HIGHLANDS RECREATION DISTRICT EST. 1957

Highlands Recreation District

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

"A Community Place to Learn, Grow & Play"

Topic: HRD Strategy Session | Special Board Meeting
Time: April 6, 2025, 9:00 AM Pacific Time (US and Canada)
Location: 1851 Lexington Ave., San Mateo, CA 94402

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. Public comment is limited to (3) minutes per person per item. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

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

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

Meeting ID: 889 8577 7634
Passcode: 516269

1. Call to Order

2. Introduction of Guests

3. Communications, Announcements & Public Comments

    a. 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. New Business: (Times noted are management suggestions/estimates)

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

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

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

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

e. Closed Session: Pursuant to Government Code Section 54957(b), performance evaluation of General Manager, Tamsen Burke (suggested time 45 minutes)

5. 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.