



Board of Harbor Commissioners

Tom Mattusch, President
Kathryn Slater-Carter, Vice President
Virginia Chang Kiraly, Treasurer
George Domurat, Secretary
William Zemke, 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”

REGULAR MEETING AGENDA

**June 12, 2024
10:00 AM – 1:00 PM**

In-person with remote viewing available

This meeting of the San Mateo County Harbor District will be held in Person at 504 Avenue Alhambra, 2nd Floor, Conference Room, El Granada, California 94018. Members of the public will be able to watch the meeting remotely via the Zoom platform or in person in the Board Room. Public Comments will not be accepted via the Zoom platform. To make a public comment you must attend in person or provide written comment prior to the meeting. For information regarding how to participate in the meeting please refer to Appendix A attached at the end of the Agenda.

Please click the link below to view the meeting remotely via the Zoom platform:
<https://us02web.zoom.us/j/82521804518?pwd=RmtQbkdyY0JDeHduRlIVd2dUSkxCZz09>
Passcode: 129885

Board Meetings are not required to be broadcast over Zoom. The District is doing so as a convenience to the public. If transmission goes down for some reason, the meeting will continue in person as scheduled.

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 Melanie Hadden, Deputy Secretary at mhadden@smharbor.com or (650) 583-4400 prior to this meeting for assistance.

A) Pledge of Allegiance

B) Roll Call

C) Public Comments/Questions

The Public may directly address the Board of Harbor Commissioners for a limit of two (2) 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.

D) Commissioner Comments

Any member of the Commission may make public statements

E) Activity Reports

- a. [General Manager.](#)
- b. [Operations.](#)
- c. [Administration and Finance](#)

F) Consent

1. [Bills and Claims \(van Hoff\)](#)
Recommendation: Accept Pre-Approved Items in the amount of \$282,871.80 for May. Approve a total of \$4,297.32 for payments to General Manager James Pruet, Commissioner Tom Mattusch, and Commissioner Kathryn Slater-Carter for reimbursable mileage/travel expenses. Approve \$500,000 in Pre-Approved Items for July 2024.
2. [Minutes – Special Board Meeting for December 5, 2022 \(Hadden\)](#)
Recommendation: Approve Minutes of the Special Board Meeting of December 5, 2022
3. [Minutes – Regular Board Meeting for May 15, 2024 \(Hadden\)](#)
Recommendation: Approve Minutes of the Regular Board Meeting of May 15, 2024
4. [Minutes – Special Board Meeting for May 23, 2024 \(Hadden\)](#)
Recommendation: Approve Minutes of the Special Board Meeting of May 23, 2024
5. [Monthly Capital Project Update \(Moren\)](#)
Information only
6. [District’s Bereavement Policy 6.5.3 \(Modena\)](#)
Recommendation: Approve revision to the District’s Bereavement Leave Policy 6.5.3

7. [**District's Holidays and Floating Holidays Policy 6.5.2 \(Modena\)**](#)
Recommendation: Approve revision to the District's Holidays and Floating Holidays Policy 6.5.2
8. [**District's Personnel Conduct Policy 6.2.1 \(Modena\)**](#)
Recommendation: Adopt the District's Personnel Conduct Policy 6.2.1 as Amended
9. [**Decommissioning Obsolete District Policies \(Modena\)**](#)
Recommendation: Approve decommissioning District Policy 5.2.1 Launch Ramp Operating Hours and Policy 6.5.11 Leave Policy During Pandemic
10. [**Draft Position Descriptions \(van Hoff\)**](#)
Recommendation: Approve the position descriptions for Harbormaster, Assistant Harbormaster, Deputy Harbormaster A/B, and Harbor Worker.

G) Discussion

1. [**San Mateo County Harbor District's 2024 Elections \(Pruett\)**](#)
Recommendation: Adopt Resolution No. 24-13 calling for an election to be held on November 5, 2024 for the election of three members of the San Mateo County Board of Harbor Commissioners for District 1, District 4, and District 5.
2. [**Call for Nominations: Special District Selection Committee Mail Ballot to Elect Alternate Special District Member on San Mateo LAFCo \(Pruett\)**](#)
Recommendation: The Commission may consider nomination of a Commissioner for the LAFCo Alternate Member Position for the Independent Special District Member.
3. [**Final Operating Budget and Five-Year Capital Improvement Program \(van Hoff\)**](#)
Recommendation: Adopt Resolution No. 24-11 approving the Fiscal Year 2025 Operating Budget and Five-Year Capital Improvement Program
4. [**Ocean Science Center Ad Hoc Committee Report \(Modena\)**](#)
Information only
5. [**Workplace Violence Prevention Plan \(Modena\)**](#)
Recommendation: Approve the District's Workplace Violence Prevention Plan
6. [**Authorize the SMCHD to Join California Asset Management Program \(CAMP\) \(van Hoff\)**](#)
Recommendation: Adopt Resolution No. 24-14 authorizing the San Mateo County Harbor District to join with other public agencies as a Shareholder of

