



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: August 11, 2026, 07:00 PM Pacific Time (US and Canada)

Location: Multi-Purpose Room, Highlands Recreation District, 1851 Lexington Ave., San Mateo, CA 94402
1369 Sturgeon Way, San Jose, CA

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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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 July 14, 2026
 - b. Standing Budget Committee on July 30, 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

Note: Item 8.a Annual Workforce Vacancy, Recruitment, and Retention Report (AB 2561 Compliance) must be reviewed by the Board of Directors prior to Item 7.a Adoption of the Final FY 2026 2027 Budget, in accordance with the requirements of AB 2561.

7. Old Business:

- a. Discussion/Action: Adoption Final FY 2026-2027 Budget
Report: Tamsen Burke, General Manager and Budget Committee
Description: This item is for Board discussion of the chart of accounts, approved cost allocation, budget narrative, and operational budget for the 2026-2027 Fiscal Year. The Board will review and consider adoption of the Final Budget.
- b. Discussion/Action: Discussion and Direction to Management on free facility rentals, staffing expenses, and district resources to public.
Report: Tamsen Burke, General Manager
Description: This item will be a Board discussion and direction to staff to identify which organizations (e.g., HCA, NLYM, Scouts, Seniors, Friends of) and activities (e.g., HCA - July 4, meetings, fundraisers) the Board wants staff to grant free rentals of District facilities for FY2026-2027, including, staffing expenses, and district resources to public. A possible motion to approve staff recommended rental fees for FY 2026-2027 and subsequent years.
- c. Discussion/Action: Reopen a prior Board Action
Report: Tamsen Burke, General Manager
Description: This item is for the Board to vote to reopen a prior Board Action which approved the Co-Sponsorship Agreement with the Highlands Community Association (HCA) for 2026 Special Events (July 4 Celebration and Fundraiser)
- d. Discussion/Action: Review, reconsider or rescind the approved Co-sponsorship Agreement with Highlands Community Association (HCA) for 2026 Special Events (July 4 Celebration & Fundraiser)
Report: Uy Ut, Board Chair
Description: This item is for Board consideration to make a motion to reconsider or rescind the co-sponsorship agreement authorized by the Board on March 10, 2026 in compliance with Brown Act.

8. New Business:

- a. Discussion: Annual Workforce Vacancy, Recruitment, and Retention Report (AB 2561 Compliance)
Report: Tamsen Burke, General Manager
Description: In accordance with Assembly Bill 2561 (McKinnor, 2022), the Board will receive a report summarizing workforce vacancies, recruitment and retention efforts, and identified barriers to filling positions during Fiscal Year 2025–2026. This annual report is required for all local public agencies and must be presented at a public meeting prior to adoption of the fiscal year budget. No action is requested at this time.
- b. Discussion/Action: Review and discuss the American Red Cross Disaster Relief Facility Use Agreement
Report: Tamsen Burke, General Manager and Uy Ut, Board Chair
Description: This item will be a Board discussion of a past American Red Cross (ARC) Facility Use Agreement (20170609) with the Highlands Recreation District as a Disaster Relief location and determine to take action for the District will re-engage in the agreement per ARC request.

9. Upcoming Meetings:

- a. Board of Directors: September 8, 2026, October 13, 2026, November 10, 2026

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. 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>.