



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**

**March 20, 2024**

**10:00 AM – 1:00 PM**

San Mateo County Harbor District

**A) Pledge of Allegiance – 10:00 AM**

**B) Roll Call**

Present: Mattusch, Domurat, Chang Kiraly, Slater-Carter  
Absent: Zemke

**C) Public Comments/Questions**

**D) Commissioner Comments**

**E) Activity Reports**

**F) Consent**

Approve Items 1 – 5  
(Slater-Carter/Kiraly)

Ayes: Mattusch, Domurat, Chang Kiraly, Slater-Carter  
Absent: Zemke

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

Accept Pre-Approved Items in the amount of \$347,487.52 for February.  
Approve a total of \$4,366.33 for payments to General Manager James Pruett, Commissioner George Domurat, and Commissioner Tom Mattusch for reimbursable mileage/travel expenses. Approve \$750,000 in Pre-Approved Items for April 2024.

**2. Minutes – Regular Board Meeting for February 21, 2024 (Hadden)**

Approve Minutes of the February 21, 2024 Regular Board Meeting

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

Information only

4. **Digital Signature Policy (Modena)**  
Approve Resolution 24-06 to adopt San Mateo County Harbor District Policy 4.1.6, Digital Signatures.
5. **Revise Commissioner Reimbursement Policy (Modena)**  
Approve Resolution 24-05 to adopt San Mateo County Harbor District Policy 4.2.4, Commissioner Reimbursement as Revised.

## G) Discussion

1. **Fiscal Year 2022/23 Audited Financial Statements and Independent Auditor's Report (van Hoff)**  
Approve draft fiscal year 2022/23 San Mateo County Harbor District Audited Financial Statements and Independent Auditor's Report by Nigro & Nigro, PC.  
  
(Kiraly/Domurat)  
Ayes: Mattusch, Domurat, Chang Kiraly, Slater-Carter  
Absent: Zemke
2. **Request for Rent Relief, Pelagic Hospitality Group (Pruett)**  
Approve rent relief in the amount not to exceed a total of \$15,000 and permit Pelagic Hospitality Group to pay \$6,600 for December 2023, \$7,350 for January 2024, \$10,000 for February 2024, and \$12,500 for March 2024 as total rent due.  
  
(Slater-Carter/Kiraly)  
Ayes: Mattusch, Domurat, Chang Kiraly, Slater-Carter  
Absent: Zemke
3. **"First Look" Fiscal Year 2024/25 Operating Budget and Capital Improvement Program (van Hoff)**  
Review and comment on "First Look" Fiscal Year 2024/25 Operating Budget and Capital Improvement Program.
4. **Pillar Point Retail Center Ad Hoc Committee Report (Pruett)**  
Information only
5. **Oyster Point Marina Standing Committee Report (Pruett)**  
Information only
6. **Search and Rescue Ad Hoc Committee Report (Pruett)**  
Information only

## H) Closed Session

### 1. 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

No reportable action.

## I) 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 March 20, 2024 through June 30, 2029.

(Kiraly/Domurat)

Ayes: Mattusch, Domurat, Chang Kiraly, Slater-Carter

Absent: Zemke

### 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 March 24, 2024.

(Kiraly/Slater-Carter)

Ayes: Mattusch, Domurat, Chang Kiraly, Slater-Carter

Absent: Zemke

## J) Future Agenda Items

Create an Ad Hoc Committee to discuss having more events at Pillar Point Harbor and Oyster Point Marina.


(Chang Kiraly/Slater-Carter)

## K) Adjourn – 11:57

Approved by the Board on April 17, 2024



Melanie Hadden  
Board Secretary



Tom Mattusch  
President

