



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

December 21, 2022

1:00 PM – 5:00 PM

San Mateo County Harbor District

A) Roll Call – 1:00 PM

Present: Reyering, Mattusch, Chang Kiraly, Larenas
Absent: Zemke

B) Public Comments/Questions

C) Presentation of Proclamations/Resolutions

- a. Presentation of Proclamations for Commissioner Edmundo Larenas and Commissioner Nancy Reyering from Senator Josh Becker representing San Mateo County.
- b. Presentation of Resolutions honoring Commissioner Edmundo Larenas and Commissioner Nancy Reyering for distinguished service as members of the San Mateo County Harbor District Board of Commissioners.

D) Consent

Item 5 was pulled from the Agenda

5. Amend MOU between OE3 and the District- Section 5.1 Promotion Standards- Basic Provisions (van Hoff)

Approve proposed amendment to the Memorandum of Understanding (MOU) between the San Mateo County Harbor District and Operating Engineers Local 3 (OE3) - Section 5.1 Promotion Standards- Basic Provisions; and authorize the General Manager to sign a Side Letter Agreement.

Approve Consent Items 1, 2, 3, 4 and 6
(Mattusch/Chang Kiraly)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas
Absent: Zemke

1. **Bills and Claims (van Hoff)**
 - 1) Accept Pre-Approved Items in the amount of \$202,598.24 for November.
 - 2) Approve \$500,000 in Pre-Approved Items for January 2023.
2. **Minutes – Regular Board Meeting Minutes of November 16, 2022 (Hadden)**
Approve Minutes of the November 16, 2022 Board Meeting
3. **Monthly Capital Projects Update (Moren)**
Information only
4. **Authorize Public Meetings to be Held via Teleconferencing Pursuant to Government Code Section 54953(e).**
Adopt Resolution No. 22-30 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)
6. **Approve Change Order #1 with Design/Engineering firm Sally Swanson Architects, Inc. to continue construction support on the Retail Center ADA Restroom Project at Pillar Point Harbor (Moren)**
Authorize the General Manager to approve Change Order #1 with Design/Engineering firm Sally Swanson Architects, Inc. for an amount not to exceed \$50,500, to continue construction support on the Retail Center ADA Restroom Project and approve an increase in Capital Expenditure Appropriations for this amount to be funded by available working capital.

E) Discussion

7. **Migrating Mural for Pillar Point Harbor (Pruett)**
Information Only
8. **Administration Building Water Damage Repair Project Construction Change Order Approval Consideration (Moren)**
Authorize the General Manager to approve Change Order Request #1 from the construction contractor, Bhogal Brothers Construction, Inc., for the Administration Building Water Damage Repair Project for an additional amount of \$51,500, and authorize the General Manager to approve additional Change Orders up to 30% of the new adjusted project total of \$126,500 in the event there is a need for Change Orders due to still unforeseen challenges, or additional work is found needed, and authorize an increase in Capital Expenditure Appropriations of \$164,450 to be funded by available working capital.

(Mattusch/Chang Kiraly)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

9. Pillar Point Harbor C-1, 2, 3 Parking Lots and Launch Ramp Access Road Repair, Low Bid Consideration (Moren)

Pursuant to a publicly advertised Invitation for Bid (IFB), Authorize the General Manager to enter into an Agreement with the low bidding construction contractor, American Asphalt, Inc., for the Pillar Point Harbor C-1, 2, 3 Parking Lots and Launch Ramp Access Road Repair Project for an amount not to exceed \$727,868, with a 10% contingency in the event there is a need for change orders due to unforeseen challenges and authorize the General Manager to issue change orders up to the contingency amount and approve an increase in Capital Expenditure Appropriations of \$800,654.80 to be funded by available working capital.

(Chang Kiraly/Mattusch)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

10. OceanCiders, LLC, Lease (Pruett)

Approve a Lease for OceanCiders, LLC to operate on the District owned property located at Upper Perch Beach, Pillar Point Harbor until December 31, 2025 and authorize the General Manager to execute the Lease.

(Chang Kiraly/Mattusch)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

11. Lease Renewal Suite 100B (Pruett)

Adopt Resolution No. 22-31 approving a lease agreement by and between the San Mateo County Harbor District, as landlord, and, Jennifer Oliverio, acting as sole proprietor, as Tenant.

(Reyering/Chang Kiraly)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

12. General Manager's Proposed 2023 Goals & Objectives (Pruett)

Information only

13. Amendment to Employment Contract for General Manager (Chang Kiraly)

Approve Amendment No. 2 to Employment Agreement with James B. Pruett as General Manager and authorize Board President to execute.

(Chang Kiraly/Reyering)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

14. Publicly Available Salary Schedule & Special Compensation (van Hoff)

Approve amended salary schedule to include increase in General Manager's salary pursuant to amendment to employment contract considered for adoption by the Harbor Commission on December 21, 2022.

(Chang Kiraly/Reyering)

Ayes: Reyering, Mattusch, Chang Kiraly, Larenas

Absent: Zemke

F) Commissioner Comments


G) Future Agenda Items

H) November Activity Reports General Manager, Operations, Administration

Information only

I) Adjourn – 3:07 PM

Approved at the January 18, 2023 Regular Board Meeting



Melanie Hadden
Deputy Secretary



William Zemke
President