



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**

**May 15, 2024**  
**10:00 AM – 1:00 PM**

**A) Pledge of Allegiance**

**B) Roll Call – 10:00 AM**

Present: Mattusch, Zemke, Domurat, Chang Kiraly

Absent: Slater-Carter

**C) Public Comments/Questions**

**D) Commissioner Comments**

**E) Activity Reports**

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

**F) Consent**

Item 7 Pulled from Consent by President Mattusch.

**1. Bills and Claims (van Hoff)**

Accept Pre-Approved Items in the amount of \$219,196.50 for April. Approve a total of \$2,842.35 for payments to General Manager James Pruett, Commissioners Virginia Chang Kiraly, Tom Mattusch, Kathryn Slater-Carter, and William Zemke for reimbursable mileage and/or travel expenses. Approve \$500,000 in Pre-Approved Items for June 2024.

**2. Minutes – Regular Board Meeting for April 17, 2024 (Hadden)**

Approve Minutes of the April 17, 2024, Regular Board Meeting

**3. Minutes – Special Board Meeting for April 15<sup>th</sup>, 2024 (Hadden)**

Approve Minutes of the April 15, 2024, Special Board Meeting

4. **Monthly Capital Project Update (Moren)**  
Information only
5. **Resolution to Oppose Initiative 1935 (Pruett)**  
Adopt Resolution 24-10, opposing initiative 1935, previously known as Initiative 21-0042A1.
6. **Third Quarter – Fiscal Year 2023/24 (Q3-24) Rent Report (van Hoff)**  
Information only
7. **Third Quarter 2023/24 (Q3-24) Financial Report Spending Authority (van Hoff)**  
Information only
9. **Coastal Boat Operator Training Agreement (Moren)**  
Instruct General Manager to sign Standard Agreement with Department of Boating and Waterways for training services not to exceed \$4,000. And adopt Resolution 24-12 stating that the San Mateo County Harbor District and the California State Parks Division of Boating and Waterways hereby enter into this agreement to promote safe and effective marine law enforcement in our coastal regions.
10. **Finance Committee Report (Chang Kiraly/Mattusch)**  
Approve revision to Investment Policy 4.4.1

(Zemke/Chang Kiraly) Approve Consent Items 1 – 7, 9 and 10.  
Ayes: Mattusch, Zemke, Domurat, Chang Kiraly  
Absent: Slater-Carter

## G) Discussion

1. **Consider Increase to Rates and Fees Effective July 1, 2024 (van Hoff)**  
Defer discussion to a Special Meeting. Date to be determined.
2. **Commercial Activity Permit – Pillar Point Harbor Car Show (Pruett)**  
Approve the application for a Commercial Activity Permit for a Harbor Car Show at Pillar Point Harbor on July 21, 2024, with a restriction of one food truck, and the implementation of a 5% fee on the gross receipts of all alcohol sales and food.  
  
(Chang Kiraly/Domurat)  
Ayes: Mattusch, Zemke, Domurat, Chang Kiraly  
Absent: Slater-Carter
3. **Investment Options (Chang Kiraly/Mattusch)**  
Review and provide direction to staff regarding Investment Options.

Moved from Consent

**8. Bad Debt Write-Off Report (Henthorne)**

Authorize the General Manager to write off as bad debt a total of \$101,176.13 in accounts receivable: \$70,829.36 from Oyster Point Marina and \$30,346.77 from Pillar Point Harbor.

(Mattusch/Zemke)

Ayes: Mattusch, Zemke, Domurat, Chang Kiraly

Absent: Slater-Carter

**H) Closed Session – 11:34 AM**

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: Parcel 047-263-010 Half Moon Bay, 94019

Agency Negotiators: James Pruett, Julie van Hoff

Negotiating Parties: Pillar Point Harbor, LLC

Under Negotiators: price and terms of payment

No reportable action.

**I) Future Agenda Items**

Staff report that includes an update on Oyster Cove Tenants that relocated to Oyster Point Marina.

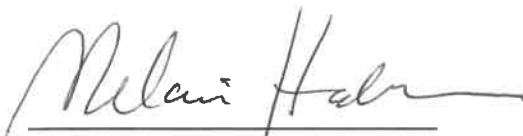
(Zemke/Chang Kiraly)

Ayes: Mattusch, Zemke, Domurat, Chang Kiraly

Absent: Slater-Carter

**J) Adjourn – 12:28 PM**

Approved by the Board on June 12, 2024



Melanie Hadden  
Deputy Secretary



Tom Mattusch  
President