



## Board of Harbor Commissioners

Nancy Reyerling, 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 MINUTES

June 17, 2020

6:30 PM - 9:30 PM

San Mateo County Harbor District

**A) Roll Call** 6:30 PM All Commissioners Present

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

2. **Commissioner Comments** Moved to end of meeting per Commissioner Reyerling.

3. **Committee Updates**

- Finance – June 9, 2020

**C) Consent**

Commissioner Reyerling pulled Item 4 to be brought back to a future meeting.  
Commissioner Brennan pulled Item 9.

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.  
  
 Will be brought back to a future meeting.
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.
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.

**Motion:** (Chang Kiraly/Mattusch) Approve consent Items 1, 2, 3, 5, 6, 7, 8 and 10.

**Ayes:** Reyring, Chang Kiraly, Mattusch

**Nays:** Larenas, Brennan

**Motion Passed**

**D) Discussion**

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

**Motion:** (Chang Kiraly/Reyering) Provide one year funding to RCD for the Fiscal Year 2020/2021 in the amount of \$128,296, and reevaluate funding levels for the Fiscal Year 2021/2022 and 2022/2023.

**All in favor**

**Motion Passed**

**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.

**Motion:** (Mattusch/Chang Kiraly) As stated.

**All in favor**

**Motion Passed**

**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.

**Motion:** (Mattusch/Chang Kiraly) As stated.

**All in favor**

**Motion Passed**

**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.

**Motion:** (Mattusch/Chang Kiraly) As stated.

**Ayes:** Reyering, Chang Kiraly, Mattusch

**Abstain:** Larenas  
**Absent:** Brennan  
**Motion Passed**

**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.

8:35 PM Commissioner Brennan dropped from the video conference.

**Motion:** (Reyering/Chang Kiraly) As stated.  
**Ayes:** Reyering, Chang Kiraly, Mattusch, Larenas  
**Absent:** Brennan  
**Motion Passed**

**E) Future Agenda Items - None**

**F) May Activity Reports General Manager, Operations, Administration Information only.**

**B) 2. Commissioner Comments**

**G) Adjourn 8:51 PM**  
(Chang Kiraly/Reyering) Motion to adjourn.  
**Ayes:** Reyering, Chang Kiraly, Mattusch, Larenas  
**Absent:** Brennan

Approved by the Board on July 15, 2020.

  
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Melanie Hadden  
Deputy Secretary

  
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Nancy Reyering  
President