



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 AGENDA

May 19, 2021

1:00 PM – 4:00 PM

San Mateo County Harbor District

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 Boardroom will not be open for the May 19, 2021 Regular Meeting of the San Mateo County Board of Harbor Commissioners. The Meeting will be conducted remotely via video/teleconference.

The Public may watch and/or participate in the public meeting by joining the meeting through the Zoom Videoconference link provided below. The public may also join the meeting by calling the below listed teleconference phone number. Further instructions on how to make public comments throughout the videoconference or teleconference will be provided at the District website at www.smharbor.com.

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.

HOW TO JOIN THE MEETING:

The meeting will begin at 1:00 PM. Whether you participate online or by phone, you may wish to "arrive" early so that you can address any technology questions prior to the start.

ONLINE VIEWING AND PARTICIPATION:

Please click the link below or enter it into your browser to join via Zoom web app:

<https://us02web.zoom.us/j/86498434827?pwd=MW92Ri9KZDYzajRFR2F3VW1PNVljQT09>

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)
- **Meeting ID:** 864 9843 4827
- **Meeting Password:** 245661

HOW TO MAKE A PUBLIC COMMENT OR ASK A QUESTION:

If you would like to speak during the public comment portion of the meeting, you have the following options:

- **ONLINE:** Raise your hand in the meeting controls at the bottom of your screen.
- **PHONE:** Press *9 to raise your hand to request to be unmuted to make comments.

Note: Please request to speak using the method from which you prefer to comment. For example, if you are joining via computer (for viewing) *and* phone (for audio/commenting), please raise your hand by dialing *9 on the phone if you wish to use your phone to speak. If you wish to use your computer, please raise hand using the meeting controls at the bottom of your screen.

A) Roll Call

B) 1. 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 review online at www.smharbor.com.

C) Consent

All items on Consent are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to Discussion. Any item on Discussion may be transferred to Consent.

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

1. [Bills and Claims \(van Hoff/Chan\)](#)

Recommendation:

- 1) Accept Pre-Approved Items in the amount of \$168,491.36 for April.
- 2) Approve \$750,000 in Pre-Approved Items for June 2021 (there are three AP runs in June).

2. [Minutes – Regular Meeting Minutes of April 21, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Regular Board Meeting of April 21, 2021.

3. [Third Quarter 2020/21 \(Q3-21\) Rent Report \(van Hoff/Henthorne\)](#)

Information only.

4. [Third Quarter 2020/21 \(Q3-21\) Financial Report Spending Authority \(van Hoff/Henthorne\)](#)

Information only.

5. [OPM Liaison Committee Update \(Mattusch/Zemke\)](#)

For information only.

6. [Dredging/Sediment Management \(Ad Hoc\) Meeting Update \(Mattusch/Zemke\)](#)
For information only.
7. [CSDA General Manager Leadership Summit Pre-Approval \(Pruett\)](#)
Recommendation: Pre-approval for James Pruett to attend General Manager Leadership Summit being held on Sunday, June 27th, 2021 – Tuesday, June 29th, 2021 being held at Resort at Squaw Creek in Olympic Valley, California.
8. [Monthly Capital Projects Update \(Moren\)](#)
Receive and file.

D) Discussion

9. [Board Consideration of Installing Two Sea Valor Ring Buoy Life Saving Stations at PPH and Assisting SMC in Installing Two More at Mavericks Beach \(Moren\)](#)
Recommendation: Authorize staff to utilize District resources to; (i) obtain all necessary permitting and cover construction costs for installation of two Sea Valor life-saving stations at Pillar Point Harbor, one at each breakwater, (ii) lead permitting efforts and cover costs for the installation of two Sea Valor life-saving stations on San Mateo County Controlled property at Mavericks Beach.
10. [Pillar Point Harbor West Trail Shoreline Protection Project – IFB Construction Bid Consideration \(Moren\)](#)
Recommendation: Reject all bids received for the West Trail Shoreline Protection Project and re-solicit the Invitation for Bid more clearly defining project unique technical aspects and utilizing the Department of Industrial Relations pre-qualification process for contractors submitting bids.
11. [Johnson Pier Terminus Operational and Safety Plan \(Pruett\)](#)
Recommendation: Approve the Johnson Pier Terminus Operational and Safety Plan (as proposed) (as amended) and the related form of “revocable license agreement with lease amendments” establishing terms for use of Johnson Pier for the operation of fish buying businesses by tenants of the District and authorize the General Manager to execute such agreements with any changes deemed necessary by the General Manager.
12. [Vehicle Parking – Johnson Pier Safety \(Pruett\)](#)
Recommendation: Direct staff to publish notice in a newspaper of general circulation within the District, for not less than 20 days prior to Ordinance Code amendment adoption, and place the Resolution to amend the District Parking Ordinance Code Section 3.35 for consideration on the agenda for the June 16, 2021 District Board Meeting.

13. Charges for Berthing Services – Consider a 5% Increase (van Hoff)

Recommendation:

Motion Alternative 1: Approve increasing Berthing Service fees by 5% (3.3% for 2019 and 1.7% for 2020) to be effective on July 1, 2021.

Motion Alternative 2: Approve the continuation of forgoing an increase in fees equal to the inflationary increase of 5%. Decrease the estimated berthing service revenue in the Final Fiscal Year 2021/22 Operating Budget by \$167,000.

14. Charges for Commercial Activity Permits – Consider a 5% Increase (van Hoff)

Recommendation:

Motion Alternative 1: Approve increasing Commercial Activity Permit (CAP) fees, passenger service fees, and base rent payments by 5% (3.3% for 2019 and 1.7% for 2020) to be effective on July 1, 2021.

Motion Alternative 2: Approve the continuation of forgoing an increase in fees and base rental amounts equal to the inflationary increase of 5%. Decrease the estimated CAP revenue in the Final Fiscal Year 2021/22 Operating Budget by \$4,000.

15. Rates and Fees Schedule (except for berthing services and commercial activity permits) & Lease Terms – Consider a 5% Increase to be Effective July 1, 2021 (van Hoff)

Recommendation:

Motion Alternative 1: Approve increasing Rates and Fees by 5% (except for berthing services and commercial activity permits which was separately considered) to be effective on July 1, 2021 and increase base lease payments according to lease terms by consumer price index increase of 5% (3.3% for 2019 and 1.7% for 2020).

Motion Alternative 2: Approve the continuation of forgoing an increase in fees and base lease payments equal to the inflationary increase of 5%. Decrease the estimated revenue in the Final Fiscal Year 2021/22 Operating Budget by \$24,000.

16. Water Quality/TMDL (Ad Hoc) Committee Report: San Mateo Resource Conservation District Pillar Point Harbor Water Quality Update and Proposal for Continued Assistance for Board Consideration (Moren)

Recommendation: The Water Quality Adhoc Committee recommends the full Board receive an updated presentation and consider a proposal for a not-to-exceed amount of \$170,000 for Fiscal Year 2021/2022 and 2022/2023 to fund the San Mateo Resource Conservation District for continued support and work

associated with water quality projects, coordination with respect to TMDL regulations, education and outreach, technical assistance, and identification of unknown sources of contaminants.

E) Commissioner Comments

Commissioners may make public statements limited to two (2) minutes.

F) Future Agenda Items

G) April Activity Reports [General Manager](#), [Operations](#), [Administration](#)

Information only.

H) Adjourn

The next Regular meeting will be held on June 16, 2021 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 1:00 PM.

Agenda posted as required:

May 14, 2021



Melanie Hadden
Deputy Secretary