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"

MEETING MINUTES

December 17, 2025
10:00 AM

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 7 pulled by Commissioner Mattusch

Approve Items 1- 6 and Items 8 -11
(Kiraly/Domurat)
All in Favor

1. **Bills and Claims (van Hoff)**
   Accept Pre-Approved Items in the amount of $142,762.26 for November. Approve $1,060.00 for Commissioner Kathryn Slater-Carter for reimbursable conference and travel expenses. Approve $500,000 in Pre-Approved Items for January 2026.

2. **Minutes – Special Board Meeting for October 27th, 2025 (Wright)**
   Approve Minutes of the October 27th, 2025, Special Board Meeting

3. **Minutes – Regular Board Meeting for November 19th, 2025 (Wright)**
   Approve Minutes of the November 19th, 2025 Regular Board Meeting

4. **Monthly Capital Project Update (Moren)**
   Information Only

5. **WETA Dredge Project at Oyster Point Marina (Pruett)**
   Information Only

6. **Jury Duty Leave Policy 6.5.9 (Modena)**
   Approve Jury Duty Leave Policy 6.5.9

8. **Bad Debt Write-Off Request (Henthorne)**
   Authorize the General Manager to write off as bad debt a total of $23,826.38 in accounts receivable: $21,998.54 from Oyster Point Marina and $1,827.84 from Pillar Point Harbor.

9. **Amend Policy 4.7.1 Fixed Asset Policy (van Hoff)**
   Approve the amended 4.7.1 Capital Asset Policy to retitle Fixed Asset Policy to Capital Asset Policy.

10. **Commercial Activity Permit for Open Ocean Robotics (Pruett)**
    Approve a Commercial Activity Permit for Open Ocean Robotics to rent a parking space for 1 year, starting on January 16, 2026. The parking space is located at Pillar Point Harbor in lot C2. Authorize the General Manager to execute the Commercial Activity Permit.

11. **District Funding: Enterprise Funds/Taxes (Pruett)**
    Information Only

7. **The Coastside Buzz, LLC (Pruett)**
   Authorize the General Manager to sign the 2026 Professional Services Agreement between the San Mateo County Harbor District and the Coastside Buzz, LLC.

   Bring back to Finance Committee after 6 months trial at $12,500.
   (Kiraly/Domurat)
   Ayes: Slater Carter, Kiraly, Domurat, Zemke
   Nays: Mattusch

G) Discussion

1. **New District Logo (Mattusch/Domurat)**
   Will be brought back at another meeting.

2. **Adopt Addition to the District Code of Ordinances to Incorporate Informal Bidding Procedures (van Hoff)**

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.

(Kiraly/Mattusch)
All in Favor

3. **Oyster Point Marina Liaison Committee Meeting Report (Zemke/Kiraly)**
Information Only

4. **Trunk or Treat 2026 Event (Pruett)**
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 - $3,500

(Kiraly/Domurat)
All in Favor

H) Closed Session

1. **Public Employee Performance Evaluation**
Title: General Manager

2. **Conference with Labor Negotiators**
Agency designated representatives: George Domurat and William Zemke, Harbor Commissioners
Unrepresented employee: General Manager

3. **Conference with Real Property Negotiators**
Property: 1 Johnson Pier, Half Moon Bay, California
Agency Negotiators: James Pruett and Julie van Hoff
Negotiating Parties: Pelagic Restaurant Group Under Negotiation: Price and Terms of Payment

No Reportable Action

I) Future Agenda Items

J) Adjourn

Approved at the January 21, 2026 Regular Board Meeting

Melanie Wright
Deputy Secretary to the Board

Kathryn Slater-Carter
President