



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

November 19, 2025

10:00 AM

- A) Pledge of Allegiance – 10:00 AM**
- B) Roll Call – All Commissioners Present**
- C) Public Comments/Questions**
- D) Commissioner Comments**
- E) Activity Reports**
 - a. General Manager,
 - b. Operations,
 - c. Administration and Finance
- F) Consent**

Approve Consent Items 1-9 and Items 11-12
(Mattusch/Kiraly)

Consent Item 10 Pulled

1. **Bills and Claims (van Hoff)**
Accept Pre-Approved Items in the amount of \$578,557.17 for October.
Approve \$1,823.28 for Commissioner George Domurat for reimbursable conference and travel expenses. Approve \$500,000 in pre-approved Items for December 2025.
2. **Minutes – Regular Board Meeting for October 15th, 2025 (Wright)**
Approve Minutes of the October 15th, 2025 Regular Board Meeting

3. **Monthly Capital Project Update (Moren)**
Information Only
4. **1st Quarter – Fiscal Year 2025/2026 (Q1-2026) Rent Report (van Hoff)**
Information Only
5. **1st Quarter – Fiscal Year 2026 (Q1-2026) Investment Report (van Hoff)**
Information Only
6. **Administrative Specialist Position Job Description (van Hoff)**
Approve the Administrative Specialist Position Description and update the District's Salary Schedule with an hourly rate of \$41.52 per hour for step one up to \$55.67 per hour for step seven in the same step increments as the Deputy Secretary Position; eliminate Administrative Technician Position Description; and revise the 2025/26 budgeted staffing authorization schedule accordingly.
7. **Information Technology and Support Services Contract with Think Connected (van Hoff)**
Approve Selection Committee's recommendation of Think Connected as the highest-ranking firm and authorize the General Manager to execute a Professional Services Agreement (PSA) for Information Technology (IT) and Support Services.
8. **Amend Policy 6.5.10 California Sick Leave Policy (van Hoff)**
Approve the amended San Mateo County Harbor District 6.5.10 Sick Leave Policy; approve side letters with Teamsters and Operating Engineers; approve amendments to Manager's contracts; and authorize General Manager to sign the associated documents.
9. **Old Fellows Lodge in Half Moon Bay May 21, 2026 Presentation (Pruett)**
Authorize the General Manager to work with the Odd Fellows Lodge in Half Moon Bay to develop a presentation on coastal erosion, a local perspective, at their May 21, 2026, meeting.
11. **Pillar Point Harbor Launch Ramp, Restroom, Boat Rinse Replacement Project DBW Grant Extension Request (Moren)**
Board to consider staff recommendation to authorize the General Manager to execute a DBW Grant extension for the Pillar Point Harbor Launch Ramp, Restroom, Boat Rinse Replacement Project #2023-02.
12. **First Quarter 2025/26 (Q1-26) Financial Report Spending Authority (van Hoff)**
Information Only

- 10. OneShoreline Presentation (Pruett)**
Authorize the General Manager to develop a presentation update to the OneShoreline Board on the Harbor Dredging Project and any other relevant updates at their January 2026 meeting.

(Kiraly/Zemke)
All in Favor

G) Discussion

Discussion Item 12 was moved after Discussion Item 1.

Discussion Items 4, 5, 6, 9 and 11 were moved to the December 17th, 2025 Regular Board Meeting.

- 1. Surfers Beach Update (Moren)**
Information Only
- 12. Pelagic Restaurant Group Lease Amendment (Pruett)**
Approve the amendment to the lease between the Pelagic Restaurant Group and the San Mateo County Harbor District dated November 10th, 2023.

(Chang Kiraly/Zemke)
All in Favor

- 2. General Manager Performance Evaluation (Slater-Carter)**
President Slater appointed Commissioner Domurat and Commissioner Zemke to the Performance Evaluation Committee to discuss labor negotiations.
- 3. Pillar Point Surfers Beach Safe Parking Project (Pruett)**
Receive report from staff and provide direction.
- 4. District Funding: Enterprise Funds/Taxes (Pruett)**
Information Only

Moved to December 17th, 2025 Regular Meeting
- 5. New District Logo (Mattusch/Domurat)**
Consider new logo for the San Mateo County Harbor District.

Moved to December 17th, 2025 Regular Meeting
- 6. Trunk or Treat 2026 Event (Pruett)**
Authorize the General Manager to take all the necessary steps and actions to host the Pillar Point Harbor Trunk or Treat Event on October 25, 2026 not to exceed a budget of \$2,500.

Moved to December 17th, 2025 Regular Meeting

7. **Pillar Point Harbor Lighted Boat Festival 2025 (Pruett)**

Authorize the General Manager to take all the necessary steps and actions to host the 2025 Pillar Point Lighted Boat Festival with a budget not to exceed \$42,000.

(Kiraly/Mattusch)
All in Favor

8. **Night of Lights 2025 (Pruett)**

Authorize the General Manager to take all the necessary steps and actions to enable the Harbor District to participate in the December 2025 Night of Lights Parade with a budget not to exceed \$500.

(Kiraly/Mattusch)
All in Favor

9. **Adopt Addition to the District Code of Ordinances to Incorporate Informal Bidding Procedures (Pruett)**

Adopt an addition to the District Code of Ordinances to incorporate procedures under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), establishing Informal Bidding Procedures as required by the Act.

Moved to December 17th, 2025 Regular Meeting

10. **Electric Vehicle Charging Station Ad Hoc Committee Meeting Report (Zemke/Kiraly)**

Receive Ad Hoc Committee report and provide guidance to staff.
No interest in pursuing this.
All in Favor

11. **Oyster Point Marina Liaison Committee Meeting Report (Zemke/Kiraly)**
Information Only

Moved to December 17th, 2025 Regular Meeting

H) Future Agenda Items

I) Adjourn

Approved by the Board on December 17, 2025


Melanie Wright
Deputy Board Secretary


Kathryn Slater-Carter
President