



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 12, 2024**  
**10:00 AM – 1:00 PM**

**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 10 pulled by President Mattusch will be brought back to another meeting.

**10. Draft Position Descriptions (van Hoff)**

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

(Chang Kiraly/Zemke)  
Approve Consent Items 1 – 9  
All in favor

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

Accept Pre-Approved Items in the amount of \$282,871.80 for May. Approve a total of \$4,297.32 for payments to General Manager James Pruett, Commissioner Tom Mattusch, and Commissioner Kathryn Slater-Carter for

reimbursable mileage/travel expenses. Approve \$500,000 in Pre-Approved Items for July 2024.

2. **Minutes – Special Board Meeting for December 5, 2022 (Hadden)**  
Approve Minutes of the Special Board Meeting of December 5, 2022
3. **Minutes – Regular Board Meeting for May 15, 2024 (Hadden)**  
Approve Minutes of the Regular Board Meeting of May 15, 2024
4. **Minutes – Special Board Meeting for May 23, 2024 (Hadden)**  
Approve Minutes of the Special Board Meeting of May 23, 2024
5. **Monthly Capital Project Update (Moren)**  
Information only
6. **District’s Bereavement Policy 6.5.3 (Modena)**  
Approve revision to the District’s Bereavement Leave Policy 6.5.3
7. **District’s Holidays and Floating Holidays Policy 6.5.2 (Modena)**  
Approve revision to the District’s Holidays and Floating Holidays Policy 6.5.2
8. **District’s Personnel Conduct Policy 6.2.1 (Modena)**  
Adopt the District’s Personnel Conduct Policy 6.2.1 as Amended
9. **Decommissioning Obsolete District Policies (Modena)**  
Approve decommissioning District Policy 5.2.1 Launch Ramp Operating Hours and Policy 6.5.11 Leave Policy During Pandemic

## **G) Discussion**

1. **San Mateo County Harbor District’s 2024 Elections (Pruett)**  
Adopt Resolution No. 24-13 calling for an election to be held on November 5, 2024 for the election of three members of the San Mateo County Board of Harbor Commissioners for District 1, District 4, and District 5.  
  
(Zemke/Chang Kiraly)  
All in favor
2. **Call for Nominations: Special District Selection Committee Mail Ballot to Elect Alternate Special District Member on San Mateo LAFCo (Pruett)**  
The Commission nominates Kathryn Slater-Carter for the LAFCo Alternate Member Position for the Independent Special District Member.  
  
(Chang Kiraly/Domurat)  
All in favor

3. **Final Operating Budget and Five-Year Capital Improvement Program (van Hoff)**  
Adopt Resolution No. 24-11 approving the Fiscal Year 2025 Operating Budget and Five-Year Capital Improvement Program  
  
(Chang Kiraly/Slater-Carter)  
All in favor
4. **Ocean Science Center Ad Hoc Committee Report (Modena)**  
Information only
5. **Workplace Violence Prevention Plan (Modena)**  
Approve the District's Workplace Violence Prevention Plan  
  
(Chang Kiraly/Slater-Carter)  
All in favor
6. **Authorize the SMCHD to Join California Asset Management Program (CAMP) (van Hoff)**  
Adopt Resolution No. 24-14 authorizing the San Mateo County Harbor District to join with other public agencies as a Shareholder of the California Asset Management Trust, a joint powers authority (JPA), to invest in shares of the Trust and/or utilize an individual portfolio.  
  
(Chang Kiraly/Zemke)  
All in favor
7. **Real Property Lease: Surfers Beach RV Park (Pruett)**  
Special Meeting Called for this Item to take place on June 13, 2024 at 5:00 PM.
8. **Pillar Point Harbor Johnson Pier Electrical Upgrades Project Invitation to Bid (Moren)**  
Authorize the General Manager to enter into an Agreement with the low bidding construction contractor, Andreini Bros. Inc., for the Pillar Point Harbor Johnson Pier Electrical Upgrades Project, for an amount not to exceed \$1,227,600.00, with a 10% contingency in the event there is a need for change orders due to unforeseen challenges, and authorize the General Manager to issue change orders up to the contingency amount, and approve an increase in Capital Expenditure Appropriations of \$1,350,360.00 to be funded by available working capital.  
  
(Chang Kiraly/Zemke)  
All in favor
9. **Oyster Point Marina West Basin Access Improvement Project Invitation for Bid (Moren)**

Pursuant to a publicly advertised Invitation for Bid, authorize the General Manager to enter into an Agreement with the low bidding construction contractor, Bellingham Marine Inc., for the Oyster Point Marina West Basin Access Improvement Project, for an amount not to exceed \$3,395,611.00, with a 10% contingency in the event there is a need for change orders due to unforeseen challenges, and authorize the General Manager to issue change orders up to the contingency amount, and approve an increase in Capital Expenditure Appropriations of \$3,735,172.00 to be funded by available working capital.

(Chang Kiraly/Zemke)  
All in favor

## H) Future Agenda Items

Add an Agenda Item regarding a flag policy and flags to be displayed on District flagpoles  
(Slater-Carter/Kiraly)  
All in favor

## I) Adjourn – 12:15 PM

Approved by the Board at the July 17, 2024 Board Meeting

  
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Melanie Hadden  
Secretary to the Board

  
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Tom Mattusch  
President