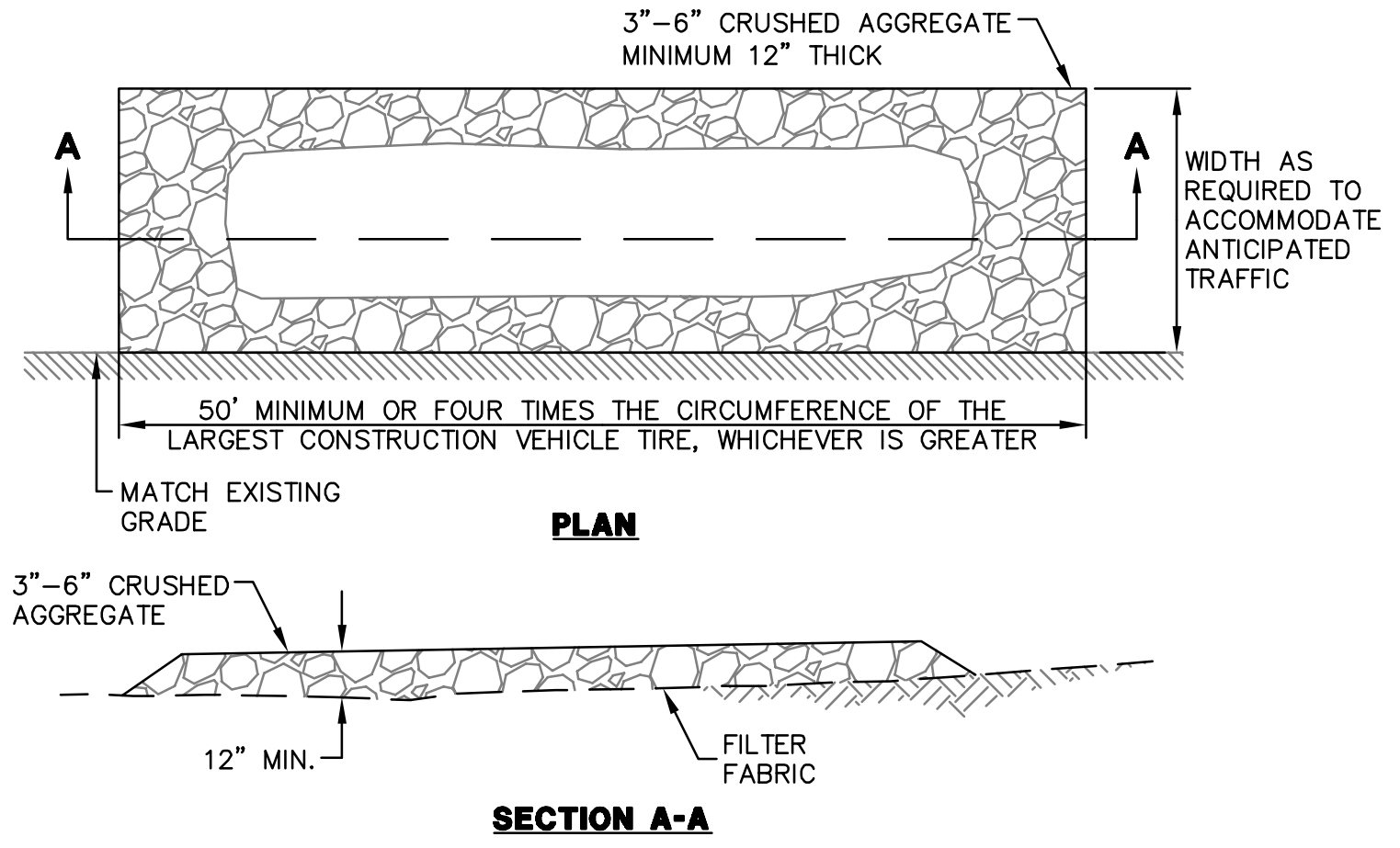


ENTRENCHMENT DETAIL IN FLAT AREA

NOTES:

- PREPARE SLOPE BEFORE THE FIBER ROLL PROCEDURE IS STARTED. FIBER ROLL INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAKING OF THE ROLL IN A TRENCH, 3" TO 4" DEEP, RUN PARALLEL TO THE CONTOUR.
- INSTALL FIBER ROLL FROM THE BOTTOM OF THE SLOPE AND WORK UP. USE A STRAIGHT BAR TO DRIVE HOLES THROUGH THE FIBER ROLL AND INTO THE SOIL FOR WOODEN STAKES. DRIVE THE STAKE THROUGH THE PREPARED HOLE INTO THE SOIL.
- LEAVE ONLY ONE OR TWO INCHES OF STAKE EXPOSED ABOVE FIBER ROLL.
- INSTALL STAKES AT LEAST EVERY THREE FEET APART THROUGH THE FIBER ROLL.
- ADJACENT FIBER ROLLS SHALL BE TIGHTLY ABUT.
- RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND FIBER ROLL.
- INSTALL AT LOCATIONS SHOWN ON PLANS.
- IN SLOPE AREAS SPACE FIBER ROLLS EVERY 10 VERTICAL FEET ON SLOPE.

