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: August 12, 2025, 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: 1535 Broadway, New York, NY 10036

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/u/kPeuY2H5c

Board Members:
Pam Merkadeau
Andrew Aquino (President)
Chris Carlos
Uy Ut (Vice President) – Remote (Teleconferenced)
Ranya Francis

Staff:
Tamsen Burke (General Manager)
Meg Catmull (Assistant General Manager)
Mike Koenig (K-8 Childcare Director)
Julia Fior (Recreation Coordinator)
Ron Berry (Aquatics Coordinator)

1. Call to Order
   The meeting was called to order at 7:07 pm by President Aquino.

2. Review and Approval of Minutes
   Board Member Francis made a motion, Board Member Carlos second, to approve the Regular Board Meeting Minutes from July 8, 2025. The motion passed.
   Vote: AA - Abstain; CC - Y; PM – Y; UU – Y; RF – Y

   Board Member Francis made a motion, Board Member Carlos second, to approve the Special Board Meeting Minutes from July 22, 2025. The motion passed unanimously.
   Vote: AA - Y; CC - Y; PM – Y; UU – Y; RF – Y

   Board Member Carlos made a motion, Board Member Aquino second, to approve the Standing Budget Committee Special Meeting Minutes from June 10, 2025. The motion passed.
   Vote: AA - Y; CC - Y; PM – Abstain; UU – Abstain; RF – Abstain

   Board Member Carlos made a motion, Board Member Aquino second, to approve the Standing Budget Committee Special Meeting Minutes from July 28, 2025. The motion passed.
   Vote: AA - Y; CC - Y; PM – Abstain; UU – Y; RF – Abstain

3. Public Forum:
   Public comments were received.

4. Manager's Information Report
   a. Administration
   b. Programming

5. Financial Information Report
   a. June 2025 Monthly Statement Memo
   b. July 2025 Monthly Statement (Preliminary)

6. Old Business
   a. Discussion/Action: Adoption of the Final FY 2025-2026 Budget
      i. Board Member Merkadeau made a motion, Board Member Carlos second, to adopt the Final FY 2025-2026 Budget as amended. The motion passed unanimously.
      Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

7. New Business
   a. Discussion: Annual Workforce Recruitment, Vacancy, and Retention Report (AB 2561 Compliance)

8. Upcoming BOD Meetings:
   a. Board of Directors: September 9, 2025 – October 14, 2025 – November 11, 2025

9. Review and Payment of Bills
   a. Action: Motion to approve Expenditures
      i. Board Member Carlos made a motion, Board Member Francis second, to pay the bills. The motion passed.
      Vote: AA - Y; CC – Y; PM – Y; UU – Abstain; RF – Y

10. HRD Board of Directors Announcements

11. Adjournment
    Board Member Merkadeau made a motion, Board Member Carlos second, to adjourn the meeting. The motion passed unanimously.
    Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

    The Meeting adjourned at 10:23 pm.

Respectfully Submitted,

Megan Catmull
Board Secretary

Board President or Vice President: Andrew Aquino

Signature: