



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.”

REGULAR MEETING AGENDA

September 18, 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 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, 48 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.

2. Commissioner Comments

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

3. Committee Updates

Standing Committees

- Climate Change Resilience – September 12 (meeting cancelled)
- Finance – No recent meeting
- Governance and Policy – [August 21](#), [September 12](#)
- Oyster Point Liaison – No recent meeting
- Social Media/Public Outreach – [August 19](#)
- Tsunami Preparedness – No recent meeting
- Wildlife Protection – No recent meeting

Ad Hoc Committees

- Management Search – September 4, 9&10
- Strategic Plan -No recent meeting
- Office Design – Nothing scheduled

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 \$313,544.13. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. [Minutes – Special Meeting August 21, 2019 \(Gehret\)](#)
Recommendation: Approve Minutes of the Special Meeting of August 21, 2019.
3. [Minutes – Regular Meeting August 21, 2019 \(Gehret\)](#)
Recommendation: Approve Minutes of the Regular Meeting of August 21, 2019.
4. [Quarterly Financials \(Q4\) \(van Hoff\)](#)
Information only.
5. [Quarterly Rent Report \(Q4\) \(van Hoff\)](#)
Information only.

6. **Special District Risk Management Authority Amendment to Health Benefit Program Memorandum of Understanding; Adopt Resolution 19-11 (van Hoff)**

Recommendation: Adopt Resolution No.19-11 approving the form of and authorizing the execution of a Memorandum of Understanding (MOU) and authorizing continued participation in the Special District Risk Management Authority's (SDRMA) Health Benefit Program.

7. **Monthly Capital Projects Update (Moren)**

Receive and file.

D) Discussion

8. **Draft 2019 Strategic Plan and Mission Statement (van Hoff)**

Evaluate current mission statement and consider changes; Review and comment on Draft 2019 Strategic Plan; Consider adoption or discuss next steps.

9. **Approve Addition of One Deputy Harbormaster Position (van Hoff)**

Recommendation: Approve addition of one Deputy Harbormaster (DHM) position.

10. **'San Mateo County Harbor District Code of Ethics and Values; Approve Policy 1.1.1 (van Hoff)**

Recommendation: Approve Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values.'

11. **Review Master Plan RFP Response Consideration (Moren)**

Recommendation: Authorize the Interim General Manager, pursuant to a Request for Proposals (RFP) response evaluation from qualified firms and individuals to assist the San Mateo County Harbor District (District) with a Master Plan Development, to enter into a Professional Services Agreement with Moffatt and Nichol for an amount not to exceed \$342,600.00 to create a District Master Plan in accordance with the scope outlined in the Request for Proposal.

12. **Grant Identification and Writing Consulting Services (Moren)**

Recommendation: Authorize the Interim General Manager to execute a Professional Services Agreement (PSA) for Grant Identification and Writing Consulting Services with California Consulting Inc. on an hourly basis consistent with attached proposal for an amount not to exceed \$50,000.

13. **Legislative Advocacy Services Update; New Proposal for Contract Extension with Lighthouse Public Affairs (Moren)**
Recommendation: Authorize the Interim General Manager to extend the current Professional Services Agreement (PSA) for Legislative Advocacy Services with Lighthouse Public Affairs LLC for an additional six months with a fixed retainer fee of \$5,000 per month.
14. **Discussion of Scheduling of Projects Related to the Capital Improvement Program (Chang Kiraly)**
15. **Policy for Board Meeting Agenda; Recommend Adoption (Governance & Policy Committee)**
Recommendation: Review information from District Counsel and staff regarding current policies in other governmental entities. Adopt Policy 3.3 'Board Meeting Agenda'.

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

F) Future Agenda Items

G) August Activity Reports: Interim General Manager/Operations, Administration Information only.

H) Adjourn

The next regular meeting will be held on October 16, 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 by:
September 13, 2019 at 4:00 PM

Lori Milward for

Debbie Gehret
Deputy Secretary