



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**

**April 19, 2023**

**1:00 PM – 5:00 PM**

San Mateo County Harbor District

**A) Roll Call – 1:03 PM**

All Commissioners Present

**B) Public Comments/Questions**

**C) Commissioner Comments**

**D) Activity Reports**

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

**E) Consent**

Commissioner Zemke pulled Item 3. Item 3 will be brought back at the May 17, 2023 Regular Board Meeting.

Approve Items 1, 2, 4 – 8

(Mattusch/Kiraly)

All in favor

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

Accept Pre-Approved Items in the amount of \$201,295.01 for March. Approve \$750,000 in Pre-Approved Items for May 2023 (there may be three AP runs in May).

**2. Minutes – Regular Board Meeting Minutes for March 15, 2023 (Hadden)**

Approve Minutes of the March 15, 2023 Board Meeting

3. **Revise District's Current 'Expense Accounting and Expenditure Reimbursement for Commissioner's' (van Hoff)**  
Approve replacement of current policy with new policy 4.2.4 'Commissioner Reimbursement' (including any proposed revisions, if applicable); or take no action and keep the current Policy.

Item 3 will be brought back at the May 17, 2023 Regular Board Meeting.

4. **Third Quarter – Fiscal Year 2023 (Q3-23) Investment Report (van Hoff)**  
Information Only
5. **Establish Position Descriptions and Updated Salary Schedule (van Hoff)**  
Approve the position descriptions for Accountant, Accounting Manager, Accounting Technician, Administrative Technician, Assistant Director of Administrative Services, Customer Service Coordinator, Deputy Board Secretary, Director of Administrative Services, Director of Operations, and the Human Resources Technician. Approve updated Salary schedule to incorporate two new position descriptions- Administrative Technician and Human Resources Technician.
6. **Confirm District CalOES Designated Agent (Moren)**  
Approve Resolution (District Resolution No. 23-08), confirming the General Manager, James Pruett, as the District's CalOES Designated Agent, which is required to maintain the District's eligibility for all open and future disaster/grants declared by the Governor of California for up to three years following the date of approval.
7. **Revise Cash Management Policy (van Hoff)**  
Approve revision to the District's Cash Management Policy
8. **Monthly Capital Projects Update (Moren)**  
Information Only

## F) Discussion

9. **Pillar Point Harbor Retail Center Progress Update (Moren)**  
Information Only

President Zemke assigned Commissioner Chang Kiraly and Commissioner Slater-Carter to an Adhoc Committee to discuss Pillar Point Harbor Retail Center.

10. **Surfer's Beach Update (Moren)**  
Information Only

**11. District License Agreements (Pruett)**

Information Only

**12. Adopt Preliminary Budget for 2023/24 (van Hoff)**

Adopt Resolution No. 23-07 approving the Preliminary, Budget- Fiscal Year (FY) 2023/24 Operating Budget and Five-Year Capital Improvement Program.

(Kiraly/Slater-Carter)

All in favor

**G) Closed Sessions – 4:00 PM**

**1. Conference With Real Property Negotiators**

Property: 1 Johnson Pier, Half Moon Bay, California

Agency Negotiators: James Pruett and Julie van Hoff

Negotiating Parties: Arreola & Villasenor Holdings, Inc.

Under Negotiation: Price and Terms of Payment

**2. Conference With Legal Counsel -- Existing Litigation (Government Code Section 54956.9(d)(1))**

Name of Case: *Scott Allen Grindy; Anne Grindy v San Francisco Bay Area Water Emergency Transportation Authority; San Mateo County Harbor District; Oyster Point Marina; City of South San Francisco* Case Number CGC-23-605581

No Reportable Action

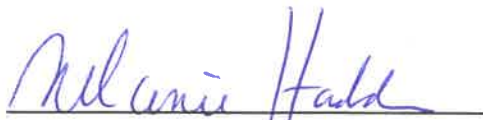
Motion to extend meeting until 5:15 PM.

All in favor

**H) Future Agenda Items**

**I) Adjourn – 5:02 PM**

Approved at the May 17, 2023 Regular Board Meeting



Melanie Hadden  
Deputy Secretary of the Board



William Zemke  
President

