



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

February 17, 2021

1:00 PM – 4:00 PM

San Mateo County Harbor District

A) Roll Call – 1:01 PM

All Commissioners Present

B) Public Comments/Questions – None

C) Consent

Commissioner Larenas Pulled Item 4

Motion: (Mattusch/Zemke) Approve Items 1, 2, 3, 5, 6, 7, 8, 9 and 10

All in favor

1. Bills and Claims (van Hoff)

- 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)

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

3. Minutes – January 29, 2021 (Hadden)

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

5. Second Quarter 2020/21 (Q2-21) Financial Report Spending Authority (van Hoff)

Information Only

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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)**
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)**
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)**
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)**
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)**

The President of the Board for CY2021 review each Standing and Ad Hoc Committee and re-appoint or make new appointments, as necessary.

Results:

Standing Committees

Finance	Chang Kiraly (Chair), Mattusch
Human Relations	Chang Kiraly, Reyring (Chair)
Oyster Point Marina	Mattusch (Chair), Zemke

Ad Hoc Committees

Communications & Outreach	Reyring, Zemke
Dredging/Sediment Management	Mattusch, Zemke
Revenue & Income	Chang Kiraly, Reyring
Water Quality/TMDL	Mattusch, Reyring

Liaison

CSDA/LAFCo	Reyring (Alt. Chang Kiraly)
Sea Level Rise	Chang Kiraly

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12. Approve Proposed Changes to the Commercial Activity Permit Template (Pruett)

Approve proposed changes to the Commercial Activity Permit (CAP).

Motion: (Reyering/Zemke)

Ayes: Chang Kiraly, Reyering, Zemke, Larenas

Recused: Mattusch

13. Commercial Activity Permit/Potential Fees for Off the Boat Fish Sales (Pruett)

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.

Motion: (Reyering/Zemke)

All in favor

14. Master Plan Development Request for Proposal (Pruett)

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.

Motion: (Mattusch/Zemke)

All in favor

15. Pillar Point Harbor Retail Space ADA Public Restroom Project (Moren)

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. Option 3.

Motion: (Zemke/Mattusch)

All in favor

16. Fiscal Year 2019/20 Audited Basic Financial Statements (van Hoff)

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

Information Only

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

4. Monthly Capital Projects Update (Moren)

Information Only

E) Commissioner Comments

F) Future Agenda Items

Motion: (Chang Kiraly/Mattusch) Add Agenda Item to the March 17, 2021 Board Meeting to consider a \$2,000 COVID-19 Bonus for Essential Workers who are/were required to report to their place of employment and regularly interact with the public.

Ayes: Chang Kiraly, Mattusch, Zemke, Larenas

Absent: Reyerling

G) January Activity Reports General Manager, Operations, Administration


Information only.

H) Adjourn 3:51 PM

Motion to Adjourn

All in favor

Approved by the Board on March 17, 2021



Melanie Hadden
Deputy Secretary



Virginia Chang Kiraly
President