



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

“The Harbor district provides fiscally and environmentally responsible stewardship of its maritime resources, emergency response, and public access”

MEETING MINUTES

April 15, 2020

6:30 PM - 9:30 PM

San Mateo County Harbor District

Note 1: 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 April 15, 2020 Regular Meeting of the San Mateo County Board of Harbor Commissioners was conducted by video/teleconference.

A) Roll Call 6:31

Commission Reyerling, Chang Kiraly, Mattusch and Larenas present.
6:33 Commissioner Brennan enters.

Note 2: Commissioner Reyerling, President of the Harbor Board of Commissioners, thanks thanked staff for extraordinary effort in keeping the District moving forward in extraordinary times. To protect staff and the public from COVID-19, the District will continue to use video conference for commission meeting, committed to following parliamentary procedures during the Board meeting to ensure each Commissioner is heard and their comments can be recorded on each agenda item.

1. Each Commissioner will be polled in a random order for each matter.
2. Each Commissioner will have a second opportunity to speak after all Commissioners have spoken once.
3. Individuals must seek recognition from the chair before speaking,

Note 3: The procedures to make a public comment on the video/teleconference platform was outlined by the San Mateo County Harbor District Communications Specialist.

B)

1. Public Comments/Questions

- TJ Glauthier – Supports what the Harbor District is doing by having zoom calls and live feeds of meetings.
- Barry Day – Commented on off the dock fish sales not being allowed at Pillar Point Harbor. Would like to figure out a solution on how this can be allowed. Fishermen are losing money during this pandemic.
- Dan Haggerty – Concerned that there is a sign that says Pillar Point Harbor is closed. Princeton Seafood is still open for take-out and fish sales.

2. Commissioner Comments

- Commissioner Mattusch – Daily Journal's reported County Official's financial forecast appears bleak, the Harbor needs to help our tenants and lessees during this time.
- Commissioner Larenas – Wanted to make the public aware that migratory bird season is happening as well as whale and other marine mammals. Would like the Harbor to enforce the speed limit in Pillar Point Harbor.
- Commissioner Brennan – Commented that crab fishermen are still catching crab from Pillar Point Harbor. Would like the public to be reminded that they should buy local. Mentioned the Pacifica and Halfmoon Bay Farmers markets as options for local fishermen to sell their product.

3. Committee Updates

Finance Committee met in April. No other Committees were active during this time.

C) Consent

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

Commissioner Reyring pulled Item 2.
Commissioner Brennan pulled Item 1.

3. Monthly Capital Projects Update (Moren)

Receive and file.

4. Second Quarter Fiscal Year 2020 (Q3-20) Investment Report

Receive and file.

Motion: (Chang Kiraly/Mattusch) Approve consent items 3 and 4.

Ayes: All in favor

Motion passed.

D) Discussion

5. Surfers Beach Pilot Project Update; Presentation (Moren)

San Mateo County Harbor District – Regular Meeting Minutes – April 15, 2020

Page 2 of 7

Motion: (Chang Kiraly/Brennan) 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.

Ayes: All in favor

Motion passed.

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

Motion: (Brennan/Larenas) Authorize 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. Subject and contingent upon State and County social distancing requirements.

Call for the question (Chang Kiraly)

Ayes: All in favor

Motion passed.

Motion: (Chang Kiraly/Reyering) extend meeting until 10:00 PM

Ayes: All in favor

Motion passed.

Ayes: Brennan, Larenas

Abstain: Reyering, Chang Kiraly

Nays: Mattusch

Motion passed.

Note 4: Original ruling on the motion was that the motioned "failed" for lack of a majority based on the number of Commissioners present. This was corrected at the end the meeting following Item 2 under Pulled Items. The motion had passed based on Robert's Rules in that the Commissioners that did vote, three in total, form a quorum of the Board, and as such you only consider those Commissions when determining a majority, thus the vote was two in favor, one apposed, the motion passes. The two abstention are a non-vote, neither "yes" or "no".

Public Comment:

- Todd Korth – Wants to come up with a plan so the fishermen can sell off the docks at Pillar Point Harbor. Salmon Season opens soon, and the docks need to be open.
- Andrew Fay – gave 3 minutes to Mr. Korth.
- Victoria DeGray – gave 3 minutes to Mr. Korth.

