



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 MINUTES

March 17, 2021

1:00 PM – 4:00 PM

San Mateo County Harbor District

A) Roll Call - 1:01 PM

All Commissioners Present

B) New Employee Introductions

Chris Del Cid

Accounting Tech/Oyster Point Marina

C) Public Comments/Questions

D) Consent

Motion: (Zemke/Mattusch) Approve Items 1 - 8

All in favor

1. Bills and Claims (van Hoff)

- 1) Accept Pre-Approved Items in the amount of \$185,691.48 for February.
- 2) Approve \$30,266.34 for payment to Cotchett, Pitre, & McCarthy LLP Law Firm which is over the General Manager's authority of \$25,000.
- 3) Approve \$500,000 in Pre-Approved Items for April 2021.

2. Minutes – Special Meeting Minutes February 10, 2021 (Hadden)

Approve Minutes of the Special Meeting of February 10, 2021

3. Minutes – Special Meeting Minutes February 17, 2021 (Hadden)

Approve Minutes of the Special Board Meeting of February 17, 2021.

4. Minutes – Regular Meeting Minutes February 17, 2021 (Hadden)

Approve Minutes of the Regular Board Meeting of February 17, 2021.

San Mateo County Harbor District – Regular Meeting Minutes – March 17, 2021

5. **Minutes – Special Meeting Site Visit OPM March 4, 2021 (Hadden)**
Approve Minutes of the Special Meeting of March 4, 2021.
6. **Bad Debt Write-Off Request (van Hoff)**
 1. Authorize the General Manager to write-off as bad debt a total of \$18,672.30 in accounts receivable: \$4,873.47 from Oyster Point Marina and \$13,798.83 from Pillar Point Harbor.
 2. Authorize District staff to write-off bad debt balances that are less than \$20.
7. **Monthly Capital Projects Update (Moren)**
Information only
8. **Leave Policy During Pandemic; Approve Revision to Policy 6.5.11 (van Hoff)**
Reviewed and approved revision to 6.5.11 “Leave Policy During Pandemic” to extend the expiration of COVID-19 related leave hours to June 30, 2021 or when the State of Emergency ends, whichever is earlier.

E) Discussion

Item 12 is moved to the beginning of Discussion by Commissioner Chang Kiraly

12. **Water Quality Ad Hoc Committee Update (Reyering/Mattusch)**
Receive update from the Water Quality Ad Hoc Committee, receive presentation from Peter Drekmeier, Policy Director of Tuolumne River Trust, and adopt Resolution #21-06 supporting the Bay Delta Water Quality Control Plan updates.
Motion: (Reyering/Mattusch)
All in favor
9. **COVID-19 One-Time Bonus for Essential Workers (Pruett/van Hoff)**
Pursuant to Harbor District Policy 6.3.3, approve a \$2,000 One-Time Bonus for Essential Workers who have performed exceptional service to the District and the people of San Mateo County during the COVID-19 pandemic.
Motion: (Mattusch/Chang Kiraly)
All in favor
10. **Finance Committee Update (Chang Kiraly/Mattusch)**
Approve Finance Committee’s recommended Scope and Duties.
Motion: (Reyering/Zemke)
All in favor
11. **“First Look” FY 2021-22 Operating Budget and Capital Improvement Project (van Hoff)**
Receive presentation and review and comment on “First Look” Fiscal Year 2021/22 Operating Budget and Capital Improvement Program.
San Mateo County Harbor District – Regular Meeting Minutes – March 17, 2021

Provide Board recommendations for changes to be incorporated into the Preliminary Budget that will be presented for consideration of adoption on April 21, 2021 at the regularly scheduled Board meeting.
Receive presentation

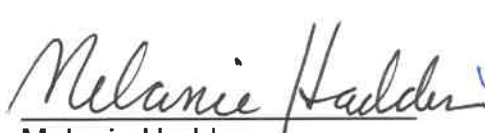
F) Commissioner Comments


G) Future Agenda Items - None

H) February Activity Reports General Manager, Operations, Administration
Information only.

I) Adjourn 2:56 PM
Motion to Adjourn
All in favor

Approved by the Board on April 21, 2021


Melanie Hadden
Deputy Secretary


Virginia Chang Kiraly
President