



## Board of Harbor Commissioners

Virginia Chang Kiraly, President  
Nancy Reyring, Vice President  
Tom Mattusch, Treasurer  
William Zemke, Secretary  
Edmundo Larenas, 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

**September 15, 2021**

**1:00 PM – 4:00 PM**

San Mateo County Harbor District

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer on March 16, 2020, as revised on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC’s social distancing guidelines which discourage large public gatherings, the Boardroom will not be open for the September 15, 2021 Regular Meeting of the San Mateo County Board of Harbor Commissioners. The Meeting will be conducted remotely via video/teleconference.

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 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.

### 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 or enter it into your browser to join via Zoom web app:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81181764954?pwd=MFJYOWJiZWlmSHgvbIFBbUFNdit0dz09>

Passcode: 938464

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: 811 8176 4954

Passcode: 938464

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

If you would like to speak during the public comment portion of the meeting, you have the following options:

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

## 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 review online at [www.smharbor.com](http://www.smharbor.com).

## C) 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 for August of \$176,713.69. Approve \$500,000 in Pre-Approved Bills and Claims for October 2021.
2. [Minutes – Regular Meeting Minutes August 18, 2021 \(Hadden\)](#)  
Recommendation: Approve Minutes of the Regular Board Meeting of August 18, 2021
3. [Minutes – Special Meeting Minutes September 9, 2021 \(Hadden\)](#)  
Recommendation: Approve Minutes of the Special Meeting of September 9, 2021
4. [Monthly Capital Projects Update \(Moren\)](#)  
Information only
5. [Fourth Quarter 2020/21 \(Q4-21\) Financial Report Spending Authority \(van Hoff\)](#)  
Information only

6. [CSDA Conference Update and Report \(Pruett\)](#)  
Information Only
7. [Employee Leave Considerations Due to COVID-19 Pandemic; Approve Revision to Policy 6.5.11 \(van Hoff\)](#)  
Recommendation: Approve revision to 6.5.11 "Leave Policy During Pandemic".
8. [Commercial Activity Permit for Reel Screamer Charters, LLC \(Moren\)](#)  
Recommendation: Approve the Commercial Activity Permit for Reel Screamer Charters, LLC at Pillar Point Harbor until December 31, 2021 and authorize the General Manager to execute the Commercial Activity Permit.
9. [Commercial Activity Permit for Park Presidio Marine \(Moren\)](#)  
Recommendation: Approve the Commercial Activity Permit for Park Presidio Marine at Oyster Point Marina and authorize the General Manager to execute the Commercial Activity Permit.

## D) Discussion

10. [Pillar Point Harbor West Trail Living Shoreline Project Update and GHD Construction Management and Environmental Monitoring Proposal Consideration \(Moren\)](#)  
Recommendation: Approve entering into a Professional Services Agreement with District's West Trail Living Shoreline Project design/engineering consultant GHD for a not-to-exceed amount of \$971,463.31 for project construction management and environmental monitoring for a period of five years and increase Capital Expenditure Appropriations in the amount of \$971,463.31 to be funded by available Working Capital Balance.
11. [Authorize increase in Temporary Staffing Services contracts by \\$350,000; increase Capital Expenditure Appropriations by \\$350,000 \(van Hoff\)](#)  
Recommendation: Authorize the General Manager to execute service agreements with Robert Half/Accountemps/Officeteam (Robert Half), and other such agencies for temporary staffing needs as appropriate for a total not to exceed an additional \$350,000; and increase Capital Expenditure Appropriations in the amount of \$350,000 to be funded by available Working Capital Balance.
12. [Commercial Activity Permit for California Action Sports \(Moren\)](#)  
Recommendation: Board consider approval or denial of the Commercial Activity Permit Application Submitted by California Action Sports at Oyster Point Marina.

**13. Records Management and Retention Policy; Adopt Resolution 21-11 approving Revised Policy 2.1.4 and Resolution 21-12 approving destruction of unneeded District records (van Hoff)**

Recommendation: Adopt Resolution 21-11 approving Revised Policy 2.1.4 and Resolution 21-12 approving destruction of unneeded District records.

**E) Commissioner Comments**

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

**F) Future Agenda Items**

**G) August 2021 Activity Reports General Manager, Operations, Administration**

Information only.

**H) Adjourn**

The next Regular meeting will be held on October 20, 2021 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