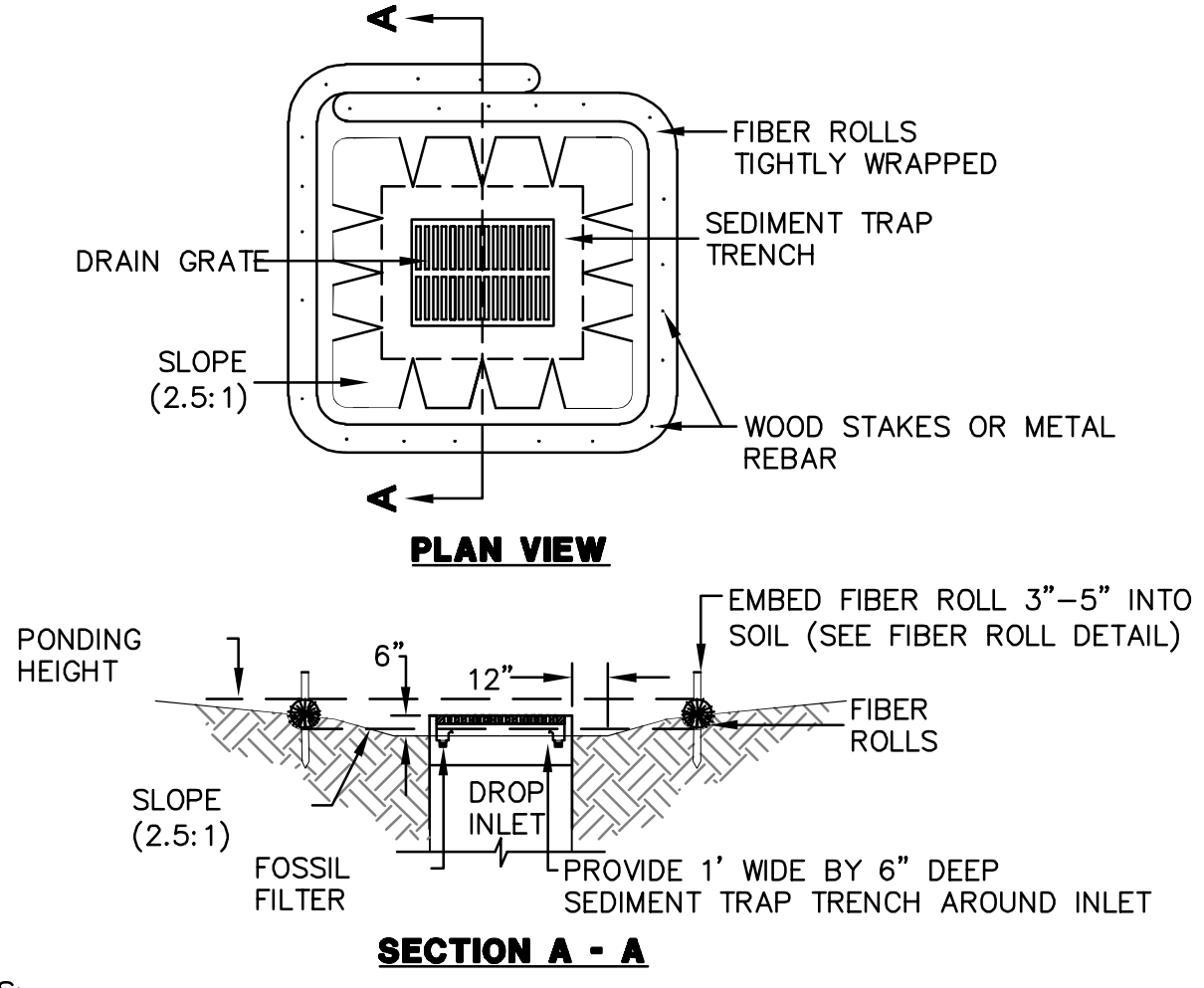
1 FIBER ROLL
NTS



NOTES:

- ALL CONSTRUCTION ENTRANCES SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND, AND REPAIR AND/OR CLEANOUT OF ANY MEASURES USE TO TRAP SEDIMENT. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO PUBLIC RIGHT-OF-WAYS SHALL BE REMOVED IMMEDIATELY.
- WHEELS SHALL BE CLEAN PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAYS. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN. ALL SEDIMENT SHALL BE PREVENTED FROM ENTERING ANY STORM DRAIN, DITCH OR WATERCOURSE THROUGH USE OF INLET PROTECTION (E.G. SAND BAGS OR OTHER APPROVED METHODS).
- THE MATERIAL FOR CONSTRUCTION OF THE PAD SHALL BE 3" TO 6" STONE.
- THE THICKNESS OF THE PAD SHALL NOT BE LESS THAN 12".
- THE WIDTH OF THE PAD SHALL NOT BE LESS THAN THE FULL WIDTH OF ALL POINTS OF INGRESS OR EGRESS.
- THE LENGTH OF THE PAD SHALL NOT BE LESS THAN 50'.

