



Board of Harbor Commissioners

Nancy Reyerling, President
Virginia Chang Kiraly, Vice President/Secretary
Tom Mattusch, Treasurer
Sabrina Brennan, Commissioner
Edmundo Larenas, Commissioner
James B. Pruett, 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

February 19, 2020

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 and Reyerling present. 6:32 PM Commissioner Brennan enters.
- **Staff Introduction/Recognition** – Introduction of Raymond Wong new Accountant
- B) 1. Public Comments/Questions** None
- 2. Commissioner Comments**
- Commissioner Reyerling – Looking forward to being President of the Commission this year.
 - Commissioner Brennan – Wanted to make the public aware that she was recognized by the Honolulu City County with an honorary certificate for the work that she has done for the inclusion of women in professional surfing.
 - Commissioner Mattusch – Discussed how the RV lot was full over Presidents Day weekend, also discussed upcoming salmon season, and whale entanglement.
- 3. Committee Updates**
- Standing Committees
- Climate Change Resilience – Per Commissioner Larenas, held in January
 - Finance – None
 - Oyster Point Liaison – None

- Social Media/Public Outreach – None
- Wildlife Protection – None

Ad Hoc Committees

- Office Design/New Admin Bldg.- None
- KN RV Restroom – Per Commissioner Mattusch, held in January

C) Consent

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

Commissioner Chang Kiraly pulled Item 1. Commissioner Brennan pulled Item 2.

3. **Second Quarter 2019/20 (Q2-20) Financial Report Spending Authority (van Hoff)**
Receive and file.
4. **Second Quarter – Fiscal Year 2019/20 (Q2-20) Rent Report (van Hoff)**
Receive and file.
5. **Monthly Capital Projects Update (Moren)**
Receive and file.
6. **Authorized List of Signatures with the San Mateo County Treasurer’s Office and California State Treasurer’s Office; Adopt Resolutions No. 20-03 and No. 20-04 (van Hoff)**
Recommendation: Adopt Resolution No. 20-03 approving updated list of Harbor District authorized signers for the San Mateo County Treasurer’s Office and adopt Resolution No. 20-04 approving updated list of Harbor District authorized signers for the California State Treasurer’s Office.
7. **California Marine Affairs Conference (CMANC) Annual Conference: Travel and Reimbursements (Pruett)**
Recommendation: Authorize General Manager travel to and conference attendance at the annual meeting of the California Marine Affairs Conference in Washington, D.C., March 2-5, 2020.
8. **Conditions of Approval and Grant Funding for Pillar Point RV Park and Green Space Improvements; Adopt Resolutions No.20-05 and No.20-06 (Pruett)**
Recommendation: Adopt Resolution No. 20-05 to accept and agree to Implement the Conditions of Approval of the Coastal Development Permit

as detailed in the City of Half Moon Bay Planning Commission Resolution P-19-18, Exhibit B; and Resolution No. 20-06 to approve the Master Funding Agreement Between the Metropolitan Transportation Commission and the San Mateo County Harbor District, and Supplements thereto for a \$298,000 Priority Conservation Area Grant Supporting the Pillar Point Public Access Improvement Project at the Pillar Point Recreational Vehicle Park.

9. Revision of Commercial Activity Permit 2020-12 for Fathom Marine and Tideline Marine Group (van Hoff)

Recommendation: Approve attached Commercial Activity Permit 2020-12 for Fathom Marine (Fathom) and Tideline Marine Group (Tideline), authorizing joint use of Dock 7 at Oyster Point Marina to consist of vessel maintenance services by Fathom and private charter ferry service by Tideline, the latter under a sublicense agreement with Fathom.

Motion: (Chang Kiraly/Mattusch) Approve Consent Items 3, 4, 5, 6, 7, 8 and 9.

Ayes: All in favor.

Motion passed.

D) Discussion

1. Bills and Claims (van Hoff)

Motion: (Reyering/Mattusch) Approve Bills and Claims in the amount of \$576,163.99. Pre-Approve \$500,000 in Bills and Claims until next meeting.

Ayes: Reyering, Chang Kiraly, Mattusch, Larenas

Nays: Brennan.

Motion passed.

2. Minutes – Meeting January 15, 2020 (Gehret)

Motion: (Reyering/Mattusch) Approve Minutes of the Regular Meeting of January 15, 2020.

Ayes: Reyering, Chang Kiraly, Mattusch, Larenas

Abstain: Brennan

Motion passed.

10. Big Wave Risk Assessment Group 2020 Half Moon Bay Training Summit (Moren)

1st Motion: (Brennan/Larenas) Recommend the Board consider the attached proposal from Big Wave Risk Assessment Group (BWRAG) to enter into a Professional Services Agreement, BWRAG fee of \$18,000 and related Statement of Work costs of \$12,000, for a total investment of

\$30,000 to sponsor a professional water safety and emergency first-aid training summit.

