



# 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: February 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: February 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>

#### Board Members:

Pam Merkadeau, joined at 7:04 pm

Andrew Aquino

Chris Carlos

Uy Ut (President)

Ranya Francis (Vice President)

#### Staff:

Tamsen Burke (General Manager)

Mike Koenig (K-8 Childcare Director)

#### 1. Call to Order

The meeting was called to order at 7:00 pm by President Ut.

#### 2. Review and approval of the minutes for:

- a. Board Member Aquino made a motion, Board Member Merkadeau second, to approve the Strategy Session Special Board Meeting Minutes from January 7, 2026. The motion passed.

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

- b. Board Member Aquino made a motion, Board Member Merkadeau second, to approve the Regular Board Meeting Minutes from January 13, 2026. The motion passed.

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

#### 3. Public Forum:

Public comments were not 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

6. Financial Information Report

- a. January 2026 Monthly Statement Memo
- b. February 2026 Monthly Statement (Preliminary)

7. Old Business:

- a. No Discussion/Action

8. New Business:

- a. Discussion/Action: Review and Approval of the Out of Class Pay Request for the Bookkeeper, Administrative Coordinator, Head Lifeguard  
Report: Tamsen Burke, General Manager  
Description: This item is for Board review and approval of Out of Class Pay for the Bookkeeper, Administrative Coordinator, and Head Lifeguard
  - i. No motion was made.
- b. Discussion/Action: Review and Approval of the Appointment of the Temporary Board of Directors District (Secretary) Clerk  
Report: Tamsen Burke, General Manager  
Description: This item is for Board review and approval of the appointment of a Temporary Board of Directors District Clerk.
  - i. Board Member Carlos made a motion, Board Member Aquino second, to approve Resolution 2026-01. The motion passed unanimously.  
Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y
- c. Discussion: Review the San Mateo County Investment Policy Statement 2026.  
Report: Tamsen Burke, General Manager  
Description: This item is for Board review of the 2026 Investment Policy Statement. In August, the County's Investment Policy was officially certified by the California Municipal Treasurers Association (CMTA). Presentation of the 2026 Investment Policy Statement confirms the Board's receipt of the investment policy statements for the fiscal year 2026.
  - i. No motion was made.
- d. Discussion: Review the San Mateo County Controller's Office Excess Educational Revenue Augmentation Fund (ERAF) Distribution Notice FY 2025-2026.  
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 2025-2026. Presentation of the San Mateo County Controller's Office Excess ERAF Distribution Notice FY 2025-2026 confirms the Board's receipt of the notice for the fiscal year 2025-2026.
  - i. No motion was made.
- e. Discussion: Review of the FY 24-25 State Controller's Report for Special District Name: Highlands Recreation Community Services District, Special Districts' Financial Transactions Report  
Report: Tamsen Burke, General Manager and Bea Robertson, Bookkeeper  
Description: This item is for Board review of the FY 24-25 State Controller's Report for Special District Name: Highlands Recreation Community Services District, Special Districts' Financial Transactions. Presentation of the FY 24-25 State Controller's Report for Special District Name: Highlands Recreation Community Services District, Special Districts' Financial Transactions Report confirms the Board's receipt of the report for 2024-2025.
  - i. No motion was made.

- f. Discussion: Review of the Fiscal Year 2025 Annual Financial Audit  
 Report: Tamsen Burke, General Manager  
 Description: This item is for Board review of the Fiscal Year 2025 Annual Financial Audit as prepared by the District's independent auditor. The audit includes an overview of the District's financial position, accounting practices, and compliance with applicable financial reporting standards. Presentation of the Fiscal Year 2025 Annual Financial Audit confirms the Board's receipt of the financial statements for the fiscal year ending June 30, 2025.
  - i. No motion was made.
  
- g. Discussion/Action: Selection of Technology Ad Hoc Committee Members  
 Report: Uy Ut, President  
 Description: Technology Ad Hoc Committee
  - i. At the January 2025 Board meeting, the Board appointed Ranya Francis and Uy Ut to serve on the Technology Ad Hoc Committee. The Committee is tasked with evaluating and recommending data protection solutions for the Highlands Recreation Center, including relevant software, hardware, and related tools or services. The Committee shall present its findings and recommendations to the Board no later than the December 2026 Board meeting, at which point the Committee shall be dissolved.  
 Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y

9. Upcoming Meetings:

- a. Board of Directors: March 10, 2026 - April 14, 2026 - May 12, 2026

10. Review and Payment of Bills

Action: Motion to approve Expenditures

Board Member Merkadeau made a motion, Board Member Aquino second, to pay the bills. The motion passed unanimously.

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

11. HRD Board of Directors Announcements

12. 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 8:23 pm on February 10, 2026.

Board President or Vice President: \_\_\_\_\_ *Uy Ut*

Signature: \_\_\_\_\_ *[Handwritten Signature]*

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