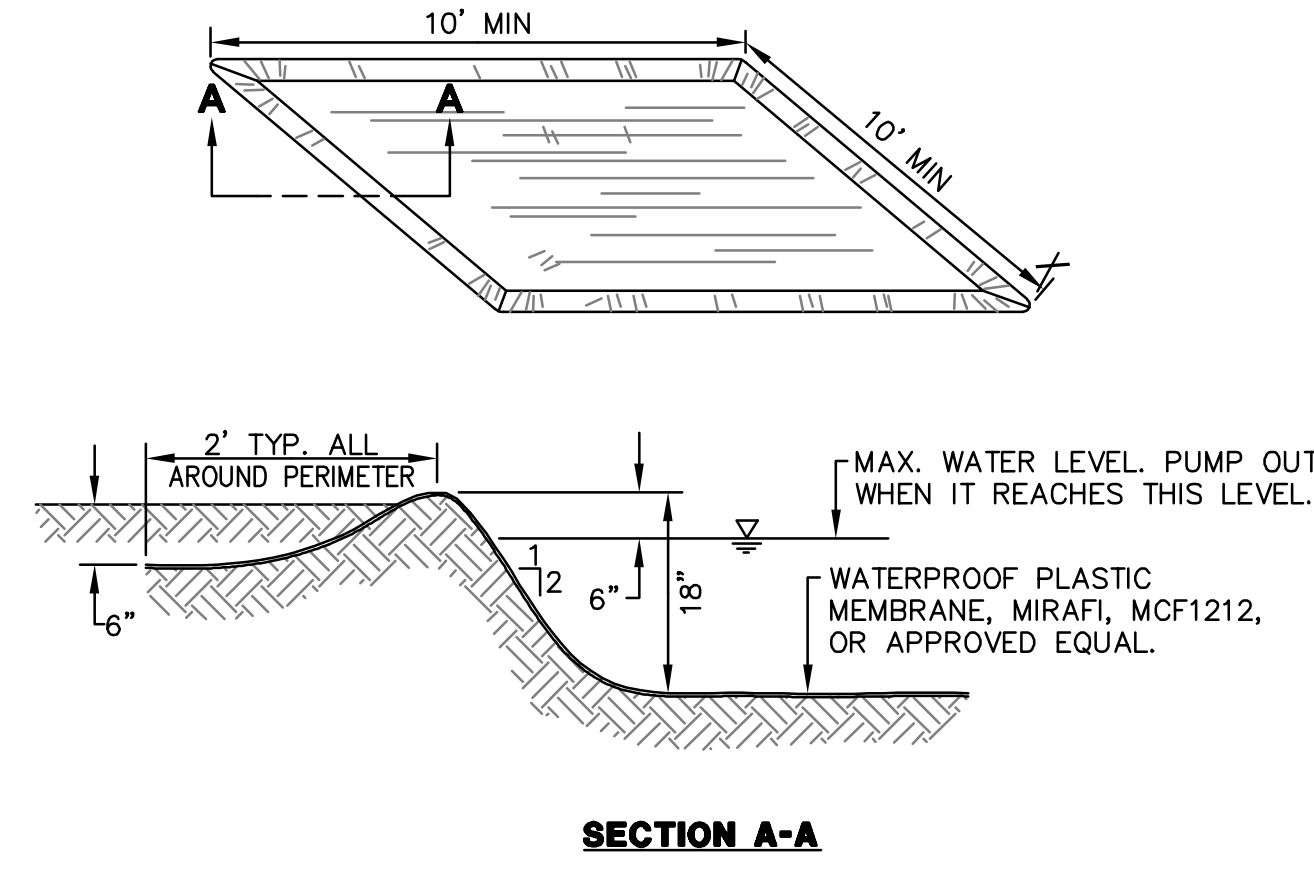
3 STABILIZED CONSTRUCTION ENTRANCE/EXIT
NTS



NOTES:

- PLACE FIBER ROLLS AROUND THE INLET CONSISTENT WITH BASIN SEDIMENT BARRIER DETAIL ON THIS SHEET. FIBER ROLLS ARE TUBES MADE FROM STRAW BOUND W/ PLASTIC NETTING. THEY ARE APPROXIMATELY 8" DIA. AND 20 - 30 FT. LONG.
- FIBER ROLL INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAKING OF THE FIBER ROLL IN A TRENCH, 3" - 5" DEEP, DUG ON CONTOUR. RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND FIBER ROLL.
- THE TOP OF THE STRUCTURE (PONDING HEIGHT) MUST BE WELL BELOW THE GROUND ELEVATION DOWNSLOPE TO PREVENT RUNOFF FROM BY-PASSING THE INLET. EXCAVATION OF A BASIN ADJACENT TO THE DROP INLET OR A TEMPORARY DIKE ON THE DOWNSLOPE OF THE STRUCTURE MAY BE NECESSARY.
- FOSSIL FILTERS SHALL BE INCORPORATED IN ALL CATCH BASINS AND FIELD INLETS 24" AND LARGER AND SHALL BE INSTALLED PER MANUFACTURER SPECIFICATIONS. FOSSIL FILTERS TO BE SILT SACK OR APPROVED EQUIVALENT.

2 INLET PROTECTION
NTS



NOTES:

- MAX. WATER LEVEL. PUMP OUT WHEN IT REACHES THIS LEVEL.
- WATERPROOF PLASTIC MEMBRANE, MIRAFL, MCF1212, OR APPROVED EQUAL.

4 TIRE/TRUCK TEMPORARY WASHOUT PIT
NTS

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PLOT DATE: 10-08-24
PLOTTED BY: BEUS

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HIGHLANDS RECREATION CENTER SLIDE REPAIR
1851 LEXINGTON AVENUE
EROSION CONTROL NOTES AND DETAILS

SAN MATEO COUNTY
SAN MATEO
CALIFORNIA

Date	03/08/2024	No.	
Scale		Design	JY
		Drawn	HC
		Approved	JY
		Job No	C20231244
Drawing Number:		C5.1	
		7 OF 10	



