



## Board of Harbor Commissioners

Virginia Chang Kiraly, President  
Nancy Reyring, Vice President  
Tom Mattusch, Treasurer  
William Zemke, Secretary  
Edmundo Larenas, 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

**February 17, 2021**

**1:00 PM – 4:00 PM**

San Mateo County Harbor District

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC’s social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the February 17, 2021 Regular Meeting of the San Mateo County Board of Harbor Commissioners. The Meeting will be conducted remotely via video/teleconference.

The Public may watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number. Further instructions on how to make public comments throughout the videoconference or teleconference will be provided at the District website at [www.smharbor.com](http://www.smharbor.com).

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](mailto:mhadden@smharbor.com) or (650) 583-4400 prior to this meeting for assistance.

### HOW TO JOIN THE MEETING:

The meeting will begin at 1:00 PM. Whether you participate online or by phone, you may wish to "arrive" early so that you can address any technology questions prior to the start.

### ONLINE VIEWING AND PARTICIPATION:

Please click the link below or enter it into your browser to join via Zoom web app:

<https://us02web.zoom.us/j/88925053484?pwd=M3JGeHh1UGJWY3laZ2dXazRrZGRDQT09>

If you have not used Zoom on your computer before, you will be prompted to download and

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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)
- **Meeting ID: 889 2505 3484**
- **Meeting Password: 219102**

## HOW TO MAKE A PUBLIC COMMENT OR ASK A QUESTION:

If you would like to speak during the public comment portion of the meeting, you have the following options:

- **ONLINE:** Raise your hand in the meeting controls at the bottom of your screen.
- **PHONE:** Press \*9 to raise your hand to request to be unmuted to make comments.

**Note:** Please request to speak using the method from which you prefer to comment. For example, if you are joining via computer (for viewing) *and* phone (for audio/commenting), please raise your hand by dialing \*9 on the phone if you wish to use your phone to speak. If you wish to use your computer, please raise hand using the meeting controls at the bottom of your screen.

## 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 review online at [www.smharbor.com](http://www.smharbor.com).

## C) Consent

All items on Consent are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to Discussion. Any item on Discussion may be transferred to Consent.

### ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

#### 1. [Bills and Claims \(van Hoff\)](#)

Recommendation:

- 1) Accept Pre-Approved Items in the amount of \$176,752.08 for January.
- 2) Approve items over the General Manager's authority of \$25,000 which include \$67,356.32 payable to Cotchett, Pitre, & McCarthy LLP, and \$51,859.37 payable to San Mateo County Resource Conservation District.
- 3) Approve \$500,000 in Pre-Approved Items for March 2021.

#### 2. [Minutes – January 20, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Regular Board Meeting of January 20, 2021.

#### 3. [Minutes – January 29, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Special Board Meeting of January 29, 2021.

#### 4. [Monthly Capital Projects Update \(Moren\)](#)

Information Only

5. [Second Quarter 2020/21 \(Q2-21\) Financial Report Spending Authority \(van Hoff\)](#)  
Information Only
6. [Second Quarter 2020/21 \(Q2-21\) Rent Report \(van Hoff\)](#)  
Information Only
7. [Authorized List of Signatures with the San Mateo County Treasurer's Office and California State Treasurer's Office; Adopt Resolutions No. 21-02 and No. 21-03 \(van Hoff\)](#)  
Recommendation: Adopt Resolution No. 21-02 approving updated list of Harbor District authorized signers for the San Mateo County Treasurer's Office and adopt Resolution No. 21-03 approving updated list of Harbor District authorized signers for the California State Treasurer's Office.
8. [Land-based Commercial Activity Permit at Pillar Point Harbor \(Pruett\)](#)  
Recommendation: Approve SMCHD Draft Resolution No. 21-04 rescinding Resolution No. 98-25 and canceling SMCHD Policy 5.3.5.
9. [Nomination to Special District Risk Management Authority \(SDRMA\), Board of Directors Election \(Pruett\)](#)  
Recommendation: Receive information regarding election to SDRMA Board of Directors (see SDRMA Election Policy 2021-02, Section 4.1).
10. [CSDA Board of Directors Call for Nominations Seat A \(Pruett\)](#)  
Recommendation: Receive information regarding nomination of a Commissioner or the General Manager for possible election to the CSDA Board of Directors.

## D) Discussion

11. [CY2021 Ad Hoc and Standing Committee Review and Assignments \(Chang Kiraly\)](#)  
Recommendation: The President of the Board for CY2021 review each Standing and Ad Hoc Committee and re-appoint or make new appointments, as necessary.
12. [Approve Proposed Changes to the Commercial Activity Permit Template \(van Hoff\)](#)  
Recommendation: Approve proposed changes to the Commercial Activity Permit (CAP).
13. [Commercial Activity Permit/Potential Fees for Off the Boat Fish Sales \(Pruett\)](#)

Recommendation: Direct staff to work with stakeholders to discuss issues, opportunities, enforcement, and constraints in the equitable collection of fees from commercial interests as they relate to direct off the boat sales and bring back options for Board consideration.

**14. [Master Plan Development Request for Proposal \(Pruett\)](#)**

Recommendation: Pursuant to a publicly advertised Request for Proposal, Authorize the General Manager to enter into an Professional Services Agreement with the preferred firm, Dudek, for planning consultation services and development of the Master Plan for an amount not to exceed \$348,281, with a 10% contingency in the event there is a need for Change Orders due to unforeseen challenges and authorize the General Manager to issue change orders up to the contingency amount and Approve increase in Capital Expenditure Appropriations of \$383,109 to be funded by available working capital.

**15. [Pillar Point Harbor Retail Space ADA Public Restroom Project \(Moren\)](#)**

Recommendation: Staff is directed and authorized to solicit bids for construction of the preferred plan for the Pillar Point Harbor Retail Space ADA Public Restroom Project in accordance with the Public Contract Code Invitation for Bid process.

**16. [Fiscal Year 2019/20 Audited Basic Financial Statements \(van Hoff\)](#)**

Recommendation: Receive 2019/20 San Mateo County Harbor District Audited Basic Financial Statements.

**17. [Oyster Point Marina/Pillar Point Harbor Search and Rescue Update \(Moren, Tibbe and Merlo\)](#)**

Information Only

**18. [Mid-Year Budget Review \(van Hoff\)](#)**

Information only

**E) Commissioner Comments**

Commissioners may make public statements limited to two (2) minutes.

**F) Future Agenda Items**

**G) January Activity Reports [General Manager](#), [Operations](#), [Administration](#)**

Information only.

**H) Adjourn**

The next Regular meeting will be held on March 17, 2021 at the at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA 94080.

Agenda posted as required:

February 12, 2021 at 4:00 PM



Melanie Hadden  
Deputy Secretary