



## Board of Harbor Commissioners

Nancy Reyerling, President  
Virginia Chang Kiraly, Vice President/Secretary  
Tom Mattusch, Treasurer  
Sabrina Brennan, 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 MINUTES

**December 16, 2020**

**1:00 PM – 4:00 PM**

San Mateo County Harbor District

#### **A) Roll Call 1:00 PM**

All Commissioners Present

#### **B) New Staff Introductions**

- Antonio Conte Harbor Worker, Oyster Point Marina
- Zach Pringle Deputy Harbor Master A, Oyster Point Marina

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

**2. Committee Updates – None**

#### **D) Consent**

Commissioner Brennan pulled Item 1

Motion: (Mattusch/Larenas) Approve Consent Items 2 - 5.

All in favor

#### **2. Minutes – Special Meeting Minutes November 9, 2020 (Hadden)**

Approve Minutes of the Special Board Meeting of November 9, 2020.

#### **3. Minutes – Regular Meeting Minutes November 18, 2020 (Hadden)**

Approve Minutes of the Regular Meeting Minutes of November 18, 2020

#### **4. Monthly Capital Projects (Moren)**

Information only

**5. Salary Schedule & Special Compensation (van Hoff)**

Recommendation: Approve amended salary schedule to include increase in General Manager's salary pursuant to employment contract adopted by the Harbor Commission on November 18, 2020.

**E) Discussion**

**1. Bills and Claims. (van Hoff)**

Accept Pre-Approved Items in the amount of \$278,101.39 for November.  
Approve \$163,673.85 for payment to Cotchett, Pitre & McCarthy LLP Law Firm which is over the General Manager's authority of \$25,000.  
Approve \$500,000 in Pre-Approved Items for January 2021.  
Motion: (Brennan/Mattusch)  
All in favor

**6. Pillar Point Harbor RV Park Restroom and Greenspace Design (Moren)**

Authorize staff to solicit bids for construction of the preferred plan for the Pillar Point Harbor RV Park ADA Restroom and Greenspace Project in accordance with the Public Contract Code Invitation for Bid process.  
Motion: (Chang Kiraly/Mattusch)  
All in favor

**7. Approve Response to Grand Jury Report Entitled "Ransomware: It Is Not Enough to Think You are Protected" (van Hoff)**

Authorize staff to sign and submit a letter of response to the October 7, 2020 Grand Jury Report titled "Ransomware: It Is Not Enough to Think You are Protected" no later than January 5, 2021.  
Motion: (Mattusch/Chang Kiraly)  
All in favor

**8. Approve Proposed Changes to the Commercial Activity Permit Template (van Hoff)**

Directed the General Manager to revise the San Mateo County Harbor District's Commercial Activity Permits issued pursuant to title five of the ordinance code to bring them up to date with current laws, regulations, and Harbor operations for review and consideration by the Board prior to March 31, 2021. Gave the General Manager further authorization to extend all current Commercial Activity Permits until March 31, 2021.  
Motion: (Chang Kiraly/Reyering)  
Abstain: Brennan  
Recused: Mattusch  
Ayes: Reyering, Chang Kiraly, Larenas  
Motion passed

**F) Commissioner Comments**

**G) Future Agenda Items - None**

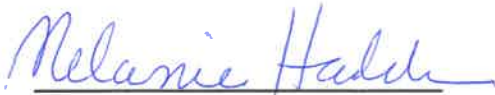
**H) November Activity Reports General Manager, Operations, Administration**  
Information only.

**I) Adjourn 3:45 PM**

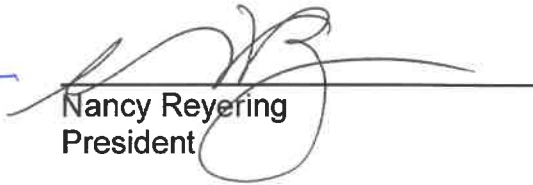
The next Regular meeting will be held on January 20, 2021 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 1:00 PM.

Motion to Adjourn (Chang Kiraly/Mattusch)  
Nays: Larenas, Brennan  
Ayes: Reyerling, Chang Kiraly, Mattusch

Approved by the Board on January 20, 2021



Melanie Hadden  
Deputy Secretary



Nancy Reyerling  
President