



## Board of Harbor Commissioners

Virginia Chang Kiraly, President  
Nancy Reyering, Vice President  
Nancy Reyering, Secretary  
Tom Mattusch, Treasurer  
Sabrina Brennan, Commissioner  
Edmundo Larenas, Commissioner

Jim Pruett, General Manager  
Trisha Ortiz, District Counsel

### 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 AGENDA

**December 18, 2019**

**6:30 PM**

San Mateo County Harbor District  
Conference Room  
504 Avenue Alhambra, Ste. 200  
El Granada, CA 94018

All Harbor District Commission regular meetings are recorded and posted at [www.PacificCoast.tv](http://www.PacificCoast.tv) within 48 hours of the meeting. Pacifica residents can tune into Comcast Channel 26 and residents from Montara through Pescadero can tune into Comcast Channel 27. Copies of the meetings can also be purchased from PCT and mailed for \$18.

Persons requiring special accommodation with respect to disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 48 hours in advance.

### **A) Roll Call**

### **B) Staff Introduction/Recognition**

- **Jim Pruett** - General Manager
- **Chris Tibbe** - Harbormaster – Pillar Point Harbor
- **Owen Moore** - Deputy Harbormaster A
- **Jeff “Duke” Brouwer** - Deputy Harbormaster A

### **C) 1. Public Comments/Questions**

The Public may directly address the Board of Harbor Commissioners for a limit of three (3) 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 a speaker card be completed and given to the Deputy Secretary. The Chair will call your name at the appropriate time. Agenda material may be reviewed at the administration offices of the District, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 or online at [www.smharbor.com](http://www.smharbor.com).

## 2. Commissioner Comments

- Commissioners may make public statements limited to five (5) minutes.
- Commissioner Brennan - report out from meeting with First Partner Jennifer Siebel Newsom and Controller Betty T. Yee with Lighthouse Consulting, August 2019.

## 3. Committee Updates

### Standing Committees

- Climate Change Resilience
- Finance
- Oyster Point Liaison
- Social Media/Public Outreach
- Wildlife Protection

### Ad Hoc Committees

- Strategic Plan
- Office Design
- RV Lot/CDP
- Schulz Claim

## 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: Review Pre-Approved Bills and Claims in the amount of \$518,372.88. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **[Minutes – Special Meeting November 20, 2019 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Special Meeting of November 20, 2019.
3. **[Minutes – Regular Meeting November 20, 2019 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Regular Meeting of November 20, 2019
4. **[Monthly Capital Projects Update \(Moren\)](#)**  
Receive and file.

5. **Commercial Activity Permit for the “The Mavericks Experience” Guided Eco-Tours (Moren)**  
Recommendation: Approve attached Commercial Activity Permit for “The Mavericks Experience” (TME), authorizing educational guided walking tours along the West Trail, with docent providing local surfing history, and organizing boating tours with already District permitted vessels.
6. **Commercial Activity Permit for Fathom Ventures LLC to Charter and Host Events on Vessel at Pillar Point Harbor (Moren)**  
Recommendation: Board consider approval of the Commercial Activity Permit (CAP) for Fathom Ventures LLC to charter and host events on the inspected vessel ‘Sacajawea’ at Pillar Point Harbor until December 31, 2020 and authorize the General Manager to execute the permit in a form approved by legal counsel.

## **E) Discussion**

7. **Pillar Point Harbor H-Dock Replacement and Johnson Pier Terminus Expansion Project Update; Presentation (Moren)**  
Recommendation: Receive update and presentation from design/engineering consultant Moffatt & Nichol on the Pillar Point Harbor H-Dock Replacement and Johnson Pier Terminus Expansion Project.
8. **Final Consideration of Amendment to the San Mateo County Harbor District Ordinance Code Section 3.35.020 - Marina/Harbor Parking Ordinance (Moren)**  
Recommendation: Approve Ordinance Code amendment and execute the Resolution to amend the District Parking Ordinance Code Section 3.35.020.
9. **Bid Consideration; Pillar Point Harbormaster Office Alteration Project (Moren)**  
Recommendation: Authorize the General Manager to enter into an Agreement with the sole bidder, CWS Construction Group Inc., pursuant to an Invitation for Bid, to make alterations to the Pillar Point Harbor Harbormaster Office improving staff security, ADA compliance, public access, workflow and efficiency of the building for an amount not-to-exceed \$376,000 and establish a contract contingency in the amount of 10% of the contract amount for unanticipated additional expenses associated with the contract and authorize the General Manager to issue change orders up to the contingency amount. Approve increase in Capital Project Appropriations of \$413,600.

- 10. John Mathews Architects Construction Support Proposal Consideration; Pillar Point Harbormaster Office Alteration Project (Moren)**  
Recommendation: Authorize the General Manager to enter into a Professional Services Agreement with consultant John Mathews Architects for the Construction Administration and Support Phase of the Pillar Point Harbor Harbormaster Office Alterations Project for an amount not-to-exceed \$20,000, based on an hourly basis. Approve an increase in Capital Project Appropriations of \$20,000.
- 11. Valentine Corp Change Order Consideration for the Pillar Point Harbor Fishing Pier Rehabilitation Project (Moren)**  
Recommendation: Authorize the General Manager to implement two Change Orders to the previously approved Pillar Point Harbor Fishing Pier Rehabilitation Project Agreement with Valentine Corp, increasing the construction cost by \$88,681.56, and approve an increase in Capital Project Appropriations by the same amount.
- 12. Board Acceptance of Project Bid Submittal to Repair Support Pilings at Pillar Point Harbor Johnson Pier Timber Platform (Moren)**  
Recommendation: Pursuant to an Invitation for Bid, authorize the General Manager to enter into an agreement with the lowest qualified bidder, DRS Marine, Inc., for piling repairs at Pillar Point Harbor Johnson Pier Terminus for \$34,775, with a 10% contingency in the event there is a need for Change Orders due to unforeseen challenges and authorize the General Manager to issue change orders up to the contingency amount. Approve increase in Capital Project Appropriations of \$38,253.
- 13. Information Technology Services Contract with Think Connected (van Hoff)**  
Recommendation: Approve panel recommendation of rating Think Connected as highest ranking firm and authorize the General Manager to execute a Professional Services Agreement (PSA) for Information Technology (IT) Services. The estimated costs are \$42,900 for the remainder of fiscal year 2019/20 and \$80,000 for fiscal year 2020/21 and shall increase at 3.5% each year thereafter.
- 14. Direction to Staff Regarding Decorative Old Fishing Vessel at Pillar Point Harbor Entrance (Moren)**  
Recommendation: Direct staff on how the Board desires to move forward with the decorative old fishing vessel on land at the entrance to Pillar Point Harbor which is in disrepair.

**15. Social Media and Public Outreach Services (van Hoff)**

Recommendation: Receive a presentation from the San Mateo County Harbor District's (District) social media consultant Phondini Partners LLC. Review and discuss the following possible alternatives regarding Phondini Partners Contract and provide direction to staff.

**16. CONSIDERATION OF MERIT BONUS FOR INTERIM GENERAL MANAGER**

**17. Closed Session:**

**TITLE: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(d)(1))**

**Name of Case: John Schulz v. San Mateo County Harbor District, et al.; (U.S. District Court No. C 19-992 JSC)**

**F) Discussion/Action on Pulled Consent Items (if any)**

**G) Future Agenda Items**

**H) November Activity Reports: Interim General Manager/Operations, Administration**

Information only.

**I) Adjourn**

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

Agenda posted as required:  
December 13, 2019 at 4:00 PM

  
Debbie Gehret  
Deputy Secretary