



## Board of Harbor Commissioners

Virginia Chang Kiraly, President  
Nancy Reyerling, Vice President  
Nancy Reyerling, Secretary  
Tom Mattusch, Treasurer  
Sabrina Brennan, Commissioner  
dmundo Larenas, Commissioner

John Moren, Interim 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 MINUTES

**November 20, 2019**

**6:30 PM**

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

- A) Roll Call** 6:30 PM Commissioners Chang Kiraly, Larenas, Mattusch, Reyerling present.  
Commissioner Brennan absent.
- B) Staff Introduction/Recognition**
- **Mike “Willie” Williams** – PPH Assistant Harbormaster (Retired)
  - ~~Owen Moore~~ – ~~Deputy Harbormaster A~~ Moved to December meeting.
  - **Lizzie Zuroski** – Communications Analyst
- C) 1. Public Comments/Questions - None**
- 2. Commissioner Comments**
- **Commissioner Mattusch** – Recreational crab and fishing have been very successful; the harbor is full of activity. Commercial crab fishing has been delayed due to whale entanglement.
  - **Commissioner Reyerling** – Chaired recent San Mateo County CSDA Chapter meeting in President Cosgrove’s absence; San Mateo County Supervisor Don Horsley and Larry Patterson gave presentations.
  - **Commissioner Chang Kiraly** – Thanked new General Counsel for meeting with her and the plan to meet each Board Commissioner.

### 3. Committee Updates

#### Standing Committees

- Climate Change Resilience
- Finance
- Oyster Point Liaison – *working on date for meeting.*
- Social Media/Public Outreach – *Commissioner Reyerer commented on total recent social media postings.*
- Wildlife Protection

#### Ad Hoc Committees

- General Manager Search – *Commissioner Reyerer commented regarding GM search; interviewed 5 quality candidates and have found a great one. Commissioner Mattusch, honored to have Jim Pruett joining SMCHD.*
- Strategic Plan – *scheduled for 12/18, ahead of December Board meeting.*
- Office Design

## D) 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 \$447,880.40. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **Minutes – Regular Meeting October 16, 2019 (Gehret)**  
Recommendation: Approve Minutes of the Regular Meeting of October 16, 2019.
3. **Minutes – Special Meeting October 18, 2019 (Gehret)**  
Recommendation: Approve Minutes of the Special Meeting of October 18, 2019.
4. **First Quarter 2019/20 Financial Report Spending Authority (Q1) (van Hoff)**  
Receive and file.
5. **First Quarter – Fiscal Year 2019/20 (Q1-20) Rent Report (van Hoff)**  
Receive and file.
6. **Monthly Capital Projects Update (Moren)**  
Receive and file.
7. **Finalization of the Emergency Repair to the Pillar Point Harbor Launch Ramp Drain in Accordance with Public Contract Code 22050 (Moren)**  
Information only.

**Motion:** (Mattusch/Reyering) Approve Consent Items 1-7.

**Ayes:** All in favor.

**Motion passed.**

## **E) Discussion**

President Chang Kiraly reordered agenda.

### **9. Appointment of James Pruett as General Manager; Adopt Resolution No. 19-15; Approve Employment Agreement and Authorize Board President to Execute (General Manager Search Ad Hoc Committee)**

#### **Public Comment~**

- John Ullom – in support of hiring James Pruett.

**Motion:** (Reyering/Mattusch) Appointment of James Pruett as General Manager; adopt Resolution No.19-15; approve employment agreement and authorize Board President to execute. (Employment agreement includes annual salary of \$170,000, monthly automobile allowance of \$350, monthly housing allowance of \$1,250 for the first twelve months of employment).

**Ayes:** All in favor

**Motion passed.**

### **8. Pillar Point Harbor West Trail Erosion Protection Project Update; Presentation (Moren)**

Information only.

### **16. Design, Engineering, Permitting Consultant Moffatt & Nichol Professional Services Agreement Change Order Consideration for the Pillar Point Harbor Fishing Pier Rehabilitation Project (Moren)**

**Motion:** (Mattusch/Reyering) Authorize the Interim General Manager to implement a Change Order to the previously approved Pillar Point Harbor Fishing Pier Rehabilitation Project Professional Services Agreement with consultant Moffatt & Nichol, increasing the design, engineering, permitting and construction support total by \$13,300 and approve an increase in Capital Project Appropriations by the same amount.

