



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

November 16, 2022

1:00 PM – 5:00 PM

San Mateo County Harbor District

A) Roll Call

All Commissioners present

B) Public Comments/Questions

C) Consent

Commissioner Reyerer Pulled Item 9

This Item was moved to the end of discussion

Approve Items 1, 2, 3, 4, 5, 6, 7, 8 and 10

(Mattusch/Chang Kiraly)

All in favor

1. Bills and Claims (Chan)

1) Accept Pre-Approved Items in the amount of \$185,960.23 for October.

2) Approve \$750,000 in Pre-Approved Items for December 2022 (there may be three AP runs in December).

2. Minutes – Regular Board Meeting Minutes (Hadden)

Approve Minutes of the October 19, 2022 Regular Board Meeting

3. Monthly Capital Project Update (Moren)

Information only

4. First Quarter 2022/23 (Q1-23) Financial Report Spending Authority (van Hoff)

Information only

5. Quarterly Rent Report (Q1) (van Hoff)

Information only

6. **Approve Revision to Policy 6.4.14 "Light Duty- Return to Work Program" (van Hoff)**
Approve revision to Policy 6.4.14 "Light Duty-Return to Work Program".
7. **Approve Revision to Policy 6.5.3 "Bereavement Leave" (van Hoff)**
Approve revision to Policy 6.5.3 "Bereavement Leave".
8. **Approve the District's Injury, Illness and Prevention Program (van Hoff)**
Approve the District's Injury, Illness and Prevention Program
9. **Henthorne: Employment Contract Amendment (Pruett)**
Approve Amendment No. 1 to Employment Agreement with Boomer Henthorne Accounting Manager and authorize the General Manager to execute.
10. **Authorize Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953(e).**
Adopt Resolution No. 22-29 reconsidering the circumstances of the COVID-19 State of Emergency and making findings to authorize meetings to be held via teleconferencing pursuant to Government Code Section 54953(e)

President Reyring moved Activity Reports before discussion

G) October Activity Reports General Manager, Operations, Administration
Information only

D) Discussion

11. **Mavericks Festival – 2022 Update and Presentation (Pruett)**
Information only
12. **California Consulting Grant Writing Services Contract Renewal (Moren)**
Approve amendment to contract with California Consulting for grant writing services in calendar year 2023, at a cost of \$4,160/month (plus out-of-pocket expenses) for an amount not to exceed \$60,000.

(Chang Kiraly/Zemke)
All in favor
13. **Shift Change at Pillar Point Harbor (Pruett)**
Approve Resolution No. 22-26 authorizing the General Manager to sign a Side Letter Agreement that amends the Memorandum of Understanding between the San Mateo County Harbor District and the Operating Engineers Local 3, changing the regular shift length to 12 hours at Pillar Point Harbor.

(Zemke/Chang Kiraly)
All in favor

14. RV Park Restroom and Greenspace Project, Questa Design/Engineering and Construction Support Change Order Consideration (Moren)

Approve Change Order to amend the ongoing PPH RV Park Restroom and Greenspace Project Design/Engineering/Permitting/Construction Support Professional Services Agreement with Questa Engineering Corporation for an additional amount of \$332,000, with a \$120,750 contingency to provide additional necessary design, engineering, permitting, grant compliance and construction support, and authorize the General Manager to issue additional change orders up to the contingency amount and approve an increase in Capital Expenditure Appropriations of \$452,750 to be funded by available working capital.

(Mattusch/Chang Kiraly)
All in favor

15. Used Marine Flare Disposal Update (Moren)

Information Only

16. Pillar Point Harbor Trash Compactor Replacement (Moren)

Approve purchase of a replacement trash compactor for Pillar Point Harbor from District vendor Superior Equipment Company, Inc. for \$57,636.90 with informal bidding process. Waive formal bid process. Increase Capital Expenditure Appropriations by \$57,637 to be funded by available Working Capital.

(Mattusch/Chang Kiraly)
All in favor

17. Appointment of Labor Negotiator for Negotiations with General Manager (President Reyering)

Commissioner Nancy Reyering and Commissioner Chang Kiraly were appointed

E) Commissioner Comments

F) Future Agenda Items

H) Closed Session – 3:03 PM

18. Public Employee Performance Evaluation

Title: General Manager

19. Conference with Labor Negotiators

Agency designated representative: President Reyerling

Unrepresented employee: General Manager

No reportable action.

I) Adjourn – 3:32 PM

Motion to adjourn

Approved at the December 21, 2022 Regular Board Meeting



Melanie Hadden
Deputy Secretary



Nancy Reyerling
President