



## Board of Harbor Commissioners

Nancy Reyring, President  
Virginia Chang Kiraly, Vice President/Secretary  
Tom Mattusch, Treasurer  
Sabrina Brennan, Commissioner  
Edmundo Larenas, Commissioner  
James B. Pruet, General Manager  
Trisha Ortiz, 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

**April 15, 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 April 15, 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](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 Lori Milward, Acting Deputy Secretary at [lmilward@smharbor.com](mailto:lmilward@smharbor.com) or (650) 583-4400 prior to this meeting for assistance.

### HOW TO JOIN MAKE A PUBLIC COMMENT ONLINE OR BY PHONE:

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 of the meeting.

#### ONLINE:

<https://us04web.zoom.us/j/242400289?pwd=ZGQ0Um9zdZXMnppWWtZeUM3VHRwZz09>

- **Password: 148636**
- When prompted, download and run the Zoom software on your computer. If you have not used Zoom on your computer before you may want to join the call 15 minutes early to test your configuration. Someone will be in the conference at that time to help you.

## **BY PHONE:**

Dial (for higher quality, dial a number based on your current location):

+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) or

+1 877 853 5257 (Toll Free)  
+1 888 475 4499 (Toll Free)

**Webinar ID: 242 400 289**

When prompted you will need to enter the Webinar ID **242 400 289 #**. Then, when asked for a second participant ID number, simply press the **#** key again to enter the meeting.

**PUBLIC COMMENT** Members of the public may speak regarding items not on the agenda. The public will be offered an opportunity to comment on agenda discussion items when these items are presented. All participants are requested to state their name and place of residence. Presentations are limited to three minutes.

## **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](http://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 – April 9, 2020
- Oyster Point Liaison

### 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 March bills of \$264,525.14. Pre-Approve \$500,000 in Bills and Claims for May 2020.
2. [Minutes – Special Meeting April 2, 2020 \(Hadden\)](#)  
Recommendation: Approve Minutes of the Special Meeting of April 2, 2020.
3. [Monthly Capital Projects Update \(Moren\)](#)  
Receive and file.
4. [Second Quarter Fiscal Year 2020 \(Q3-20\) Investment Report \(van Hoff\)](#)  
Receive and file.

## D) Discussion

5. [Surfers Beach Pilot Project Update; Presentation \(Moren\)](#)  
Approve a proposal from consultant Damitz for an amount not to exceed \$64,500, and increase the Capital Expenditure Appropriations by the same, to complete project management and long-term permitting work associated with the Surfers Beach Restoration Pilot Project and authorize General Manager to amend the contract for such work.

6. **Big Wave Risk Assessment Group 2020 Half Moon Bay Training Summit (Moren)**  
Recommend the Board consider the attached proposal from Big Wave Risk Assessment Group (BWRAG), and if the Board chooses to do so, direct the General Manager to enter into a Professional Services Agreement with BWRAG for a sponsorship fee of \$20,000 for a professional two day water safety and emergency first-aid training summit.
7. **San Mateo Resource Conservation District Pillar Point Harbor Water Quality Update and Proposal for Continued Assistance; Presentation (Moren)**  
Authorize the General Manager to enter into a contract not to exceed the amount of \$300,000, for a period of 3 years, with the San Mateo Resource Conservation District to continue their work monitoring water quality at Pillar Point Harbor, identifying sources of contamination and suggesting ideas to mitigate them.
8. **Pillar Point Harbor RV Park Restroom and Green Space Design RFP (Moren)**  
Pursuant to a publicly advertised Request for Proposal, authorize the General Manager to enter into an Agreement with the preferred firm, Questa Engineering Corporation, for architectural design, engineering, permitting and construction support for the new Pillar Point Harbor RV Park Restroom and Green Space for an amount not to exceed \$225,650, 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 \$248,215 to be funded by available working capital.
9. **Finance Committee Scope and Duties (Chang Kiraly/Mattusch)**  
Receive report and approve the Finance Committee's Scope and Duties.
10. **'First Look' FY 2020-21 Operating Budget and Capital Improvement Program (van Hoff)**  
Receive presentation and review and comment on updated "First Look" Fiscal Year 2020/21 Operating Budget and Capital Improvement Program. Provide Board recommendations for changes to be incorporated into the Preliminary Budget that will be presented for consideration of adoption on May 20, 2020 at the regularly scheduled Board meeting.
11. **Human Relations Standing Committee (Pruett)**  
It is recommended that the President of the SMCHD Board of Harbor Commissioners establish a Human Relations Standing Committee.

**12. USA Productions' Request for Athletic Event Permit with Permitting Fee Waiver (Pruett)**

Consider application for Athletic Event Permit to USA Productions for the 2020 Half Moon Bay Triathlon and request a 50% fee waiver.

**13. Finance Committee – Revise Reserve Policy (Mattusch/Chang Kiraly)**

Receive report and adopt proposed revisions to 4.4.3 Reserve Policy.

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

**F) Future Agenda Items**

**G) March Activity Reports General Manager, Operations, Administration**

Information only.

**H) Adjourn**

The next Regular meeting will be held on May 20, 2020 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA 94080 at 6:30 PM.

Agenda posted as required:

April 10, 2020 at 5:00 PM

*Lori Milward*

Lori Milward  
Acting Deputy Secretary