



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”

REGULAR MEETING AGENDA

October 19, 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 October 19, 2022 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. If you experience technical problems with the telephonic meeting, please contact Melanie Hadden at 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 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)
 - +1 312 626 6799 (Chicago)
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 - +1 877 853 5257 (Toll Free)
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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 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.

C) Consent

All items on Consent are approved by one motion unless a Commissioner requests the item be withdrawn or transferred to Discussion. Any item on Discussion may be transferred to Consent. The Public may directly address the Board of Harbor Commissioners regarding items on Consent before or during the Commissioners' consideration of the Consent agenda.

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

1. [Bills and Claims \(van Hoff\)](#)

1. Recommendation: Accept Pre-Approved Items in the amount of \$261,769.88 for September.
2. Approve payment to Sandie Arnott (San Mateo County Tax Collector) in the amount of \$66,152.60 for Parcel Sewer Fees for FY22-23.
3. Approve \$750,000 in Pre-Approved Items for November 2022 (there are three AP runs in November).

2. [Minutes – Regular Board Meeting Minutes \(Hadden\)](#)

Recommendation: Approve Minutes of the September 21st, 2022 Board Meeting

3. [Monthly Capital Project Update \(Moren\)](#)

Information only

4. [Approve Revisions to 6.5.11 “Leave Policy During Pandemic” \(van Hoff\)](#)

Recommendation: Approve Revisions to 6.5.11 “Leave Policy During Pandemic.”

5. [Administration Building Water Damage Repair Project Invitation for Bid \(Moren\)](#)
Recommendation: Pursuant to a publicly advertised Invitation for Bid (IFB), Authorize the General Manager to enter into an Agreement with the low bidding construction contractor, Bhogal Brothers Construction, Inc., for the Administration Building Water Damage Repair Project for an amount not to exceed \$75,000, with a 30% contingency in the event there is a need for change orders due to unforeseen challenges, or additional work needed, and authorize the General Manager to issue change orders up to the contingency amount and approve an increase in Capital Expenditure Appropriations of \$97,500 to be funded by available working capital.
6. [Approve Revision to Policy 6.4.13 Workers' Compensation \(van Hoff\)](#)
Recommendation: Approve revision to Policy 6.4.13 "Workers Compensation."
7. [First Quarter – Fiscal Year 2023 \(Q1-23\) Investment Report \(van Hoff\)](#)
Information only
8. [Wild Wes Sportfishing Request for Commercial Activity Permit \(Pruett\)](#)
Recommendation: Approve the Commercial Activity Permit for Wild Wes Saltwater Sportfishing LLC at Pillar Point Harbor.
9. [Authorize Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953\(e\)](#)
Recommended Motion: Adopt Resolution No. 22-25 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)

D) Discussion

10. [One Shoreline \(Pruett\)](#)
Information only
11. [Oyster Cove Marina Temporary Relocation of Liveboards \(Pruett\)](#)
Information only
12. [Shift Change at Pillar Point Harbor \(Pruett\)](#)
Recommendation: Approve Resolution No. 22-26 to authorize the General Manager to sign a Side Letter Agreement that amends the Memorandum of Understanding between the San Mateo County Harbor District and the Operating Engineers Local 3, with such amendment changing the regular shift length to 12 hours at Pillar Point Harbor.

13. Coastside Maritime Search and Rescue Funding (Pruett)

Recommendation: Approve Resolution No. 22-27 directing the General Manager to contact and work with the County of San Mateo, the San Mateo County Sheriff's Office, and the City of Half Moon Bay to seek and identify additional funding to support the San Mateo County Harbor District's Maritime Search and Rescue program on the San Mateo County Coastline.

14. Commercial Activity Permit Waivers for Non-Profits (Pruett)

Information only

15. Declare Tug Vessel "Caleb" Abandoned Property Pursuant to Harbors and Navigation Code section 522 (Pruett)

Recommended Motion: Approve Resolution No. 22-28 declaring that the tug vessel "Caleb," which is currently sunk in the outer anchorage at Pillar Point Harbor, is abandoned property.

E) Closed Session

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Initiation of litigation pursuant to Government Code Section 54956.9 (d)(4): one potential case.

F) Commissioner Comments

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

G) Future Agenda Items

1. See attachment
2. Commissioners Recommendations

H) September Activity Reports General Manager, Operations, Administration

Information only

I) Adjourn

The next Regular meeting will be held on November 16, 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:

Melanie Hadden
Deputy Secretary

Future or Anticipated Agenda Items San Mateo County Harbor District

November/December 2022

- Administrative Building Water Damage Project Lowest Bidder (bids due 10/5/2022)
- Classification and Compensation Study Lowest Bidder (bids due 11/3/2022)
- Pillar Point Harbor Road Repair Project Lowest Bidder (bids due 11/29/2022)
- Revisions to Deputy Harbormaster Job Description
- Update to Light Duty Return to Work Policy
- Commercial Activity Permits 2023 (new permits only)
- Bereavement Policy Update

January 2023

- January 4, 2023: Special Meeting - Oath of Office
- General Manager's Proposed 2023 Goals & Objectives.
- Closed Session Item to provide direction to district negotiators with respect to developing OE3 and Teamsters MOUs (ending June 30, 2023)
- Budget Calendar
- Second Qtr. Investment Report
- Election of Officers and Selection of Alternate for LAFCO

February 2023

- Fiscal Year 2022/2023 Mid-year Budget Review
- Audited financial statements for Fiscal Year 21/22
- Mid-year Budget Review
- Second Qtr. Rent Report
- Appointment to Standing Committees and Ad hoc Committees

March 2023

- First Look at Rates and Fees
- First Look Operating Budget and Capital Improvement Project
- Bad debt write-off

April 2023

- Rates and Fees effective July 1, 2023
- Preliminary Budget

May 2023

- Third Qtr. Rent Report
- Final Budget revisions to the Adopted Preliminary Budget

June 2023

- OE3 and Teamsters MOUs (ending June 30, 2023)
- Approve and Adopt Final Budget
- Goal and Objectives Mid-Year Update