



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

August 20, 2025

10:00 AM

A) Pledge of Allegiance

B) Roll Call – 10:00

All Commissioners Present

C) Public Comments/Questions

D) Commissioner Comments

E) Activity Reports

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

F) Consent

Commissioner Chang Kiraly pulled Consent Item #6.

Motion to set up Ad Hoc Committee to discuss.

(Kiraly/Mattusch)

6. Policy 2.1.8 No Pets in Workplace (van Hoff)

Approve San Mateo County Harbor District Policy 2.1.8 No Pets in Workplace.

Approve Consent Items 1 – 5 and 7 -11

(Kiraly/Mattusch)

All in favor

1. Bills and Claims (Pruett)

Accept Pre-Approved Items in the amount of \$236,232.52 for July. Approve \$1,047.92 for Commissioner Kathryn Slater-Carter for reimbursable conference and travel expenses. Approve \$750,000 in Pre-Approved Items for September 2025 (there may be three AP runs in September).

2. **Minutes – Regular Board Meeting for July 16, 2025 (Wright)**
Approve Minutes of the July 16, 2025 Regular Board Meeting
3. **Monthly Capital Project Update (Moren)**
Information only
4. **American Shore and Beach Preservation Association (ASBPA) National Coastal Conference in Long Beach, California on October 7 – October 10th, 2025 Travel and Reimbursements for George Domurat, Commissioner (Wright)**
Pre-approve travel to attend the American Shore and Beach Preservation Association (ASBPA) National Coastal Conference in Long Beach, California on October 7th – October 10th, 2025 for George Domurat, Commissioner.
5. **CMANC Annual Meeting in Washington DC on October 20 – October 22nd 2025 Travel and Reimbursements for James Pruett, General Manager (Wright)**
Pre-approve travel and expenses not to exceed \$2,500 for Jim Pruett, SMCHD General Manager, to attend the 2025 California Maritime Affairs and Navigation Conference Executive Committee meeting in Washington D.C. on October 20th – October 22nd, 2025.
7. **Policy 42.1 Travel and Reimbursement Policy 4.2.1 (van Hoff)**
Approve revised San Mateo County Harbor District 4.2.1 Travel and Reimbursement Policy for Employees.
8. **Surflife Host Agreement - Camera on Surfers Beach Restroom Complex (Pruett)**
The San Mateo Board of Harbor Commissioners approves, after-the-fact, the General Manager's signature on the Surflife Host Agreement dated July 22, 2025
9. **Fourth Quarter – Fiscal Year 2024/25 (Q4-25) Rent Report (van Hoff)**
Information Only
10. **Fourth Quarter – Fiscal Year 2024/25 (Q4-25) Financial Report Spending Authority (van Hoff)**
Information Only
11. **Fourth Quarter – Fiscal Year 2024/25 (Q4-25) Investment Report (van Hoff)**
Information Only

G) Discussion

1. **Surfers Beach Update (Moren)**

Information Only

2. **Water Emergency Transportation Authority (WETA) MOU (Pruett)**

Approve and authorize the General Manager to sign the Memorandum of Understanding between the San Mateo County Harbor District and the Water Emergency Transportation Authority to cost-share dredging expenses with additional amendment.

(Chang Kiraly, Domurat)

All in favor

3. **Half Moon Bay Kayak Company Ground Lease (Pruett)**

Approve the General Manager to sign the attached lease between the Half Moon Bay Kayak Company and the San Mateo County Harbor District.

This item was tabled and will be brought back at the September Meeting.

4. **Burnham Strip Overflow Parking Request for Proposals (RFP) Winning Bid Consideration (Moren)**

Pursuant to a publicly advertised Request for Proposal (RFP), authorize the General Manager to enter into an Agreement with the firm found to be best qualified, CSWST2 engineering firm, for the Burnham Strip Overflow Parking Lot and Greenspace Project, for an amount not to exceed \$455,267, with a 10% contingency in the event there is a need for change orders due to unforeseen challenges or additional work found needed, and authorize the General Manager to issue change orders up to the contingency amount, and approve an increase in Capital Expenditure Appropriations of \$500,794, to be funded by available working capital.

(Mattusch/Chang Kiraly)

All in favor

5. **Pillar Point Harbor Johnson Pier Electrical Upgrades Project Construction Change Order Request (Moren)**

Authorize the General Manager to approve: 1) Change Order Request from the construction contractor, Andreini Bros. Inc., for the amount of \$203,452.30, to continue the Pillar Point Harbor Johnson Pier Electrical Upgrades Project, increasing the total construction costs previously approved by the Board by \$80,692.30, 2) an additional \$100,000 contingency for unforeseen issues which may arise; and 3) an increase in Capital Expenditure Appropriations of \$180,692.30 to be funded by available working capital.

(Chang Kiraly/Zemke)

All in favor

6. **Electric Vehicle Charging Stations EnviroSpark Lease (Pruett)**
Receive brief and provide direction to staff.

(Domurat/Chang Kiraly)
Create an Ad Hoc Committee to discuss.
7. **Public Affairs/Strategic Communications Consultant (Pruett)**
Approve the Professional Service Agreement with Alison Kastama dba Kastama Strategic Consulting not to exceed \$32,000 to provide the San Mateo County Harbor District with professional services of public relations and strategic communications and authorize the General Manager to execute the PSA on the Districts behalf.

(Chang Kiraly/Zemke)
All in favor
8. **Arunay Foundation 5k/10k Run/Walk - Permit Fee Waiver (Pruett)**
The Activity Permit for the Arunay Foundation 5/10k Walkathon is approved. Applicable fees pursuant to the Harbor District Rates and Fee Schedule in the amount of \$2,895 are waived.

(Kiraly/Zemke)
All in favor
9. **Cabrillo Education Foundation 7th Annual Coastside Cornhole Tournament - Permit Fee Waiver (Pruett)**
The Activity Permit for the Cabrillo Education Foundation 7th Annual Coastside Cornhole Tournament is approved. Applicable fees pursuant to the Harbor District Rates and Fee Schedule in the amount of \$2,895 are waived.

(Chang Kiraly/Zemke)
All in favor
10. **Beach Break Film Festival (Pruett)**
Receive report and presentation and provide direction to staff.

\$5,000 Sponsor, Tentative Date September 27th, 2025
11. **Trunk or Treat Tentative Date October 25th at Pillar Point Harbor (Slater-Carter)**
Approve a budget of not to exceed \$2,500 in support of the San Mateo County Harbor District Community Trunk or Treat Event with a proposed date of Saturday, October 25, 2025.

(Chang Kiraly/Domurat)
12. **Ocean Science Center Ad Hoc Committee Meeting (Slater-Carter/Domurat)**
Information Only

H) Closed Session – 2:38 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: Pelagic Restaurant Group

Under Negotiation: Price and Terms of Payment

No reportable action

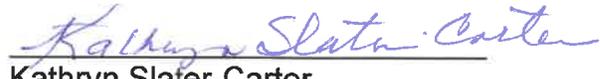
I) Future Agenda Items

J) Adjourn – 3:22 PM

Approved by the Board on September 17, 2025



Melanie Wright
Deputy Board Secretary



Kathryn Slater-Carter
President