NOT FOR CONSTRUCTION

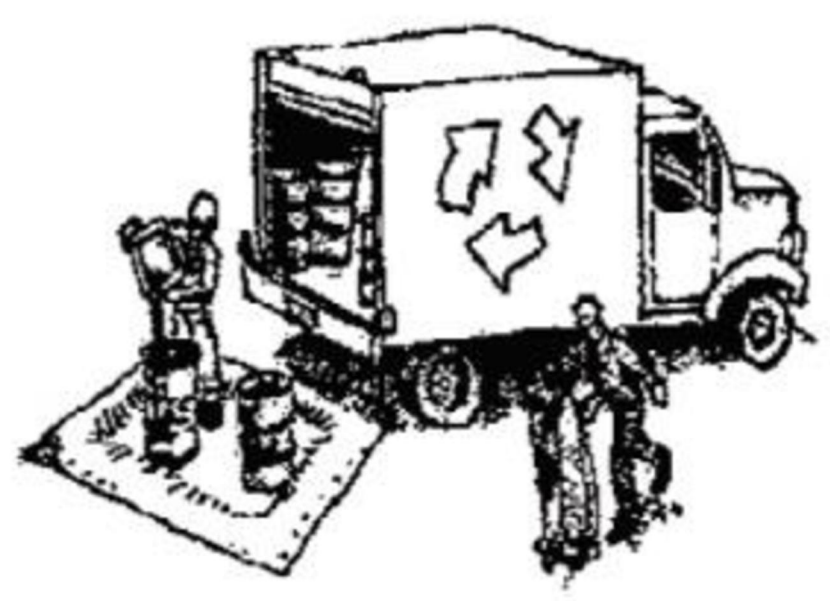


SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

Materials & Waste Management



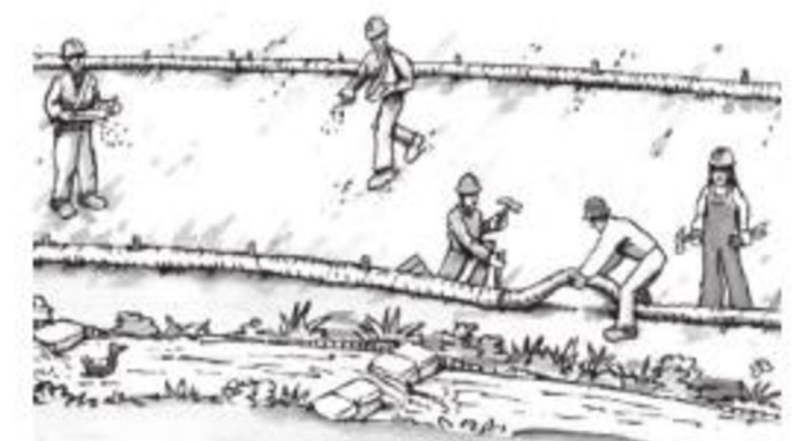
- Non-Hazardous Materials**
- Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
 - Use (but don't overuse) reclaimed water for dust control.
- Hazardous Materials**
- Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
 - Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
 - Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
 - Arrange for appropriate disposal of all hazardous wastes.
- Waste Management**
- Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
 - Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
 - Clean or replace portable toilets, and inspect them frequently for leaks and spills.
 - Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
 - Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.
- Construction Entrances and Perimeter**
- Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
 - Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

Equipment Management & Spill Control



- Maintenance and Parking**
- Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
 - Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
 - If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan or drop cloths big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
 - If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
 - Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.
- Spill Prevention and Control**
- Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
 - Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
 - Clean up spills or leaks immediately and dispose of cleanup materials properly.
 - Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
 - Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
 - Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
 - Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

Earthmoving



- Schedule grading and excavation work during dry weather.
- Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

- Contaminated Soils**
- If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
 - Unusual soil conditions, discoloration, or odor.
 - Abandoned underground tanks.
 - Abandoned wells
 - Buried barrels, debris, or trash.

Paving/Asphalt Work



- Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
 - Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
 - Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
 - Do not use water to wash down fresh asphalt concrete pavement.
- Sawcutting & Asphalt/Concrete Removal**
- Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
 - Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
 - If sawcut slurry enters a catch basin, clean it up immediately.

Concrete, Grout & Mortar Application



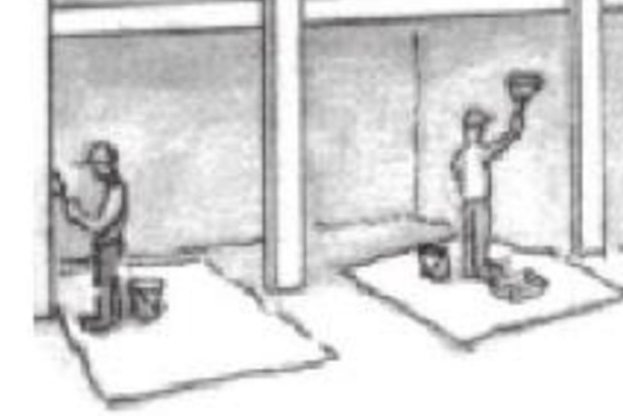
- Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

Landscaping



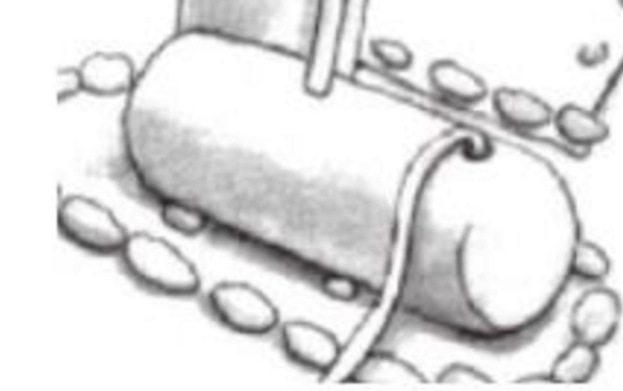
- Protect stockpiled landscaping materials from wind and rain by storing them under tarps all year-round.
- Stack bagged material on pallets and under cover.
- Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

Painting & Paint Removal



- Painting Cleanup and Removal**
- Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
 - For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
 - For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids as hazardous waste.
 - Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
 - Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury, or tributyltin must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.

Dewatering



- Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or sanitary sewer. If discharging to the sanitary sewer call your local wastewater treatment plant.
- Divert run-on water from offsite away from all disturbed areas.
- When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- In areas of known or suspected contamination, call your local agency to determine whether the ground water must be tested. Pumped groundwater may need to be collected and hauled off-site for treatment and proper disposal.

Storm drain polluters may be liable for fines of up to \$10,000 per day!



