



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

May 20, 2020
6:30 PM - 9:30 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 May 20, 2020 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 are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act ("ADA"), please contact Lori Milward, Acting Deputy Secretary at lmilward@smharbor.com or (650) 583-4400 prior to this meeting for assistance.

HOW TO JOIN THE MEETING:

The meeting will begin at 6:30 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)
+1 346 248 7799 (Houston)
+1 253 215 8782 (US)
+1 301 715 8592 (US)
+1 312 626 6799 (Chicago)
+1 929 205 6099 (New York)
+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 or use the chat function to submit your comments. Comments made via chat are visible to all participants.
 - If you plan to use the chat function, please ensure the drop-down box is set to “Everyone”, and not to one Host in particular. Private chat messages can not be addressed.
- **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 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 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.

2. Commissioner Comments

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

3. Committee Updates

Standing Committees

- Climate Change Resilience
- Finance
- Oyster Point Liaison
- Human Relations – May 8, 2020

Ad Hoc Committees

- Office Design/New Admin Bldg.
- RV Lot/CDP

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 \$500,000; approve April bills of \$442,452.15. Pre-Approve \$750,000 in Bills and Claims for June 2020.

2. [Minutes – Special Meeting April 2, 2020 \(Hadden\)](#)

Recommendation: Approve Minutes of the Special Meeting of April 2, 2020.

3. [Minutes – Meeting April 15, 2020 \(Hadden\)](#)



Recommendation: Approve Minutes of the Regular Board Meeting of April 15, 2020.

4. **[Third Quarter 2019/20 \(Q3-20\) Financial Report Spending Authority \(van Hoff\)](#)**
Receive and file.
5. **[Third Quarter – Fiscal Year 2019/20 \(Q3-20\) Rent Report \(van Hoff\)](#)**
Receive and file.
6. **[Monthly Capital Projects Update \(Moren\)](#)**
Receive and file.
7. **[504 Avenue Alhambra – Lease Extension through FY2022/23 with One Year Extension Option \(Pruett\)](#)**
Authorize the General Manager to execute a lease option to extend the current lease for 504 Avenue Alhambra through May 31, 2023 with a lease payment for Fiscal Year 21/22 of \$8,800 per month and a lease payment of \$9,100 per month for Fiscal Year 22/23.

D) Discussion

8. **[Review Scope and Duties of the Human Relations Committee \(Reyering\)](#)**
Review and discuss Scope and Duties of the Human Relations Committee and consider Board approval.
9. **[Human Relations Committee Report and Recommendation on Policy 1.1.1 \(Reyering\)](#)**
Discuss and consider recommendation to the Board of Harbor Commissioners to adopt the revision to Policy 1.1.1. 'San Mateo County Harbor District Ethics and Values'.
10. **[Policy 3.5 - Human Relations Committee Report and Recommendation \(Reyering\)](#)**
Discuss and consider recommendation to the Board of Harbor Commissioners to adopt Policy 3.5, a new policy entitled Code of Conduct for Elected and Appointed Officials.
11. **[Charges for Services & Rent - COVID-19 Related Delinquencies \(van Hoff\)](#)**
Discuss and consider waiving penalty and fees for delinquencies and allow twelve-month payment plans; alternatively consider full or partial rent forgiveness.
12. **[COVID-19 Pandemic Operational Status and Re-Opening \(Moren\)](#)**



Receive operational brief on the re-opening plan for Pillar Point Harbor and Oyster Point Marina and consider authorizing the General Manager to remove the operational restrictions once safe to do so in accordance with County and State orders.

13. Policy 6.5.11 – Leave Policy During Pandemic (Reyering)

Discuss and consider amending the current Policy 6.5.11; Leave Policy During Pandemic to allow District employees to “cash-out” additional earned Paid Time Off in response to the COVID-19 Pandemic.

14. Policy 6.1.15 - Telecommuting Policy (Reyering)

Discuss and consider recommendation to the Board of Harbor Commissioners to adopt Policy 6.1.15, Telecommuting Policy.

15. Policy 6.2.5 – Sexual & Unlawful Harassment Policy (Pruett)

Discuss and consider recommendation to the Board of Harbor Commissioners the elimination of current Policy 6.2.5 ‘Harassment, Discrimination and Retaliation Prevention.’ Adopt and replace current Policy with Policy 6.2.5 Sexual & Unlawful Harassment Policy.

16. Emergency Replacement of the PPH Electronic Access Control Program/System (Moren)

Motion: Pursuant to District Policy 4.3.3: Emergency Expenditures, concur with General Manager’s decision to; i) enter into an agreement with vendor Get it Tech for an amount not to exceed \$26,875.13 to provide and install a new electronic access control system at Pillar Point Harbor, ii) execute a work order for an amount not to exceed \$5,290.00 with District’s IT consultant, Think Connected, to prepare server and security for installation of the new electronic access control system, iii) authorize a 10% contingency of total project amount, \$32,165.13, 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 \$35,381.64 to be funded by available working capital.

17. New Reporting for Bills and Claims (van Hoff)

Consider approval of new reporting format for Bills and Claims.

E) Future Agenda Items

F) April Activity Reports General Manager, Operations, Administration

Information only.



G) Adjourn

The next Regular meeting will be held on June 17, 2020 at the San Mateo County Harbor District Office at 504 Avenue Alhambra, Suite 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:

May 15, 2020 at 5:00 PM

Lori Milward

Lori Milward
Acting Deputy Secretary