



## Board of Harbor Commissioners

Nancy Reyring, President  
William Zemke, Vice President/Secretary  
Tom Mattusch, Treasurer  
Virginia Chang Kiraly, Commissioner  
Edmundo Larenas, Commissioner  
James B. Pruet, 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

**September 21, 2022**

**1:00 PM – 5:00 PM**

San Mateo County Harbor District

Pursuant to Government Code Section 54953(e) (Assembly Bill 361), the Boardroom will not be open for the September 21, 2022 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](http://www.smharbor.com). If you experience technical problems with the telephonic meeting, please contact Melanie Hadden at [mhadden@smharbor.com](mailto:mhadden@smharbor.com) or call at (650) 437-4368.

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](mailto: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 to join the webinar:

<https://us02web.zoom.us/j/82521804518?pwd=RmtQbkdyY0JDeHduRlIVd2dUSkxCZz09>

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:

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) 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](http://www.smharbor.com).

## C) Consent

All items on Consent are approved by one motion unless a Commissioner requests the item be withdrawn or transferred to Discussion. Any item on Discussion may be transferred to Consent. The Public may directly address the Board of Harbor Commissioners regarding items on Consent before or during the Commissioners' consideration of the Consent agenda.

### ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

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

Recommendation: 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 \(Hadden\)](#)

Recommendation: Approve Minutes of the August 17, 2022 Regular Board Meeting

3. [RV Park Restroom and Greenspace Project Low Bid Consideration \(Moren\)](#)

Recommendation: 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.

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 \(van Hoff\)](#)  
Recommendation: 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.
6. [Approve Permit for 5K Walk at Oyster Point Marina\(Pruett\)](#)  
Recommendation: Approve Athletic Event Permit for 5K Walk to be held at Oyster Point Marina on Saturday, November 12<sup>th</sup>, 2022.
7. [Fee Waiver Request for Northern California Outrigger Canoe Association's WaveChaser Paddle Series Event to be held October 29, 2022 \(Pruett\)](#)  
Recommendation: Approve request for fee waiver in the total amount of \$5,880 for the Northern California Outrigger Canoe Association's WaveChaser Paddle Series Kayak and Canoe event to be held October 29, 2022.

## D) Discussion

8. [Authorization to sign letter regarding: Parking Exemption for OceanCiders, LLC \(Pruett\)](#)  
Recommendation: Authorize General Manager to sign letter addressed to: County of San Mateo, Planning and Building Department for OceanCiders, LLC regarding Parking Exemption.
9. [District Overtime Costs/Staffing \(Pruett\)](#)  
Recommendation: Provide report on staffing, overtime and core hours of operation at Oyster Point Marina, and receive direction on: (i) Approving 8 new DHM positions (6 at PPH and 2 at OPM), and (ii) Approving 3 new Harbor Worker positions (2 at PPH and 1 at OPM).
10. [Declaring Surplus Property \(Pruett\)](#)  
Recommendation: 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

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

Recommendation: 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.

**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)**

Recommendation: 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."

**13. Lease Renewal Suite 100B (Pruett)**

Recommendation: 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

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

Recommended Motion: 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)

## **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

## **F) Commissioner Comments**

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

## **G) Future Agenda Items**

**H) August Activity Reports General Manager, Operations,  
Administration**

Information only

**I) Adjourn**

The next Regular meeting will be held on October 19, 2022 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:



Melanie Hadden  
Deputy Secretary