



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: October 10, 2023, 07:00 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:

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Join Zoom Meeting

<https://us06web.zoom.us/j/85105310204?pwd=T2dOM3dmT211b1JFTVpSSzc4SU5QQT09>

Meeting ID: 851 0531 0204

Passcode: 857809

Dial by your location

+1 669 900 6833 US (San Jose)

Find your local number: <https://us06web.zoom.us/j/kct6zvapTn>

1. Call to Order
2. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government code Section 54957) Title: District General Manager
3. Review and approval of the minutes for the Regular Board Meeting on September 12, 2023.
4. 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. Public comment is limited to (3) minutes per person. 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.
5. Manager's Report
 - a. Administration
 - b. Programming
6. Financial Report
 - a. Monthly Statement

7. Old Business:

- a. Discussion: Employee manual language regarding Holiday Closure details
- b. Discussion/Motion: Approve Ad Hoc Bylaws Committee recommendations for updates to HRD Board Bylaws
- c. Discussion: Update on revisions to non-profit group pricing for rental space.

8. New Business:

- a. Discussion: staff update on progress towards 2023-24 organizational goals
- b. Discussion/Motion: to approve General Manager as official agent to apply for grant funding (FEMA) and approve Meg Catmull as official agent (secondary/backup) to apply for grant funding (FEMA)
- c. Discussion: Consider the practice of recording meetings and making Board Packets publicly available prior to regular meetings

9. Upcoming Meetings: Nov 14 – Dec 12 – Jan 9

10. Review and Payment of Bills

- a. Action: Motion to approve Expenditures

11. HRD Board of Directors Announcements

12. Adjournment

Public comments can be submitted to the District in writing prior to the meeting by emailing generalmanager@highlandsrec.ca.gov. Public comments will also be taken on each agenda item during the meeting. 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>.

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>.