MEMORANDUM

Date: January 14, 2025

To: HRD Board of Directors

From: Tamsen Burke, General Manager

Re: Draft Compensation Review and Plan

Before creating salary ranges, the organization must first determine what its approach or philosophy is to compensation. What is the mindset that drives pay decisions? Determining the compensation philosophy requires an in-depth look at the company's beliefs regarding compensation. The key is to create a philosophy and be consistent in its application regarding pay practices.

To support organizational structure and understanding for compensation review and decision, it is recommended that the Board of Directors:

- a. Determine the organization's compensation philosophy.
- b. Review positions
- c. Conduct a job analysis.
- d. Group positions into job families.
- e. Determined methodology consistent with other special districts and parks/recreation best practices. (point method, rank method, others proposed below)
- f. Conduct Market Research
- g. Create Job Grades
- h. Create a Salary Range Based on Research
- i. Determine How to Deal with Salaries Not Within Range
- j. Updating and Aging

Recommendations in Review and Plan:

I have developed this proposal to assist you in developing a Salary Structure for your organization. This includes reviewing and updating position (job) descriptions as necessary, a market pricing analysis and the development of an objective and competitive base salary structure.

Methodology and Approach

There are three distinct approaches to developing base salary pay structures:

1. Simple Market Pricing where market data is used to develop an individual rate for each position.
2. Development of a Salary Structure using the market pricing data to identify similar paid positions and cluster them within ranges.
3. Development of a Salary Structure using both Market Pricing and Internal Equity (Job Evaluation).

To evaluate and develop the salary structure, I propose to:

- Provide a structure that is competitive with prevailing rates of pay in the external effective labor markets in order that you will be able to attract and retain the required human resources.
- Establish proper equitable pay relationships among positions within the organization, so that positions of similar responsibility, scope, skill, and knowledge requirements receive similar compensation opportunities.
- Provide a fair, logical salary administration process by which relationships among positions are maintained and employees have equal opportunities for salary advancement, based upon individual performance.

For each of these tasks, I have outlined the anticipated project work steps, timing, and fees. Whichever approach is chosen, the first step will be to review your current position descriptions and compensation philosophy.

Position Description Review

Position Descriptions are concise written documents summarizing the duties, responsibilities, knowledge, and skill requirements of a group of similar jobs that have been classified by a common title.

Position descriptions summarize job content, determined by compensable factors form a basis for judging job value and should represent elements common to the jobs. The compensable factors are grouped into a few major categories are therefore essential for several purposes of categorize job factors related to or required for success.

Knowledge/Education	Experience
Skill	Safety
Responsibilities	Management
Confidential	Supervisory Project
Supervision	Degree of Independent
Ability	Complexity of Duties
Fiscal/Budget	Working Condition

To ensure that Highlands Recreation Districts' jobs will be matched accurately to the market and industry standards for parks and recreation, specifically special districts, it will be necessary to ensure your current description accurately reflects the job duties. We will revise the descriptions by collecting additional data on position duties and responsibilities either through the administration of a position information questionnaire, or interviews with selected managers and employees. We propose to utilize a combination of these approaches to collect the appropriate data.

Therefore, we will:

- review all current job descriptions for the positions to be surveyed.
- develop and distribute a job analysis questionnaire, if necessary, to collect additional job-related information; and,
- Interview managers and other employees if necessary to collect additional information as required.

Accurate job descriptions are an essential part of any compensation study as they form the basis for comparing jobs to the marketplace. HRS inc. is available to assist you in updating inaccurate or out-of-date descriptions as required. To do this, we will:

- Research and identify alternative job description formats and recommend the most appropriate for your organization.
- Review the data collected with management to ensure accuracy.
- Draft updated position descriptions for review by management; and,
- Revise the draft description based upon your comments and feedback.

Compensation Philosophy

Compensation philosophy is usually expressed as your desired competitive position together with your value/mission system, while compensation strategy is usually expressed as how we will achieve the philosophy. For example, the proposed philosophy might be to pay at the 60th percentile total compensation level while using a pay for performance system that rewards individual performers but pays underachievers less than COLA adjustments. The compensation strategy might then be to pay base salaries at only the 50th percentile level but to pay higher than normal incentive payouts based upon performance to reach the overall 60th percentile level. This can be accomplished through a series of brief meetings with District management. The outcome from this step will be to review and amend (if necessary) your compensation philosophy and strategy and identify the various elements of the strategy together with the compensation components necessary to achieve the strategy. This will determine which segment of the market we use to develop the salary structure, for example the median, 60th percentile or 75th percentile.

It will also allow us to identify whether to use a market pricing approach only, or whether to incorporate a job evaluation methodology.

In many cases, while an initial compensation philosophy might be articulated, it may be modified based upon the results of the market pricing study.

A. Approach 1: Simple Market Pricing of Select Benchmark Positions

- a. To conduct a simple market pricing review, we would collect data on as many positions as possible using 3-5 published survey sources and then establish individual ranges based on that data. To do this we would:
 - i. Research appropriate salary surveys that might be required. Survey sources may include CAPRD, CSDA Compensation Surveys for specific positions, but may also include ERI, CompAnalyst, Wage Access, among others. We will also use prior surveys for historical review and reference.
 - ii. Apply geographic differentials to adjust the data for your location as required.
 - iii. Price the positions using the 25th percentile, the 50th percentile, or median, and the 75th percentile base salary market data. At the end of this review, we will provide you with a summary sheet that shows how the market pricing for each position compares to current individual salaries and current midpoints if you have them.
- b. Using this data, we will then develop individual position rate ranges using the desired market data as the midpoint of the range with minimums and maximums developed as a percentage (typically 80-120%) of the midpoint.
- c. Review 3–5-year trends for CPI and apply annual metrics for merit and annual increases.

