



Board of Harbor Commissioners

Sabrina Brennan, President
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Nancy Reyring, Secretary
Tom Mattusch, Treasurer
Virginia Chang Kiraly, Commissioner

John Moren, Interim General Manager
William Parkin, 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

August 21, 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 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) 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.

2. Commissioner Comments

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

3. Committee Updates

- Climate Change Resilience – None scheduled
- Finance – No recent meeting
- Governance and Policy – August 12
- Oyster Point Liaison – No recent meeting
- Social Media/Public Outreach – None scheduled
- Tsunami Preparedness – No recent meeting
- Wildlife Protection – No recent meeting

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on Consent are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to Discussion.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 \$809,438.82. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **[Minutes – Regular Meeting July 17, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Regular Meeting of July 17, 2019.
3. **[Minutes – Special Meeting July 29, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Special Meeting of July 29, 2019.
4. **[Minutes – Special Meeting August 12, 2019 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Special Meeting of August 12, 2019.
5. **[Out of State Travel to Honolulu, Hawaii for Commissioner Brennan \(Moren\)](#)**
Recommendation: Approve out of state travel to Honolulu, Hawaii for Commissioner Brennan to be a guest speaker at Honolulu City Hall.
6. **[Monthly Capital Projects Update \(Moren\)](#)**
Receive and file.
7. **[Bad Debt Write-Off Request \(Henthorne\)](#)**
Recommendation: Authorize the Interim General Manager to write-off as bad debt a total of \$156,893.94 in accounts receivable: \$58,274.01 from Oyster Point Marina and \$98,619.93 from Pillar Point Harbor.

D) Discussion

8. **San Mateo Local Agency Formation Commission (LAFCo) Draft Municipal Service Review Policy and Draft Sphere of Influence Discussion from LAFCO Representative (van Hoff)**
Recommendation: Review report and provide direction to staff on whether or not to provide comments on the San Mateo Local Agency Formation Commission (LAFCo) Draft Municipal Service Review Policy and/or Draft Sphere of Influence Policy.
9. **Habitat Restoration Discussion; Bill Henry, Groundswell Ecology; Presentation (Moren)**
Information only.
10. **Proposed Flood and Sea Level Rise Resiliency Agency; Presentation (Moren)**
Information only.
11. **Pillar Point Harbor Fishing Pier, ADA Access Walkway and Adjacent Breakwater Rehabilitation Invitation for Bid Approval (Moren)**
Recommendation: Authorize the Interim General Manager, pursuant to an Invitation for Bid (IFB) response evaluation from qualified firm(s) and/or individual(s) to assist the San Mateo County Harbor District (District) with the rehabilitation of the Pillar Point Harbor Fishing Pier and adjacent breakwater repair, to execute an Agreement with the lowest bidder, Valentine Corporation, for the amount of \$427,369.00, and, subject to continued due diligence and verification of insurance and other obligations outlined in the IFB, award the contract to Valentine Corporation.
12. **Review of Budgeted Positions; Approve Amended Planner Analyst Position Description; Approve Deletion of Project Coordinator Position; and Approve Addition of Two Deputy Harbormaster Positions (van Hoff)**
Recommendation: Approve amended Planner Analyst position description, approve deletion of the Project Coordinator position, and approve addition of two Deputy Harbormaster positions.
13. **Legislative Advocacy Services Update; New Proposal for Contract Extension with Lighthouse Public Affairs (Moren)**
Recommendation: Authorize the Interim General Manager to extend the current Professional Services Agreement (PSA) for Legislative Advocacy Services with Lighthouse Public Affairs LLC for an additional six months with a fixed retainer fee of \$5,000 per month.

14. 'San Mateo County Harbor District Code of Ethics and Values', Approve Amended Policy 1.1.1 (van Hoff)

Recommendation: Approve amendments to Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values.'

15. Discussion of Scheduling of Projects related to the Capital Improvement Program (Chang Kiraly)

E) Discussion/Action on Pulled Consent Items (if any)

F) Future Agenda Items

G) July Activity Reports: Interim General Manager/Operations, Administration

Information only.

H) Adjourn

The next regular meeting will be held on September 18, 2019 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:
August 16, 2019 at 4:00 PM


Debbie Gehret
Deputy Secretary