



**San Mateo County Harbor District  
Board of Harbor Commissioners**

*"The Harbor District provides fiscally and environmentally responsible stewardship of its maritime resources, emergency response, and public access"*

**REGULAR MEETING MINUTES**

**February 21, 2024**

**10:00 AM – 1:00 PM**

San Mateo County Harbor District

**A) Pledge of Allegiance**

**B) Roll Call – 10:00 AM**

All Commissioners Present

**C) Public Comments/Questions**

**D) Commissioner Comments**

**E) Activity Reports**

- a. General Manager,
- b. Operations,
- c. Administration and Finance

**F) Consent**

Item 8 pulled by Chang Kiraly  
(Chang Kiraly/Slater-Carter)  
Approve Consent Items 1 – 7  
All in favor

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

Accept Pre-Approved Items in the amount of \$332,088.76 for January.  
Approve \$500,000 in Pre-Approved Items for March 2024.

**2. Minutes – Regular Board Meeting for January 17, 2024 (Hadden)**

Recommendation: Approve Minutes of the January 17, 2024, Regular Board Meeting

3. **Monthly Capital Project Update (Moren)**  
Information only
4. **Authorized List of Signatures with the San Mateo County Treasurer's Office and California State Treasurer's Office; Adopt Resolutions No. 24-03 and 24-04 (van Hoff)**  
Resolution No. 24-03 approving updated list of Harbor District authorized signers for the San Mateo County Treasurer's Office and adopt Resolution No. 24-04 approving updated list of Harbor District authorized signers for the California State Treasurer's Office.
5. **Second Quarter – Fiscal Year 2023/24 (Q2-24) Rent Report (van Hoff)**  
Information only
6. **Second Quarter 2023/24 (Q2-24) Financial Report Spending Authority (van Hoff)**  
Information only
7. **Pillar Point Harbor Launch Ramp, Restroom, Boat Rinse Replacement Project Request for Proposals Consideration (Moren)**  
Pursuant to a publicly advertised Request for Proposal (RFP), authorize the General Manager to enter into an Agreement with the design/engineering firm found most qualified, Moffatt & Nichol, for the Pillar Point Harbor Launch Ramp, Restroom, Boat Rinse Replacement Project, for an amount not to exceed \$300,391, with a 20% contingency in the event there is a need for change orders due to unforeseen challenges or additional work found needed, and authorize the General Manager to issue change orders up to the contingency amount, and approve an increase in Capital Expenditure Appropriations of \$360,469.20 to be funded by available working capital.
8. **CSDA Board of Directors Call for Nominations Seat A (Pruett)**  
Nominate Kathryn Slater-Carter to the CSDA Board of Directors Seat A (Chang Kiraly/Zemke)  
All in favor

## G) Discussion

1. **CY 2024 Ad Hoc and Standing Committee Review and Assignments (Mattusch)**  
The President of the Board for CY2024 review each Standing and Ad Hoc Committee and re-appoint or make new appointments, as necessary.  
**See attachment at the end of these minutes for 2024 appointments.**
2. **Surfers Beach Replenishment Pilot Project Permit Requirements and Timelines (Moren)**  
Information only

3. **Mid-Year Budget Review (van Hoff)**

Information only

H) **Closed Session** – 11:15 AM

1. **Conference with Real Property Negotiators**

Property: 4000 Cabrillo Hwy, Half Moon Bay, California  
Agency Negotiators: James Pruett and Julie van Hoff  
Negotiating Parties: Pillar Point RV Park, LLC  
Under Negotiation: Price and Terms of Payment

2. **Conference with Labor Negotiators Pursuant to Government Code §54957.6**

Agency Negotiators: James Pruett, General Manager, San Mateo County Harbor District and Christopher Boucher, Boucher Law, PC  
Employee organization: Operating Engineers Local 3

I) **Discussion** – These Items were moved off Discussion.

1. **Operating Engineers Local 3 MOU (Pruett)**

Adopt, and authorize the General Manager to sign, the MOU between the San Mateo County Harbor District and Operating Engineers Local 3 dated February 21, 2024 through June 30, 2029.

2. **Publicly Available Salary Schedule & Special Compensation (van Hoff)**


Approve amended salary schedule to include increase for District employees who are members of International Union of Operating Engineers Local No. 3 (OE3) and an increase in unrepresented employee's salary ranges as presented in the attached salary schedule to be effective February 25, 2024.

J) **Future Agenda Items**

K) **Adjourn** – 11:48 AM

Approved by the Board on March 20, 2024

  
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Melanie Hadden  
Board Secretary

  
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Tom Mattusch  
President

## Committees

<u>Committee</u>	<u>2024</u>
Finance	Mattusch, Chang Kiraly
Human Relations	Chang Kiraly, Zemke
<b>Ad Hoc</b>	
Dredging/Sediment Management	Domurat, Mattusch
Sea Level Rise	Chang Kiraly, Domurat
PPH Retail Center	Mattusch, Slater-Carter
Memorial Recognition	Chang Kiraly, Domurat
Ocean Science Center Committee	Slater-Carter, Domurat
Search and Rescue/Maritime Assist	Chang Kiraly, Mattusch
Pillar Point Breakwater Environmental Impact	Domurat, Zemke
Logo Committee	Mattusch, Zemke
<b>Liaison</b>	
Oyster Point Marina	Zemke, Chang Kiraly
Army Corp of Engineers	Domurat
San Mateo County OneShoreline	Slater-Carter Alternate: Chang Kiraly