B. Approach 2: Development of a Salary Structure using Market Pricing Data Only

- a. Under this approach we would again develop the market pricing sheet that compares current salaries to the market rates. To develop the salary structure, we would then:
 - i. Sort the market pricing from high to low.
 - ii. Identify clusters of positions with a similar market rate
 - iii. Average the rate for all jobs within a cluster, and then use this average to determine a market-based midpoint.
 - iv. Establish minimum and maximum values for each range based upon a percentage spread from the midpoint.
 - v. Slot unique jobs (if any) that were not priced into the structure based upon a collaborative agreement as to relative value.
- b. Review 3–5-year trends for CPI and apply annual metrics for merit and annual increases.

C. Approach 3: Development of a Salary Structure using both Market Pricing and Internal Equity (Job Evaluation)

- a. Most organizations develop salary structures based upon internal equity, external equity, or a combination of the two. Internal equity is the relative value placed upon jobs inside the organization, while external equity is the market price for a particular job. There are a number of disadvantages with a purely market driven compensation program, particularly the fact that such a system relies purely upon survey data, which may not be available for a number of your organization's positions.
- b. Great care should be taken when relying solely on salary surveys. Surveys are only a snapshot taken at a given point in time. There is no way to determine, for example, how accurate a match there is between your positions and those in the survey. In addition, companies give salary increases at different points on time, and the surveys often do not indicate when the next increases are due or when the last ones were given. They also do not differentiate between employees who are new to the position, and who would be paid below market, and those more senior. Nor do they distinguish between high and low performing employees.
- c. All these factors caution against relying too heavily on survey data. The survey data should be used to highlight general trends and develop estimates of the marketplace.

Recommendation for Board Approval

For these reasons I recommend combining the market data approach with a job evaluation methodology to develop the salary structure with consideration to additional pre-defined salary components for salary review and management.

Cost of Living	Performance
Job Evaluation	Periodic Review
Location Adjustment	Progression
Market Adjustment	Promotion
New Hire	Transfer Adjustment

Job evaluation is a means of establishing internal equity within the organization. It is a method of comparing the relative value of positions through an analysis of what are called "compensable factors," or the factors that determine why a position has value. Common factors include education/experience, supervisory responsibility, accountability, and the nature and complexity of the work performed. For each factor, a point score is allotted to the position. At the completion of this stage of the project all positions will have a total points score and will be ranked in order of importance to the organization. It is critical to emphasize that it is the position, and not the incumbent, which is being evaluated.

One of the main advantages of a job evaluation analysis is that it provides a rational and documented way of comparing the worth of dissimilar positions.

Based on this approach we would:

- a. Determine the appropriate job evaluation methodology.
- b. Evaluate distinct positions using a point factor job evaluation system.
- c. Conduct the market pricing as described above for positions (since we will be using the job evaluation methodology it will not be necessary to survey as many positions as under the pure market pricing approach.)
- d. Develop the market pricing comparison sheet as described above.
- e. Develop a market payline through a regression analysis that combines market pricing and the job evaluation points.
- f. Develop a number of alternative salary grade structures based upon the market payline, with minimum, midpoint, and maximum values together with position assignments. The grade structures will vary by number of grades, the size of the range spreads in dollar terms and the size of the spreads in terms of evaluation points. For example, one structure might be a 5-grade structure with 80-point spreads; another might be an 8-grade structure with 50-point spreads.
- g. Develop guidelines for the administration of salary ranges/control points in the future. This will include delivery of a salary administration manual that documents the entire process and allows for ease of administration in the future.
- h. Development of a merit increase guide chart that provides a suggested range of salary increases based upon a combination of performance appraisal rating, and position in grade.



MEMORANDUM

Date: January 14, 2025
 To: Tamsen Burke, General Manager
 From: Meg Catmull, Assistant General Manager
 Re: IIPP Staff Training Cost

Background

On December 10, 2024, the board approved the district's updated Injury and Illness Prevention Program (IIPP), which includes increased safety training requirements for all staff. These trainings are critical to fostering a culture of safety, reducing the risk of workplace injuries, and ensuring compliance with state regulations. Proactively investing in safety training helps protect our employees and mitigates larger costs such as workers' compensation claims, employee injury-related absences, and potential legal liabilities.

Summary of Additional Costs

The implementation of these enhanced safety training requirements will result in two primary cost increases:

1. **Paylocity Learning Management System (LMS) Fees** To deliver the required safety trainings efficiently, the district plans to utilize Paylocity's Full Learning Management System, which includes their Safety Training bundle starting in February. This service costs \$5.30 per active employee per month. With 53 active employees in the system, this equates to:
 - **Monthly Cost:** \$280.90
 - **Annual Cost:** \$3,370.80
 - **Cost for '24-'25 FY:** \$1,404.50
2. **Staff Time for Completing Trainings** The additional staff time required to complete the expanded training schedule has been estimated based on detailed data for each training session. Total hours per employee vary depending on their roles, as outlined in the attached spreadsheet. This represents an increase in direct labor costs, particularly for hourly

employees, who must be compensated for training time. Highlights from the analysis include:

- **Total Estimated Training Time:** 193 hours
- **Estimated Cost of Staff Time:** Approximately \$4,000

It is important to note that this cost may be even lower as some employees hold multiple positions but would only be required to take the trainings one time, not one time per position.

Benefits of Increased Training

The district's commitment to robust safety practices supports staff well-being, improves workplace morale, and minimizes operational disruptions caused by accidents. By addressing risks proactively through targeted training, the district can anticipate reduced costs related to injuries and liability over time, making this an essential investment in our workforce and organizational resilience.

