



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"

REGULAR MEETING MINUTES

September 21, 2022

1:00 PM – 5:00 PM

San Mateo County Harbor District

A) Roll Call – 1:00 PM

All Commissioners Present

B) Public Comments/Questions

C) Consent

Consent Items 6 and 7 pulled by Commissioner Chang Kiraly
Consent Items 3, 4, and 5 pulled by Commissioner Larenas

Approve Consent Items 1 and 2
(Mattusch/Zemke)
All in favor

1. Bills and Claims (van Hoff)

Accept Pre-Approved Items in the amount of \$231,172.49 for August. Approve \$500,000 in Pre-Approved Items for October 2022.

2. Minutes – Regular Board Meeting Minutes (Hadden)

Approve Minutes of the August 17, 2022 Regular Board Meeting

Items 3, 4, 5, 6, and 7 were moved to the end of Discussion

D) Discussion

8. Authorization to sign letter regarding: Parking Exemption for OceanCiders, LLC (Pruett)

Authorize General Manager to sign letter addressed to: County of San Mateo, Planning and Building Department for OceanCiders, LLC regarding Parking Exemption.

(Chang Karaly/Zemke)
Ayes: Reyerling, Zemke, Mattusch, Chang Kiraly
Abstain: Larenas

9. District Overtime Costs/Staffing (Pruett)

Authorize the General Manager to create three new additional harbor worker positions and assign them as he sees fit for the betterment of the District. And to increase appropriations by the amount of \$239,454 to be funded with existing working capital.

Call for the Question
(Reyerling/Zemke)
All in favor

(Mattusch/Chang Kiraly)
All in favor

Approve the General Manager's decision to reduce the hours at Oyster Point Marina to 12 hour shift (6 AM to 6 PM), and to cancel the private security contract.

(Zemke/Reyerling)
All in favor

Approve the General Manager's decision to reduce overtime and allow for single staff coverage and limited search and rescue/maritime assist availability and support the General Manager's decision to limit shifts to no more than 12 hours without a specific operational need.

(Zemke/Mattusch)
Ayes: Reyerling, Zemke, Mattusch, Chang Kiraly
Nays: Larenas

10. Declaring Surplus Property (Pruett)

Adopt Resolution No. 22-24 declaring, pursuant to Government Code Section 54221, that certain property owned by the District located at 555 Obispo Road, El Granada, CA (APN: 047-261-040) is surplus land and not necessary for the District's use, finding that such declaration is exempt from environmental review under the California Environmental Quality act, and taking related actions

(Mattusch/Chang Kiraly)
All in favor

11. Division of Boating and Waterways SAVE Grant Resolution (Pruett)

Adopt Resolution No. 22-20 to authorize acceptance and execution of a California Boating and Waterways Surrendered and Abandoned Vessel Exchange Grant for \$150,000 and authorize the General Manager to expend DBW SAVE Grant monies for removal of abandoned vessels at Oyster Point Marina and Pillar Point Harbor.

(Mattusch/Chang Kiraly)
All in favor

12. Adopt Deletion of Chapter 20.20 Conflict-of-Interest Code of Ordinance and replace with "Refer to Policy 2.1.5 Conflict of Interest Code". Conflict of Interest Code Changes (van Hoff)

Adopt Resolution No. 22-22 deleting the District's Code of Ordinances Chapter 20.20 and adding "Refer to District Policy 2.1.5 Conflict of Interest Code."

(Mattusch/Chang Kiraly)
All in favor

13. Lease Renewal Suite 100B (Pruett)

Adopt Resolution No. 22-23 approving a lease agreement by and between the San Mateo County Harbor District, as landlord, and, Jennifer Oliverio and Amanda Borgonovo, each acting as sole proprietors, as Tenant

(Chang Kiraly/Mattusch)
All in favor

Item 14 moved to after Closed Session.

3. RV Park Restroom and Greenspace Project Low Bid Consideration (Moren)

Pursuant to a publicly advertised Invitation for Bid (IFB), Authorize the General Manager to enter into an Agreement with the low bidding construction contractor, Minerva Construction Inc., for the Pillar Point Harbor RV Park Restroom and Greenspace Project for an amount not to exceed \$2,873,000, 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 an increase in Capital Expenditure Appropriations of \$3,169,300 to be funded by available working capital.

Approve Consent Item 3
(Chang Kiraly/Zemke)
All in favor

4. Monthly Capital Projects Update (Moren)
Information only

5. Approve Amendment to Think Connected Professional Services Agreement to include Project Management Services for Implementation of Microsoft Office 365 (van Hoff)

Approve amendment of \$33,150 to the Think Connected Professional Services Agreement (PSA) for the addition of Project Management Services for the implementation of Microsoft Office 365, authorize General Manager to execute, and waive competitive procurement process.

Approve Consent Item 5
(Chang Kiraly/Larenas)
All in favor

6. Approve Permit for 5K Walk at Oyster Point Marina(Pruett)

Approve Athletic Event Permit for 5K Walk to be held at Oyster Point Marina on Saturday, November 12th, 2022.

Approve Consent Item 6
(Chang Kiraly/Zemke)
All in favor

7. Fee Waiver Request for Northern California Outrigger Canoe Association's WaveChaser Paddle Series Event to be held October 29, 2022 (Pruett)

Approve the Permit for the Northern California Outrigger Canoe Association WaveChaser Paddle Series to be held on October 29, 2022 and waive the \$105.00 fee.

(Chang Kiraly/Reyering)
All in favor

Approve a 50% fee waiver for a total of \$2,887.50 for the Northern California Outrigger Canoe Association's WaveChaser Paddle Series Event to be held on October 29, 2022.

(Chang Kiraly/Reyering)
Ayes: Zemke, Reyering, Chang Kiraly,
Nays: Mattusch, Larenas

E) CLOSED SESSION

1. Conference with Real Property Negotiators

Property: APN 047-083-060 Parcel 2 of the concessions building at Pillar Point Harbor consisting of approximately 2,595 square feet of space. Half Moon Bay, CA 94019

Agency Negotiator: Jim Pruett and Julie van Hoff

Negotiating Parties: Ketch Joanne Restaurant

Under Negotiation: Price and terms of payment

No Reportable Action:

3:48 PM Commissioner Mattusch has left the meeting.

Item 14 moved to after Closed Session

14. Authorize Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953(e).

Adopt Resolution No. 22-21 reconsidering the circumstances of the COVID-19 State of Emergency and making findings to authorize meetings to be held via teleconferencing pursuant to Government Code Section 54953(e)

(Reyering/Zemke)

Ayes: Reyering, Zemke, Chang Kiraly, Larenas

Absent: Mattusch

F) Commissioner Comments

G) Future Agenda Items

Chang Kiraly

Add an Item to review the Rates and Fees as they apply to events.

Ayes: Reyering, Zemke, Chang Kiraly, Larenas

Absent: Mattusch

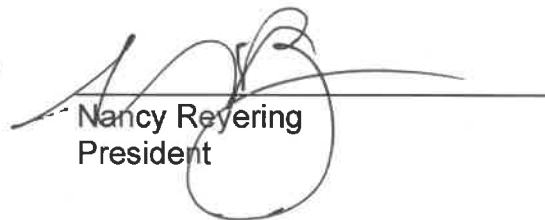
H) August Activity Reports General Manager, Operations, Administration

Information only

- I) Adjourn** – Time: 3:51 PM
Motion to adjourn

Approved at the October 19, 2022 Regular Board Meeting


Melanie Hadden
Deputy Secretary


Nancy Reyerling
President