



## Board of Harbor Commissioners

Virginia Chang Kiraly, President  
Nancy Reyring, Vice President  
Tom Mattusch, Treasurer  
William Zemke, Secretary  
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

**October 20, 2021**

**1:00 PM (or upon adjournment of special meeting) – 4:00 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 20, 2021 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 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 or enter it into your browser to join via Zoom web app:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81961639836?pwd=MkV0YXIKczBiRUR5cWpKQ29UMytnZD09>

Passcode: 735860

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)

Webinar ID: 819 6163 9836

Passcode: 735860

## 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) 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 review online at [www.smharbor.com](http://www.smharbor.com).

## C) Staff Recognition - [Jim Merlo, Harbor Master Oyster Point Marina](#)

## D) 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:

- 1) Accept Pre-Approved Items in the amount of \$162,337.94 for September.
- 2) Approve a \$75,272.22 payment to Richards, Watson & Gershon, a \$44,756.28 payment to Sandie Arnott - San Mateo County Tax Collector, and a \$33,399.60 payment to Think Connected LLC, which are over the General Manager's authority of \$25,000.
- 3) Approve \$500,000 in Pre-Approved Items for November 2021.

#### 2. [Minutes – Regular Meeting Minutes of September 15, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Regular Board Meeting of September 15, 2021

#### 3. [Minutes – Special Meeting Minutes of September 28, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Special Board Meeting of September 28, 2021

#### 4. [Minutes – Special Meeting Minutes of September 30, 2021 \(Hadden\)](#)

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Recommendation: Approve Minutes of the Special Board Meeting of September 30, 2021

5. **Monthly Capital Projects Update (Moren)**

Information only

6. **First Quarter – Fiscal Year 2022 (Q1-22) Investment Report (van Hoff)**

For Information Only

7. **Keet Nerhan, DBA KN Properties; Approve Assignment to Pillar Point Harbor LLC, DBA Pillar Point RV Park (van Hoff)**

Recommendation: Approve a request by Keet Nerhan, DBA KN Properties (“Lessee”) to assign its lease with the District (the “Lease”) to Pillar Point Harbor LLC, DBA Pillar Point RV Park and authorize General Manager to execute the Consent to Assignment of Lease.

8. **Zoom Room Project with Think Connected, LLC**

Recommendation: Approve the General Manager’s emergency procurement of equipment and labor in the amount of \$39,320.36, through the District’s current Information Technology services provider, Think Connected, LLC for the purposes of establishing and maintaining a “Zoom Room” digital environment in the District’s current Board Room at 504 Ave Alhambra, to conduct Live/Remote Hybrid Board Meetings.

## E) Discussion

9. **Mavericks Surf Company, LLC (Pruett)**

Recommendation: Consider Resolution 21-14 approving a lease agreement by and between the San Mateo County Harbor District, as landlord, and Mavericks Surf Company, LLC, as Tenant

10. **Revenue and Income Ad Hoc Committee Report- Design and Engineering for Johnson Pier (Commissioners Chang Kiraly/Reyering)**

Recommendation:

- 1) Approve the General Manager’s decision to restart the design and engineering efforts in accordance with the original Professional Service Agreement executed on March 21, 2019.
- 2) Approve the placement of the Design and Engineering for the Johnson Pier/H-Dock Replacement to the “Approved and Funded” category under the 5-yr Capital Improvement Plan, adding \$1,203,866 for reappropriation of Moffatt & Nichol contract.
- 3) Approve increase in Capital Expenditure Appropriations of \$1,203,866 to be funded by available working capital balance.
- 4) Approve the General Manager’s decision to execute Change Order #1, in the amount of \$28,200, to the Professional Service Agreement with Moffatt

& Nichol to complete a structural investigation of the pilings of Johnson Pier. Approve increase in Capital Expenditure Appropriations of \$28,200 to be funded by available working capital balance.

**11. Revenue and Income Ad Hoc Committee Report- Capital Improvement Plan Budget Adjustment (Commissioners Chang Kiraly and Reyring)**

Recommendation:

Authorize General Manager to proceed with the following additional Capital Improvement Projects that were not listed as funded projects in the 2021/22 Adopted Capital Improvement Plan:

- 1) OPM West Basin Access Ramps for Docks 1 through 6
- 2) Oyster Point Marina 40,000 Square Foot Parcel Building
- 3) Pillar Point Harbor Replace Dock G, F and E
- 4) Johnson Pier Reconfiguration, H-Dock & Fuel Dock Replacement Engineering/Design; and Fuel Dock Replacement
- 5) Pillar Point Harbor Parking Lot Improvements
- 6) Pillar Point Harbor Launch Ramp Restroom/ Boat Wash
- 7) Pillar Point Habitat Restoration
- 8) Pillar Point Coastal Trail Improvement
- 9) Signage/Wayfinding Program
- 10) Shoreline Rock Slope Protection (Master Plan addition)

**12. Revenue and Income Ad Hoc Committee Report- Expanded Fish Sales by Commercial Fish Buyers/Fishermen's Market (Commissioners Chang Kiraly and Reyring)**

Recommendation:

**Motion 1:** Authorize the fish buying companies, which are leasing space on Johnson Pier, to expand their commercial sales of processed fish products subject to the following conditions:

- 1) all sales take place from their leased space.
- 2) only seafood product landed on Johnson Pier be offered for retail sale.
- 3) the percentage of gross sales be set at 3%.
- 4) no sales activity takes place during active loading/offloading of a fishing vessels.
- 5) individual fish buyers are required to obtain all required permits.

**Motion 2:** Direct the General Manager to explore the possibility of the District establishing a Fishermen's Market at Pillar Point Harbor, to include estimated cost to establish the market, and bring before the Board of Harbor Commissioners on or before December 15, 2021 for further consideration.

**13. San Mateo County Harbor District Coastside Search and Rescue Capabilities and Requirements (Pruett)**

Recommendation: Affirm the General Manager's decision to implement a formal comprehensive risk assessment procedure with respect to each search and rescue/maritime assist response case taking into consideration staffing, resources, sea state, weather, and other applicable factors.

**14. California Division of Boating and Waterways Surrendered and Abandoned Vessel Exchange (SAVE) Grant; Financial Assistance for Demolition and Abandoned Vessels, Marine Debris and Vessel Turn-In Program (Moren)**

Recommendation: Adopt Resolution No. 21-13 to authorize acceptance and execution of a California Boating and Waterways Surrendered and Abandoned Vessel Exchange Grant for \$150,000 and authorize the General Manager to expend DBW SAVE Grant monies for removal of abandoned vessels at Oyster Point Marina and Pillar Point Harbor.

**F) Commissioner Comments**

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

**G) Future Agenda Items**

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

Information only.

**I) Adjourn**

The next Regular meeting will be held on November 17, 2021 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:

October 15, 2021



Melanie Hadden  
Deputy Secretary