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: September 9, 2025, 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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Time: September 9, 2025, 07:00 PM Pacific Time (US and Canada)

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
Ranya Francis

Staff:
Tamsen Burke (General Manager)
Meg Catmull (Assistant General Manager)
Mike Koenig (K-8 Childcare Director)
Julia Fior (Recreation Coordinator)
Julie Fernandez (EEC Director)

1. Call to Order
   The meeting was called to order at 7:00 pm by President Aquino.

2. Review and Approval of Minutes
   Board Member Carlos made a motion, Board Member Ut second, to approve the Regular Board Meeting Minutes from August 12, 2025. The motion passed unanimously.
   Vote: AA - Y; CC - Y; PM – Y; UU – Y; RF – Y

3. Public Forum:
   Public comments were received.

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

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

For the good of the order, President Aquino moved agenda item #7.a prior to item #6.a

6. Old Business
    a. Discussion: Updated Annual Workforce Recruitment, Vacancy, and Retention Report

    b. Discussion/Action: Data Security Policy (Second Read)
        i. Board Member Ut made a motion, Board Member Carlos second, to adopt the Data Security Policy. The motion passed unanimously.
        Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

    c. Discussion/Action: Revised Budget for Fiscal Year 2025–2026 (Resolution 2025-03)
        i. Board Member Francis made a motion, Board Member Ut second, to adopt Revised Budget for Fiscal Year 2025–2026 and corresponding Resolution #2025-03. The motion passed unanimously.
        Vote: AA - Y; CC – Y; PM – Y; UU – Y; RF – Y

7. New Business
    a. Discussion: Tennis and Rental Contract

8. Upcoming BOD Meetings:
    a. Board of Directors Regular Meetings: October 14, 2025 – November 11, 2025 (Cancelled due to Veteran's Day) – December 9, 2025
    b. Board of Directors Special Meeting: Wednesday, November 12, 2025 at 7:00 PM

9. Review and Payment of Bills
    a. Action: Motion to approve Expenditures
        i. Board Member Ut 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

10. HRD Board of Directors Announcements

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

    The Meeting adjourned at 9:08 pm.

Respectfully Submitted,

Megan Catmull
Board Secretary

Board President or Vice President: Andrew Aquino

Signature: _____