



Board of Harbor Commissioners

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James B. Pruet, 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

**February 19, 2020
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) Staff Introduction/Recognition –**
 - **Raymond Wong - Accountant**
- 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.

2. Commissioner Comments

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

3. Committee Updates

Standing Committees

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

Ad Hoc Committees

- Office Design/New Admin Bldg.
- KN RV Restroom

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on Consent are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to Discussion.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 \$576,163.99. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **[Minutes – Meeting January 15, 2020 \(Gehret\)](#)**
Recommendation: Approve Minutes of the Regular Meeting of January 15, 2020.
3. **[Second Quarter 2019/20 \(Q2-20\) Financial Report Spending Authority \(van Hoff\)](#)**
Receive and file.
4. **[Second Quarter – Fiscal Year 2019/20 \(Q2-20\) Rent Report \(van Hoff\)](#)**
Receive and file.
5. **[Monthly Capital Projects Update \(Moren\)](#)**
Receive and file.
6. **[Authorized List of Signatures with the San Mateo County Treasurer's Office and California State Treasurer's Office; Adopt Resolutions No. 20-03 and No. 20-04 \(van Hoff\)](#)**
Recommendation: Adopt Resolution No. 20-03 approving updated list of Harbor District authorized signers for the San Mateo County Treasurer's Office and adopt Resolution No. 20-04 approving updated list of Harbor District authorized signers for the California State Treasurer's Office.

7. **California Marine Affairs Conference (CMANC) Annual Conference: Travel and Reimbursements (Pruett)**
Recommendation: Authorize General Manager travel to and conference attendance at the annual meeting of the California Marine Affairs Conference in Washington, D.C., March 2-5, 2020.
8. **Conditions of Approval and Grant Funding for Pillar Point RV Park and Green Space Improvements; Adopt Resolutions No.20-05 and No.20-06 (Pruett)**
Recommendation: Adopt Resolution No. 20-05 to accept and agree to Implement the Conditions of Approval of the Coastal Development Permit as detailed in the City of Half Moon Bay Planning Commission Resolution P-19-18, Exhibit B; and Resolution No. 20-06 to approve the Master Funding Agreement Between the Metropolitan Transportation Commission and the San Mateo County Harbor District, and Supplements thereto for a \$298,000 Priority Conservation Area Grant Supporting the Pillar Point Public Access Improvement Project at the Pillar Point Recreational Vehicle Park.
9. **Revision of Commercial Activity Permit 2020-12 for Fathom Marine and Tideline Marine Group (van Hoff)**
Recommendation: Approve attached Commercial Activity Permit 2020-12 for Fathom Marine (Fathom) and Tideline Marine Group (Tideline), authorizing joint use of Dock 7 at Oyster Point Marina to consist of vessel maintenance services by Fathom and private charter ferry service by Tideline, the latter under a sublicense agreement with Fathom.

E) Discussion

10. **Big Wave Risk Assessment Group 2020 Half Moon Bay Training Summit (Moren)**
Recommendation: Recommend the Board consider the attached proposal from Big Wave Risk Assessment Group (BWRAG) to enter into a Professional Services Agreement, BWRAG fee of \$18,000 and related Statement of Work costs of \$12,000, for a total investment of \$30,000 to sponsor a professional water safety and emergency first-aid training summit.
11. **Mid-Year Budget Review; Approve 2019/20 Budget Amendment (van Hoff)**
Recommendation: Approve an increase to Non-Operating Revenue of \$500,000, an increase to Salaries and Benefits of \$700,000, and an increase to Operating Expenses of \$150,000. The net difference of \$350,000 will be funded by available Working Capital.

12. Selection Process for Responsive Firms (Pruett)

Recommendation: Staff seeks direction on the process that the District wants to use for selecting and hiring design and engineering firms responding to Requests for Proposals.

13. Master Plan Development Proposal Approval (Pruett)

Recommendation: Authorize the General Manager, pursuant to a Request for Proposals (RFP) response evaluation from qualified firms and individuals to assist the San Mateo County Harbor District (District) with a Master Plan Development, to enter into a Professional Services Agreement, as drafted by District Counsel, with Moffatt and Nichol for an amount not to exceed \$342,600.00 to create a District Master Plan in accordance with the scope outlined in the Request for Proposal.

14. RV Park New Public Restroom (KN RV Park Restroom Ad Hoc Committee)

Recommendation: Receive report from the KN RV Park Restroom Ad Hoc Committee and consider motion alternatives.

15. 2020 Standing and Ad Hoc Committee Review and Assignments (Pruett)

Recommendation: The President of the Commission for 2020 review each Standing and Ad Hoc Committee and re-appoint or make new appointments as necessary.

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

G) Future Agenda Items

H) January Activity Reports General Manager, Operations, Administration

Information only.

I) Adjourn

The next Regular meeting will be held on March 18, 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:
February 14, 2020 at 5:00 PM


Debbie Gehret
Deputy Secretary