



## Board of Harbor Commissioners

Nancy Reyring, 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

*"The Harbor District provides fiscally and environmentally responsible stewardship of its maritime resources, emergency response, and public access"*

## REGULAR MEETING AGENDA

**June 17, 2020**

**6:30 PM - 9:30 PM**

San Mateo County Harbor District

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the June 17, 2020 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 are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act ("ADA"), please contact Lori Milward, Acting Deputy Secretary at [lmilward@smharbor.com](mailto:lmilward@smharbor.com) or (650) 583-4400 prior to this meeting for assistance.

### HOW TO JOIN THE MEETING:

The meeting will begin at 6:30 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 or enter it into your browser to join via Zoom web app:

<https://us02web.zoom.us/j/88925053484?pwd=M3JGeHh1UGJWY3laZ2dXazRrZGRDQT09>

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)

- **Meeting ID: 889 2505 3484**
- **Meeting Password: 219102**

## 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 or use the chat function to submit your comments. Comments made via chat are visible to all participants.
  - If you plan to use the chat function, please ensure the drop-down box is set to “Everyone”, and not to one Host in particular. Private chat messages can not be addressed.
- **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) 1. 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).

## 2. Commissioner Comments

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

## 3. Committee Updates

### Standing Committees

- Climate Change Resilience
- Finance – June 9, 2020
- Oyster Point Liaison
- Human Relations

### Ad Hoc Committees

- Office Design/New Admin Bldg.
- RV Lot/CDP

## 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: Review Pre-Approved Bills and Claims for May of \$203,446.15. Pre-Approve \$500,000 in Bills and Claims for July 2020.

### 2. [Minutes – Meeting April 15, 2020 \(Hadden\)](#)

Recommendation: Approve revised Minutes of the Regular Board Meeting of April 15, 2020.

3. **Minutes – Meeting May 20, 2020 (Hadden)**  
Recommendation: Approve Minutes of the Regular Board Meeting of May 20, 2020.
4. **Minutes – June 4, 2020 Special Meeting (Hadden)**  
Recommendation: Approve Minutes of the Special Meeting of June 4, 2020.
5. **Monthly Capital Projects Update (Moren)**  
Receive and file.
6. **Authorize Monthly Expenditure for COVID-19 Related Janitorial Services (Moren)**  
Authorize the General Manager to; i) enter into an agreement with vendor Right First Inc., or other suitable janitorial vendor, for an amount not to exceed \$14,000 per month to provide COVID-19 related cleaning services at both Pillar Point Harbor and Oyster Point Marina, ii) authorize a 10% contingency of total monthly amount to be used if necessary for additional sanitation and sterilization services should need arise due to confirmed positive cases of COVID-19 at a District facility.
7. **Authorize Monthly Expenditure for use of Portable Restrooms and Hand Wash Stations (Moren)**  
Authorize the General Manager to: i) enter into an agreement with vendor American Portables, or other suitable vendor, for an amount not to exceed \$6,000 per month to provide portable restrooms and hand wash stations at Pillar Point Harbor and Oyster Point Marina, ii) authorize a 10% contingency of total monthly amount to be used if necessary for additional portable toilets and hand wash stations due to a special event or need.
8. **Authorize Annual Expenditure for Special District Risk Management Authority (van Hoff)**  
Authorize the General Manager to renew membership with Special District Risk Management Authority (SDRMA) and bind all insurance policies for Fiscal Year 2020/21 on behalf of the Harbor Commission. Estimated Annual Property/Liability Package Program cost is \$183,340.10 and Workers' Compensation Program cost is \$106,751.16.
9. **Bad Debt Write-off Request (van Hoff)**  
Authorize the General Manager to write-off as bad debt a total of \$66,904.59 in accounts receivable: \$22,859.13 from Oyster Point Marina and \$44,045.46 from Pillar Point Harbor. All accounts (except the bankruptcy) have been with our collection vendor for over seven months with no amounts recovered.

**10. San Mateo County Harbor District's Elections; Adopt Resolution No. 20-09 (Pruett)**

Adopt Resolution No.20-09 requesting the District's 2020 Biennial Election be consolidated with the November 3, 2020 San Mateo County Presidential General Election.

**D) Discussion**

**11. San Mateo Resource Conservation District Harbor Water Quality Update and Proposal for Continued Assistance for Board Consideration (Moren)**

Staff recommends the Board receive an update presentation and consider a proposal for a not-to-exceed amount of \$128,296 for a period of 1 year to fund the San Mateo Resource Conservation District for continued support and work associated with water quality projects, coordination with respect to TMDL regulations, education and outreach, technical assistance, and identification of unknown sources of contaminants .

**12. Preliminary Budget - Fiscal Year 2020/21 Operating Budget and Five-Year Capital Improvement Plan; Adopt Resolution No. 20-10 (van Hoff)**

Recommendation: Adopt Resolution No. 20-10 approving the Preliminary Budget- Fiscal Year 2020/21 Operating Budget and Five-Year Capital Improvement Program.

**13. Temporary Emergency Appropriations for Fiscal Year 2020/21 Operating Budget and Capital Improvement Program; Adopt Resolution No. 20-11 (van Hoff)**

Recommendation: Adopt Resolution No. 20-11 approving Temporary Emergency Appropriations for Fiscal Year 2020/21. This will allow staff to pay vendors and employees in July 2020 before the adoption of Final Budget appropriations.

**14. Consider Opposition to the Education Omnibus Trailer Bill (van Hoff)**

Staff recommends that the Harbor Commission review the materials provided and if deemed appropriate authorize the General Manager to sign opposition letter and send to Senate Budget & Fiscal Review Committee, Department of Finance, our legislative delegates, the County Board of Supervisors, and California Special District Association.

**E) Future Agenda Items**

**F) May Activity Reports General Manager, Operations, Administration**

Information only.

## **G) Adjourn**

The next Regular meeting will be held on July 15, 2020 at the San Mateo County Harbor District Office at 504 Avenue Alhambra, Suite 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:

June 12, 2020 at 5:00 PM

*Lori Milward*

Lori Milward  
Acting Deputy Secretary