



# 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: March 10, 2026, 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:

Topic: HRD Regular Board Meeting

Time: March 10, 2026, 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

Meeting ID: 868 9739 6127

Passcode: 041879

<https://us06web.zoom.us/j/86897396127?pwd=ENb0lMPaCMhygsOg8RcBVV3XS2GppB.1>

#### Board Members:

Pam Merkadeau

Andrew Aquino

Chris Carlos

Uy Ut (President)

Ranya Francis (Vice President)

#### Staff:

Tamsen Burke (General Manager)

Julia Fior (Recreation Coordinator)

Mike Koenig (K-8 Childcare Director)

#### 1. Call to Order

The meeting was called to order at 7:01 pm by President Ut.

#### 2. Review and Approval of Minutes

Board Member Merkadeau made a motion, Board Member Aquino second, to approve the Regular Board Meeting Minutes from February 10, 2026. The motion passed.

Vote: UU – Y; AA – Y; CC – Y; PM – Y; RF – Y

#### 3. Public Forum:

Public comments were received. (attached public document)

#### 4. Manager's Information Report

a. Administration

b. Programming

#### 5. Board Discussion on Strategic Priorities and Outcomes – Financial, Community, Facilities/Projects, Program/Services, Transparency

#### 6. Financial Information Report

- a. February 2026 Monthly Statement Memo
- b. March 2026 Monthly Statement (Preliminary)

7. Old Business

- a. No discussion/action item

8. New Business

- a. Discussion/Action: Director, Early Education Center Recruiter Contract
  - i. Board Member Merkadeau made a motion, Board Member Carlos second, to approve engagement retainer of Recruiter for the Engagement Fee of seven thousand and five hundred dollars (\$7500) and Service Fee of twenty-two thousand five hundred dollars (\$22,500). The Service Fee is inclusive of the Engagement Fee. The motion passed unanimously.  
Vote: AA – Y; CC – Y; PM – Y; UU – Y; RF – Y
- b. Discussion/Action: Review and Approval of the Out of Class Pay Request for the Bookkeeper, Administrative Coordinator
  - i. Board Member Aquino made a motion, Board Member Carlos second, to approve temporary OOC to Administrative Coordinator \$3.00/hour and Bookkeeper, \$3.37/hour increases to base hourly rate and retroactive to January 13, 2026. The motion passed unanimously.  
Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y
- c. Discussion: Review the Adoption and Implementation of the California Uniform Public Construction Cost Accounting Act for the District.
  - i. No motion was made.
- d. Discussion/Action: Co-sponsorship Agreement with Highlands Community Association (HCA) for 2026 Special Events (July 4 Celebration & Fundraiser)
  - i. Board Member Aquino made a motion, Board Member Francis second, to pay the bills. The motion passed unanimously.  
Vote: AA - Y; CC - Y; PM - Abstain; UU - Y; RF - Y

9. Upcoming BOD Meetings:

- a. Board of Directors: April 14, 2026 – May 12, 2026 – June 9, 2026

10. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
  - i. Board Member Merkadeau made a motion, Board Member Francis second, to pay the bills. The motion passed unanimously.  
Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

11. HRD Board of Directors Announcements

12. Closed Session: CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Government Code Section 54956.9(d) as threatened in a letter dated February 3, 2026 received from attorney Young Park of the law firm JusticeForWorkers.com (3600 Wilshire Blvd Ste 1815, Los Angeles, CA 90010), which letter will be made available for public inspection upon request pursuant to Government Code Section 54957.5 (one potential case).
- i. Closed session – 9:17pm -9:47pm
  - ii. Director Ut reported no reportable action taken from the Closed Session

13. Adjournment

Board Member Carlos made a motion, Board Member Francis second, to adjourn the meeting. The motion passed unanimously.

Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

The Meeting adjourned at 9:50 pm on March 10, 2026.

Board President or Vice President: by wt

Signature: [Handwritten Signature]

W. H. W.