



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: 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>

1. Call to Order
2. Review and approval of the minutes for:
 - a. Regular Board Meeting on February 10, 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. January 2026 Monthly Statement Memo
 - b. February 2026 Monthly Statement (Preliminary)
7. Old Business:
 - a. No discussion/action item
8. New Business:

- a. Discussion/Action: Director, Early Education Center Recruiter Contract
Report: Tamsen Burke, General Manager
Description: This item will be a Board review and discussion of a contract to retain the services of a Recruiter for the purpose of recruiting a permanent Director, Early Education Center.
Recommendation: Approve Director, Early Education Center Recruitment contract
- b. Discussion/Action: Review and Approval of the Out of Class Pay Request for the Bookkeeper, Administrative Coordinator
Report: Tamsen Burke, General Manager
Description: This item is for Board review and approval of Out of Class Pay for the Bookkeeper, Administrative Coordinator
- c. Discussion: Review the Adoption and Implementation of the California Uniform Public Construction Cost Accounting Act for the District.
Report: Tamsen Burke
Description: This item is for Board review of the Adoption and Implementation of the California Uniform Public Construction Cost Accounting Act for the Trenchless Sewer Replacement and future public construction costs.
- d. Discussion/Action: Co-sponsorship Agreement with Highlands Community Association (HCA) for 2026 Special Events (July 4 Celebration & Fundraiser)
Report: Tamsen Burke, General Manager
Description: This item is for Board review and approval of a Co-sponsorship Agreement to use District property for the annual July 4 celebration and conduct a fundraising car wash to support that event.

9. Upcoming 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
Report: Bea Robertson, 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: 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).

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>.