



San Mateo County Harbor District Board of Harbor Commissioners

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

REGULAR MEETING MINUTES

October 18, 2017
6:30 PM

San Mateo County Harbor District
Conference Room
504 Avenue Alhambra, 2nd Floor
El Granada, CA 94018

Teleconference Location:
Kimpton Hotel Monaco Portland
506 S.W. Washington Street
Portland, OR 97204

A.) Roll Call 6:30 PM

- Present at SMCHD Conference Room: Commissioners Bernardo, Brennan, Chang Kiraly, Larenas.
A quorum of the Harbor District Commission Board was represented in San Mateo County.
- Present at Teleconference Location in Portland, OR: Commissioner Mattusch.
Commissioner Mattusch stated that an Agenda was available in the hotel lobby, an Agenda was posted on the door, and the door to his hotel room was open. There were members of the public there in attendance in his room.

B.) 1. Public Comments/Questions

- **James Lee Han** - unhappy with use of teleconference. Comments directed to President Mattusch.
- **Doug Laughlin (Portland location)** - comments regarding the sanding in at the boat ramps at Pillar Point Harbor.

2. Commissioner Comments

- **Commissioner Larenas** - will bring up several topics during the course of the meeting; “public process”, as well as, “fair and inclusive”.

- **Commissioner Brennan** - requests microphones in the Admin Board room. Commented on legal fees for month of August on Bills and Claims; the fuel system at Oyster Point Marina; two meetings per month; a Privileged and Confidential document that was made public to the press.
- **Commissioner Mattusch** – recommends concise comments during item discussions; requests update regarding the OPM Fuel System.
- **Commissioner Chang Kiraly** – attended Fish and Fleet which she acknowledged was a good event all around; also mentioned a presentation that she had seen at the CSDA Conference.

* Letter written by Commissioners Brennan and Larenas to CA CC distributed.

D). Consent Calendar

ITEMS PULLED FROM THE CONSENT CALENDAR WILL BE HEARD AFTER DISCUSSION ITEMS.

Items 1, 2, 3, 4, 5 pulled from Consent.

Motion: (Bernardo/Brennan) to approve Consent Items 6 and 7.

Ayes: All in favor

6. Pillar Point Harbor Emergency Abandoned Vessel Demolition (Moren)

Recommendation: Retroactively authorize an emergency expenditure of \$58,900 by the General Manager, in accordance with the Emergency Expenditure Policy No. 4.3.3, to dispose of derelict vessels at Pillar Point Harbor, which were unseaworthy and posed a potential environmental hazard.

7. State of California Department of Parks and Recreation; Division of Boating and Waterways; Surrendered and Abandoned Vessel Exchange (SAVE) Grant; Resolution 17-19 (Moren)

Recommendation: Adopt Resolution No.17-19 and authorize the General Manager to execute Grant Agreement for the SAVE program.

E). Discussion

8. Pillar Point Harbor Fishing Pier, Access Walkway and Adjacent Breakwater Repair Project (Moren)

Motion: (Bernardo/Brennan) Authorize the General Manager to execute a Work Directive with Moffat and Nichol for an amount not-to-exceed \$82,600, plus 10% contingency, for design, engineering, regulatory compliance and construction management for repairs to the Pillar Point Harbor Fishing Pier, adjacent access walkway and breakwater.

Ayes: All in favor.

9. Pillar Point Harbor, Oyster Point Marina Electrical Improvement Project Competitive Bid Acceptance (Moren)

Motion: (Bernardo/Mattusch) Authorize the General Manager to award a contract to the lowest responsive and responsible bidder, Atlas/Pellizzari Electric, Inc. in the

amount of \$487,000, and establish a contract contingency in the amount of 10% of the contract amount for unanticipated additional expenses associated with the contract and authorize the General Manager to issue changes orders up to the contingency amount.

Ayes: Bernardo, Chang Kiraly, Mattusch

Nays: Brennan, Larenas

10. Records Management and Retention Policy and Procedure; Resolution 17-20 (Pyle)

Motion: (Bernardo/Mattusch) Adopt Resolution No.17-20 and the updated and restated Records Management and Retention Policy 2.1.4.

Ayes: Bernardo, Chang Kiraly, Mattusch

Nays: Brennan, Larenas

*Revised Attachment distributed.

*Comparison chart distributed.

11. Administrative Headquarters, District Owned Facility (McGrath)

Public Comment:

- **Lisa Ketcham** – Supportive of the empty lot next to Sam’s Chowder House
- **James Lee Han** – Comments on Sea Level Rise, Climate Change and extreme weather events.
- **Dan Haggerty** - (email read by Commissioner Chang Kiraly): Suggests extensive public participation; would like to be involved.

*Email from Dan Haggerty distributed.

No action taken.

12. SMCHD Admin Office Alteration Project (Moren)

Public Comment:

- **Lisa Ketcham, Midcoast Community Council** - Supportive of making meeting space available for community use.
- **Dan Haggerty** - (email read by Commissioner Chang Kiraly): Supportive of making meeting space available for community use.

Motion: (Brennan/Larenas) Authorize the General Manager to move forward with competitive bid for the construction phase of the Administration Office Alteration Project (Project) after design, engineering and regulatory compliance have been completed.

Ayes: All in favor.

