



## Board of Harbor Commissioners

William Zemke, President  
Tom Mattusch, Vice President  
George Domurat, Secretary  
Kathryn Slater-Carter, Treasurer  
Virginia Chang Kiraly, 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

**April 19, 2023**

**1:00 PM – 5:00 PM**

San Mateo County Harbor District

### **Hybrid Meeting – In-Person and by Videoconference**

This meeting of the San Mateo County Harbor District will be held in Person at 504 Avenue Alhambra, 2<sup>nd</sup> Floor, Conference Room, El Granada, California 94018. Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person in the Board Room. For information regarding how to participate in the meeting, either in person or remotely, please refer to Appendix A attached at the end of the Agenda.

Please click the link below to join the meeting remotely via the Zoom platform:

<https://us02web.zoom.us/j/82521804518?pwd=RmtQbkdyY0JDeHduRlIVd2dUSkxCZz09>

Passcode: 129885

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.

### **A) Roll Call**

### **B) 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 reviewed online at [www.smharbor.com](http://www.smharbor.com).

### **C) Commissioner Comments**

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

## D) Activity Reports

- a. [General Manager](#),
- b. [Operations](#),
- c. [Administration and Finance](#)

## E) Consent

All items on Consent are approved by one motion unless a Commissioner requests the item be withdrawn or transferred to Discussion. Any item on Discussion may be transferred to Consent. The Public may directly address the Board of Harbor Commissioners regarding items on Consent before or during the Commissioners' consideration of the Consent agenda.

### ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

1. [Bills and Claims \(van Hoff\)](#)  
Recommendation: Accept Pre-Approved Items in the amount of \$201,295.01 for March. Approve \$750,000 in Pre-Approved Items for May 2023 (there may be three AP runs in May).
2. [Minutes – Regular Board Meeting Minutes for March 15, 2023 \(Hadden\)](#)  
Recommendation: Approve Minutes of the March 15, 2023 Board Meeting
3. [Revise District's Current 'Expense Accounting and Expenditure Reimbursement for Commissioner's' \(van Hoff\)](#)  
Recommendation: Approve replacement of current policy with new policy 4.2.4 'Commissioner Reimbursement' (including any proposed revisions, if applicable); or take no action and keep the current Policy.
4. [Third Quarter – Fiscal Year 2023 \(Q3-23\) Investment Report \(van Hoff\)](#)  
Information Only
5. [Establish Position Descriptions and Updated Salary Schedule \(van Hoff\)](#)  
Recommendation: Approve the position descriptions for Accountant, Accounting Manager, Accounting Technician, Administrative Technician, Assistant Director of Administrative Services, Customer Service Coordinator, Deputy Board Secretary, Director of Administrative Services, Director of Operations, and the Human Resources Technician. Approve updated Salary schedule to incorporate two new position descriptions- Administrative Technician and Human Resources Technician.

6. [Confirm District CalOES Designated Agent \(Moren\)](#)  
Recommendation: Approve Resolution (District Resolution No. 23-08), confirming the General Manager, James Pruett, as the District's CalOES Designated Agent, which is required to maintain the District's eligibility for all open and future disaster/grants declared by the Governor of California for up to three years following the date of approval.
7. [Revise Cash Management Policy \(van Hoff\)](#)  
Recommendation: Approve revision to the District's Cash Management Policy
8. [Monthly Capital Projects Update \(Moren\)](#)  
Information Only

## F) Discussion

9. [Pillar Point Harbor Retail Center Progress Update \(Moren\)](#)  
Information Only
10. [Surfer's Beach Update \(Moren\)](#)  
Information Only
11. [District License Agreements \(Pruett\)](#)  
Information Only
12. [Adopt Preliminary Budget for 2023/24 \(van Hoff\)](#)  
Recommendation: Adopt Resolution No. 23-07 approving the Preliminary Budget- Fiscal Year (FY) 2023/24 Operating Budget and Five-Year Capital Improvement Program.

## G) Closed Sessions

1. [Conference With Real Property Negotiators](#)  
Property: 1 Johnson Pier, Half Moon Bay, California  
Agency Negotiators: James Pruett and Julie van Hoff  
Negotiating Parties: Arreola & Villasenor Holdings, Inc.  
Under Negotiation: Price and Terms of Payment
2. [Conference With Legal Counsel -- Existing Litigation](#) (Government Code Section 54956.9(d)(1))  
Name of Case: *Scott Allen Grindy; Anne Grindy v San Francisco Bay Area Water Emergency Transportation Authority; San Mateo County Harbor District; Oyster Point Marina; City of South San Francisco* Case Number CGC-23-605581

## H) Future Agenda Items

### I) Adjourn

The next Regular meeting will be held on May 17, 2023 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:



Melanie Hadden  
Deputy Secretary

## **Appendix A**

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.

### **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 to join the webinar:

<https://us02web.zoom.us/j/87511431370?pwd=eUZmZlpJamJCTjRRZ3VuSXh1YVBLUT09>

Passcode: 680664

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: 825 2180 4518

Passcode: 129885

### **HOW TO MAKE A PUBLIC COMMENT OR ASK A QUESTION:**

During hybrid meetings of the Board of Harbor Commissioners, members of the public may address the Members of the Board as follows:

#### **Written Comments:**

Written public comments may be emailed in advance of the meeting.

- 1) Written comments should be emailed to [mhadden@smharbor.com](mailto:mhadden@smharbor.com)
- 2) Your email should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
- 3) Members of the public are limited to one comment per agenda item.
- 4) The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250 300 words.

- 5) If your emailed comment is received by 5:00 p.m. on the day before the meeting, it will be provided to the Members of the Board and made publicly available on the agenda website

under the specific item to which your comment pertains. If emailed comments are received

after 5:00p.m. on the day before the meeting, the Clerk will make every effort to either (i) provide such emailed comments to the Board and make such emails publicly available on the agenda website prior to the meeting.

**Spoken Comments:**

- 1) If you wish to speak to the Board of Harbor Commissioners, please fill out a speaker's slip located in the conference room.

**Online/Phone Comments:**

- 1) **ONLINE:** Raise your hand in the meeting controls at the bottom of your screen.
- 2) **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.