



## 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

**October 18, 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, 2<sup>nd</sup> 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=RmtQbkdyd2dUSkxvZz09>

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 will 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](http://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. [Bills and Claims \(van Hoff\)](#)  
Recommendation: 1) Accept Pre-Approved Items in the amount of \$223,221.13 for September. 2) Approve a total of \$50,200.28 for payments to Sandie Arnott – San Mateo County Tax Collector for annual Sewer Parcel fees. 3) Approve \$750,000 in Pre-Approved Items for November 2023 (there may be 3 AP runs).
2. [Minutes – Special Board Meeting for September 5, 2023 \(Hadden\)](#)  
Recommendation: Approve Minutes of the September 5, 2023 Special Board Meeting
3. [Minutes – Regular Board Meeting for September 20, 2023 \(Hadden\)](#)  
Recommendation: Approve Minutes of the September 20, 2023 Regular Board Meeting
4. [Monthly Capital Project Update \(Moren\)](#)  
Information only
5. [First Quarter – Fiscal Year 2024 \(Q1-24\) Investment Report \(van Hoff\)](#)  
Information only
6. [2023 Harbor District Policy Update Plan \(van Hoff\)](#)  
Information only

## **F) Discussion**

1. [Surfers Beach Replenishment Pilot Project Update \(Moren\)](#)  
Recommendation: Board Receive presentation and discuss opportunities for outreach and community involvement in the Surfers Beach Pilot Restoration Project and authorize an amendment to the contract with consultant Brad Damitz for an amount not to exceed \$38,400 for interim Project Management,

and approve an increase in Capital Expenditure Appropriations of this amount to be funded by available working capital.

2. **Real Property Lease: Granada Community Services District (van Hoff)**  
Recommendation: Approve the lease agreement by and between the San Mateo County Harbor District, as Landlord, and Granada Community Services District, as Tenant, and authorize General Manager to sign.
3. **Pillar Point Harbor Retail Center Roof Replacement Project Invitation for Bid (Moren)**  
Recommendation: Authorize General Manager to enter into an agreement with the low bidding qualified contractor for the Pillar Point Harbor Retail Center Roof Replacement Project #2023-03.
4. **Pillar Point Harbor Retail Center Replacement Project Update and Change Order 3 Consideration (Moren)**  
Recommendation: Approve Change Order Request #3 from design/engineering consultant, Goring & Straja, for the Pillar Point Harbor Retail Center Replacement Project #2022-01.
5. **Lease Pelagic Restaurant Group, One Johnson Pier, Half Moon Bay, California (Pruett)**  
Recommendation: Approve the lease agreement by and between the San Mateo County Harbor District, as Landlord, and Pelagic Restaurant Group, LLC, as Tenant and authorize General Manager to sign.
6. **Zoom Protocols During Public Meetings (Pruett)**  
Recommendation: To protect the integrity of the Board Meeting and allow the Board to conduct the business of the District, confirm the decision of the General Manager to suspend public comments by Zoom.

## **G) Closed Session**

1. **Real Property Negotiators**  
Property: APN 047-252-220 Cabrillo Hwy, APN 047-252-230 Cabrillo Hwy, APN 047-252-240 Cabrillo Hwy, APN 047-252-360 Cabrillo Hwy, APN 047-252-390 11820 Cabrillo Hwy, APN 047-251-040 Avenue Alhambra, APN 047-251-120 Avenue Alhambra, and APN 047-251-140 Avenue Alhambra.  
Agency Negotiators: James Pruett and Julie van Hoff  
Negotiating Parties: James Viso and Moe Rosenberg  
Under Negotiation: Price and Terms of Payment

## **H) Future Agenda Items**

## I) Adjourn

The next Regular meeting will be held on November 15, 2023 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](http://www.smharbor.com). If you experience technical problems with the telephonic meeting, please contact Melanie Hadden at [mhadden@smharbor.com](mailto: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 by phone, you may wish to "arrive" 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=RmtQbkdydjc0JDeHduRIIVd2dUSkxCZz09>

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:**

#### **Online/Phone Comments:**

**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.

#### **Spoken Comments:**

- 1) If you wish to speak to the Board of Harbor Commissioners, please fill out a speaker's slip located in the conference room.

#### **Written Comments:**

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

- 1) Written comments should be emailed to [mhadden@smharbor.com](mailto: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.