



## 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”*

## **SPECIAL MEETING AGENDA**

**May 25, 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 May 25, 2022 Special 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)
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  - +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 Special 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 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 \(van Hoff\)](#)  
Recommendation: Accept Pre-Approved Items in the amount of \$223,158.88 for April. Approve \$750,000 in Pre-Approved Items for June 2022.
2. [Minutes – Regular Meeting Minutes April 20, 2022 \(Hadden\)](#)  
Recommendation: Approve Minutes of the April 20, 2022 Regular Meeting.
3. [Monthly Capital Project Update \(Moren\)](#)  
Information Only
4. [Third Quarter – Fiscal Year 2021/22 \(Q3-22\) Rent Report \(van Hoff\)](#)  
Information Only
5. [Third Quarter 2021/22 \(Q3-22\) Financial Report Spending Authority \(van Hoff\)](#)  
Information Only
6. [Notification of Emergency Expenditure to Re-locate Vessel CALEB located at Pillar Point Harbor \(Pruett\)](#)  
Information Only

7. [Emergency Expenditure: Vessel Demolition F/V CAPT MORGAN located at Pillar Point Harbor \(Pruett\)](#)  
Informational Only
8. [Nominations for Special District Selection Committee to Elect Regular Special District members on San Mateo LAFCo \(Pruett\)](#)  
Recommendation: May consider nomination of a Commissioner for the regular Independent Special District Member to LAFCo.
9. [Customer Service Coordinator Position Description \(van Hoff\)](#)  
Recommendation: Approve the Customer Service Coordinator Position Description and update the District's Salary Schedule with an hourly rate of \$31.66 per hour for step one up to \$42.43 per hour for step seven in the same step increments as the Accounting Technician Position.

## D) Discussion

10. [Approve Rates and Fees Effective July 1, 2022 \(van Hoff\)](#)  
Recommendation: Approve rates and fees amended to reflect an increase of 3.2%.
11. [Pillar Point Harbor Retail Center Replacement Project Request for Proposal \(Moren\)](#)  
Recommendation: Pursuant to a publicly advertised Request for Proposal (RFP), authorize the General Manager to enter into an Agreement with the preferred firm, Goring & Straja Architects, for architectural design, engineering, permitting and construction support for the Pillar Point Harbor Retail Center Replacement Project for an amount not to exceed \$541,244.00, 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 \$595,368.40 to be funded by available working capital.
12. [Pillar Point Harbor Johnson Pier Expansion/Dock Replacement Project \(Moren\)](#)  
Recommendation: Approve Change Order #3 to amend the ongoing Pillar Point Harbor Johnson Pier Expansion and Dock Replacement Project Design and Engineering Professional Services Agreement with Moffatt & Nichol for an additional amount of \$97,200 to include additional design, engineering and permitting for increased electrical capabilities at the pier terminus to meet the operational needs of the fish buyers and to repair pier crossmember beam and pilings.

**13. Commercial Activity Permit for Coastal Cruise, LLC (Pruett)**

Recommendation: Approve a Commercial Activity Permit for Coastal Cruise, LLC, to operate a commercial e-bike rental business from Pillar Point Harbor, and authorize the General Manager take the necessary steps to issue said permit to Coastal Cruise, LLC.

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

Recommended Motion: Adopt Resolution No. 22-12 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 [Area 1, Johnson Pier, Pillar Point Harbor]**

Agency Negotiators: Jim Pruett and Julie Van Hoff

Negotiating Parties: Morning Star Fisheries, LLC

Under Negotiation: price and terms of payment

**2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one potential case)

**F) Commissioner Comments**

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

**G) Future Agenda Items**

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

Information only

**I) Adjourn**

The next Regular meeting will be held on June 15, 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:

May 20, 2022



Melanie Hadden  
Deputy Secretary