Next Steps

To implement these changes, staff recommends:

1. Finalizing the subscription to Paylocity's LMS.
2. Scheduling trainings according to job requirements.
3. Monitoring training participation and assessing impacts on workplace safety metrics.

Attachments:

- Spreadsheet detailing training titles, completion times, and associated staff costs.



MEMORANDUM

Date: January 14, 2025
 To: Tamsen Burke, General Manager
 From: Meg Catmull, Assistant General Manager
 Re: 457 Plan Information

Background

The 457(b) Deferred Compensation Plan, offered by Highlands Recreation District (HRD) through CalPERS/Voya, is a voluntary retirement savings plan designed for government and non-profit employees. The plan allows employees to defer pre-tax earnings into a retirement account, with contributions and earnings growing tax-deferred until withdrawal. This plan supports employees' long-term financial planning and retirement readiness.

Current Plan Features

HRD offerings include the following contributions for eligible employees:

1. **Non-Matching Contribution:**
 Full-time employees classified as Regular Employee (RE) or Regular Non-Exempt (RNE-1 & RNE-2) are eligible to receive a \$20 per paycheck contribution (totaling \$520 annually) from HRD.
2. **Matching Contribution for Exempt Employees:**
 Regular Exempt (RE) employees are eligible for a 1% district match based on their salary, which has remained consistent.

Participation Statistics

As of the current fiscal year, 7 out of 18 eligible staff members are enrolled and receiving the \$20 per pay period district contribution. Most non-participating employees are from the Early Education Center (EEC), with the primary obstacle being the completion and submission of required paperwork.

Historical Context

- A letter dated **July 21, 2021**, from then-General Manager Derek Schweigart and Administrative Supervisor Amanda Armstrong, announced the expansion of the CalPERS 457(b) plan to all full-time employees.

- At a **Special Board Meeting on July 25, 2023**, the Board approved an evergreen policy ensuring the continuation of the \$20 per paycheck district contribution for all benefits-eligible employees. This motion removed the requirement for employees to contribute in order to qualify for the district contribution, simplifying access to this benefit.
- A subsequent letter on **August 18, 2023**, outlined enrollment requirements for fiscal year 2023-2024 and introduced an enrollment window for employees to opt into the district contribution retroactively to the policy's July 1, 2023, effective date.

Recommendations

To increase participation, the district can take the following actions:

1. **Streamlined Enrollment Support:** Include enrollment forms and plan information in all eligible employee welcome emails. Include discussions and plan information in new employee orientations.
2. **Enhanced Communication:** Develop targeted communication, emphasizing the ease of enrollment and the financial benefits of the district contribution. Staff are already making improvements to employee new hire practices and plan to provide a comprehensive outline of retirement benefits to employees within their first week of employment.
3. **Audit:** Perform a comprehensive audit of current retirement plan and benefit offerings. Following the audit, recommendations may be made to the board in an effort to maintain equitable and thorough benefit offerings for eligible employees.

Attachments

1. **July 21, 2021, Letter:** Expansion of the CalPERS 457(b) Plan.
2. **Special Board Meeting Minutes (July 25, 2023):** Approval of the evergreen policy for district contributions.



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"

Date: 7/21/21

To: HRD Full-time Staff

From: Derek Schweigart, General Manager & Amanda Armstrong, Administrative Supervisor

Subject: Expansion of Cal/PERS 457 Retirement Plan to all Full-time Employees

On June 19, 2021, the Board of Directors approved the expansion of 457 deferred compensation benefit to all full-time benefit eligible employees that includes \$20 per pay period contribution (\$520 annually) with an additional matching contribution of \$10 per pay period starting July 1, 2021 for employees who participate. Full-time employees must be employed with the District for at least 90 days to qualify and work one year in order to take advantage of the full benefit.

The Cal/PERS 457 Plan is a voluntary savings program that allows you to defer any amount, subject to annual limits, from your paycheck on a pre-tax basis. In addition, your contributions, and earnings, if any, can benefit from the power of tax-deferred compounding. What this means is that you do not pay income taxes on your investments or earnings until you start to take withdrawals, usually in retirement. It is never too late to start, and it's never too small an amount to invest when it comes to planning for your retirement. Your contributions are made through easy payroll deductions and the Plan is flexible so you may stop at any time without penalty or cost.

Benefits of the CalPERS:

- Promotes smart investing principles
- Easy payroll deduction of contributions
- Contributions and earnings can benefit from the power of tax-deferral

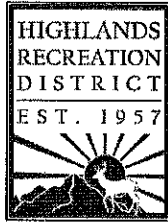
- Withdrawals are taxed as ordinary income when distributions begin
- Simplified fee structure
- Experienced retirement educators help participants define retirement goals, integrating them with existing defined benefit planning
- Access to financial learning resources, provided by Voya Institutional Plan Services, LLC.

Enrollment for the 457 plans will begin July 29, 2021 and run through August 4th with the first payroll deduction scheduled for August 27, 2021, pending Board approval of the 21-22 fiscal year budget. A CalPERS enrollment meeting will be held Thursday, July 29th with a CalPERS representative to help you understand the benefits of the 457 plans and answer any questions. The meeting will be held via Zoom at 10am, 12:45pm and 2:30pm. You may attend any meeting that works for you schedule. Please notify Amanda Armstrong what meeting time you would like to attend. Participants that enroll will have the opportunity to catch up matching contributions for July and August. If you decide not to enroll, next eligibility window will be at the end of the year during open enrollment. Open enrollment dates TBD.

For questions, feel free to contact Amanda Armstrong, Administrative Supervisor at Ext. 111 or amanda@highlandsrec.ca.gov.

