**Board of Harbor Commissioners**

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

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

San Mateo County Harbor District
Board of Harbor Commissioners

"Serve the public by providing accessible and well-maintained marine facilities and programs to encourage and support recreational, commercial, and educational activities, beach and ocean safety, and environmental and ecological stewardship."

# MEETING AGENDA

## November 18, 2026
## 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, 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 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=RmtQbkdyc0JDeHduRllVd2dUSkxCZz09
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 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 statements

## E) Activity Reports

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

## F) Consent

1. **Bills and Claims (Henthorne)**
   Recommendation: Accept the October 2026 Pre-Approved Items in the amount of $315,586.12. Approve up to $750,000 in Pre-Approved Items for November 2026. Approve up to $750,000 in Pre-Approved Items for December 2026.

2. **Minutes – Regular Board Meeting for Date (Wright)**
   Recommendation: Approve Minutes of the October 27, 2026 Special Board Meeting

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

4. **First Quarter – Fiscal Year 2026/27 (Q1-27) Rent Report (Modena)**
   Information Only

5. **First Quarter – Fiscal Year 207 (Q1-27) Investment Report (Modena)**
   Information Only

## G) Discussion

1. **SAVE Grant and Resolution 26-12 (Moren)**
   Recommendation: Adopt Resolution No. 26-12 to authorize acceptance and execution of a California Boating and Waterways Surrendered and Abandoned Vessel Exchange Grant for $60,000 and authorize the General Manager to expend DBW SAVE-26 Grant monies for removal of abandoned vessels at Oyster Point Marina and Pillar Point Harbor.

2. **Marine Flare Collection Event 2026 (Pruett)**
   Receive Report

3. **Kastama Strategic Consulting Request for Increase in Funds (Pruett)**

Recommendation: Approve an increase in funds to support the Professional Services Agreement with Kastama Strategic Consulting from a “not to exceed $32,000” to “not to exceed $33,500”.

4. **Public Affairs/Strategic Communications (Pruett)**
Recommendation:

**Option 1 — Continue both consultants.** Authorize the General Manager to extend the existing professional services agreements with Kastama Strategic Consulting and Tripepi Smith & Associates, Inc., increasing the not-to-exceed amount of each agreement to $100,000; and approve an increase of $118,000 in operating expenditure appropriations in the FY 2026–27 Operating Budget, funded by available Working Capital.

**Option 2 — Continue Tripepi Smith only.** Authorize the General Manager to extend the existing professional services agreement with Tripepi Smith & Associates, Inc., increasing its not-to-exceed amount to $100,000; and approve an increase of $50,000 in operating expenditure appropriations in the FY 2026–27 Operating Budget, funded by available Working Capital.

5. **Employment Contract, Director of Administrative Services (Pruett)**
Recommendation: Approve the appointment and employment contract for Rachelle Modena as Director of Administrative Services, effective November 18, 2026. Approve an annual base salary of $185,723.20 and the proposed compensation and benefits, and authorize the General Manager to complete the implementation of personnel documents, consistent with District policy and applicable law.

6. **Publicly Available Salary Schedule & Special Compensation (Modena)**
Recommendation: Approve adoption of the attached pay schedule in accordance with California Code of Regulations, Title 2, §§570.5 and 571 subsection (b).

## H) Future Agenda Items

## I) Adjourn

The next Regular meeting will be held on December 16, 2026 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
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 Wright 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=RmtQbkdyc0JDeHduRllVd2dUSkxCZz09
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 computer's speakers are enabled, and the 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.

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| +1 669 900 6833 (San Jose) | +1 253 215 8782 (Tacoma) |
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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 be 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
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.