



## 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.”

### **REGULAR MEETING AGENDA**

**March 21, 2018  
6:30 PM**

Municipal Services Building  
33 Arroyo Drive  
South San Francisco, CA 94080

**All Harbor District Commission meetings are recorded and posted at [www.PacificCoast.tv](http://www.PacificCoast.tv) within 48 hours of the meeting. Pacifica residents can tune into Comcast Channel 26 and residents from Montara through Pescadero can tune into Comcast Channel 27. Copies of the meetings can also be purchased from PCT and mailed for \$18.**

Persons requiring special accommodation with respect to disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 48 hours in advance.

#### **A). Roll Call**

#### **B). 1. Public Comments/Questions**

The Public may directly address the Board of Harbor Commissioners for a limit of three (3) 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 a speaker card be completed and given to the Deputy Secretary. The Chair will call your name at the appropriate time. Agenda material may be reviewed at the administration offices of the District, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 or online at [www.smharbor.com](http://www.smharbor.com).

#### **2. Commissioner Comments**

Commissioners may make public statements limited to five (5) minutes.

## **C). Special Presentation – California Special District Association (CSDA)/Special District Leadership Foundation (SDLF)**

- **Transparency Certificate of Excellence –**
  - ❖ San Mateo County Harbor District
- **Recognition in Special District Governance –**
  - ❖ Commissioners Brennan, Chang Kiraly, Larenas and Mattusch

## **D). Consent Calendar**

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Calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the Regular Agenda.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

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

1. **[Bills and Claims \(Chan\)](#)**  
Recommendation: Review Pre-Approved Bills and Claims in the amount of \$443,684.42. Pre-Approve Bills and Claims not to exceed \$350,000.
2. **[Minutes – Regular Meeting December 20, 2017 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Regular Meeting of December 20, 2017.
3. **[Minutes – Special Meeting January 17, 2018 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Special Meeting of January 17, 2018.
4. **[Minutes – Regular Meeting January 17, 2018 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Regular Meeting of January 17, 2018.
5. **[Minutes – Special Meeting February 5, 2018 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Special Meeting of February 5, 2018.
6. **[Minutes – Special Meeting February 21, 2018 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Special Meeting of February 21, 2018.
7. **[Minutes – Regular Meeting February 21, 2018 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Regular Meeting of February 21, 2018.
8. **[Regular Board Meeting Date Change from November 21 to November 14, 2018 \(McGrath\)](#)**  
Recommendation: Approve the change in meeting date from November 21, 2018 to November 14, 2018 due to Thanksgiving holiday on November 22, 2018.

9. **Half Moon Bay Commercial Fisheries Trust's Fish and Fleet Festival; Request for Fee Waiver (McGrath)**

Recommendation: Waive fees and approve Special Event Permit for the Half Moon Bay Commercial Fisheries Trust's Fish and Fleet Festival at Pillar Point Harbor, September 16, 2018.

10. **Capital Projects Update (Moren)**

Receive and file.

**E). Discussion**

11. **Pillar Point Harbor West Trail Parking Lot Repair; Contract Award to Alaniz Construction, Inc., in the Amount of \$48,600 (Moren)**

Recommendation: Authorize the General Manager to award contract to Alaniz Construction, Inc., in the bid amount of \$48,600 and establish a contract contingency in the amount of 10% of the contract amount for unanticipated additional expenses.

12. **District Elections: 'At-Large' Change to 'Zone-Based' (McGrath/Miller)**

Recommendation: Authorize the General Manager to retain necessary consultants without competitive process; amend Policy 4.3.5; increase General Manager's procurement authority to \$50,000; adopt Resolution No.18-04 to transition to zone-based elections.

13. **FY 2018/19 Harbor District Budget; First Look (Pyle)**

Receive report and presentation; provide direction to staff.

14. **San Mateo County Harbor District Ordinance Code Section 3.20.100 - Subletting of Berths: Amendment to Prohibit Short and Long-Term Vacation Rentals (Moren)**

Recommendation: Amend Section 3.20.100 of the District Ordinance Code to read: "Subletting by berth renters is not permitted. Berth renters are prohibited from renting their vessel overnight for any length of time, including short-term or long-term vacation rentals."

15. **San Mateo Resource Conservation District (RCD); Contract Amendment; Additional Funding of \$110,000 (Moren)**

Recommendation: Authorize the General Manager to enter into a First Agreement Amendment, in accordance with the proposal from the San Mateo Resource Conservation District, for an additional amount not-to-exceed \$110,000 through FY 2019.

16. **Nominations for California Special Districts Association (CSDA); Board of Directors, Seat A (McGrath)**

Policy: The Commission may consider nomination of a Commissioner or managerial employee for possible election to the California Special Districts Association Board of Directors, if a Commissioner or managerial employee is interested.

**17. Rules for Preparation and Distribution of Meeting Agendas (Resolution 19-13); Development of a Policy Requiring Board Approval for Commissioner Items (McGrath)**

Recommendation: The policy on the placement of Commissioner items on the agenda is suspended, and staff is directed to return to the meeting of April 18, 2018 with a policy regarding 'Rules for the Preparation and Distribution of Meeting Agendas' that requires Board approval for placement of a Commissioner item on the agenda.

**F). Commissioner Items**

Note: The Agenda titles in this section are set by individual Commissioners in accordance with District Policy without Staff consultation or input. The following agenda titles do not reflect any opinion or position of the District:

**18. Commissioner Larenas has directed that the following title be placed on the agenda; "San Mateo County Harbor District Policy 6.2.5 Harassment, Discrimination and Retaliation Prevention Policy: Request for Update"**

**19. Commissioner Brennan has directed that the following title be placed on the agenda: "Tom Mattusch Sexually Harassed Me and Lied About It"**

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

**H). February Activity Reports: General Manager; Administration; Operations**

Information only.

**I). Adjournment**

The next Regular Meeting will be held on April 18, 2018 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:  
March 16, 2018 at 4:00 PM

  
Debbie Gehret  
Deputy Secretary