



## Board of Harbor Commissioners

Nancy Reyerling, President  
Virginia Chang Kiraly, Vice President/Secretary  
Tom Mattusch, Treasurer  
Edmundo Larenas, Commissioner  
William Zemke, 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 AGENDA

### Revision 2

**January 20, 2021  
1:00 PM – 4:00 PM**

San Mateo County Harbor District

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the January 20, 2021 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](http://www.smharbor.com).

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](mailto: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 or enter it into your browser to join via Zoom web app:

<https://us02web.zoom.us/j/88925053484?pwd=M3JGeHh1UGJWY3laZ2dXazRrZGRDQT09>

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)
- **Meeting ID: 889 2505 3484**
- **Meeting Password: 219102**

## 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) 1. 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 review online at [www.smharbor.com](http://www.smharbor.com).

## 2. Committee Updates

## 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 for December of \$224,057.98. Pre-Approve \$500,000 in Bills and Claims for February 2021.

2. [Minutes – Special Meeting of December 8, 2020 \(Hadden\)](#)

Recommendation: Approve Minutes of the Special Meeting of December 8, 2020.

3. [Minutes – Regular Meeting of December 16, 2020 \(Hadden\)](#)

Recommendation: Approve Minutes of the Regular Board Meeting of December 16, 2020.

4. [Minutes – Special Meeting of January 5, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Special Meeting of January 5, 2021

5. [Budget Calendar \(van Hoff\)](#)

Recommendation: Approve staff recommendation to set the 2021/2022 Budget Review and Development Cycle as detailed in the Staff Report.

6. [Second Quarter – Fiscal Year 2021 \(Q2-21\) Investment Report \(van Hoff\)](#)  
Information only
7. [Coastal Development Permit and Use Permit for Seasonal Staging of Commercial Crab and Salmon Fishing Gear Project Update \(Moren\)](#)  
Information only
8. [District Letter of Support for GFNMS’ grant application and Proposed Project that would provide support to the Surfers Beach Restoration Pilot Project \(Moren\)](#)  
Information only
9. [Employee Leave Considerations Due to COVID-19 Pandemic; Approve Revision to Policy 6.5.11 \(van Hoff\)](#)  
Recommendation: Approve revision to 6.5.11 “Leave Policy During Pandemic”.
10. [Monthly Capital Projects \(Moren\)](#)  
Information only

## D) Discussion

11. [CY2021 Board Organization; Election of Officers \(Pruett\)](#)  
Recommendation: Commission to elect a President to serve for 2021, and that the newly elected President then call for nominations for, and the Board elect any remaining Officers of the Board.
12. [Master Plan Development Consultant Selection Process \(Pruett\)](#)  
Recommendation: Assign an Adhoc Committee to review responses to the SMCHD Master Plan Request for Proposal #2019-05, and if necessary, conduct interviews in order to form a recommendation to the Board of Harbor Commissioners.

Alternative 1: Call a Special Meeting to review responses to the SMCHD Master Plan Request for Proposal #2019-05, and if necessary, conduct interviews to select a qualified firm.

Alternative 2: Direct the General Manager, with Staff, to review responses to the SMCHD Master Plan Request for Proposal #2019-05, and if necessary, conduct interviews to form a recommendation to the Board of Harbor Commissioners.

## E) Commissioner Comments

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

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**F) Future Agenda Items**

**G) December Activity Reports General Manager, Operations, Administration**  
Information only.

**H) Adjourn**

The next Regular meeting will be held on February 17, 2021 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 1:00 PM.

Agenda posted on January 15, 2021 at 10:00 AM as required:



Melanie Hadden  
Deputy Board Secretary