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 Regular Board Meeting
Time: September 9, 2025, 07:00 PM Pacific Time (US and Canada)
Location: Multi-Purpose Room, Highlands Recreation District, 1851 Lexington Ave., San Mateo, CA 94402

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

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Time: September 9, 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/u/kPeuY2H5c

1. Call to Order

2. Review and approval of the minutes for:
   a. Regular Board Meeting on August 12, 2025.

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. July 2025 Monthly Statement Memo
   b. August 2025 Monthly Statement (Preliminary)

6. Old Business:
   a. Discussion: Updated Annual Workforce Recruitment, Vacancy, and Retention Report
      Report: Megan Catmull, Assistant General Manager

Description: Staff will provide a follow-up report on workforce vacancies, recruitment and retention efforts, and related barriers for FY 2024–2025, incorporating clarifications and additional data requested by the Board at the August regular meeting. No action is requested.

b. Discussion/Action: Data Security Policy (Second Read)
Report: Megan Catmull, Assistant General Manager
Description: The Board will conduct a second read and discussion of the proposed Data Security Policy. The policy outlines the District's standards and practices for safeguarding sensitive information, ensuring compliance with applicable laws, and supporting best practices in cybersecurity and records management.

c. Discussion/Action: Revised Budget for Fiscal Year 2025–2026 (Resolution 2025-03)
Report: Tamsen Burke, General Manager
Description: Following approval of the Fiscal Year 2025–2026 Budget at the August 12, 2025 Regular Meeting, staff identified errors in the adopted document. A revised budget and Resolution 2025-03 have been prepared to correct these discrepancies and provide an accurate representation of projected revenues and expenditures, and the Board is asked to review and approve the revised version.

7. New Business:
   a. Discussion: Tennis and Rental Contract
   Report: Megan Catmull, Assistant General Manager and Julia Fior, Recreation Coordinator
   Description: The Board will review and discuss the current tennis and rental contract agreements, including terms of use, compliance with District policies, and any recommended changes to ensure fair use, accountability, and alignment with community needs.

8. Upcoming Meetings:
   a. Board of Directors: October 14, 2025 – November 11, 2025 – December 9, 2025

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

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.