



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"

SPECIAL MEETING MINUTES

**May 22, 2025
10:00 AM**

- 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

Consent Items 4 and 6 pulled by Mattusch and moved to end of Consent.

Approve Consent Items 1, 2, 3, 5, 7, 8 and 9
(Chang Kiraly/Zemke)
All in Favor

1. **[Bills and Claims \(van Hoff\)](#)**
Accept Pre-Approved Items in the amount of \$183,337.03 for April. Approve \$500,000 in Pre-Approved Items for June 2025.
2. **[Minutes – Regular Board Meeting for April 16, 2025 \(Hadden\)](#)**
Approve Minutes of the April 16, 2025 Regular Board Meeting

3. [Monthly Capital Project Update \(Moren\)](#)
Information Only

5. [Third Quarter – Fiscal Year 2024/25 \(Q3-25\) Financial Report Spending Authority \(van Hoff\)](#)
Information Only

7. [Salary Schedule \(van Hoff\)](#)
Adopt amended salary schedule to include an increase of 2.8% for District employees, not including the General Manager, effective July 13, 2025.

8. [Bad Debt Write-Off Request \(Henthorne\)](#)
Authorize the General Manager to write off as bad debt a total of \$89,207.33 in accounts receivable: \$61,284.02 from Oyster Point Marina and \$27,923.31 from Pillar Point Harbor.

9. [Third Quarter - Fiscal Year 2024/2025 \(Q3-25\) Investment Report \(van Hoff\)](#)
Information Only

Approve Consent Items 4 and 6
(Chang Kiraly/Zemke)
All in Favor

4. [Third Quarter – Fiscal Year 2024/25 \(Q3-25\) Rent Report \(van Hoff\)](#)
Information Only

6. [Electric Vehicle Charging Stations at Pillar Point Harbor \(van Hoff\)](#)
Information Only

G) Discussion

1. [Surfers Beach Pilot Restoration Project Construction Bid Proposal \(Moren\)](#)
Pursuant to a publicly advertised Invitation for Bid (IFB), authorize the General Manager to enter into an Agreement with the qualified low bidding construction company, Vortex Marine Construction, Inc. for the Surfers Beach Pilot Restoration and Eel Grass Mitigation Project, for an amount not to exceed \$5,290,850.00, 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 \$2,936,685 to be funded by available working capital with the remainder of \$2,883,250 to be funded by a grant from Ocean Protection Council.

(Chang Kiraly/Mattusch)
All in Favor

2. Surfers Beach Pilot Restoration Project Construction Management, Engineering, and Five-Year Monitoring and Adaptive Management (Moren)

Authorize the General Manager to enter into Change Order number 5 Agreement with Coastal Management Consultant Brad Damitz, for construction support and 5-years of post-construction monitoring for the Surfers Beach Pilot Restoration and Eel Grass Mitigation Project, for an amount not to exceed \$1,747,274 and approve an increase in Capital Expenditure Appropriations of \$1,747,274 to be funded by available working capital.

(Chang Kiraly/Zemke)
All in Favor

H) Future Agenda Items

I) Adjourn

Approved by the Board at the June 18th, 2025 Regular Board Meeting


Melanie Wright
Deputy Secretary to the Board


Kathryn Slater-Carter
Board President