



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 17, 2023

1:00 PM – 5:00 PM

San Mateo County Harbor District

- A) Roll Call – 1:00 PM**
All Commissioners Present
- B) Public Comments/Questions**
- C) Commissioner Comments**
- D) Activity Reports**
 - a. General Manager,
 - b. Operations,
 - c. Administration and Finance

E) Consent

Commissioner Kiraly pulled Item 6 from Consent

Approve Items 1 – 5 and 7
Chang Kiraly/Slater-Carter
All in favor

- 1. Bills and Claims (van Hoff)**
1) Accept Pre-Approved Items in the amount of \$174,368.47 for April. 2) Approve \$750,000 in Pre-Approved Items for June 2023 (there may be three AP runs in June).
- 2. Minutes – Special Board Meeting Minutes for April 19, 2023 (Hadden)**
Approve Minutes of the April 19, 2023 Special Board Meeting
- 3. Minutes – Regular Board Meeting Minutes for April 19, 2023 (Hadden)**
Approve Minutes of the April 19th, 2023 Regular Board Meeting

4. **Third Quarter – Fiscal Year 2022/23 (Q3-23) Rent Report van Hoff**
Information only
5. **Third Quarter 2022/23 (Q3-23) Financial Report Spending Authority (van Hoff)**
Information only
7. **Monthly Capital Projects Update (Moren)**
Information only

F) Discussion

1. **OneShoreline Presentation (Pruett)**
Information only
2. **San Mateo Resource Conservation District Pillar Point Harbor Water Quality Update Presentation (Pruett)**
Staff recommends the Board receive an updated presentation and consider a proposal for a not-to-exceed amount of \$130,000 for a period of 2 years, fiscal years 2023/24 and 2024/25, to fund the San Mateo Resource Conservation District for continued support and work associated with water quality projects, coordination with respect to TMDL regulations, education and outreach, technical assistance, and identification of unknown sources of contaminants into Pillar Point Harbor.

(Chang Kiraly/Slater Carter)
All in favor
3. **Initiate Proceedings to Adopt an Increase to the District's Rates and Fees Effective July 1, 2023 (van Hoff)**
Initiate proceedings to increase rates and fees to reflect an increase of 5.6% and direct staff to notice a public meeting to consider adopting the increase to be held at the next regularly scheduled Harbor Commission meeting on June 21, 2023.

(Chang Kiraly/Domurat)
All in favor

4. Approve forms for Berth, Mooring, or Anchorage Agreements (Pruett)

Approve forms for the Berth License Agreement, the Mooring/Anchorage License Agreement, the Transient Vessel License Agreement, and the Liveaboard License Agreement, to be implemented on July 1, 2023; and authorize the penalty for failure to have the required insurance to become effective on January 1, 2024.

This Item was pulled from this Meeting and will be on a later meeting.

5. Bad Debt Write-Off Request (Henthorne)

Authorize the General Manager to write-off as bad debt a total of \$309,896.71 in accounts receivable: \$101,523.71 from Oyster Point Marina and \$208,373.00 from Pillar Point Harbor.

(Mattusch/Chang Kiraly)

All in favor

6. Pillar Point Harbor Retail Center ADA Restroom Project Construction

Cost Increase (Moren) Item 6 moved from Consent

Board approve an increase of \$130,000 to the EVRA Construction Inc. contract for the PPH Retail Center ADA Restroom Project due to unforeseen construction challenges not in original project scope, bringing the new construction project cost to \$879,800, and authorize the General Manager to approve potential Change Orders for up to an additional 10% to cover any yet unforeseen additional costs, making new approved project total \$967,780 should it be needed, and approve an increase in Capital Expenditure Appropriations for this amount to be funded by available working capital.

(Chang Kiraly/Mattusch)

All in favor

4:55 PM

Motion to extend meeting until 6:00 PM

(Chang Kiraly/Slater-Carter)

All in favor

G) Closed Session – 3:45 PM

1. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION §54957.6

District Negotiators: James Pruett, General Manager, San Mateo County Harbor District and Christopher Boucher, Boucher Law, PC
Employee organization: Teamsters 856 and Operating Engineers Local 3

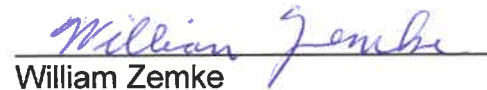
No reportable action.

H) Future Agenda Items

I) Adjourn – 5:38 PM

Approved by the Board on June 21, 2023


Melanie Hadden
Board Secretary


William Zemke
President