



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

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[www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

*"A Community Place to Learn, Grow & Play"*

Topic: HRD Regular Board Meeting

Time: December 10, 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 Regular Board Meeting

Time: December 10, 2024, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86897396127?pwd=ENb0IMPaCMhygsOg8RcBVV3XS2GppB.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 the Regular Board Meeting on November 12, 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 Report
  - a. October 2024 Monthly Statement (Final)
  - b. November 2024 Monthly Statement (Preliminary)
6. Old Business:
  - a. Discussion/Motion: 2025-2026 Budget Schedule  
Report: Tamsen Burke, General Manager

Description: The Board will review and approve the proposed 2025-2026 fiscal year budget schedule and timeline.

- b. Discussion/Motion: IIPP (Injury and Illness Prevention Program Policy)  
Report: Meg Catmull, Assistant General Manager  
Description: This item will be a board discussion and action of the IIPP (Injury and Illness Prevention Program) Policy to supersede: 2021 IIPP.
- c. Discussion/Motion: Adoption of a Transitional Kindergarten (TK) Service  
Report: Julie Fernandez, EEC Director & Mike Koenig, K-8 Childcare Director  
Description: This item is a board discussion and action regarding the adoption of a Transitional Kindergarten after school care service.

7. New Business:

- a. Discussion/Motion: Welcome and Oath of Office Celebration New Board of Directors, Pursuant to *Government Code section 1360*  
Report: N/A  
Description: This is a routine annual item of the Board of Directors to welcome the new Board of Directors.
- b. Proclamation  
Report: Pam Merkadeau  
Description: This is a routine annual item for Recognition of Service for outgoing Board of Directors and Elected Officers.
- c. Discussion/Motion: Appoint Board of Director President  
Report: Meg Catmull, Assistant General Manager  
Description: This is a routine annual item of the Board of Directors to discuss and approve Board of Director President.
- d. Discussion/Motion: Appoint Board of Director Vice President  
Report: Meg Catmull, Assistant General Manager  
Description: This is a routine annual item of the Board of Directors to discuss and approve Board of Director Vice President.
- e. Discussion/Motion: Standing Committees per Bylaws Section 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 Finance Committees pursuant to Section 2 of the Highlands Recreation District Bylaws.
- f. Discussion/Motion: Payroll and Holiday Schedule 2025  
Report: Meg Catmull, Assistant General Manager  
Description: This item is a board discussion and action to approve a payroll schedule for the 2024-2025 fiscal year and a holiday schedule for the 2025 calendar year.
- g. Discussion/Motion: Adopt Resolution for Determining the Calculation of the Appropriations Limits for fiscal year 2024-2025, Section 7910 Government Code, Article IIIIB.  
Report: Tamsen Burke, General Manager

Description: This is a routine annual item of the appropriations limits for fiscal year 2024-2025 for Board review and approval. In addition, a historical accounting of appropriation limits for HRD will be presented.

- h. Discussion/Motion: Simple IRA Contributions Update  
Report: Meg Catmull, Assistant General Manager  
Description: This item is a board discussion and action to reconsider District Simple IRA contributions for the 2024-2025 fiscal year.
- i. Discussion/Motion: EAP (Emergency Action Plan) - 1<sup>st</sup> Read  
Report: Meg Catmull, Assistant General Manager  
Description: This item will be a board discussion on a newly drafted EAP (Emergency Action Plan) Policy to supersede: EAP 2021.
- j. Discussion: Website Accessibility (ADA) Compliance  
Report: Meg Catmull, Assistant General Manager  
Description: This item will be a board discussion on possible new website accessibility compliance requirements from the state of California and ADA.

#### 8. Upcoming Meetings:

- a. Board of Director Training:
- b. Board of Directors: January 14, 2025 – February 11, 2025 – March 11, 2025
- c. Standing Personnel Committee:
- d. Standing Finance 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 November 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](mailto: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](mailto: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>.