



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

November 20, 2024

10:00 AM – 1:00 PM

A) Pledge of Allegiance

B) Roll Call - 10:00 AM

Commissioner Slater-Carter is absent

C) Public Comments/Questions

D) Commissioner Comments

E) Activity Reports

- a. General Manager,
- b. Operations,
- c. Administration and Finance

F) Consent

Consent Item 10 pulled by Chang Kiraly

(Zemke/Kiraly)

Approve consent Items 1-9 and 11-15

Ayes: Mattusch, Zemke, Domurat, Chang Kiraly

Absent: Slater-Carter

1. Bills and Claims (van Hoff)

Accept Pre-Approved Items in the amount of \$340,209.35 for October.

Approve a payment of \$51,259.60 to Tyler Technologies for annual ERP software maintenance fee for the period February 2025 – January 2026.

Approve a payment of \$1,724.68 to General Manager James Pruet for reimbursable conference and travel expenses. Approve \$500,000 in Pre-Approved Items for December 2024.

2. **Minutes – Regular Board Meeting for September 18, 2024 (Hadden)**
Approve Minutes of the September 18, 2024 Regular Board Meeting
3. **Minutes – Special Board Meeting for October 30, 2024 (Hadden)**
Approve Minutes of the October 30, 2024 Special Board Meeting
4. **Monthly Capital Project Update (Moren)**
Information only
5. **Policy 6.2.10 Progressive Discipline Policy (Modena)**
Adopt Policy 6.2.10 Progressive Discipline Policy
6. **Policy 6.4.6 Social Security, Medicare, and CalPERS (Modena)**
Adopt Policy 6.4.6 Social Security, Medicare, and CalPERS
7. **Policy 6.5.10 California Sick Leave (van Hoff)**
Adopt amended Policy 6.5.10 California Sick Leave
8. **Policy 6.5.4 Jury, Court, and Victim Time-Off (van Hoff)**
Adopt amended Policy 6.5.4 Jury, Court, and Victim Time-Off
9. **Policy 6.6.2 Drug and Alcohol-Free Workplace (Modena)**
Adopt amended Policy 6.6.2 Drug and Alcohol-Free Workplace
11. **First Quarter – Fiscal Year 2024/25 (Q1-25) Rent Report (van Hoff)**
Information only
12. **First Quarter – Fiscal Year 2025 (Q1-25) Investment Report (van Hoff)**
Information only
13. **Information Technology Professional Services Agreement Extension (van Hoff)**
Approve one year extension of the Professional Services Agreement between the San Mateo County Harbor District and Think Connected, LLC, amend agreement to change the expiration date to December 30, 2025, and increase rates by 3.5% in accordance with the Professional Services Agreement.
14. **First Quarter 2024/25 (Q1-25) Financial Report Spending Authority (van Hoff)**
Information only
15. **Conference and Training, Travel and Reimbursements (Pruett)**
Authorize Assistant Harbormaster Jacob Walding’s travel to, and conference attendance, at the Association of Marina Industries Clean and Resilient Marina Program - Professional Training Course from January 26th thru January 28th, 2025, in Ft. Lauderdale, Florida, and authorize reasonable

travel, lodging, conference costs and other expenses to be paid from Board adopted District Training Budget.

G) Discussion

1. **Revocable License Agreement with Maguire Tree Service (Pruett)**

Approve Revocable License with Maguire Tree Service for use of property located on Burnham Strip, El Granada, California, (APN 047251140 and APN: 047251040).

(Kiraly/Domurat)

Ayes: Mattusch, Zemke, Domurat, Chang Kiraly

Absent: Slater-Carter

2. **Ocean Science Center and Research Center Ad Hoc Committee Report (Domurat/Slater-Carter)**

Information only

3. **Oyster Point Marina East Dock Replacement Design/Engineering Professional Services Agreement Amendment (Pruett)**

Approve Change Order to amend the ongoing Oyster Point Marina East Dock Replacement Project Design/Engineering Professional Services Agreement with Moffatt & Nichol for an additional amount of \$85,000 to include a thorough feasibility study for the addition of dry stack storage and to restore fuel dock service at Oyster Point Marina (OPM), and approve an increase in Capital Expenditure Appropriations of \$85,000 to be funded by available working capital.

(Kiraly/Zemke)

Ayes: Mattusch, Zemke, Domurat, Chang Kiraly

Absent: Slater-Carter

4. **Interim Review of LAFCo (Pruett)**

Initial look at LAFCo Municipal Service Review Draft Report

10. Surfers Beach Pilot Restoration Project (Moren)

Approve Resolution 24-19, San Mateo County Harbor District (SMCHD) approving the California Ocean Protection Council (OPC) SB 1 Track 2 SLR Adaptation Grant for a maximum of \$2,956,250, to be used for Construction of the Surfers Beach Pilot Restoration Project (Project).

(Kiraly/Domurat)

All in favor

Commissioner Slater-Carter entered the meeting at 10:31 AM

H) Closed Session

1. Public Employee Performance Evaluation

Title: General Manager

No reportable action

I) Future Agenda Items

J) Adjourn

Approved by the Board on December 18, 2024



Melanie Hadden
Deputy Secretary to the Board



Tom Mattusch
President