



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

“To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas.”

SPECIAL MEETING AGENDA

April 2, 2020

6:30 PM

San Mateo County Harbor District

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the April 2, 2020 Special Meeting of the San Mateo County Board of Harbor Commissioners. The Special Meeting will be conducted remotely via 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 teleconference video conference or teleconference will be provided at the District website at www.smharbor.com.

HOW TO JOIN ONLINE OR BY PHONE

The meeting will begin at 6:30pm.

Whether you participate online or by phone, you may wish to "arrive" early so that you we can address any technology questions prior to the start of the meeting.

- **ONLINE:**

<https://us04web.zoom.us/j/694463394?pwd=M1lxQkczbXhQZE1aQmJldnFMRIB0QT09>

- Password: 612306
- When prompted, download and run the Zoom software on your computer. If you have not used Zoom on your computer before you may want to join the call 15 minutes early to test your configuration. Someone will be in the conference at that time to help you.

- **PHONE:** If you want to join by phone, you can dial any one of the following below (if you have difficulties, you may try a different phone number):
 - +1 669 900 6833 US (San Jose)
 - +1 346 248 7799 US (Houston)
 - +1 301 715 8592 US
 - +1 312 626 6799 US (Chicago)
 - +1 929 205 6099 US (New York)
 - +1 253 215 8782 US
 - +1 877 853 5257 (Toll Free)
 - +1 888 475 4499 (Toll Free)
 - When prompted you will need to enter the Webinar ID: 694 463 394. Then, when asked for a second ID number, simply press the # key to enter the meeting.

PUBLIC COMMENT Members of the public may speak regarding items not on the agenda. The public will be offered an opportunity to comment on agenda discussion items when these items are presented. All participants are requested to state their name and place of residence. Presentations are limited to three minutes.

A) Roll Call

B) Comments/Questions

1. Public Comments/Questions

2. Commissioner Comments

Commissioners may make public statements limited to five (5) minutes.

C) 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 \$500,000; approve March bills of \$159,364.53. Pre-Approve \$500,000 in Bills and Claims for April 2020.

2. [Minutes – Meeting February 19, 2020 \(Hadden\)](#)

Recommendation: Approve Minutes of the Regular Meeting of February 19, 2020.

3. **Minutes – Special Meeting February 27, 2020 (Hadden)**
Recommendation: Approve Minutes of the Special Meeting of February 27, 2020.
4. **Monthly Capital Projects Update (Moren)**
Receive and file.
5. **Revision of Commercial Activity Permit 2020-12 for Fathom Marine (van Hoff)**
Approve attached Commercial Activity Permit for Fathom Marine authorizing use of Dock 7 at Oyster Point Marina to consist of vessel maintenance services.
6. **Consider Purchase of Three New Rescue Watercraft for Emergency Response (Moren)**
Authorize the General Manager to execute the attached Buyer's Order Agreement for the purchase of three new Rescue Watercraft with vendor "Grand Prix Motor Sports" for the sum of \$42,686.79 with a 10% contingency, subject to the written approval of the General Manager,
7. **Increase to Construction Costs for the Pillar Point Harbormaster Office Alterations Project (Moren)**
Authorize a construction cost increase of an additional \$60,000 for the Pillar Point Harbormaster Office Alterations Project from previously approved \$413,600 to an amount not to exceed \$473,600 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 \$60,000.
8. **2020/21 Budget Calendar (van Hoff)**
Approve staff recommendation to revise the 2020/21 Budget Review and Development Cycle as detailed in the Staff Report.

D) Discussion

9. **San Mateo County Harbor District COVID-19 Response and Posture (Pruett)**
Receive a brief on actions taken by the San Mateo County Harbor District in response to the COVID-19 pandemic and provide necessary guidance to the General Manager on future actions.
10. **Employee Leave Considerations Due to COVID-19 Pandemic (van Hoff)**
Review and Approve 6.5.11 "Leave Policy during Pandemic."

E) February/March Activity Reports [General Manager](#), [Operations](#),
[Administration](#)

Information only.

F) Adjourn

The next regular meeting will be held on April 15, 2020 at 6:30 PM.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Harbor District Office at 650-583-4400 prior to the meeting.

Agenda posted as required by:

April 1, 2020 at 5:00 PM

Lori Milward

Lori Milward
Acting Deputy Secretary