



## Board of Harbor Commissioners

Nancy Reyerling, President  
Virginia Chang Kiraly, Vice President/Secretary  
Tom Mattusch, Treasurer  
Sabrina Brennan, Commissioner  
Edmundo Larenas, Commissioner  
James B. Pruett, General Manager  
Trisha Ortiz, District Counsel

### San Mateo County Harbor District Board of Harbor Commissioners

"To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas."

## SPECIAL MEETING MINUTES

April 2, 2020

6:30 PM

San Mateo County Harbor District

### A) Roll Call 6:42 PM All Commissioners Present

### B) 1. Public Comments/Questions

- **Todd Korth** – Expressed his concern about off the boat fish sales being stopped at Pillar Point Harbor.
- **Barry Day** – Wanted to talk about some solutions regarding the suspension of the off the boat fish sales from Pillar Point Harbor.

### 2. Commissioner Comments

- **Commissioner Brennan** – Was recently in State of Hawaii and received a special commendation certificate from the Hawaii State Legislature, regarding women's surfing.
- **Commissioner Chang Kiraly** – Thanked all staff at Pillar Point Harbor for the hard work they do every day especially during this difficult time.
- ❖ 6:49 Commissioner Mattusch exits
- ❖ 6:50 Commissioner Mattusch returns
- ❖ 7:01 Commissioner Brennan exits
- ❖ 7:02 Commissioner Brennan returns

### C) Consent

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

**Commissioner Brennan pulled Items 5, 6, 7 and 8**

1. **Bills and Claims (van Hoff)**  
Recommendation: Review Pre-Approved Bills and Claims in the amount of \$500,000; approve March bills of \$159,364.53. Pre-Approve \$500,000 in Bills and Claims for April 2020.
2. **Minutes – Meeting February 19, 2020 (Hadden)**  
Recommendation: Approve Minutes of the Regular Meeting of February 19, 2020.
3. **Minutes – Special Meeting February 27, 2020 (Hadden)**  
Recommendation: Approve Minutes of the Special Meeting of February 27, 2020.
4. **Monthly Capital Projects Update (Moren)**  
Receive and file.

**Motion:** (Chang Kiraly/Mattusch) Approve Consent Items 1-4.  
**Ayes:** All in favor.  
**Motion passed.**

## **D) Discussion**

**Commissioner Reyring moved Discussion Item 10 to the beginning of discussion.**

10. **Employee Leave Considerations Due to COVID-19 Pandemic (van Hoff)**  
**Motion:** (Mattusch/Brennan) Review and Approve 6.5.11 "Leave Policy during Pandemic."  
**Motion:** (Chang Kiraly) Call the question  
**Ayes:** All in favor  
**Motion passed.**  
**Ayes:** All in favor  
**Motion passed.**
5. **Revision of Commercial Activity Permit 2020-12 for Fathom Marine (van Hoff)**  
**Motion:** (Chang Kiraly/Mattusch)  
Approve attached Commercial Activity Permit for Fathom Marine authorizing use of Dock 7 at Oyster Point Marina to consist of vessel maintenance services.  
**Ayes:** All in favor  
**Motion passed.**
6. **Consider Purchase of Three New Rescue Watercraft for Emergency Response (Moren)**  
**Motion:** (Chang Kiraly/Brennan) Authorize the General Manager to execute the attached Buyer's Order Agreement for the purchase of three new Rescue

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Watercraft with vendor "Grand Prix Motor Sports" for the sum of \$42,686.79 with a 10% contingency, subject to the written approval of the General Manager,

**Ayes:** All in favor

**Motion passed.**

7. **Increase to Construction Costs for the Pillar Point Harbormaster Office Alterations Project (Moren)**

**Motion:** (Chang Kiraly/Brennan) Authorize a construction cost increase of an additional \$60,000 for the Pillar Point Harbormaster Office Alterations Project from previously approved \$413,600 to an amount not to exceed \$473,600 for unanticipated additional expenses associated with the contract and authorize the General Manager to issue change orders up to the contingency amount. Approve increase in Capital Project Appropriations of \$60,000.

**Ayes:** All in favor

**Motion passed.**

8. **2020/21 Budget Calendar (van Hoff)**

**Motion:** (Mattusch/Chang Kiraly) Approve staff recommendation to revise the 2020/21 Budget Review and Development Cycle as detailed in the Staff Report.

**Public Comment**

- **Bruce McPhillips** – Would like the public to know the Oyster Point Yacht Club is following all federal and county guidelines and will be closed until further notice.

**Ayes:** All in favor

**Motion passed.**

9. **San Mateo County Harbor District COVID-19 Response and Posture (Pruett)**

Receive a brief on actions taken by the San Mateo County Harbor District in response to the COVID-19 pandemic and provide necessary guidance to the General Manager on future actions.

**Public Comment**

- **Todd Korth** – Would like to know why the Farmers Markets are open in Half Moon Bay and the fisherman are not allowed to sell off their boats.
  - **Barry Day** – We need new signage on the pier at Pillar Point Harbor, regarding the COVID-19 virus.
  - **Bruce McPhillips** – Would like to give a suggestion to fisherman that they should contact their local chamber of commerce and find out which restaurants are open and reach out to sell fish to them.
- ❖ 7:49 Commissioner Brennan exits  
❖ 7:50 Commissioner Brennan returns

**E) February/March Activity Reports General Manager, Operations, Administration**

Information only.

❖ 8:08 Commissioner Brennan exits

**F) Adjourn at 8:15 PM**

**Motion:** (Reyering/Mattusch) Adjourn meeting.

**Ayes:** Reyering, Chang Kiraly, Mattusch, Larenas

**Absent:** Brennan

Approved by the Board of May 20, 2020



Melanie Hadden  
Deputy Secretary



Nancy Reyering  
President