



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: May 12, 2026, 07:00 PM Pacific Time (US and Canada)

Location: Multi-Purpose Room, Highlands Recreation District, 1851 Lexington Ave., San Mateo, CA 94402

Remote Teleconference Location: 1369 Sturgeon Way, San Jose, CA

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

Board Members:

Pam Merkadeau

Andrew Aquino

Chris Carlos

Uy Ut (President)

Ranya Francis (Vice President)

Staff:

Tamsen Burke (General Manager)

1. Call to Order

The meeting was called to order at 7:04 pm by President Ut.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Carlos second, to approve the Regular Board Meeting Minutes from March 10, 2024. The motion passed.

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

3. Public Forum

No public comments were received

4. Manager's Information Report

a. Administration

b. Programming

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

a. No discussion/action item

6. Financial Information Report

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

7. Old Business: no items

8. New Business:

- a. Discussion: Review CPI and Merit Based Maximum Adjustment for FY 2026-2027
 - i. No action was taken
- b. Discussion/Action: Approval of General Manager Employment Agreement
 - i. Board Member Carlos made a motion, Board Member Francis second, to approve the Regular Board Meeting General Manager Annual Compensation. The motion passed.
Vote: UU - Y; AA - Y; CC - Y; PM - Y; RF - Y
 - ii. Disclosure of Wage or Salary Range by Employer GC § 61110
 - 1. General Manager Compensation of \$165,000 annual salary. One time contribution of \$5775.00 to 457 Retirement, 3% match IRA, 7% match 457 retirement plans, all employee benefits, \$70.00 cell phone allotment.

9. Upcoming Meetings:

- a. Board of Directors: June 9, 2026 - July 14, 2026 - August 11, 2026

10. Review and Payment of Bills

- i. Board Member Board Member Aquino made a motion, Board Member Carlos second, to pay the bills. The motion passed unanimously.
Vote: AA - Y; CC - Y; PM - ABSTAIN; UU - Y; RF - Y

11. HRD Board of Directors Announcements

12. 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 7:52 pm on May 12, 2026.

Respectfully submitted

Tamsen K. Burke
Interim Board Secretary

Board President of Vice President (Print) hy ut

Signature hy