



## Board of Harbor Commissioners

Nancy Reyering, President  
William Zemke, Vice President/Secretary  
Tom Mattusch, Treasurer  
Virginia Chang Kiraly, Commissioner  
Edmundo Larenas, Commissioner  
James B. Pruet, 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 MINUTES

January 19, 2022

1:00 PM – 5:00 PM

San Mateo County Harbor District

- A) Roll Call – 1:00 PM**  
All Commissioners present
- B) Proclamation for Neil McGeehan**
- C) Public Comments/Questions - None**
- D) Consent**  
Approve all Consent Items  
Motion: (Reyering/Mattusch)  
All in favor
- 1. Bills and Claims (van Hoff)**
    1. Accept Pre-Approved Items in the amount of \$444,145.02 for December.
    2. Approve a \$44,014.95 payment to Tyler Technologies, which is over the General Manager's authority of \$25,000.
    3. Approve \$500,000 in Pre-Approved Items for February 2022.
  - 2. Minutes – Regular Meeting Minutes December 15, 2021 (Hadden)**  
Approve Minutes of the Regular Board Meeting of December 15, 2021
  - 3. Minutes – Special Meeting Minutes December 15, 2021 (Hadden)**  
Approve Minutes of the Special Board Meeting of December 15, 2021
  - 4. Minutes – Special Meeting Minutes December 21, 2021 (Hadden)**  
Approve Minutes of the Special Board Meeting of December 21, 2021

5. **Authorize Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953(e).**  
Adopt Resolution No. 22-01 reconsidering the circumstances of the COVID-19 State of Emergency and making findings to authorize meetings to be held via teleconferencing pursuant to Government Code Section 54953(e)
6. **Monthly Capital Project Update (Moren)**  
Information only
7. **Budget Calendar (van Hoff)**  
Approve staff recommendation to set the 2022/2023 Budget Review and Development Cycle as detailed in the Staff Report.
8. **Second Quarter – Fiscal Year 2022 (Q2-22) Investment Report (van Hoff)**  
Information only
9. **Employee Leave Considerations Due to COVID-19 Pandemic; Approve Revision to Policy 6.5.11 (van Hoff)**  
Review and approve 6.5.11 “Leave Policy During Pandemic” which extends benefits to June 30, 2022.
10. **Pillar Point Harbor Johnson Pier Expansion and Dock Replacement Project Moffatt & Nichol Professional Services Agreement Amendment (Moren)**  
Approve a Change Order to amend the ongoing Pillar Point Harbor Johnson Pier Expansion and Dock Replacement Project Design/Engineering Professional Services Agreement with Moffatt & Nichol for an additional amount of \$312,000 to include additional design, engineering and permitting for replacement of docks, D, E, F and G.
11. **Oyster Point Marina East Dock Replacement Design/Engineering Professional Services Agreement Amendment (Moren)**  
Approve Change Order to amend the ongoing Oyster Point Marina East Dock Replacement Project Design/Engineering Professional Services Agreement with Moffatt & Nichol for an additional amount of \$191,800 to include additional design, engineering and permitting for the replacement of four dock access gangways servicing docks 1-6 and 11.

## **E) Discussion**

12. **Public Hearing on Draft Maps of Voting District Boundaries following the 2020 Census (Pruett)**  
Approve Draft Map A and the map of existing District Voting Districts for further consideration and possible adoption at the February 16, 2022 Board Meeting.  
Motion: (Mattusch/Zemke)  
All in favor

**13. Regulating use of District facilities for the Offload of Fish and Adopting Fees in Connection with Such Activities (Pruett)**

**Motion 1:**

**Visiting Fishing Vessels- Removing requirement for Commercial Activity Permit:**

Amend Section 5.10.010 of the Ordinance Code to allow wholesale commercial offloads without a commercial activity permit. Direct staff to publish notice in a newspaper of general circulation within the District, for not less than 20 days prior to Ordinance Code amendment adoption, and place the Resolution to amend Section 5.10.010 for consideration on the agenda for the February 16, 2022 District Board Meeting.

No Action Taken

**Motion 2:**

**Prohibit Nonlessee Commercial Fish Buyers**

Amend Section 5.10.010 of the Ordinance Code to remove the authority to issue commercial activity permits to nonlessee fish buyers. Direct staff to publish notice in a newspaper of general circulation within the District, for not less than 20 days prior to Ordinance Code amendment adoption, and place the Resolution to amend Section 5.10.010 for consideration on the agenda for the February 16, 2022 District Board Meeting.

