



# 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: January 13, 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: January 13, 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)  
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 Ut.

2. Review and Approval of Minutes

Board Member Aquino made a motion, Board Member Carlos second, to approve the Regular Board Meeting Minutes from December 9, 2025. The motion passed.

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

Board Member Aquino made a motion, Board Member Carlos second, to approve the Special Board Meeting Minutes from December 9, 2025. 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. November 2025 Monthly Statement Memo
- b. December 2025 Monthly Statement (Preliminary)

7. Old Business

- a. Discussion/Action: Organizational Structure
  - i. Board Member Carlos made a motion, Board Member Aquino second, to approve recommended changes to the Organizational Structure to improve operational efficiency, clarify reporting lines, and support long-term service delivery needs. The motion passed unanimously.  
Vote: AA – Y; CC - Y; PM – Y; UU – Y; RF – Y

8. New Business

- a. Discussion: Draft HR Manual Review - (First Read)
  - i. No motion was made.
  
- b. Discussion/Action: Selection of Personnel Ad Hoc and Budget Standing Committee Members
  - i. No motion was made.

9. Upcoming BOD Meetings:

- a. Board of Directors: February 10, 2026 – March 10, 2026 – April 14, 2026

10. Review and Payment of Bills

- a. Action: Motion to approve Expenditures
  - i. Board Member Aquino 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

11. HRD Board of Directors Announcements

12. Adjournment

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

The Meeting adjourned at 9:07 pm on January 13, 2026.

Board President or Vice President: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature:   
UY Ut (Feb 28, 2026 15:08:03 PST)

Email: uy@highlandsrec.ca.gov


# 2.b. 20260113 Meeting Minutes


Final Audit Report


2026-02-28


|                 |  |
|-----------------|--|
| Created:        | 2026-02-26                                     |
| By:             | General Manager (gmdirect@highlandsrec.ca.gov) |
| Status:         | Signed   |
| Transaction ID: | CBJCHBCAABAABkWAQ_wQR9oy5R75C0n4k0M98M48Z7Au   |


## "2.b. 20260113 Meeting Minutes" History

 Document created by General Manager (gmdirect@highlandsrec.ca.gov)  
2026-02-26 - 8:37:30 PM GMT

 Document emailed to UY Ut (uy@highlandsrec.ca.gov) for signature  
2026-02-26 - 8:37:35 PM GMT

 Email viewed by UY Ut (uy@highlandsrec.ca.gov)  
2026-02-28 - 11:07:28 PM GMT

 Document e-signed by UY Ut (uy@highlandsrec.ca.gov)  
Signature Date: 2026-02-28 - 11:08:03 PM GMT - Time Source: server

 Agreement completed.  
2026-02-28 - 11:08:03 PM GMT