HIGHLANDS RECREATION DISTRICT EST. 1957

Highlands Recreation District

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www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

Topic: HRD Regular Board Meeting
Time: April 8, 2025, 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 Regular Board Meeting
Time: April 8, 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 March 11, 2025
    b. Budget Standing Committee Meeting on March 21, 2025; and
    c. Special Board Strategy Meeting on April 6, 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. February 2025 Monthly Statement Memo
    b. March 2025 Monthly Statement (Preliminary)

6. Old Business:

a. Discussion/Motion: Workplace Violence Prevention Plan (WVPP) SB553
   Report: Meg Catmull, Assistant General Manager
   Description: This item is a Board discussion and action to approve the Workplace Violence Prevention Plan in accordance with SB553.

b. Discussion/Motion: Americans with Disabilities Act (ADA) Policy
   Report: Meg Catmull, Assistant General Manager
   Description: This item is a Board discussion and action to approve the Americans with Disabilities Act (ADA) Policy to accompany an online ADA Grievance Form per recommendations from the 2024 CAPRI District Visit.

7. New Business:
   a. Discussion: Draft Recommendation for Establishing District Policy Procedures and Indexing
      Report: Tamsen Burke, General Manager
      Description: This item is for Board discussion of a draft recommendation to implement standardized procedures and an indexing system for Highlands Recreation District policies.

8. Upcoming Meetings:
   a. Board of Director Strategy Session 2:
   b. Board of Directors: May 13, 2025 – June 10, 2025 – July 8, 2025
   c. Budget Standing 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 March 2025

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.