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.

This item was not discussed and will be put on a future Agenda.

8. **Pillar Point Harbor RV Park Restroom and Green Space Design RFP (Moren)**

Motion: (Chang Kiraly/Mattusch) 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.

❖ 3:08 Two minute break called

❖ 3:11 Break is over

❖ 3:13 Two minutes break called

❖ 3:15 Break is over

Motion: (Chang Kiraly) Call the question

Ayes: Reyering, Chang Kiraly, Mattusch

Nays: Brennan, Larenas

Motion passed.

❖ Minute 3:18:39- Commissioner Reyering ruled Commissioner Brennan "Out of Order"

❖ Minute 3:18:43- Commissioner Reyering calls for a vote.

❖ Minute 3:19:21- Commissioner Reyering ruled Commissioner Brennan "Out of Order"

❖ Minute 3:19:36- Commissioner Reyering calls for the vote.

❖ Minute 3:19:48- Commissioner Reyering ruled Commissioner Brennan "Out of Order"

❖ Minute 3:20:13- Commission Reyering leaves the meeting.

❖ Minute 3:21 Commission Chang Kiraly assumes rule as Chair.

❖ Minute 3:32 Commissioner Reyering returns.

❖ Minute 3:22: Commissioner Reyering makes a motion to adjourn.

- ❖ Minute 3:22: Commissioner Chang Kiraly calls for roll call.
- ❖ Minute 3:23 : Commissioner Larenas exits meeting

Motion (Chang Kiraly, Mattusch)
Ayes Reyerling, Chang Kiraly, Mattusch
No response: Brennan
Absent: Larenas
Motion passed.

Commissioner Reyerling moved Consent Item #1

1. Bills and Claims (van Hoff)

Motion: Approve 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.

Motion: (Chang Kiraly/Reyerling) Approve Bills and Claims
Ayes: Reyerling, Chang Kiraly, Mattusch
No response: Brennan
Absent: Larenas
Motion passed.

Motion: (Chang Kiraly/Reyerling) Extend meeting until 10:15 PM

9. Finance Committee Scope and Duties (Chang Kiraly/Mattusch)

Receive report and approve the Finance Committee's Scope and Duties.

Motion to Approve (Chang Kiraly/Reyerling)
Ayes: Reyerling, Chang Kiraly, Mattusch
No response: Brennan
Absent: Larenas
Motion passed.

11. Human Relations Standing Committee (Pruett)

Motion: (Reyerling/Chang Kiraly) Commission Reyerling populates the Human Relations Standing Committee with Commissioner Reyerling and Commissioner Chang Kiraly.

Ayes: Reyerling, Chang Kiraly, Mattusch
No response: Brennan
Absent: Larenas
Motion passed.

10. 'First Look' FY 2020-21 Operating Budget and Capital Improvement Program (van Hoff)

Motion: (Chang Kiraly/Reyering) 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. 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.

This item was not discussed and will be put on a future Agenda.

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

Receive report and adopt proposed revisions to 4.4.3 Reserve Policy.
Motion: To receive report and adopt proposed revisions to 4.4.3 Reserve Policy (Chang Kiraly/Reyering)

Motion Change Kiraly/Reyering)

Ayes: Reyering, Chang Kiraly, Mattusch

No response: Brennan

Absent: Larenas

Motion passed.

Motion: (Chang Kiraly/Mattusch) extend meeting until 10:05 PM

Ayes: Reyering, Chang Kiraly, Mattusch

No response: Brennan

Absent: Larenas

Motion passed.

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

2. Minutes – Special Meeting April 2, 2020 (Hadden)

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

Minutes will be amended and put on a future Agenda.

Note 4: At Minute 3:30 :09- General Counsel corrected the record on Item on Item 6. The motion passed two to one, in favor.

F) Future Agenda Items - None

G) March Activity Reports General Manager, Operations, Administration Information only.

H) Adjourn at 10:05 PM

Motion: (Chang Kiraly/Reyering) Adjourn meeting

Approved by the Board on June 17, 2020



Melanie Hadden
Deputy Secretary



Nancy Reyering
President