



## Board of Harbor Commissioners

Kathryn Slater-Carter, President  
George Domurat, Vice President  
Tom Mattusch, Treasurer  
William Zemke, Secretary  
Virginia Chang Kiraly, Commissioner

James B. Pruett, General Manager  
Trisha Ortiz, District Counsel

### 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 AGENDA

**November 19, 2025  
10:00 AM**

### **In-person with remote viewing available**

This meeting of the San Mateo County Harbor District will be held in Person at 504 Avenue Alhambra, 2<sup>nd</sup> Floor, Conference Room, El Granada, California 94018. Members of the public will be able to watch the meeting remotely via the Zoom platform or in person in the Board Room. Public Comments will be accepted via the Zoom platform, in person or provide written comment prior to the meeting. For information regarding how to participate in the meeting please refer to Appendix A attached at the end of the Agenda.

Please click the link below to view the meeting remotely via the Zoom platform:  
<https://us02web.zoom.us/j/82521804518?pwd=RmtQbkdyY0JDeHduRlIvVd2dUSkxCZz09>  
Passcode: 129885

Board Meetings are not required to be broadcast over Zoom. The District is doing so as a convenience to the public. If transmission goes down for some reason, the meeting will continue in person as scheduled.

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (“ADA”), please contact Melanie Wright, Deputy Secretary at [mhadden@smharbor.com](mailto:mhadden@smharbor.com) or (650) 583-4400 prior to this meeting for assistance.

### **A) Pledge of Allegiance**

### **B) Roll Call**

### **C) Public Comments/Questions**

The Public may directly address the Board of Harbor Commissioners for a limit of two (2) minutes, unless a request is granted for more time, on any item of public interest within the subject matter jurisdiction of the San Mateo County Harbor District, that is not on the Regular Agenda. If a member of the public wishes to

address the Board on an agenda item, it is requested that the member of the public wait until the item is in discussion before following the instructions provided on making a public comment. The Chair will call your name at the appropriate time. Agenda material may be reviewed online at [www.smharbor.com](http://www.smharbor.com).

## **D) Commissioner Comments**

Any member of the Commission may make public statements.

## **E) Activity Reports**

- a. [General Manager.](#)
- b. [Operations.](#)
- c. [Administration and Finance](#)

## **F) Consent**

1. [Bills and Claims \(van Hoff\)](#)  
Recommendation: Accept Pre-Approved Items in the amount of \$578,557.17 for October. Approve \$1,823.28 for Commissioner George Domurat for reimbursable conference and travel expenses. Approve \$500,000 in pre-approved Items for December 2025.
2. [Minutes – Regular Board Meeting for October 15<sup>th</sup>, 2025 \(Wright\)](#)  
Recommendation: Approve Minutes of the October 15<sup>th</sup>, 2025 Regular Board Meeting
3. [Monthly Capital Project Update \(Moren\)](#)  
Information Only
4. [1<sup>st</sup> Quarter – Fiscal Year 2025/2026 \(Q1-2026\) Rent Report \(van Hoff\)](#)  
Information Only
5. [1<sup>st</sup> Quarter – Fiscal Year 2026 \(Q1-2026\) Investment Report \(van Hoff\)](#)  
Information Only
6. [Administrative Specialist Position Job Description \(van Hoff\)](#)  
Recommendation: Approve the Administrative Specialist Position Description and update the District's Salary Schedule with an hourly rate of \$41.52 per hour for step one up to \$55.67 per hour for step seven in the same step increments as the Deputy Secretary Position; eliminate Administrative Technician Position Description; and revise the 2025/26 budgeted staffing authorization schedule accordingly.
7. [Information Technology and Support Services Contract with Think Connected \(van Hoff\)](#)

Recommendation: Approve Selection Committee's recommendation of Think Connected as the highest-ranking firm and authorize the General Manager to execute a Professional Services Agreement (PSA) for Information Technology (IT) and Support Services.

8. [\*\*Amend Policy 6.5.10 California Sick Leave Policy \(van Hoff\)\*\*](#)  
Recommendation: Approve the amended San Mateo County Harbor District 6.5.10 Sick Leave Policy; approve side letters with Teamsters and Operating Engineers; approve amendments to Manager's contracts; and authorize General Manager to sign the associated documents.
9. [\*\*Old Fellows Lodge in Half Moon Bay May 21, 2026 Presentation \(Pruett\)\*\*](#)  
Recommendation: Authorize the General Manager to work with the Odd Fellows Lodge in Half Moon Bay to develop a presentation on coastal erosion, a local perspective, at their May 21, 2026, meeting.
10. [\*\*OneShoreline Presentation \(Pruett\)\*\*](#)  
Recommendation: Authorize the General Manager to develop a presentation update to the OneShoreline Board on the Harbor Dredging Project and any other relevant updates at their January 2026 meeting.
11. [\*\*Pillar Point Harbor Launch Ramp, Restroom, Boat Rinse Replacement Project DBW Grant Extension Request \(Moren\)\*\*](#)  
Recommendation: Board to consider staff recommendation to authorize the General Manager to execute a DBW Grant extension for the Pillar Point Harbor Launch Ramp, Restroom, Boat Rinse Replacement Project #2023-02.
12. [\*\*First Quarter 2025/26 \(Q1-26\) Financial Report Spending Authority \(van Hoff\)\*\*](#)  
Information Only

