HIGHLANDS RECREATION DISTRICT EST. 1957

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: November 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: November 10, 2026, 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

1. Call to Order

2. Review and approval of the minutes for:
    a. Regular Board Meeting on October 13, 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. August Monthly Statement Memo
    b. September 2026 Monthly Statement (Preliminary)

7. Old Business:

a. Discussion/Action: Review, consider, and adopt Resolution 2026-5, the Highlands Recreation District Appropriations Limit for Fiscal Year 2026 – 2027.
   Report: Tamsen Burke, General Manager
   Description: This item is for Board review, consider, and adopt and adopt the resolution Pursuant to Government Code Section 7910: Under Article XIIIB of the Constitution of the State of California, the Highlands Recreation District ("District") Appropriations Limit for fiscal year 2026-2027.

b. Discussion: Review and discuss the Board Vacancy and Procedures
   Report: Tamsen Burke, General Manager
   Description: This item is a Board discussion and review of the procedures applicable for the Board vacancy anticipated at next Board meeting (December 8, 2026).

8. New Business:
   a. No new business

9. Upcoming Meetings:
   a. Board of Directors: December 8, 2026, January 12, 2027, February 9, 2027

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. GENERAL MANAGER PERFORMANCE EVALUATION
      Pursuant to Government Code Section 54957(b), performance evaluation of General Manager Tamsen Burke.
   b. CONFERENCE WITH LABOR NEGOTIATORS
      Pursuant to Government Code Section 54957.6, conference with the District's designated labor negotiators for negotiations with the General Manager, an unrepresented employee.

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.