Ayes: Brennan, Larenas

Nays: Reyerling, Chang Kiraly, Mattusch

Motion did not pass.

2nd Motion: (Chang Kiraly/Mattusch) Have staff look at other options and give us a report of what is available. Also look into additional sponsorships and additional revenue sources to cover expenses.

Ayes: Reyerling, Chang Kiraly, Mattusch

Nays: Brennan, Larenas

Motion passed.

11. Mid-Year Budget Review; Approve 2019/20 Budget Amendment (van Hoff)

Motion: (Chang Kiraly/Reyerling) Approve an increase to Non-Operating Revenue of \$500,000, and increase Salaries and Benefits by \$700,000, and an increase to Operating Expenses of \$150,000. The net difference of \$350,000 will be funded by available Working Capital.

Ayes: All in favor.

Motion passed.

12. Selection Process for Responsive Firms (Pruett)

Public Comment:

- Don Haggerty – Would like to see the public have more input in decision making.
- Matthew Clark – Thinks more public input is needed. Would like to see more local companies participate in the RFP process.

Motion: (Mattusch/Reyerling) The District will follow the process as detailed in the Request for Proposal in the review and recommendation of responsive firms, specifically, the District Evaluation Committee will evaluate and make a recommendation through the District General Manager to the Board of Harbor Commissions for final consideration and selection.

Further, the District Evaluation Committee shall be composed of:

- The District Director of Operations,
- The District Director of Administrative Services,
- The District Planner Analyst,
- A Subject Matter Expert, that can include a member of the staff, a member of the public or partner agency as requested by the Evaluation Committee as whole.

Motion: Call the question.
Ayes: Reyerling, Chang Kiraly, Mattusch
Nays: Brennan, Larenas
Motion passed.

Ayes: Reyerling, Chang Kiraly, Mattusch
Nays: Brennan, Larenas
Motion passed.

13. Master Plan Development Proposal Approval (Pruett)

Public Comment:

- Matthew Clark - Commented how other agencies get in house estimates before sending out an RFP.

Motion: (Chang Kiraly/Reyerling) Reject Moffatt and Nichol's proposal and resubmit the Request for Proposal (RFP).

Ayes: All in favor.

Motion passed.

14. RV Park New Public Restroom (KN RV Park Restroom Ad Hoc Committee)

Public Comment:

- Matthew Clark – Would like the public to have more input on this.

Motion: (Chang Kiraly/Reyerling) To extend meeting to 9:45 PM

Ayes: All in favor.

Motion passed.

Motion: (Reyerling/Mattusch)

Bring this back to staff and have staff bring forward a recommendation for a firm.

Ayes: Reyerling, Chang Kiraly, Mattusch

Nays: Brennan, Larenas

Motion passed.

Break 9:25 PM reconvened at 9:30 PM

15. 2020 Standing and Ad Hoc Committee Review and Assignments (Pruett)

Committees were evaluated and populated by the Board President, Nancy Reyerling.

Climate Change Resilience
Finance
Oyster Point Liaison

Chang Kiraly, Reyerling
Chang Kiraly, Mattusch
Reyerling, Chang Kiraly

Social Media/Public Outreach	No one assigned
Wildlife Protection	No one assigned
Office Design/New Admin Bldg.	Reyering, Mattusch
RV Lot/CDP	Chang Kiraly, Mattusch

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

G) Future Agenda Items

- Amend Resolution 19-01 to change the location of regular meetings
- Exempt the Oyster Point Marina Liaison Standing Committee from the meeting requirement in the District policy which is required by the MOU to meet San Mateo County Harbor District Policy 3.0, Paragraph 6.C which requires each standing committee to meet at least once in every four months.

Motion: (Chang Kiraly/Mattusch) Extend meeting to 9:50 PM.

Ayes: Reyering, Chang Kiraly, Mattusch, Larenas

No response: Brennan

Motion passed.

Motion: (Chang Kiraly/Reyering) Add an item to Amend Resolution 19-01 to change the location of regular meetings.

9:48 Commissioner Brennan exits meeting

Ayes: Reyering, Chang Kiraly, Mattusch

Nays: Larenas

Absent: Brennan

Motion passed.

Motion: (Chang Kiraly/Reyering) Make the Oyster Point Liaison Committee meet once per year, instead of four times a year as stated in the JPA sanctioned MOU.

Ayes: Reyering, Kiraly, Mattusch, Larenas

Absent: Brennan

Motion passed.

H) January Activity Reports General Manager, Operations, Administration Information only.

9:50 Commissioner Brennan enters meeting.

l) **Adjourn 9:50 PM Motion:** (Mattusch/Chang Kiraly) Adjourn meeting.
Ayes: All in favor.

Motion passed.

Approved by the Board on April 2, 2020



Melanie Hadden
Deputy Secretary



Nancy Reyerling
President