



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

June 21, 2023

1:00 PM – 5:00 PM

San Mateo County Harbor District

A) Roll Call – 1:03 PM

All Commissioners Present

B) Public Comments/Questions

C) Commissioner Comments

D) Activity Reports

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

E) Consent

Item 4 pulled by Commissioner Zemke

Approve Items, 1, 2, 3, 5 and 6

(Mattusch/Kiraly)

All in favor

1. Bills and Claims (van Hoff)

- 1) Accept Pre-Approved Items in the amount of \$195,951.88 for May.
- 2) Approve payment to County of San Mateo Office of the Assessor in the amount of \$294,011.23 for costs related to the November 2022 General Election.
- 3) Approve payment to PG&E in the amount of \$25,738.43 for utilities at Oyster Point Marina, which represents a billing catch up of 1.5 months of electricity charges.
1. Approve \$500,000 in Pre-Approved Items for July 2023.

2. Minutes – Regular Board Meeting Minutes for May 17, 2023 (Hadden)

Approve Minutes of the May 17, 2023 Board Meeting

3. Monthly Capital Projects Update (Moren)

Information Only

5. Approve Revision to District Policy 4.3.1 Purchasing and Procurement (van Hoff)

Approve revised Purchasing and Procurement Policy

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

Approve amended salary schedule to include increase of 4.5% for District employees who are members of Teamsters Union Local 856 (Teamsters) and an increase in unrepresented employee's salary ranges as presented in the attached salary schedule to be effective July 2, 2023. Approve the increase in 457 Deferred Compensation Contribution from 2% to 3% of an employee's salary for Teamsters and unrepresented employees.

F) Discussion

1. Teamster 856 MOU (Pruett)

Approve MOU between the San Mateo County Harbor District and Teamsters 856 effective July 1, 2023 – June 30, 2028.

(Mattusch/Kiraly)

All in favor

2. Approve Rates and Fees Effective July 1, 2023 (van Hoff)

Change Resolution 23-09 to increase the districts Rates and Fees for slip rents by 2.8% effective July 1, 2023 and for all other fees to increase by 5.6% as proposed.

(Mattusch/Slater-Carter)

All in favor

3. Final Budget – Fiscal Year 2023/24 Operating Budget and Five-Year Capital Improvement Plan: Adopt Resolution No. 23-09 (van Hoff)

Adopt Resolution No. 23-10 approving Fiscal Year 2023/24 Operating Budget and Five-Year Capital Improvement Program.

(Slater-Carter/Kiraly)

All in favor

G) Closed Session – 2:11 PM

1. Real Property Negotiators

Property: 1 Johnson Pier, Half Moon Bay, California

Agency Negotiators: James Pruett and Julie van Hoff

Negotiating Parties: Edward Wilkinson

Under Negotiation: Price and Terms of Payment

No reportable Action

H) Discussion – 4:17 PM

1. **Approve Assignment of Ketch Joanne Restaurant and Harbor Bar Lease (Pruett/van Hoff)**

Approve a request by Joanne Franklin, DBA Ketch Joanne Restaurant and Harbor Bar Inc., to assign the lease for Ketch Joanne Restaurant and Harbor Bar with the District to Edward Wilkinson and authorize the General Manager to execute Consent to Assignment of Lease. Assignee represents and warrants that within 6 months of acceptance of assignment, Pelagic will re-negotiate in good faith a new master lease for all three properties as defined in the leases for a period of five years.

(Zemke/Slater-Carter)

All in favor

2. **Approve Assignment of Ketch Café' Lease (Pruett/van Hoff)**

Approve a request by Joanne Franklin, DBA Ketch Café', to assign the lease for Ketch Café' with the District to Edward Wilkinson and authorize the General Manager to execute Consent to Assignment of Lease. Assignee represents and warrants that within 6 months of acceptance of assignment, Pelagic will re-negotiate in good faith a new master lease for all three properties as defined in the leases for a period of five years.

(Zemke/Slater-Carter)

All in favor

3. **Approve Assignment of Order at the Corner Lease (Pruett/van Hoff)**

Approve a request by Albert Dunn, DBA Order at the Corner, Inc., to assign the lease for Order at the Corner with the District to Edward Wilkinson and authorize the General Manager to execute Consent to Assignment of Lease. Assignee represents and warrants that within 6 months of acceptance of assignment, Pelagic will re-negotiate in good faith a new master lease for all three properties as defined in the leases for a period of five years.

(Zemke/Slater-Carter)

All in favor

Moved from Consent

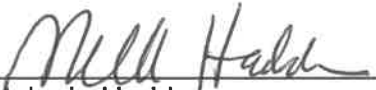
4. **2023 Special District Risk Management Authority (SDRMA) Board of Directors Election (van Hoff)**

Vote for Robert Swan (Incumbent) Director, Groveland Community Services District and Acquanetta Warren Vice Chair, Local Agency Formation Commission for San Bernardino County for the 2023 Special District Risk Management Authority Board of Directors.

I) Future Agenda Items

J) Adjourn – 4:30 PM

Approved by the Board on July 19, 2023



Melanie Hadden
Board Secretary



William Zemke
President