



Board of Harbor Commissioners

Sabrina Brennan, President
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Nancy Reyerling, 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 MINUTES

August 21, 2019

6:30 PM

San Mateo County Harbor District
Conference Room
504 Avenue Alhambra, Ste. 200
El Granada, CA 94018

A) Roll Call 7:20 PM Commissioners Brennan, Chang Kiraly, Larenas, Reyerling present.
Commissioner Mattusch absent.

B) 1. Public Comments/Questions

- **John Ullom** – Comments regarding DFEH Claim report.

2. Commissioner Comments

- **Commissioner Chang Kiraly** – Comments regarding the Management Search Ad Hoc Committee; status of General Manager search.
- **Commissioner Larenas** – Attended recent meeting of the Gulf of the Farallones National Marine Sanctuary at the HMBYC; discussions regarding shoreline fishing gear, squid lights, sediment management plan and whales in sanctuary.
- **Commissioner Brennan** – Attended Inertia ‘Evolve Summit;’ received award 2019 Social Advocate of the Year.

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

ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.

Item 5 pulled.

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.
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.

Motion: (Chang Kiraly/Brennan) Approve Consent Items 1-4, 6-7.

Ayes: All in favor.

Motion passed.

D) Discussion

5. **Out of State Travel to Honolulu, Hawaii for Commissioner Brennan (Moren)**

Public Comment

- **John Ullom** -in support of approval of Item 5.

Motion: Larenas/ Approve out of state travel to Honolulu, Hawaii for Commissioner Brennan to be a guest speaker at Honolulu City Hall.

Motion failed due to lack of second.

8. San Mateo Local Agency Formation Commission (LAFCo) Draft Municipal Service Review Policy and Draft Sphere of Influence Discussion from LAFCO Representative (van Hoff)

Public Comment

- **John Ullom** – Suggests General Counsel read revised LAFCo documents.

9. Habitat Restoration Discussion; Bill Henry, Groundswell Ecology; Presentation (Moren)

Information only.

- ❖ **8:15 PM** Commissioner Brennan leaves.
- ❖ **8:22 PM** Commissioner Brennan returns.

10. Proposed Flood and Sea Level Rise Resiliency Agency; Presentation (Moren)

Information only.

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

Public Comment

- **John Ullom** – Suggests Ethics policy regarding social media.
- **Bud Ratts** – Support of Eight Core Principles of Ethics and Values as conduct for Commissioners Code of Ethics, for behavior and respect as human beings.

Return to incorporate additional comments as suggested by Commissioner Chang Kiraly.

- ❖ **9:25 PM Motion:** (Larenas/Reyering) Extend the Board meeting by 10 minutes.
All in favor.
Motion passed.

11. Pillar Point Harbor Fishing Pier, ADA Access Walkway and Adjacent Breakwater Rehabilitation Invitation for Bid Approval (Moren)

Motion: (Chang Kiraly/Reyering) 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.

All in favor
Motion passed.

Motion: (Brennan/Larenas) Approve an increase in Capital Project Appropriations of \$427,369 for Pillar Point Harbor Fishing Pier, ADA Access Walkway and Adjacent Breakwater Rehabilitation. The project will be funded by available Working Capital.

All in favor.

Motion passed.

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)

Motion: (Reyering/Chang Kiraly) Approve amended Planner Analyst position description, approve deletion of the Project Coordinator position, and approve addition of two Deputy Harbormaster positions.

All in favor.

Motion passed.

Unheard Items.

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. 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 9:36 PM All in favor. Motion passed.

Debbie Gehret
Deputy Secretary

Sabrina Brennan
President