



Board of Harbor Commissioners

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

REGULAR MEETING AGENDA

December 20, 2023

10:00 AM – 1:00 PM

San Mateo County Harbor District

In-person with remote viewing available

This meeting of the San Mateo County Harbor District will be held in Person at 504 Avenue Alhambra, 2nd 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 not be accepted via the Zoom platform. To make a public comment you must attend 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 join the meeting remotely via the Zoom platform:

<https://us02web.zoom.us/j/82521804518?pwd=RmtQbkdyY0JDeHduRlIvVd2dUSkxCZz09>

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 may 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 Hadden, Deputy Secretary at mhadden@smharbor.com or (650) 583-4400 prior to this meeting for assistance.

A) Roll Call

B) 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.

C) Commissioner Comments

Any member of the Commission may make public statements.

D) Activity Reports

- a. [General Manager.](#)
- b. [Operations.](#)
- c. [Administration and Finance.](#)

E) Consent

1. [Minutes – Special Meeting December 11, 2023 \(Hadden\)](#)
Recommendation: Approve Minutes of the December 11, 2023 Special Board Meeting
2. [Minutes – Regular Board Meeting November 15, 2023 \(Hadden\)](#)
Recommendation: 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 \(Modena\)](#)
Recommendation: Approve revision to the District's Brown Act and Public Meeting Compliance Policy 3.2.
5. [Lactation Policy \(Modena\)](#)
Recommendation: Approve Policy 6.5.12 “Lactation Accommodation.”

6. **Pay Period, Time Records, Pay Date Policy (van Hoff)**
Recommendation: Approve Policy 4.1.2 “Pay Period, Time Records, Pay Date Policy”
7. **Holiday and Floating Holidays Policy (Modena)**
Recommendation: Approve revision to the District's Holidays and Floating Holidays Policy 6.5.2.

F) Discussion

1. **California Consulting Grant Writing Services Contract Renewal (Moren)**
Recommendation: 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.
2. **Commemorative Bench Program at Pillar Point Harbor**
Recommendation: Approve Resolution 23-19 authorizing staff to publish the proposed amendments to the District Rates and Fees.
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.

G) Closed Session

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 Pruet, General Manager

H) Discussion

1. [Amendment to Employment Contract for General Manager \(Zemke/Mattusch\)](#)

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

2. [Salary Schedule & Special Compensation \(van Hoff\)](#)

Recommendation: 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.

I) Future Agenda Items

J) Adjourn

The next Regular meeting will be held on January 17, 2024 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 Hadden
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. If you experience technical problems with the telephonic meeting, please contact Melanie Hadden at 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.

Public Comments will not be accepted via the Zoom platform or by phone. To make a public comment you must attend in person or provide written comment prior to the meeting.

Written Comments:

Written public comments may be emailed in advance of the meeting.

- 1) Written comments should be emailed to 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.