**Ayes:** All in favor

**Motion passed.**

### **17. Board Direction to Staff Regarding an Amendment to the San Mateo County Harbor District Ordinance Code Section 3.35.020 -Marina/ Harbor Parking Ordinance (Moren)**

**Motion:**(Reyering/Mattusch) Direct staff to publish notice in a newspaper of general circulation within the District, for not less than 20 days prior to Ordinance Code amendment adoption, and place the Resolution to amend the District Parking Ordinance Code Section 3.35.020 for consideration on the agenda for the December 18, 2019 District Board Meeting.

**Ayes:** All in favor

**Motion passed.**



**18. Direction to Staff Regarding New District Administration Office (Moren)**

**Direction to staff: Motion Alternative 1-** Arrange a Board Special Meeting so that any Commissioners that wish to participate in interviewing the five RFP respondents can do so, then bring a recommendation to the full Board.

**19. Pillar Point Harbor KN RV Lot and New Public Restroom Coastal Development Permit Compliance, Conditions of Approval and RFP Response Selection for Architectural Design, Engineering, Permitting and Construction Support (Moren)**

**Public Comment~**

- John Ullom – in support of this project. Thanked those that have worked and helped get this project to this point.

District Board appoint an Ad Hoc Committee comprised of two Harbor Board Commissioners to; i) review KN lease terms, ii) review California Coastal Commission/City of Half Moon Bay Coastal Development Permit Conditions of Approval, and iii) review responses to an RFP for architectural design, engineering, permitting and construction support for a new public restroom, green space and increased ADA parking at the Pillar Point Harbor KN RV Park.

- **President Chang Kiraly appointed Commissioners Larenas and Mattusch to the RV Park Ad Hoc Committee.**

**15. Deputy Board Secretary Position Description (van Hoff)**

**Motion:** (Mattusch/Reyering) Approve Deputy Board Secretary position description.

**Ayes:** All in favor

**Motion passed.**

**Items 10-14**

**Motion:** (Reyering/Mattusch) Remove the following five (5) Policies, Items 10-14, for review by new General Counsel and new General Manager, and further review by Commissioners, and possibly return at a later date.

**Ayes:** Chang Kiraly, Mattusch, Reyering

**Nays:** Larenas

**Motion passed.**

**10. Policy 6.2.5 ‘Sexual & Unlawful Harassment Policy’ (Governance & Policy Committee)**

**Recommendation:** Eliminate current Policy 6.2.5 ‘Harassment, Discrimination and Retaliation Prevention.’ Adopt and replace current Policy with Policy 6.2.5 Sexual & Unlawful Harassment Policy.

**11. Review District’s Current ‘Expense Accounting and Expenditure Reimbursement for Commissioners’ Policy and Newly Drafted ‘Commissioner Reimbursement’ Policy (van Hoff)**

Recommendation: Approve replacement of current policy with newly drafted policy 4.2.4 'Commissioner Reimbursement' (including any proposed revisions, if applicable); or take no action and keep the current Policy

**12. Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values' (Governance & Policy Committee)**

Recommendation: Review and comment on draft policy. Approve Policy 1.1.1 'San Mateo County Harbor District Ethics and Values' (including any proposed revisions, if applicable).

**13. Policy for Board Meeting Agenda (Governance & Policy Committee)**

Recommendation: Adopt Policy 3.3 'Board Meeting Agenda.'

**14. Policy 3.5 'District Counsels & Board Relationship' (Governance & Policy Committee)**

Recommendation: Approve Policy 3.5 'District Counsels & Board Relationship' (including any proposed revisions, if applicable).

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

**G) Future Agenda Items**

- **Motion:** (Reyering/Mattusch) Discuss old fishing vessel at the entrance to Pillar Point Harbor; possible alternatives.  
**Ayes:** All in favor.  
**Motion passed.**
- **Motion:** (Mattusch/Reyering) Discuss Communications, social media and reevaluate Phondini Contract.  
**Ayes:** All in favor.  
**Motion passed.**

**H) October Activity Reports: Interim General Manager/Operations, Administration**

Information only.

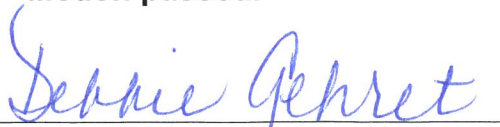
- **Public Comment~**

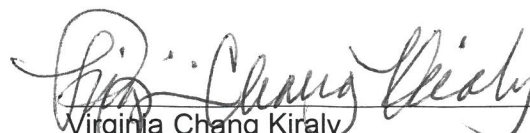
John Ullom – Thanked John Moren for the work and his professionalism over the past year; thanked Julie van Hoff for her work. Great staff

**I) Adjourn 8:25 PM Motion:** (Mattusch/Reyering)

**Ayes:** All in favor.

**Motion passed.**

  
Debbie Gehret  
Deputy Secretary

  
Virginia Chang Kiraly  
President