the California Asset Management Trust, a joint powers authority (JPA), to invest in shares of the Trust and/or utilize an individual portfolio.

7. **Real Property Lease: Surfers Beach RV Park (Pruett)**

Recommendation: Adopt Resolution No. 24-15 approving and authorizing the General Manager to execute a real property lease between San Mateo County Harbor District and the Pillar Point Harbor, LLC., dba Pillar Point RV Park.

8. **Pillar Point Harbor Johnson Pier Electrical Upgrades Project Invitation to Bid (Moren)**

Recommendation: Authorize the General Manager to enter into an Agreement with the low bidding construction contractor, Andreini Bros. Inc., for the Pillar Point Harbor Johnson Pier Electrical Upgrades Project, for an amount not to exceed \$1,227,600.00, 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 \$1,350,360.00 to be funded by available working capital.

9. **Oyster Point Marina West Basin Access Improvement Project Invitation for Bid (Moren)**

Recommendation: Pursuant to a publicly advertised Invitation for Bid, authorize the General Manager to enter into an Agreement with the low bidding construction contractor, Bellingham Marine Inc., for the Oyster Point Marina West Basin Access Improvement Project, for an amount not to exceed \$3,395,611.00, 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 \$3,735,172.00 to be funded by available working capital.

H) Future Agenda Items

I) Adjourn

The next Regular meeting will be held on July 17, 2024 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 10:00 AM.

Agenda posted as required:



Melanie Hadden
Deputy Secretary

Appendix A

The Public may view the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also listen to the meeting by calling the below listed teleconference phone number. Further instructions on how to make public comments will be provided at the District website at www.smharbor.com. If you experience technical problems with the telephonic meeting, please contact Melanie Hadden at mhadden@smharbor.com or call at (650) 437-4368.

HOW TO VIEW THE MEETING:

The meeting will begin at 10:00 AM. Whether you watch online or listen by phone, you may wish to connect or call in early so that you can address any technology questions prior to the start.

ONLINE VIEWING:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82521804518?pwd=RmtQbkdydjc0JDeHduRlIIVd2dUSkxCZz09>

Passcode: 129885

If you have not used Zoom on your computer before, you will be prompted to download and install the Zoom software on your computer. If it is already installed, you may still be prompted to allow Zoom to run. Please enable the software to download and run to join the meeting via computer.

AUDIO

- BY COMPUTER AUDIO: When joining via the Zoom app, you will automatically be joined in via computer audio. You may be prompted to confirm that you wish to join via computer audio.
 - Please ensure your computers speakers are enabled and sound is switched on.
- BY PHONE: If you are unable to join via computer, or do not have speakers or a microphone on your computer, you can dial in for audio. You may call any one of the meeting numbers below and enter the meeting ID and password when prompted.

+1 669 900 6833 (San Jose)	+1 253 215 8782 (Tacoma)
+1 346 248 7799 (Houston)	+1 312 626 6799 (Chicago)
+1 929 205 6099 (New York)	+1 301 715 8592 (Germantown)
+1 877 853 5257 (Toll Free)	+1 888 475 4499 (Toll Free)

Webinar ID: 825 2180 4518
Passcode: 129885

HOW TO MAKE A PUBLIC COMMENT OR ASK A QUESTION:

Speaker Slip:

- 1) If you wish to speak to the Board of Harbor Commissioners, please fill out a speaker's slip located in the conference room.

Public Comments will not be accepted via the Zoom platform or by phone. To make a public comment you must attend in person or provide written comment prior to the meeting.

Written Comments:

Written public comments may be emailed in advance of the meeting.

- 1) Written comments should be emailed to mhadden@smharbor.com
- 2) Your email should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
- 3) Members of the public are limited to one comment per agenda item.
- 4) The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250 - 300 words.
- 5) If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Members of the Board and made publicly available on the agenda website.