



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: December 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:

Topic: HRD Regular Board Meeting

Time: December 9, 2025, 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
Andrew Aquino (President)
Chris Carlos
Uy Ut (Vice President)
Ranya Francis

Staff:

Tamsen Burke (General Manager)
Meg Catmull (Assistant General Manager)
Mike Koenig (K-8 Childcare Director)
Julie Fernandez (EEC Director)

1. Call to Order

The meeting was called to order at 7:01 pm by President Aquino.

2. Review and Approval of Minutes

Board Member Merkadeau made a motion, Board Member Ut second, to approve the Special Board Meeting Minutes from November 12, 2025. The motion passed unanimously.

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

3. Public Forum:

Public comment was received.

4. Board President Message

- a. Brown Act Compliance
- b. Highlands Recreation District Bylaws

5. Manager's Information Report

- a. Administration
- b. Programming

6. Financial Information Report

- a. October 2025 Monthly Statement Memo
- b. November 2025 Monthly Statement (Preliminary)

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7. Old Business

- a. Discussion/Action: Budget development timeline, guidelines for budget development, and budget policies
 - i. No motion was made.

8. New Business

- a. Discussion: Distinction between the Highlands Recreation District and the Highlands Community Association
 - i. No motion was made and the matter was tabled to the next meeting.
- b. Discussion/Action: SB 707 - Brown Act "just cause" or "emergency" provisions
 - i. Board Member Carlos made a motion, Board Member Ut second, to continue to 'opt-out' of Brown Act "just cause" or "emergency" provisions. The motion passed unanimously.
Vote: AA - Y; CC - Y; PM - Y; UU - Y; RF - Y
- c. Discussion/Action: Organizational Structure
 - i. No motion was made.

9. Upcoming BOD Meetings:

- a. Board of Directors: December 9, 2025 – January 13, 2026 – February 10, 2026
- b. Board of Directors Strategy Session: Possible Date of 1/7/2025

10. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
 - i. Board Member Carlos made a motion, Board Member Ut 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. Closed Session: The Board will convene in Closed Session following public comment and required open-session announcements.

- a. Public Comment on Closed Session Items.
 - i. No public comments were received.
- b. Open-Session Announcement: Labor Negotiators
 - i. No open-session announcement was given.
 - ii. Directors Aquino and Merkadeau were named as the Labor Negotiators.
- c. Closed Session: Pursuant to Government Code Section 54957(b), performance evaluation of General Manager Tamsen Burke.
 - i. The Board adjourned to closed session at 10:13 pm.
 - ii. The Board reconvened at 12:32 am on December 10, 2025.
 - iii. No reportable action was taken in Closed Session.
- d. Closed Session: Pursuant to Government Code Section 54957.6, conference with the District's designated labor negotiators for negotiations with the General Manager, an unrepresented employee.
 - i. The Board adjourned to closed session at 10:13 pm.
 - ii. The Board reconvened at 12:32 am on December 10, 2025.
 - iii. No reportable action was taken in Closed Session.

13. Adjournment

