



Board of Harbor Commissioners

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

May 15, 2024

10:00 AM – 1:00 PM

San Mateo County Harbor District

In-person with remote viewing available

This meeting of the San Mateo County Harbor District will be held in Person at 504 Avenue Alhambra, 2nd 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 not be accepted via the Zoom platform. To make a public comment you must attend 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=RmtQbkdyY0JDeHduRlIIVd2dUSkxCZz09>

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 Hadden, Deputy Secretary at 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.

D) Commissioner Comments

Any member of the Commission may make public statement.

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 \$219,196.50 for April. Approve a total of \$2,842.35 for payments to General Manager James Pruett, Commissioners Virginia Chang Kiraly, Tom Mattusch, Kathryn Slater-Carter, and William Zemke for reimbursable mileage and/or travel expenses. Approve \$500,000 in Pre-Approved Items for June 2024.
2. [Minutes – Regular Board Meeting for April 17, 2024 \(Hadden\)](#)
Recommendation: Approve Minutes of the April 17, 2024, Regular Board Meeting
3. [Minutes – Special Board Meeting for April 15th, 2024 \(Hadden\)](#)
Recommendation: Approve Minutes of the April 15, 2024, Special Board Meeting
4. [Monthly Capital Project Update \(Moren\)](#)
Information only
5. [Resolution to Oppose Initiative 1935 \(Pruett\)](#)
Recommendation: Adopt Resolution 24-10, opposing initiative 1935, previously known as Initiative 21-0042A1.
6. [Third Quarter – Fiscal Year 2023/24 \(Q3-24\) Rent Report \(van Hoff\)](#)
Information only
7. [Bad Debt Write-Off Report \(Henthorne\)](#)
Recommendation: Authorize the General Manager to write off as bad debt a total of \$101,176.13 in accounts receivable: \$70,829.36 from Oyster Point Marina and \$30,346.77 from Pillar Point Harbor.
8. [Third Quarter 2023/24 \(Q3-24\) Financial Report Spending Authority \(van Hoff\)](#)
Information only

9. [Coastal Boat Operator Training Agreement \(Moren\)](#)
Recommendation: Instruct General Manager to sign Standard Agreement with Department of Boating and Waterways for training services not to exceed \$4,000. And adopt Resolution 24-12 stating that the San Mateo County Harbor District and the California State Parks Division of Boating and Waterways hereby enter into this agreement to promote safe and effective marine law enforcement in our coastal regions.
10. [Finance Committee Report \(Chang Kiraly/Mattusch\)](#)
Recommendation: Approve revision to Investment Policy 4.4.1

G) Discussion

1. [Consider Increase to Rates and Fees Effective July 1, 2024 \(van Hoff\)](#)
Recommendation: Adopt Resolution 24-08 to increase District rates and fees by 3.7% for Pillar Point Harbor, Oyster Point Marina, and Special Events.
2. [Commercial Activity Permit – Pillar Point Harbor Car Show \(Pruett\)](#)
Recommendation: Approve the application for a Commercial Activity Permit for a Harbor Car Show at Pillar Point Harbor on July 21, 2024, with a restriction against outside food vendors, and the implementation of a 5% fee on the gross receipts of all alcohol sales.
3. [Investment Options \(Chang Kiraly/Mattusch\)](#)
Review and provide direction to staff regarding Investment Options.

H) Closed Session

1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: Parcel 047-263-010 Half Moon Bay, 94019
Agency Negotiators: James Pruet, Julie van Hoff
Negotiating Parties: Pillar Point Harbor, LLC
Under Negotiators: price and terms of payment

I) Future Agenda Items

J) Adjourn

The next Regular meeting will be held on June 12, 2024 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:

A handwritten signature in blue ink that reads "Melanie Hadden". The signature is written in a cursive style with a long horizontal stroke at the end.

Melanie Hadden
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. If you experience technical problems with the telephonic meeting, please contact Melanie Hadden at 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.

Public Comments will not be accepted via the Zoom platform or by phone. To make a public comment you must attend in person or provide written comment prior to the meeting.

Written Comments:

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

- 1) Written comments should be emailed to 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.