



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

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www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting

Time: June 11, 2024, 07:00 PM Pacific Time (US and Canada)

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

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

Topic: HRD May Regular Board Meeting

Time: June 11, 2024 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87302834494?pwd=Vbswa8aM7v6F2LicbEEirktJREDNuO.1>

Meeting ID: 873 0283 4494

Passcode: 419841

Find your local number: <https://us06web.zoom.us/j/87302834494?pwd=Vbswa8aM7v6F2LicbEEirktJREDNuO.1>

1. Call to Order
2. Review and approval of the minutes for the Regular Board Meeting on May 14, 2024.
3. Public Forum: The public forum provides an opportunity for members of the public to speak on any item within the jurisdiction of the Board that is not on the agenda. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board Members may only "briefly respond" to statements made and questions posed. For example, State law allows Board Members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may also direct staff to report back and/or place a matter on a future agenda for discussion.
4. Manager's Report
 - a. Administration
 - b. Programming
5. Financial Report
 - a. Monthly Statement
6. Old Business:
 - a. Discussion: General Manager Recruitment Ad Hoc Committee Update
Report: General Manager Recruitment Ad Hoc Committee of the Board
Description: This item will be a Board discussion, led by the Ad Hoc Committee, reviewing the status of recruiting for a permanent General Manager.

- b. Discussion: Personnel Ad Hoc Committee Update
Report: Personnel Ad Hoc Committee of the Board
Description: This item will be a Board discussion, led by the Ad Hoc Committee, consisting of personnel matter updates and recommendations from the Committee.
- c. Discussion/Motion: Budget Ad Hoc Committee Update
Report: Budget Ad Hoc Committee of the Board
Description: This item will be a Board discussion, led by the Ad Hoc Committee, consisting of 24-25 Fiscal Year Budget updates and recommendations from the Committee.

7. New Business:

- a. Discussion/Motion: Resolution 2024-02 to Consider Possible Appointment of Board Member to Fill Vacancy or Provide Other Direction
Report: Meg Catmull, Assistant General Manager
Description: This item will be a Board discussion and possible motion to appoint an interim Board Member for the purpose of filling the vacant seat until the next election.
- b. Discussion/Motion: Resolution 2024-03 calling for a November 2024 election
Report: Meg Catmull, Assistant General Manager
Description: This item will be a Board discussion and possible motion calling for an election to be held November 5, 2024 for the election of three members of the Board (2 members for a full term of 4 years each and 1 member for a partial term of two 2 years).
- c. Discussion/Motion: Destruction of records per the 2014 Records Retention Policy
Report: Meg Catmull, Assistant General Manager
Description: This item will be a board discussion and possible action to approve the destruction of a large volume of currently retained records, in accordance with the 2014 Records Retention Policy.

8. Upcoming Meetings: Jul 9 – Aug 13 – Sept 10

9. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
Report: Bea Robertson, Bookkeeper
Description: This is a routine item of the itemized bills for Board review and approval.
Recommendation: Approve the Expenditures for March 2024

10. HRD Board of Directors Announcements

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>.