



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 MINUTES

September 19, 2018

6:30 PM

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

Teleconference Location:
Bodega Marine Laboratory
2099 Westshore Road
Bodega Bay, CA 94923

A). Roll Call - 6:37 PM

- Present at 33 Arroyo Drive, South San Francisco; Commissioners Brennan, Chang Kiraly, Larenas. A quorum of the Harbor District Board of Commissioners present in San Mateo County.
- Present by teleconference location in Bodega Bay, CA, Commissioner Mattusch. Commissioner Mattusch stated that there was an agenda posted on the door to his room, and that there were members of the public present; no public comment.
- Commissioner Bernardo absent.

B). 1. Public Comments/Questions

- Sepi Richardson – comments directed to Commissioners about being on time and prepared for Commission meetings.

2. Commissioner Comments

- Commissioner Brennan: commented regarding the recent decision of equal pay to women by the World Surf League; new legislation allowing special districts to create redistricting commissions.
- Commissioner Larenas: thanked John Moren for his work with the committees; attended the Greater Farallones National Marine Sanctuary Advisory Council meeting and will be attending Wildlife Society Symposium in October; suggests a site visit for property on which the District has Exclusive Negotiation Agreement.
- President Chang Kiraly: commented about the Fish and Fleet Festival and how well attended it was, and thanked staff for help with the event; congratulated Commissioner Brennan regarding the decision by World Surf League of equal pay for women in surf contests; announced upcoming special meeting on September 24 in South San Francisco concerning General Manager transition.

C). Consent

Items 1,2,3,4,5,7, 9 pulled by Commissioner Brennan.

6. Fourth Quarter – Fiscal Year 2018 (Q418) Investment Report (Pyle)

Information only.

8. Fourth Quarter – Fiscal Year 2018 (Q418) Financial Report and Spending Authority (Pyle)

Information only.

10. Commercial Activity Permit for Thomas Joseph to Charter his Privately-Owned Vessel at Pillar Point Harbor (Moren)

Recommendation: Approve new Commercial Activity Permit (CAP) for Thomas Joseph.

11. Pillar Point Harbor - Harbormaster Office Roof Replacement Project Bid Acceptance (Moren)

Recommendation: Authorize the General Manager to award contract to Andy's Roofing Co. Inc. in the amount of \$97,586.00 and establish a contract contingency in the amount of 10%.

12. Regular Board Meeting Date Change from November 21 to November 14, 2018; Adopt Resolution No.18-14 (McGrath)

Recommendation: Adopt Resolution No.18-14 affirming the change in Regular Meeting date from November 21, 2018 to November 14, 2018.

Motion: (Mattusch/Brennan) Approve Consent Items 6, 8, 10, 11, 12.

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch

Nays: None

Absent: Bernardo

All in favor. Motion passed.

D). Discussion

1. Bills and Claims (Chan)

Motion: (Mattusch/Brennan) Accept Bills and Claims in the amount of \$481,628.24, including \$276,028.57 pre-approved on August 15, 2018 and \$205,823.67 approved on September 19, 2018, and pre-approve \$350,000 in Bills and Claims until the next meeting date.

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch

Nays: None

Absent: Bernardo

All in favor. Motion passed.

13. Engineering Services for the Pilot Surfers Beach Restoration Project (Moren)

Motion: (Brennan/Mattusch) Authorize the General Manager, pursuant to a Request for Proposals (RFP) response evaluation from qualified firms and/or individuals to assist the San Mateo County Harbor District (District) on engineering services for the Pilot Surfers Beach Restoration Project, to execute a Special Services Agreement with the

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highest ranked firm, ESA, for the amount of \$105,000, and, subject to continued due diligence and verification of insurance and other obligations outlined in the RFP, award the contract to ESA; (ii) establish a contract contingency in the amount of 10% of the negotiated contract amount for unanticipated additional expenses associated with the contract and authorize the General Manager to issue change orders up to the contingency amount.

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch

Nays: None

Absent: Bernardo

All in favor. Motion passed.

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

2. Minutes – Regular Meeting July 18, 2018 (Gehret)

Recommendation: Approve Minutes of the Regular Meeting of July 18, 2018.

3. Minutes – Special Meeting August 15, 2018 (Gehret)

Recommendation: Approve Minutes of the Special Meeting of August 15, 2018.

4. Minutes – Regular Meeting August 15, 2018 (Gehret)

Recommendation: Approve Minutes of the Regular Meeting of August 15, 2018.

5. Minutes – Special Meeting September 5, 2018 (Gehret)

Recommendation: Approve Minutes of the Special Meeting of September 5, 2018.

Motion: (Brennan/Larenas) Approve the Minutes of July 18, 2018, Special and Regular Meetings of August 15, 2018 and the Special Meeting of September 5, 2018 (Items 2, 3, 4, 5).

Ayes: Chang Kiraly, Larenas, Mattusch

Nays: None

Abstain: Brennan

Absent: Bernardo

Motion passed 3/0/1

7. Fourth Quarter – Fiscal Year 2018 (Q418) Rent Report (Pyle)

Report accepted.

9. Monthly Capital Projects Update (Moren)

Report accepted.

F). Future Agenda Items

G). August Activity Reports: General Manager; Administration; Operations Information only.

H). Adjournment 8:02 PM

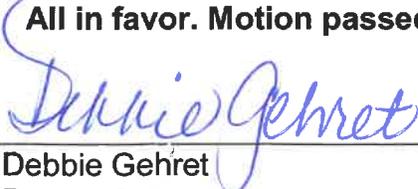
Motion (Brennan/Larenas) Adjourn meeting.

Ayes: Brennan, Chang Kiraly, Larenas, Mattusch

Nays: None

Absent: Bernardo

All in favor. Motion passed.



Debbie Gehret
Deputy Secretary



Virginia Chang Kiraly
President