



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: September 8, 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:

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Join Zoom Meeting

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

Meeting ID: 868 9739 6127

Passcode: 041879

1. Call to Order
2. Review and approval of the minutes for:
 - a. Regular Board Meeting on August 11, 2026
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. Board Discussion on Strategic Priorities and Outcomes – Financial, Community, Facilities/Projects, Program/Services, Transparency
6. Financial Information Report
 - a. July Monthly Statement Memo
 - b. July 2026 to August 2026 Monthly Statement (Preliminary)
7. Old Business:
 - a. Discussion/Action: Review and approve the American Red Cross Disaster Relief Facility Use Agreement

Report: Tamsen Burke, General Manager

Description: This item will be a Board discussion of a past American Red Cross (ARC) Facility Use Agreement (20170609) with the Highlands Recreation District as a Disaster Relief location and determine to take action for the District will re-engage in the agreement per ARC request.

8. New Business:

- a. Discussion: Review the San Mateo County Controller's Office Excess Educational Revenue Augmentation Fund (ERAF) Distribution Notice FY 2026-2027.
Report: Tamsen Burke, General Manager
Description: This item is for Board review of the San Mateo County Controller's Office Excess ERAF Distribution Notice FY 2026-2027. Presentation of the San Mateo County Controller's Office Excess ERAF Distribution Notice FY 2026-2027 confirms the Board's receipt of the notice for the fiscal year 2026-2027.
- b. Discussion/Action: Review and Approve the Resolution 2026-04 State Of California Governor's Office Of Emergency Services Designation Of Applicant's Agent Non-State Agencies OES-Fpd-130 (Rev. 10-2022)
Report: Tamsen Burke, General Manager
Description: This item is a Board discussion and action to approve the Resolution 2026-04 to remove 2025 authorized agent Assistant General Manager and to approve the Authorized Agents by title only to authorize and execute on behalf of the Highlands Recreation District the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant programs.
- c. Discussion/Action: Review and Approve the Resolution 2026-05; 2026 Biennial Conflict of Interest (COI).
Report: Tamsen Burke, General Manager
Description: This item will be a Board discussion and approve updated 2026 Biennial Conflict of Interest (COI). The Political Reform Act requires every local government agency to review its Conflict of Interest (COI) Code biennially. A COI Code informs public officials, governmental employees, and consultants of the financial interests they must disclose on their Statement of Economic Interests (Form 700). This will be submitted to the Assessor-County Clerk-Recorder & Elections, County of San Mateo for review and it will be effective upon approval.
- d. Discussion/Action: Review and Approve Amendment to the Americans with Disabilities Act (ADA) Policy April 2025.
ADA Policy Report: Tamsen Burke, General Manager
Description: This item will be a Board review, discussion, and approval of amendments to the Board approved ADA Policy 2025, based priority recommendations from the CAPRI Cycle XX District Visit on June 23, 2026. The amendments are to update the grievance procedures, update ADA Compliance Officer, and District Notice and Public Input for transparency.
- e. Discussion/Action: Review and Approve the Boundary Policy
Report: Tamsen Burke, General Manager
Description: This item will be a Board review, discussion, and approval The CAPRI Cycle XX District Visit on June 23, 2026, priority recommendations that the District should establish a boundary policy.
- f. Discussion/Action: Review and Approve Bookkeeper Position Proposal
Report: Tamsen Burke, General Manager
Description: This item will be a Board review, discussion, and approval of Bookkeeper Position retention vs. Bookkeeping Service.
- g. Discussion/Action: Authorize General Manager to formally reject a Government Claims Act claim dated August 17, 2025, and signed by Wen Liang.
Report: Tamsen Burke, General Manager

Description: This claim relates to an injury allegedly sustained by a minor while participating in a camp operated by an entity renting a District facility. The District's insurer, California Association for Park and Recreation Indemnity (CAPRI), has tendered this claim to two entities operating camps at District facilities when the alleged accident occurred. CAPRI also recommends the Board authorize the General Manager to formally reject this claim.

9. Upcoming Meetings:

- a. Board of Directors: October 13, 2026, November 10, 2026, December 8, 2026

10. Review and Payment of Bills:

- a. Action: Motion to approve Expenditures
Report: Bookkeeper
Description: This is a routine item of the itemized bills for Board review and approval.
Recommendation: Approve the Expenditures

11. HRD Board of Directors Announcements

12. Closed Session:

- a. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION. Pursuant to Government Code Section 54956.9(d)(2), conference with legal counsel regarding significant exposure to litigation as described in a June 9, 2026, letter from the Law Offices of Peter L. Balogh and a claim dated August 17, 2025, signed by Wen Liang, which claim and letter will be made available for public inspection upon request pursuant to Government Code Section 54957.5 (one potential case).

13. 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>.