## **G) Discussion**

1. [\*\*Surfers Beach Update \(Moren\)\*\*](#)  
Information Only
2. [\*\*General Manager Performance Evaluation \(Slater-Carter\)\*\*](#)  
Recommendation: Approve professional service agreement with Boucher Law, PC., to conduct the 2025 Annual Performance Review of the General Manager not to exceed (\$24,795/\$29,145) and authorize the Board President to sign such agreement.
3. [\*\*Pillar Point Surfers Beach Safe Parking Project \(Pruett\)\*\*](#)  
Recommendation: Receive report from staff and provide direction.
4. [\*\*District Funding: Enterprise Funds/Taxes \(Pruett\)\*\*](#)  
Information Only

5. [\*\*New District Logo \(Mattusch/Domurat\)\*\*](#)  
Recommendation: Consider new logo for the San Mateo County Harbor District.
6. [\*\*Trunk or Treat 2026 Event \(Pruett\)\*\*](#)  
Recommendation: Authorize the General Manager to take all the necessary steps and actions to host the Pillar Point Harbor Trunk or Treat Event on October 25, 2026 not to exceed a budget of \$2,500.
7. [\*\*Pillar Point Harbor Lighted Boat Festival 2025 \(Pruett\)\*\*](#)  
Recommendation: Authorize the General Manager to take all the necessary steps and actions to host the 2025 Pillar Point Lighted Boat Festival with a budget not to exceed \$42,000.
8. [\*\*Night of Lights 2025 \(Pruett\)\*\*](#)  
Recommendation: Authorize the General Manager to take all the necessary steps and actions to enable the Harbor District to participate in the December 2025 Night of Lights Parade with a budget not to exceed \$500.
9. [\*\*Adopt Addition to the District Code of Ordinances to Incorporate Informal Bidding Procedures \(Pruett\)\*\*](#)  
Recommendation: Adopt an addition to the District Code of Ordinances to incorporate procedures under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), establishing Informal Bidding Procedures as required by the Act.
10. [\*\*Electric Vehicle Charging Station Ad Hoc Committee Meeting Report \(Zemke/Kiraly\)\*\*](#)  
Receive Ad Hoc Committee report and provide guidance to staff.
11. [\*\*Oyster Point Marina Liaison Committee Meeting Report \(Zemke/Kiraly\)\*\*](#)  
Information Only
12. [\*\*Pelagic Restaurant Group Lease Amendment \(Pruett\)\*\*](#)  
Recommendation: Approve the amendment to the lease between the Pelagic Restaurant Group and the San Mateo County Harbor District dated November 10<sup>th</sup>, 2023.

## **H) Future Agenda Items**

## **I) Adjourn**

The next Regular meeting will be held on December 17, 2025 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 10:00 AM.

Agenda posted as required:

*Melanie Wright*

Melanie Wright  
Deputy Secretary

## **Appendix A**

The Public may view the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also listen to the meeting by calling the below listed teleconference phone number. Further instructions on how to make public comments will be provided at the District website at [www.smharbor.com](http://www.smharbor.com). If you experience technical problems with the telephonic meeting, please contact Melanie Wright at [mhadden@smharbor.com](mailto:mhadden@smharbor.com) or call at (650) 437-4368.

### **HOW TO VIEW THE MEETING:**

The meeting will begin at 10:00 AM. Whether you watch online or listen by phone, you may wish to connect or call in early so that you can address any technology questions prior to the start.

### **ONLINE VIEWING:**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82521804518?pwd=RmtQbkdydjc0JDeHduRlIIVd2dUSkxCZz09>

Passcode: 129885

If you have not used Zoom on your computer before, you will be prompted to download and install the Zoom software on your computer. If it is already installed, you may still be prompted to allow Zoom to run. Please enable the software to download and run to join the meeting via computer.

### **AUDIO**

- BY COMPUTER AUDIO: When joining via the Zoom app, you will automatically be joined in via computer audio. You may be prompted to confirm that you wish to join via computer audio.
  - Please ensure your computers speakers are enabled and sound is switched on.
- BY PHONE: If you are unable to join via computer, or do not have speakers or a microphone on your computer, you can dial in for audio. You may call any one of the meeting numbers below and enter the meeting ID and password when prompted.

|                             |                              |
|-----------------------------|------------------------------|
| +1 669 900 6833 (San Jose)  | +1 253 215 8782 (Tacoma)     |
| +1 346 248 7799 (Houston)   | +1 312 626 6799 (Chicago)    |
| +1 929 205 6099 (New York)  | +1 301 715 8592 (Germantown) |
| +1 877 853 5257 (Toll Free) | +1 888 475 4499 (Toll Free)  |

Webinar ID: 825 2180 4518  
Passcode: 129885

### **HOW TO MAKE A PUBLIC COMMENT OR ASK A QUESTION:**

#### **Speaker Slip:**

- 1) If you wish to speak to the Board of Harbor Commissioners, please fill out a speaker's slip located in the conference room.

#### **Via Zoom:**

- 1) Please raise your hand in zoom and you will called on to make a public comment.

#### **Written Comments:**

Written public comments may be emailed in advance of the meeting.

- 1) Written comments should be emailed to [mhadden@smharbor.com](mailto:mhadden@smharbor.com)
- 2) Your email should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
- 3) Members of the public are limited to one comment per agenda item.
- 4) The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250 - 300 words.
- 5) If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Members of the Board and made publicly available on the agenda website.