



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

May 17, 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, 2nd 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=RmtQbkdydjc0JDeHduRlIIVd2dUSkxCZz09>

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 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.

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All items on Consent are approved by one motion unless a Commissioner requests the item be withdrawn or transferred to Discussion.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: 1) Accept Pre-Approved Items in the amount of \$174,368.47 for April. 2) Approve \$750,000 in Pre-Approved Items for June 2023 (there may be three AP runs in June).

2. [Minutes – Special Board Meeting Minutes for April 19, 2023 \(Hadden\)](#)

Recommendation: Approve Minutes of the April 19, 2023 Special Board Meeting

3. [Minutes – Regular Board Meeting Minutes for April 19, 2023 \(Hadden\)](#)

Recommendation: Approve Minutes of the April 19th, 2023 Regular Board Meeting

4. [Third Quarter – Fiscal Year 2022/23 \(Q3-23\) Rent Report van Hoff](#)

Information only

5. [Third Quarter 2022/23 \(Q3-23\) Financial Report Spending Authority \(van Hoff\)](#)

Information only

6. [Pillar Point Harbor Retail Center ADA Restroom Project Construction Cost Increase \(Moren\)](#)

Recommendation: Board approve an increase of \$130,000 to the EVRA Construction Inc. contract for the PPH Retail Center ADA Restroom Project due to unforeseen construction challenges not in original project scope, bringing the new construction project cost to \$879,800, and authorize the General Manager

to approve potential Change Orders for up to an additional 10% to cover any yet unforeseen additional costs, making new approved project total \$967,780 should it be needed, and approve an increase in Capital Expenditure Appropriations for this amount to be funded by available working capital.

7. [Monthly Capital Projects Update \(Moren\)](#)
Information only

F) Discussion

1. [OneShoreline Presentation \(Pruett\)](#)
Information only
2. [San Mateo Resource Conservation District Pillar Point Harbor Water Quality Update Presentation \(Pruett\)](#)
Recommendation: Staff recommends the Board receive an updated presentation and consider a proposal for a not-to-exceed amount of \$130,000 for a period of 2 years, fiscal years 2023/24 and 2024/25, to fund the San Mateo Resource Conservation District for continued support and work associated with water quality projects, coordination with respect to TMDL regulations, education and outreach, technical assistance, and identification of unknown sources of contaminants into Pillar Point Harbor.
3. [Initiate Proceedings to Adopt an Increase to the District's Rates and Fees Effective July 1, 2023 \(van Hoff\)](#)
Recommendation: Initiate proceedings to increase rates and fees to reflect an increase of 5.6% and direct staff to notice a public meeting to consider adopting the increase to be held at the next regularly scheduled Harbor Commission meeting on June 21, 2023.
4. [Approve forms for Berth, Mooring, or Anchorage Agreements \(Pruett\)](#)
Recommendation: Approve forms for the Berth License Agreement, the Mooring/Anchorage License Agreement, the Transient Vessel License Agreement, and the Liveaboard License Agreement, to be implemented on July 1, 2023; and authorize the penalty for failure to have the required insurance to become effective on January 1, 2024.
5. [Bad Debt Write-Off Request \(Henthorne\)](#)
Recommendation: Authorize the General Manager to write-off as bad debt a total of \$309,896.71 in accounts receivable: \$101,523.71 from Oyster Point Marina and \$208,373.00 from Pillar Point Harbor.

G) Closed Session

1. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION §54957.6

District Negotiators: James Pruett, General Manager, San Mateo County Harbor District and Christopher Boucher, Boucher Law, PC
Employee organization: Teamsters 856 and Operating Engineers Local 3

H) Future Agenda Items

I) Adjourn

The next Regular meeting will be held on June 21, 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. If you experience technical problems with the telephonic meeting, please contact Melanie Hadden at 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/82521804518?pwd=RmtQbkdyd0JDeHduRlIVd2dUSkxCZz09>

Passcode: 129885

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
- 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.

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.