



Board of Harbor Commissioners

Nancy Reyring, 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 AGENDA

November 16, 2022

1:00 PM – 5:00 PM

San Mateo County Harbor District

Pursuant to Government Code Section 54953(e) (Assembly Bill 361), the Boardroom will not be open for the November 16, 2022 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. If you experience technical problems with the telephonic meeting, please contact Melanie Hadden at mhadden@smharbor.com or call at (650) 437-4368.

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

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 to join the webinar:

<https://us02web.zoom.us/j/82521804518?pwd=RmtQbkdyY0JDeHduRlIVd2dUSkxCZz09>

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:

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 reviewed online at www.smharbor.com.

C) Consent

All items on Consent are approved by one motion unless a Commissioner requests the item be withdrawn or transferred to Discussion. Any item on Discussion may be transferred to Consent. The Public may directly address the Board of Harbor Commissioners regarding items on Consent before or during the Commissioners' consideration of the Consent agenda.

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

1. [Bills and Claims \(Chan\)](#)

- 1) Recommendation: Accept Pre-Approved Items in the amount of \$185,960.23 for October.
- 2) Approve \$750,000 in Pre-Approved Items for December 2022 (there may be three AP runs in December).

2. [Minutes – Regular Board Meeting Minutes \(Hadden\)](#)

Recommendation: Approve Minutes of the October 19, 2022 Regular Board Meeting

3. [Monthly Capital Project Update \(Moren\)](#)

Information only

4. [First Quarter 2022/23 \(Q1-23\) Financial Report Spending Authority \(van Hoff\)](#)
For information only
5. [Quarterly Rent Report \(Q1\) \(van Hoff\)](#)
For information only
6. [Approve Revision to Policy 6.4.14 "Light Duty- Return to Work Program" \(van Hoff\)](#)
Recommendation: Approve revision to Policy 6.4.14 "Light Duty-Return to Work Program".
7. [Approve Revision to Policy 6.5.3 "Bereavement Leave" \(van Hoff\)](#)
Recommendation: Approve revision to Policy 6.5.3 "Bereavement Leave".
8. [Approve the District's Injury, Illness and Prevention Program \(van Hoff\)](#)
Recommendation: Approve the District's Injury, Illness and Prevention Program
9. [Henthorne: Employment Contract Amendment \(Pruett\)](#)
Recommendation: Approve Amendment No. 1 to Employment Agreement with Boomer Henthorne Accounting Manager and authorize the General Manager to execute.
10. [Authorize Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953\(e\).](#)
Recommendation: Adopt Resolution No. 22-30 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)

D) Discussion

11. [Mavericks Festival – 2022 Update and Presentation \(Pruett\)](#)
Information only
12. [California Consulting Grant Writing Services Contract Renewal \(Moren\)](#)
Recommendation: Approve amendment to contract with California Consulting for grant writing services in calendar year 2023, at a cost of \$4,160/month (plus out-of-pocket expenses) for an amount not to exceed \$60,000.
13. [Shift Change at Pillar Point Harbor \(Pruett\)](#)
Recommendation: Approve Resolution No. 22-26 authorizing the General Manager to sign a Side Letter Agreement that amends the Memorandum of Understanding between the San Mateo County Harbor District and the

Operating Engineers Local 3, changing the regular shift length to 12 hours at Pillar Point Harbor.

14. RV Park Restroom and Greenspace Project, Questa Design/Engineering and Construction Support Change Order Consideration (Moren)

Recommendation: Approve Change Order to amend the ongoing PPH RV Park Restroom and Greenspace Project Design/Engineering/Permitting/Construction Support Professional Services Agreement with Questa Engineering Corporation for an additional amount of \$332,000, with a \$120,750 contingency to provide additional necessary design, engineering, permitting, grant compliance and construction support, and authorize the General Manager to issue additional change orders up to the contingency amount and approve an increase in Capital Expenditure Appropriations of \$452,750 to be funded by available working capital.

15. Used Marine Flare Disposal Update (Moren)

Information Only

16. Pillar Point Harbor Trash Compactor Replacement (Moren)

Recommendation: Approve purchase of a replacement trash compactor for Pillar Point Harbor from District vendor Superior Equipment Company, Inc. for \$57,636.90 with informal bidding process. Waive formal bid process. Increase Capital Expenditure Appropriations by \$57,637 to be funded by available Working Capital.

17. Appointment of Labor Negotiator for Negotiations with General Manager (President Reyring)

E) Commissioner Comments

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

F) Future Agenda Items

G) October Activity Reports General Manager, Operations, Administration

Information only

H) Closed Session

18. Public Employee Performance Evaluation

Title: General Manager

19. Conference with Labor Negotiators

Agency designated representative: President Reyring

Unrepresented employee: General Manager

I) Adjourn

The next Regular meeting will be held on December 21, 2022 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 1:00 PM.

Agenda posted as required:



Melanie Hadden
Deputy Secretary