Derek Schweigart
General Manager

Attachment: CalPERS 457 Enrollment Kit



Highlands Recreation District

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www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

HRD Special Board Meeting

Time: July 25, 2023, 05:00 PM Pacific Time (US and Canada)

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

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Join Zoom Meeting

<https://us06web.zoom.us/j/87227977181?pwd=WHI0YlJlOjZ29heFh0Y3dhV1VPUndaQT09>

Meeting ID: 872 2797 7181

Passcode: 113813

Dial by your location

+1 669 900 6833 US (San Jose)

Board Members:

Andrew Aquino

Shirin Bakhshay (Vice President)

Pam Merkadeau

Eric Olbekson (President)

Uy Ut

Staff:

Jeff Brier (General Manager)

Meg Catmull (Assistant General Manager)

1. Call to Order

The meeting was called to order at 5:01 pm by President Olbekson.

2. Closed Session

Board Member Olbekson reported no reportable action taken from the Closed Session

3. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from 07/11/2023. The motion passed.

Vote: AA - Y; SB - Abstain; PM - Y; EO - Y; UU - Y

4. Public Forum:

Nothing to report.

For the good of the Order, President Olbekson moved #6.a prior to Old Business

5. Old Business

- a. Discussion/Motion: Ad Hoc Personnel Committee Recommendations – employee benefits
- i. Board Member Merkadeau made a motion, Board Member Aquino second, to authorize a budget of \$1,500 annual to staff development for AGM. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
 - ii. Board Member Merkadeau made a motion, Board Member Ut second, to Evergreen District contribution to IRA of \$20 per pay period, not requiring any match, for all benefit eligible employees. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
 - iii. Board Member Merkadeau made a motion, Board Member Ut second, to increase District contribution to 75% of premium for medical benefits for employees classified as RNE I & RNE II. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
- b. Discussion/Motion: Ad Hoc Budget Committee Update & consideration of fiscal year 23-24 budget
- i. Board Member Aquino made a motion, Board Member Ut second, to approve FY 23-24 budget with the following two modifications of increasing GL code 596613 Conferences/Seminars by \$1,000 and increasing GL code 463100 Employee Benefits by \$11,800. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y

6. New Business

- a. Discussion/Motion: Authorize General Manager to enter into contract with BKF Engineers (contract also includes BKG and Romig Engineers sections) for landslide project work not to exceed \$55,000 for construction administration support.
- i. Board Member Olbekson made a motion, Board Member Merkadeau second, to authorize General Manager to enter into contract with BKF Engineers (also includes BKG and Romig Engineers proposals) for construction document, permit and landslide work not to exceed \$48,250 plus reimbursement expenses. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y

7. Upcoming Meetings: Aug 8 – Sep 12 – Oct 10

8. HRD Board of Directors Announcements

9. Adjournment

Board Member Bakhshay made a motion, Board Member Aquino second, to adjourn the meeting. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y

The Meeting adjourned at 6:56 pm

Respectfully Submitted,

Meg Catmull
Assistant General Manager

Board President or Vice President: Shirin Bakhshay

Signature: 



MEMORANDUM

Date: January 14, 2025

To: Tamsen Burke, General Manager

From: Meg Catmull, Assistant General Manager

Re: Recommendation to Approve Tamsen K. Burke, General Manager, as Highlands Recreation District's Special District Fiscal/Financial Officer with Signing Authority

Background

The Highlands Recreation District (HRD) requires designated financial officers to conduct district business effectively and in compliance with applicable laws, regulations, and internal policies. Historically, the General Manager (GM) has served as the district's Special District Financial Officer, granting them signing authority for financial transactions and operational agreements necessary to manage the district's day-to-day and strategic functions.

Tamsen K. Burke was appointed as General Manager of HRD on September 23, 2024. Since her appointment, she has demonstrated a commitment to the district's financial integrity, strategic growth, and compliance with state and local regulations. Additionally, Meg Catmull, Assistant General Manager (AGM), has played a key role in the district's financial and operational management. Designating both individuals as HRD's Special District Financial Officers aligns with best practices for governance and operational efficiency.

Purpose

The purpose of this recommendation is to:

- Formalize the designation of Tamsen K. Burke as HRD's Special District Financial Officer and Meg Catmull as an additional designee.
- Grant her signing authority to execute checks, contracts, and other financial instruments on behalf of the district, in accordance with HRD's financial policies.
- Ensure continuity and efficiency in financial operations under GM's leadership.

Considerations

1. Operational Efficiency

- Granting signing authority to the General Manager with the Assistant General Manager as designee, ensures timely execution of financial transactions, contracts, and agreements for business continuity.
- It enables the General Manager to effectively respond to operational needs and emergencies in a timely manner.

2. Governance and Accountability

- The designation reflects a common governance practice among special districts to centralize financial authority under the General Manager while maintaining oversight through Board policies.
- HRD's financial policies and internal controls will remain in place to ensure transparency and accountability.

3. Compliance

- The proposed designation adheres to state and local regulations governing special districts and public agency financial practices.
- HRD's financial policies, including dual-signature requirements for checks above specified thresholds, will continue to ensure compliance.

4. Continuity of Operations

- Designating Tamsen K. Burke as the financial officer with the AGM as designee ensures consistency in the management of district finances and reduces potential delays caused by interim processes or lack of clarity in authority.

Recommendation

Staff recommend that the Board of Directors approve the resolution designating Tamsen K. Burke, General Manager, as the Highlands Recreation District's Special District Financial Officer with signing authority and Meg Catmull, Assistant General Manager as additional designee.

Conclusion

Approving Tamsen K. Burke as HRD's Special District Financial Officer with signing authority and additional designee (AGM) strengthens the district's operational efficiency

and aligns with best practices for governance and financial management. Staff recommends the Board approve this action to support the district's strategic and operational needs.