Motion: (Reyering/Zemke)

Ayes: Chang Kiraly, Reyering, Zemke, Larenas

Abstain: Mattusch

**Motion 3:**

**Wholesale Offloads from Floating Docks**

The Harbormaster shall prohibit the commercial offload of seafood from the floating docks to nonlessee commercial fish buyers and allow commercial fishers to self-offload to themselves for transport off Pillar Point Harbor or sales to current restaurant or fish market tenants of the Harbor District.

Motion: (Zemke/Reyering)

All in favor

**Motion 4:**

**Use of the Public Hoist:**

Take no action on the December 15<sup>th</sup> decision to restrict the public hoist to equipment and supplies only.

Motion: (Chang Kiraly/Larenas)

Ayes: Chang Kiraly, Reyering, Larenas

Nays: Mattusch/Zemke



4:47 PM  
Motion to extend meeting until 5:30 PM  
All in Favor

**Motion 5:**  
**Wharfage Fee**  
No Action Taken

**Public Hoist Fee:**  
No Action Taken

**14. Keet Nerhan, DBA KN Properties; Approve Assignment of Lease to Pillar Point Harbor LLC, DBA Pillar Point RV Park (van Hoff/Pruett)**

Approve request by Keet Nerhan, DBA KN Properties ("Lessee") to assign its lease with the District (the "Lease") to Pillar Point Harbor LLC, DBA Pillar Point RV Park and authorize the General Manager to execute the Consent to Assignment of Lease.

Motion: (Mattusch/Zemke)  
All in favor

**15. Amendment to Employment Contract for General Manager (Chang-Kiraly)**

Approve Amendment No. 1 to Employment Agreement with James B. Pruett as General Manager and authorize Board President to execute.

Motion: (Zemke/Mattusch)  
All in favor

5:17 PM  
Motion to extend meeting until 5:45 PM  
All in Favor

**16. Salary Schedule and Special Compensation (van Hoff)**

Approve amended salary schedule to include increase in General Manager's salary pursuant to employment contract considered for adoption by the Harbor Commission on January 19, 2022.

Motion: (Reyering/Mattusch)  
All in favor

**17. CY2022 Board Organization; Election of Officers (Staff)**

Commissioner to elect a President to serve for 2022, and that the newly elected President then call for nominations for, and the Board elect any remaining Officers of the Board.

Nominate Commissioner Nancy Reyering as President of the Board.

Motion: (Chang Kiraly/Zemke)  
Ayes: Chang Kiraly, Reyering, Mattusch, Zemke  
Nays: Larenas

Nominate Commissioner William Zemke as Vice President of the Board.

Motion: (Reyering/Chang Kiraly)

Ayes: Chang Kiraly, Reyering, Mattusch, Zemke

Abstain: Larenas

Nominate Commissioner William Zemke as Secretary of the Board.

Motion: (Reyering/Mattusch)

Ayes: Chang Kiraly, Reyering, Mattusch, Zemke

Abstain: Larenas

Nominate Commissioner Tom Mattusch as Treasurer of the Board.

Motion: (Chang Kiraly/Reyering)

Ayes: Chang Kiraly, Reyering, Mattusch, Zemke

Abstain: Larenas

Nominate Commissioner Chang Kiraly as LAFCo representative.

Motion: (Reyering/Zemke)

Ayes: Chang Kiraly, Reyering, Mattusch, Zemke

Nays: Larenas

**Final Results**

Commissioner Nancy Reyering

President

Commissioner William Zemke

Vice President and Secretary

Commissioner Tom Mattusch

Treasurer

LAFCo Representative

Commissioner Chang Kiraly

F) Commissioner Comments

G) Future Agenda Items - None

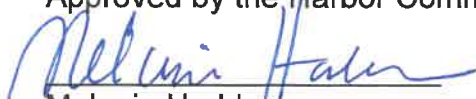
H) December Activity Reports General Manager, Operations,  
Administration  
Information only


I) Adjourn – 5:27 PM

Motion to Adjourn

All in favor

Approved by the Harbor Commissioner at the March 16, 2022 Meeting

  
Melanie Hadden  
Deputy Secretary of the Board

  
Nancy Reyering  
President