



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"

SPECIAL MEETING MINUTES

May 25, 2022

1:00 PM – 5:00 PM

San Mateo County Harbor District

A) Roll Call

Present: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

B) Public Comments/Questions

C) Consent

Motion: Approve consent Items 1 – 9

(Chang Kiraly/Mattusch)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

1. Bills and Claims (van Hoff)

Accept Pre-Approved Items in the amount of \$223,158.88 for April. Approve \$750,000 in Pre-Approved Items for June 2022.

2. Minutes – Regular Meeting Minutes April 20, 2022 (Hadden)

Approve Minutes of the April 20, 2022 Regular Meeting.

3. Monthly Capital Project Update (Moren)

Information Only

4. Third Quarter – Fiscal Year 2021/22 (Q3-22) Rent Report (van Hoff)

Information Only

5. Third Quarter 2021/22 (Q3-22) Financial Report Spending Authority (van Hoff)

Information Only

6. Notification of Emergency Expenditure to Re-locate Vessel CALEB located at Pillar Point Harbor (Pruett)

Information Only

7. Emergency Expenditure: Vessel Demolition F/V CAPT MORGAN located at Pillar Point Harbor (Pruett)

Informational Only

8. Nominations for Special District Selection Committee to Elect Regular Special District members on San Mateo LAFCo (Pruett)

May consider nomination of a Commissioner for the regular Independent Special District Member to LAFCo.

9. Customer Service Coordinator Position Description (van Hoff)

Approve the Customer Service Coordinator Position Description and update the District's Salary Schedule with an hourly rate of \$31.66 per hour for step one up to \$42.43 per hour for step seven in the same step increments as the Accounting Technician Position.

D) Discussion

Motion: Move Closed Session Items 1 and 2 to a future agenda to be determined.

(Reyering/Chang Kiraly)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

10. Approve Rates and Fees Effective July 1, 2022 (van Hoff)

Motion: Motion to divide this Item into two items one item for Pillar Point Harbor and one item for Oyster Point Marina.

(Chang Kiraly/Reyering)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

Motion: Approve Slip Fee Increases only of 3.2% for Pillar Point Harbor.

(Mattusch/Chang Kiraly)

Ayes: Reyering, Mattusch, Chang Kiraly

Recused: Larenas

Absent: Zemke

Motion: Approve Slip Fee Increases only of 3.2% for Oyster Point Marina.

(Mattusch/Chang Kiraly)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

11. Pillar Point Harbor Retail Center Replacement Project Request for Proposal (Moren)

Motion: Pursuant to a publicly advertised Request for Proposal (RFP), authorize the General Manager to enter into an Agreement with the preferred firm, Goring & Straja Architects, for architectural design, engineering, permitting and construction support for the Pillar Point Harbor Retail Center Replacement Project for an amount not to exceed \$541,244.00, 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 \$595,368.40 to be funded by available working capital.

(Mattusch/Chang Kiraly)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

12. Pillar Point Harbor Johnson Pier Expansion/Dock Replacement Project (Moren)

Approve Change Order #3 to amend the ongoing Pillar Point Harbor Johnson Pier Expansion and Dock Replacement Project Design and Engineering Professional Services Agreement with Moffatt & Nichol for an additional amount of \$97,200 to include additional design, engineering and permitting for increased electrical capabilities at the pier terminus to meet the operational needs of the fish buyers and to repair pier crossmember beam and pilings.

(Mattusch/Chang Kiraly)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

13. Commercial Activity Permit for Coastal Cruise, LLC (Pruett)

Approve a Commercial Activity Permit for Coastal Cruise, LLC, to operate a commercial e-bike rental business from Pillar Point Harbor, and authorize the General Manager take the necessary steps to issue said permit to Coastal Cruise, LLC.

(Mattusch/Chang Kiraly)

Ayes: Mattusch, Chang Kiraly

Nays: Reyering, Larenas

Did not pass

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

Motion: Adopt Resolution No. 22-12 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)

(Chang Kiraly/Mattusch)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

E) Closed Session - These closed session items were moved to a future meeting.

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 047-083-060 [Area 1, Johnson Pier, Pillar Point Harbor]

Agency Negotiators: Jim Pruett and Julie Van Hoff

Negotiating Parties: Morning Star Fisheries, LLC

Under Negotiation: price and terms of payment

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one potential case)

F) Commissioner Comments

G) Future Agenda Items

H) April Activity Reports General Manager, Operations, Administration

Information only

I) Adjourn – 3:32 PM

Ayes: Reyerling, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

Approved at the June 15, 2022 Regular Board Meeting



Melanie Hadden
Board Secretary



Nancy Reyerling
President