



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

September 18, 2024

10:00 AM – 1:00 PM

- A) Pledge of Allegiance**
- B) Roll Call**
- C) Public Comments/Questions**
- D) Commissioner Comments**
- E) Activity Reports**
 - a. General Manager,
 - b. Operations,
 - c. Administration and Finance

F) Consent

President Mattusch pulled the following items from the agenda:

- F4: Progressive Discipline Policy
- F7: Drug and Alcohol-Free Workplace, and
- G6: Position Descriptions

(Mattusch/Slater-Carter)
All in favor

Approve Consent Items 1, 2, 3, 5 and 6
(Chang Kiraly/Zemke)
All in Favor

1. Bills and Claims (van Hoff)

Recommendation: Accept Pre-Approved Items in the amount of \$236,073.49 for August. Approve \$750,000 in Pre-Approved Items for October 2024. Approve \$750,000 in Pre-Approved Items for November 2024 (the Board may not meet in October).

Approve \$132.13 for Commissioner George Domurat and \$398.19 for General Manager James Pruet for reimbursable travel expenses.

2. **Minutes – Regular Board Meeting for August 21, 2024 (Hadden)**
Recommendation: Approve Minutes of the August 21, 2024 Regular Board Meeting

3. **Monthly Capital Project Update (Moren)**
Information only

4. **Progressive Discipline Policy 6.2.10 (Modena)**
Adopt the Progressive Discipline Policy 6.2.10

Pulled from this Agenda.

5. **Meeting with Supervisor Ray Mueller Update (Pruett)**
Information only

6. **Pillar Point Harbor RV Park CDP Update (Pruett)**
Information only

7. **Drug and Alcohol Free Workplace Policy 6.6.2 (Pruett)**
Adopt the District's Drug and Alcohol Free Workplace Policy 6.6.2 as amended.

Pulled from this Agenda.

G) Discussion

1. **SMCHD's CalPERS Actuary Reports (van Hoff)**
Presentation
2. **Oyster Point Marina Joint Liaison Standing Committee Report (Chang Kiraly/Zemke)**
Receive Report
3. **Search and Rescue Ad Hoc Committee Report (Mattusch/Chang Kiraly)**
Receive Report
4. **Ocean Science Center Ad Hoc Committee Report (Slater-Carter/Domurat)**
Receive Report
5. **Division of Boating and Waterways SAVE Grant Resolution (Moren)**
Adopt Resolution No. 24-18 to authorize acceptance and execution of a California Boating and Waterways Surrendered and Abandoned Vessel Exchange Grant for \$150,000 and authorize the General Manager to expend

DBW SAVE Grant monies for removal of abandoned vessels at Oyster Point Marina and Pillar Point Harbor.

(Chang Kiraly/Zemke)
All in favor

6. Draft Position Descriptions (van Hoff)

Recommendation: Approve the position descriptions for Harbormaster, Assistant Harbormaster, Deputy Harbormaster A/B, and Harbor Worker.

Pulled from this Agenda.

7. Formation of Non-Profit Benefit Corporation for Ocean Science Education and Research (Pruett)

Discussion


8. Lighted Boat Festival Update (Hadden)

Receive update and provide guidance

H) Future Agenda Items

I) Adjourn – 11:55 AM

Approved at the November 20, 2024 Meeting



Melanie Hadden
Deputy Secretary to the Board



Tom Mattusch
President