



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

**December 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

Approve Consent Items 1 -8
(Zemke/Chang Kiraly)
All in favor

1. Bills and Claims (van Hoff)

Accept Pre-Approved Items in the amount of \$179,108.70 for September.
Approve \$481.00 for Commissioner George Domurat and \$160.89 for General Manager James Pruett for reimbursable conference and travel expenses.

2. Bills and Claims (van Hoff)

Accept Pre-Approved Items in the amount of \$226,671.62 for November.
Approve a payment of \$87.49 to General Manager James Pruett for reimbursable computer equipment expenses. Approve \$500,000 in Pre-Approved Items for January 2025.

3. **Minutes – Regular Board Meeting for November 20, 2024 (Hadden)**
Approve Minutes of the November 20, 2024 Regular Board Meeting
4. **Minutes – Special Board Meeting – Personnel Board for December 4, 2024 (Hadden)**
Approve Minutes of the December 4, 2024 Special Board Meeting
5. **Monthly Capital Project Update (Moren)**
Information only
6. **Policy 4.3.4 General Manager Procurement Authority (Modena)**
Approve the decommission of District policy 4.3.4 General Manager Procurement Authority
7. **Policy 6.5.8 Training and Continuing Education (Modena)**
Approve Policy 6.5.8 Training and Continuing Education
8. **2025 CSDA Professional Development Catalog (Pruett)**
Informational

G) Discussion

1. **Real Property Revocable License San Mateo Transit District (SamTrans) (Pruett)**
Approve a Revocable License for SamTrans use of property at Oyster Point

(Chang Kiraly/Zemke)
All in favor
2. **Public Parking – Burnham Strip El Granada (Pruett)**
Receive report and provide direction to staff.
3. **Operations Department Position Descriptions – (Pruett)**
Approve the position descriptions for Harbormaster, Assistant Harbormaster, Deputy Harbormaster A/B, and Harbor Worker.

(Chang Kiraly/Slater-Carter)
All in favor

H) Closed Session – 11:04 AM

1. **Public Employee Performance Evaluation**
Title: General Manager
2. **Conference with Labor Negotiators**
Agency designated representative: Tom Mattusch
Unrepresented employee: General Manager

3. Real Property Negotiations (Pruett)

Property: 181-195 Princeton Avenue

Half Moon Bay, CA 94019

APNs: 047-033-180, 047-033-190, 047-033-200, 047-033-390,
047-033-400, 047-033-410

Negotiators: James Pruett

Negotiating Parties: Michael and Tanya Wyr Living Trust

Under Negotiation: Price and Terms of Payment

No reportable action

I) Future Agenda Items

J) Adjourn – 11:47 AM

Approved at the January 15, 2025 Regular Board Meeting

Melanie Wright
Deputy Board Secretary

Tom Mattusch
President