



## Board of Harbor Commissioners

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

## MEETING AGENDA

**August 20, 2025  
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, 2<sup>nd</sup> 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=RmtQbkdydyc0JDeHduRIIVd2dUSkxCZz09>

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](mailto: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](http://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 \(Pruett\)](#)  
Recommendation: 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 \(Wright\)](#)  
Recommendation: 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 \(Wright\)](#)  
Recommendation: 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 22<sup>nd</sup> 2025 Travel and Reimbursements for James Pruett, General Manager \(Wright\)](#)  
Recommendation: 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.

6. [Policy 2.1.8 No Pets in Workplace \(van Hoff\)](#)  
Recommendation: Approve San Mateo County Harbor District Policy 2.1.8 No Pets in Workplace.
7. [Policy 42.1 Travel and Reimbursement Policy 4.2.1 \(van Hoff\)](#)  
Recommendation: Approve revised San Mateo County Harbor District 4.2.1 Travel and Reimbursement Policy for Employees.
8. [Surflin Host Agreement - Camera on Surfers Beach Restroom Complex \(Pruett\)](#)  
Recommendation: The San Mateo Board of Harbor Commissioners approves, after-the-fact, the General Manager's signature on the Surflin 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 \(Pruett\)](#)  
Recommendation: 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.
3. [Half Moon Bay Kayak Company Ground Lease \(Pruett\)](#)  
Recommendation: Approve the General Manager to sign the attached lease between the Half Moon Bay Kayak Company and the San Mateo County Harbor District.
4. [Burnham Strip Overflow Parking Request for Proposals \(RFP\) Winning Bid Consideration \(Moren\)](#)  
Recommendation: 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.

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

Recommendation: 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.

6. **Electric Vehicle Charging Stations EnviroSpark Lease (Pruett)**

Recommendation: Receive brief and provide direction to staff.

7. **Public Affairs/Strategic Communications Consultant (Pruett)**

Recommendation: 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.

8. **Arunay Foundation 5k/10k Run/Walk - Permit Fee Waiver (Pruett)**

Recommendation: 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.

9. **Cabrillo Education Foundation 7<sup>th</sup> Annual Coastside Cornhole Tournament - Permit Fee Waiver (Pruett)**

Recommendation: 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.

10. **Beach Break Film Festival (Pruett)**

Recommendation: Receive report and presentation and provide direction to staff.

11. **Trunk or Treat Tentative Date October 25<sup>th</sup> at Pillar Point Harbor (Slater-Carter)**

Recommendation: 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.

12. [Ocean Science Center Ad Hoc Committee Meeting \(Slater-Carter/Domurat\)](#)  
Information Only

## H) Closed Session

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

## I) Future Agenda Items

## J) Adjourn

The next Regular meeting will be held on September 17, 2025 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](http://www.smharbor.com). If you experience technical problems with the telephonic meeting, please contact Melanie Wright at [mhadden@smharbor.com](mailto: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=RmtQbkdyY0JDeHduRlIIVd2dUSkxCZz09>

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.

#### **Via Zoom:**

- 1) Please raise your hand in zoom and you will 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](mailto: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.