



San Mateo County Harbor District  
Board of Harbor Commissioners

**REGULAR MEETING MINUTES**

**March 15, 2023**

**1:00 PM – 5:00 PM**

San Mateo County Harbor District

**A) Roll Call – 1:00 PM**

All Commissioners Present

**B) Public Comments/Questions**

**C) Commissioner Comments**

**D) February 2023 Activity Reports: General Manager, Operations,  
Administration**

**E) Consent**

Item 5 pulled by Commissioner Chang Kiraly  
Item 2 pulled by Commissioner Slater-Carter

Approve Items 1, 3, and 4  
(Chang Kiraly/Slater-Carter)  
All in favor

**1. Bills and Claims (van Hoff)**

Accept Pre-Approved Items in the amount of \$164,674.88 for February.  
Approve \$500,000 in Pre-Approved Items for April 2023.

**3. Deputy Director of Administrative Services Position Description (van Hoff)**

Approve the position of Deputy Director of Administrative Services Position Description and update the District's Salary Schedule with a salary range of \$125,000-\$156,000.

**4. Second Quarter – 2021/22 (Q2-22) Financial Report Spending Authority (van Hoff)**

Information only

## F) Discussion

6. **Fiscal Year Audited Basic Financial Statements (van Hoff)**  
Receive 2021/22 San Mateo County Harbor District Audited Basic Financial Statements.
7. **“First Look” Fiscal Year 2023/24 Operating Budget and Capital Improvement Program (van Hoff)**  
Review and comment on “First Look” Fiscal Year 2023/24 Operating Budget and Capital Improvement Program.
8. **Designation of Labor Negotiators (Pruett)**  
Designate the James B. Pruett, General Manager, San Mateo County Harbor District and Christopher Boucher, Boucher Law, PC as Chief Negotiators with the Operating Engineers Local #3 and Teamsters Union Local 856.  
  
(Chang Kiraly/Slater-Carter)  
All in Favor
2. **Minutes – Regular Board Meeting Minutes for February 15, 2023 (Hadden)**  
Approve Minutes of the February 15, 2023 Board Meeting with edits.  
  
(Chang Kiraly/Slater-Carter)  
All in favor
5. **Monthly Capital Projects Update (Moren)**  
Information only

## G) Closed Session

1. **Conference with Labor Negotiators**  
Agency designated representatives: General Manager Jim Pruett and Chris Bucher, esq.  
Employee organizations: Operating Engineers Local #3 and Teamsters Local 856.  
  
No Reportable Action

## H) Future Agenda Items

- I) **Adjourn** – 4:38 PM  
Motion to Adjourn

Approved at the April 19, 2023 Regular Board Meeting

  
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Melanie Hadden  
Board Secretary

  
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William Zemke  
President