13. Pillar Point Harbor H-Dock Demolition and Replacement Project Update (Moren)

Public Comment:

- **Lisa Damrosch, Half Moon Bay Seafood Marketing Association (HMBSMA)** - Approves of stakeholder input.
- **James Han** - Supportive of HMBSMA letter to Table items 15-17.

- **Mary Larenas** - Concerns about narrow turnaround space and safety concerns.

*Letter from HMBSMA distributed.

Presentation received. Consensus of support for project plans to date.

14. TIGER Discretionary Grant 2017 for National Infrastructure Investments Grant Application; Johnson Pier Transportation Expansion; Resolution 17-18 (Moren)

Public Comment:

- **George Wailes** – not supportive of deferring Items 15-17.
- **Lisa Damrosch** – requesting Items 15-17 be removed from Agenda. Desires upfront stakeholder input. Supportive of TIGER Grant.

*Hard copy of Resolution No.17-18 distributed.

Motion: (Mattusch/Bernardo): Adopt Resolution No.17-18 and approve submittal of TIGER grant application to the US Department of Transportation an amount not to exceed \$5.3 million for pier and road improvements for public safety and truck vehicle access to and from Pillar Point Harbor's Johnson Pier for commercial fish loading and transport.

Ayes: All in favor.

9:17 PM – Motion (Brennan/Larenas) Move to extend meeting to 10:00 PM.

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch

Nays: Bernardo

15. Three Captains Hoist: Relocated Impound Dock, New and Replaced Pilings (McGrath)

TABLED

Public Comment:

- **Tyler Butler** - Supportive of a hoist for Three Captains in some location.
- **Larry Furtado, Jr** - Supportive of hoist, and piling repair.
- **George Wailes** – Supportive of hoist.
- **Porter McHenry; Pillar Point Seafood** – Not supportive of hoist.
- **Lisa Damrosch** – Requests stakeholder input, and that Items 15-17 be removed from the Agenda.
- **James Lee Han** – Requests Items 15-17 be removed.
- **David Mallory** – Not supportive of hoist. *D. Mallory letter distributed.

9:56 PM – Motion (Brennan/Larenas) Move to extend the meeting to 10:30 PM.

Ayes: Brennan, Larenas

Nays: Bernardo, Chang Kiraly, Mattusch

Motion (Chang Kiraly/Mattusch) Move to extend the meeting to 10:15 PM.

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch

Nays: Bernardo

Motion: (Chang Kiraly/Larenas) **Table Items 15, 16 and 17.***

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch

Nays: Bernardo

16. Morning Star Fisheries: Request for Second Hoist on Johnson Pier (McGrath)

TABLED

Public Comments for Item 16, withdrawn by Lisa Damrosch and David Mallory.

Public Comment:

- **George Wailes** – supportive of Three Captains hoist.

*REVOTE to allow for Public Comment on Item 16, not heard before original vote to Table 15, 16 and 17.

Motion: (Chang Kiraly/Larenas) **Table Items 15, 16 and 17.**

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch

Nays: Bernardo

17. Pillar Point Harbor Johnson Pier Timber Platform Piling Repair Project Work Directive Amendment #1 with Consultant COWI (Moren)

TABLED

1. Bills and Claims (Chan)

Motion: (Larenas/Brennan) Accept Bills and Claims in the amount of \$403,739.26, including \$348,898.73 pre-approved on September 20, 2017 and \$54,840.53 approved October 18, 2017. Pre-Approve \$350,000 in Bills and Claims until next meeting date.

Ayes: All in favor.

4. Pillar Point Harbor Parking Lot A2/A3 Repair Project, Contract No. 2017-14 Bid Acceptance Authorization (Moren)

Motion: (Mattusch/Bernardo)

Ayes: All in favor.

10:15 PM – Motion (Brennan/Larenas) Move to extend the meeting to 10:30 PM.

Ayes: Brennan, Larenas

Nays: Bernardo, Chang Kiraly, Mattusch

Items not heard:

2. Minutes - Special Meeting Minutes August 16, 2017 (Gehret)

Recommendation: Approve Minutes of the Special Meeting of August 16, 2017.

3. Minutes - Regular Meeting September 20, 2017 (Gehret)

Recommendation: Approve Minutes of the Regular Board Meeting of September 20, 2017.

3a. Distributed Materials -September 20, 2017 (Gehret)

4. Commercial Activity Permit for Donald Smith to Rent his Privately-Owned Vessel at the Oyster Point Marina (Moren)

Recommendation: Approve new Commercial Activity Permit for Donald Smith.

F). Commissioner Items

18. Placement and Continuation of Commissioner Items on the Agenda (McGrath)

Affirm Resolution 19-13, last amended on May 20, 2015, limiting Commissioners to one item on each meeting agenda.

* Email from James Lee distributed.

19. Commissioner Serving Two Incompatible Offices (Brennan)

Information only.

20. Legal Fees (Brennan)

Information only.

21. Review and Current Status of Surfer's Beach RV Lot (Larenas)

Update

G). Discussion/Action on Pulled Consent Items (if any)

H). September Activity Reports: General Manager, Admin, Ops

I). Adjournment 10:15 PM


Motion: (Bernardo/Chang Kiraly) to adjourn

Ayes: Bernardo, Chang Kiraly, Mattusch

Nays: Brennan, Larenas



Debbie Gehret
Deputy Secretary



Tom Mattusch
President