



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**

**December 20, 2023**

**10:00 AM – 1:00 PM**

San Mateo County Harbor District

**A) Roll Call - 10:00 AM**

All Commissioners Present

**B) Public Comments/Questions**

**C) Commissioner Comments**

**D) Activity Reports**

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

**E) Consent**

Item 7 pulled by Commissioner Chang Kiraly moved to end of discussion

Approve Item 1-6  
(Mattusch/Domurat)  
All in favor

1. **Minutes – Special Meeting December 11, 2023 (Hadden)**  
Approve Minutes of the December 11, 2023 Special Board Meeting
2. **Minutes – Regular Board Meeting November 15, 2023 (Hadden)**  
Approve Minutes of the November 15, 2023 Regular Board Meeting
3. **Monthly Capital Project Update (Moren)**  
Information only

4. **Brown Act and Public Meeting Compliance Policy (Modena)**  
Approve revision to the District's Brown Act and Public Meeting Compliance Policy 3.2.
5. **Lactation Policy (Modena)**  
Approve Policy 6.5.12 "Lactation Accommodation."
6. **Pay Period, Time Records, Pay Date Policy (van Hoff)**  
Approve Policy 4.1.2 "Pay Period, Time Records, Pay Date Policy"

## F) Discussion

1. **California Consulting Grant Writing Services Contract Renewal (Moren)**  
Board receive an update presentation from grant writing consultant California Consulting, consider their annual contract proposal for \$4,160/mo, plus out of pocket expenses, for an amount not to exceed \$50k for 2024, to continue efforts to identify, and apply for, available grants applicable to District approved Capital Improvement Projects, and continue supplying required supplement information for existing grants, as was previously approved for 2020, 2021, 2022 and 2023.

(Chang Kiraly/Slater Carter)  
All in favor

2. **Commemorative Bench Program at Pillar Point Harbor**  
Approve Resolution 23-19 authorizing staff to publish the proposed amendments to the District Rates and Fees.

(Chang Kiraly/Domurat)  
All in favor

3. **Effect on District Revenues by the Cancellation of the 2023 Commercial and Recreational Salmon Season off the Central California Coast (Pruett)**  
Receive report and provide direction to staff.

### Item E7 Moved from Consent

7. **Holiday and Floating Holidays Policy (Modena)**  
Approve revision to the District's Holidays and Floating Holidays Policy 6.5.2.

(Chang Kiraly/Slater-Carter)  
All in favor

## G) Closed Session – 11:08 AM

1. **Public Employee Performance Evaluation**  
Title: General Counsel

**2. Public Employee Performance Evaluation**

Title: General Manager

**3. Conference with Labor Negotiators**

Agency Designated Representatives: President Zemke and Vice President Mattusch

Unrepresented Employee: James Pruett, General Manager

No reportable action

**H) Discussion**

**1. Amendment to Employment Contract for General Manager (Zemke/Mattusch)**

Approve Amendment No. 3 to Employment Contract with James B. Pruett as General Manager and authorize Board President to execute.

(Mattusch/Chang Kiraly)

All in favor

**2. Salary Schedule & Special Compensation (van Hoff)**

Approve amended salary schedule to include increase in General Manager's salary pursuant to amendment to employment contract considered for adoption by the Harbor Commission on December 20, 2023.

(Chang Kiraly/Domurat)

All in favor

**I) Future Agenda Items**

**J) Adjourn – 12:35 PM**

Approved by the Board on January 17, 2024



Melanie Hadden  
Board Secretary



Tom Mattusch  
President