



## Board of Harbor Commissioners

Sabrina Brennan, President  
Edmundo Larenas, Vice President  
Nancy Reyring, Secretary  
Tom Mattusch, Treasurer  
Virginia Chang Kiraly, Commissioner

John Moren, Interim General Manager  
William Parkin, District Counsel

### San Mateo County Harbor District Board of Harbor Commissioners

“To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas.”

## **SPECIAL MEETING AGENDA**

**May 20, 2019**  
**6:30 PM**

San Mateo County Harbor District  
Conference Room  
504 Avenue Alhambra, Ste. 200  
El Granada, CA 94018

All Harbor District Commission regular meetings are recorded and posted at [www.PacificCoast.tv](http://www.PacificCoast.tv) within 48 hours of the meeting. Pacifica residents can tune into Comcast Channel 26 and residents from Montara through Pescadero can tune into Comcast Channel 27. Copies of the meetings can also be purchased from PCT and mailed for \$18.

Persons requiring special accommodation with respect to disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 24 hours in advance.

### **A) Roll Call**

### **B) 1. Public Comments/Questions**

The Public may directly address the Board of Harbor Commissioners for a limit of three (3) 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 a speaker card be completed and given to the Deputy Secretary. The Chair will call your name at the appropriate time. Agenda material may be reviewed at the administration offices of the District, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 or online at [www.smharbor.com](http://www.smharbor.com).

### **2. Commissioner Comments**

Commissioners may make public statements limited to five (5) minutes.

## 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on Consent are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to Discussion.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: Review Pre-Approved Bills and Claims in the amount of \$444,659.88. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **Minutes – Special Meeting April 11, 2019 (Gehret)**  
Recommendation: Approve Minutes of the Special Meeting of April 11, 2019.
3. **Minutes – Regular Meeting April 17, 2019 (Gehret)**  
Recommendation: Approve Minutes of the Regular Meeting of April 17, 2019.
4. **Minutes – Special Meeting May 7, 2019 (Gehret)**  
Recommendation: Approve Minutes of the Special Meeting of May 7, 2019.
5. **Third Quarter 2018/19 Financial Report and Transfer Appropriations (van Hoff)**  
Recommendation: Approve increase in budgetary appropriations (spending authority) of \$265,000 in Operating Expenses and decrease in budgetary appropriations of \$265,000 in Salaries and Benefits.
6. **Third Quarter – Fiscal Year 2018/19 (Q3-19) Rent Report (van Hoff)**  
Information only.
7. **Monthly Capital Projects Update (Pyle)**  
Receive and file.
8. **Labor and Employment Legal Services (van Hoff)**  
Recommendation: Authorize the Interim General Manager to execute a Professional Services Agreement (PSA) for Labor and Employment Legal Services with the highest ranked firm, Ogletree, Deakins, Nash, Smoak & Stewart, P.C.

## D) Discussion

9. **[Draft Final 2019/20 Operating Budget and Capital Improvement Program \(van Hoff\)](#)**

Recommendation: Review Draft Final 2019/20 Operating Budget and Capital Improvement Program (CIP) and provide direction to staff on additional changes.

10. **[Rates and Fees Effective July 1, 2019 and Subsequent Adjustments by Consumer Price Index \(van Hoff\)](#)**

Recommendation: Approve rates and fees amended to reflect increases of 3.9% which is equal to the annual average increase in the 2018 Consumer Price Index (CPI) for San Francisco- Oakland- Hayward All Urban Consumers (Index 1982-1984=100) and other changes as proposed.  
[https://data.bls.gov/timeseries/CUURS49BSA0&output\\_view=pct\\_12mths](https://data.bls.gov/timeseries/CUURS49BSA0&output_view=pct_12mths)

11. **[Administrative Analyst - Communications Position Description \(van Hoff\)](#)**

Recommendation: Approve the position of Administrative Analyst- Communications Position Description and update the District's Salary Schedule with an hourly rate of \$33.11 per hour for step one up to \$44.38 per hour for step seven in the same step increments as the Planner Analyst and Accounting Specialist positions.

## E) Discussion/Action on Pulled Consent Items (if any)

## F) Future Agenda Items

## G) April Activity Reports: [Interim General Manager/Operations, Administration](#)

Information only.

## H) Standing Committee Meeting Summary

- Finance Committee - April 30, 2019

## I) Adjourn

The next regular meeting will be held on June 19, 2019 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:  
May 17, 2019 at 4:00 PM

  
Debbie Gehret  
Deputy Secretary