



Board of Harbor Commissioners

Virginia Chang Kiraly, President
Nancy Reyring, Vice President
Tom Mattusch, Treasurer
William Zemke, Secretary
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"

REGULAR MEETING MINUTES

April 21, 2021

1:00 PM – 4:00 PM

San Mateo County Harbor District

A) Roll Call

Present: Chang Kiraly, Mattusch, Zemke, Larenas
Absent: Reyring

B) 1. Public Comments/Questions

C) Consent

Commissioner Larenas pulled Item 8
(Zemke, Mattusch) Approve Item 1 – 7

Ayes: Chang Kiraly, Mattusch, Zemke, Larenas
Absent: Reyring

1. Bills and Claims (Chan/Pruett)

- 1) Accept Pre-Approved Items in the amount of \$223,411.51 for March.
- 2) Approve \$426,245.76 for payment to County of San Mateo Office of the Assessor-County Clerk Recorder which is over the General Manager's authority of \$25,000.
- 3) Approve \$500,000 in Pre-Approved Items for May 2021.

2. Minutes – Regular Meeting March 17, 2021 (Hadden)

Approve Minutes of the Regular Board Meeting of March 17, 2021.

3. Minutes – Special Meeting March 30, 2021 (Hadden)

Approve Minutes of the Special Board Meeting of March 30, 2021.

4. Monthly Capital Projects Update (Moren)

For information only.

5. Third Quarter - Fiscal Year 2021 (Q3-21) Investment Report (van Hoff)

San Mateo County Harbor District – Regular Meeting Minutes – April 21, 2021

For information only.

6. **Update of Pandemic Leave Policy (van Hoff)**
Approve revision to 6.5.11 "Leave Policy during Pandemic".
7. **San Mateo County Multijurisdictional Local Hazard Mitigation Plan and Participation in Planning Process (Pruett)**
For information only.

D) Discussion

8. **Commercial Activity Permit 2021 for Half Moon Bay Kayak Company, LLC (Pruett)**

Approve attached Commercial Activity Permit for Half Moon Bay Kayak Company (HMB Kayak), authorizing both exclusive and non-exclusive use of additional 13,582 square feet at their current location in Pillar Point Harbor (PPH).

(Mattusch, Zemke) Approve Item 8

Ayes: Chang Kiraly, Mattusch, Zemke, Larenas

Absent: Reyering

Item 10 was moved to the beginning of discussion by President Chang Kiraly.

10. **Rates and Fees Effective July 1, 2021 (van Hoff)**

(Zemke, Mattusch) Approve returned check fee of \$25, and approve removal of Recreational Vehicle Parking fee for Pillar Point Harbor

Ayes: Chang Kiraly, Mattusch, Zemke, Larenas

Absent: Reyering

9. **Debt Service Policy (van Hoff)**

Approve 4.3.2 "Debt Policy"

1:40 PM President Chang Kiraly was dropped from call.

Five Minute Break

1:46 PM Continued Meeting

(Mattusch, Zemke) Approve Item 9 with changes.

Ayes: Chang Kiraly, Mattusch, Zemke, Larenas

Absent: Reyering

11. **Preliminary Budget – Fiscal Year 2021/22 Operating Budget and Five-Year Capital Improvement Plan; Adopt Resolution No. 21-06 (van Hoff)**

(Mattusch, Zemke) Adopt Resolution No. 21-06 approving the Preliminary Budget Fiscal Year 2021/22 Operating Budget and Five-Year Capital Improvement Program with edits.

Ayes: Chang Kiraly, Mattusch, Zemke, Larenas

Absent: Reyering

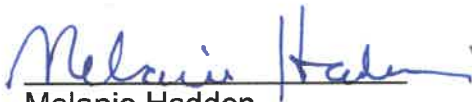
D) Commissioner Comments


E) Future Agenda Items

**F) March Activity Reports General Manager, Operations,
Administration**

G) Adjourn - 2:19 PM
Motion to Adjourn

Approved by the Harbor Commission on May 19, 2021


Melanie Hadden
Deputy Secretary


Virginia Chang Kiraly
President

