



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 16, 2025
10:00 AM – 1:00 PM

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 1 pulled by Mattusch
Item 5 pulled by Zemke

Approve Items 2, 3 and 4
(Kiryaly/Domurat)
All in Favor

Approve Item 1
(Mattusch/Kiryaly)
All in Favor

Approve Item 5 with Edits

(Slater-Carter/Chang Kiraly)
All in Favor

1. **Bills and Claims (van Hoff)**
Accept Pre-Approved Items in the amount of \$260,705.50 for March. Approve \$374.99 for General Manager James Pruett for reimbursable conference and travel expenses. Approve \$750,000 in Pre-Approved Items for May 2025 (there may be 3 AP runs).
2. **Minutes – Regular Board Meeting for March 19, 2025 (Wright)**
Approve Minutes of the March 19, 2025 Regular Board Meeting.
3. **Minutes – Special Board Meeting for April 8, 2025 (Wright)**
Approve Minutes of the April 8, 2025 Strategic Plan Workshop Special Meeting.
4. **Monthly Capital Project Update (Moren)**
Information only
5. **Nepotism Policy 6.1.14 (Modena)**
Approve Policy 6.1.14 Nepotism.

G) Discussion

1. **Surfers Beach Information and Update (Moren)**
Information only
2. **Pillar Point Harbor Launch Ramp, Boat Rinse Station, and ADA Restroom Project Update (Moren)**
Information only
3. **Rates and Fees Effective July 1, 2025 (Modena)**
Approve Resolution 25-05 to adopt the Rates and Fees Schedule for Pillar Point Harbor, Oyster Point Marina, and Event Permits to increase District rates and fees by 2.8% effective July 1, 2025 for fiscal year 2025/2026.

(Zemke/Chang Kiraly)
All in Favor
4. **Amend Rates and Fee Schedule for Pillar Point Harbor to Add Dry Storage (Modena)**
Approve Resolution 25-04 to amend the Rates and Fee Schedule for Pillar Point Harbor to add a dry storage fee for recently acquired storage property at 181-195 Princeton Ave, Half Moon Bay, CA.

(Chang Kiraly/Zemke)
All in Favor

5. **Draft Preliminary Budget FY2025/2026 Budget and Capital Improvement Plan (Modena)**

Approve Resolution 25-08 to adopt the Preliminary Budget Fiscal Year (FY) 2025/26 Operating Budget and Five-Year Capital Improvement Program.

(Mattusch/Domurat)
All in Favor

6. **Policy 3.2: Brown Act Compliance/Public Meetings/Hybrid (Pruett)**

Approve Resolution 25-07 to adopt Policy 3.2 as revised, to promote transparency and public involvement permitting remote public comments at San Mateo County Board of Harbor Commission meetings and advisory committees.

(Chang Kiraly/Mattusch)
All in Favor

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

Information only

H) **Closed Session – 12:05 PM**

1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: Area 1, consisting of approximately thirty-three (33) by nineteen (19) feet, including upper and lower levels of the building known variously as the fish buyers located on the Johnson Pier Terminus in Pillar Point Harbor, Half Moon Bay, California.

Agency negotiator: James B. Pruett, General Manager

Negotiating parties: Lisa Damrosch, Morning Star Fisheries, LLC.

Under negotiation: Price and terms of payment.

No Reportable Action

2. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: Parcel 5 located at Pillar Point Harbor, Half Moon Bay, California consisting of approximately 800 square feet of space within the existing concession building and .02 acres of land.

Agency negotiator: James B. Pruett, General Manager

Negotiating parties: Cassandra Clark, Partner.

Under negotiation: Terms of payment.

No Reportable Action

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: APNs: 047-037-060, 047-037-070, 047-037-420, 047-037-430, 047-037-160, 047-037-170, 047-037-150, 047-037-140, town of Princeton by the Sea, County of San Mateo, California.

Agency negotiators: James B. Pruett, General Manager
Negotiating parties: Jenny Goeres
Under negotiation: Price and terms of payment

No Reportable Action

Motion to extend meeting until 1:15 PM
(Zemke/Chang Kiraly)
All in Favor

I) Discussion

1. Purchase and Sale Agreement for the District to Acquire Property located at APNs: 047-037-060, 047-037-070, 047-037-420, 047-037-430, 047-037-160, 047-037-170, 047-037-150, 047-037-140, town of Princeton by the Sea, County of San Mateo, California (Pruett)

Approve Resolution 25-06 to approve a purchase and sale agreement between the District, as buyer, and Jenny Dooley, as seller to acquire property located at APNs: 047-037-060, 047-037-070, 047-037-420, 047-037-430, 047-037-160, 047-037-170, 047-037-150, 047-037-140; approving an appropriation in an amount not to exceed \$2,000,000; and finding such action exempt from the California Environmental Quality Act.

(Kiraly/Zemke)

Ayes: Slater-Carter, Domurat, Zemke, Chang Kiraly

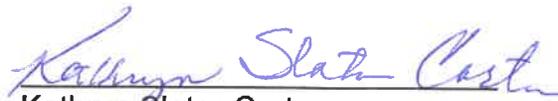
Absent: Mattusch

J) Future Agenda Items

K) Adjourn

Approved by the Board at a Special Board Meeting on May 22, 2025


Melanie Wright
Board Secretary


Kathryn Slater-Carter
President