



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: January 14, 2025, 07:00 PM Pacific Time (US and Canada)

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

Remote Teleconference Location: 1448 Tarrytown Street, 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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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/j/86897396127?pwd=ENb0lMPaCMhygsOg8RcBVV3XS2GppB.1>

1. Call to Order
2. Review and approval of the minutes for the Regular Board Meeting on December 10, 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 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. November 2024 Monthly Statement (Final)
 - b. December 2024 Monthly Statement (Preliminary)
 - c. 2023-24 Special District Financial Transactions Report (SCO)
6. Old Business:
 - a. Discussion/Motion: Holiday Schedule 2025

Report: Meg Catmull, Assistant General Manager

Description: This item is a board discussion and action to approve a holiday schedule for the 2025 calendar year.

b. Discussion/Motion: EAP (Emergency Action Plan)

Report: Meg Catmull, Assistant General Manager

Description: This item will be a board discussion and action to approve a newly drafted EAP (Emergency Action Plan) Policy to supersede EAP 2021.

7. New Business:

a. Discussion/Motion: Consider approving O'Connor and Company Engagement Letter for 2024 Audit Services.

Report: Tamsen Burke, General Manager

Description: The Board will be asked to authorize the General Manager to sign the attached document, which outlines Audit Scope, Objectives, Responsibilities, Procedures – Internal Controls, Compliance; Engagement Administration and Fees, and Reporting.

b. Discussion/Motion: Changed Requirement for Board of Directors Remote Participation Limits

Report: Meg Catmull, Assistant General Manager

Description: 2024 Assembly Bill 2302 (Addis) Changes the Requirements for Remote Participation at Meetings – Revised Limitations on the Number of Times Per Year Board Members May Appear Remotely Teleconferenced meetings, effective January 1, 2025.

c. Discussion/Motion: Landslide

Report: Tamsen Burke, General Manager

Description: This item is a board discussion regarding landslides on District property.

d. Discussion/Motion: Staff Compensation Review and Plan

Report: Tamsen Burke, General Manager

Description: This item will be a board discussion and approve a standardized annual process by which staff compensation and increases changes will be determined.

e. Discussion: IIPP Staff Training Cost

Report: Meg Catmull, Assistant General Manager

Description: This item is a board discussion regarding changes in staff training costs as a result of additional required safety training per the new IIPP (approved 12/10/2024).

c. Discussion/Motion: Standing Committees per Bylaws Section C.2

Report: Tamsen Burke, General Manager

Description: This is a routine annual item of the Board of Directors to discuss, select, and approve Standing Budget and Personnel Committees pursuant to Section C.2 Highlands Recreation District Bylaws.

f. Discussion: 457 Plan

Report: Meg Catmull, Assistant General Manager

Description: This item is a board discussion regarding the background of the District's Voya/CalPERS 457(b) deferred compensation plan and the District's matches and contributions to this plan.

g. Discussion/Motion: Approve General Manager as Highlands Recreation District as Special District Fiscal/Financial Officer for Signature with Assistant General Manager as Designee

Report: Meg Catmull, Assistant General Manager

Description: This item is a board discussion and motion to approve Tamsen K. Burke, General Manager, as the Special District Fiscal/Financial Officer for the Highlands Recreation District therefore authorizing her as District signature with Assistant General Manager, Meg Catmull as additional designee.

8. Upcoming Meetings:

- a. Board of Director Strategy Session 1: January 19, 2025, 9:00am-1:00pm
- b. Board of Directors: February 11, 2025 – March 11, 2025 – April 8, 2025
- c. Personnel Committee:
- d. Budget 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 December 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>.