



## 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

**August 18, 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 August 18, 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:

<https://us02web.zoom.us/j/88595973010?pwd=Y0phTHRLT0MySGZ0bDQ1dWNxdjhrZz09>

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: 885 9597 3010  
Passcode: 565386

## 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) 1. 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 July of \$229,730.99 Approve \$500,000 in Pre-Approved Bills and Claims for September 2021.
2. [Minutes – Regular Meeting Minutes July 21, 2021 \(Hadden\)](#)  
Recommendation: Approve Minutes of the Regular Board Meeting of July 21, 2021
3. [Minutes – Special Meeting Minutes August 10, 2021 \(Hadden\)](#)  
Recommendation: Approve Minutes of the Special Board Meeting of August 10, 2021
4. [Monthly Capital Projects Update \(Moren\)](#)  
Information only
5. [Fourth Quarter – Fiscal Year 2020/21 \(Q4-21\) Rent Report \(van Hoff\)](#)  
Information only

6. **CSDA Conference Travel and Reimbursement (Pruett)**  
Recommendation: Pre-approve travel to attend conference in Monterey, California on August 30 - September 2, 2021 for James Pruett, General Manager and Julie van Hoff, Director of Administrative Services.
7. **49<sup>th</sup> Annual Marine Recreation Association Educational Conference & Trade Show Travel and Reimbursement (Pruett)**  
Recommendation: Pre-approve travel to attend conference in La Jolla, California on October 10 - October 14, 2021 for James Pruett, General Manager and Chris Tibbe, Harbormaster Pillar Point Harbor.

## D) Discussion

8. **Expanded Fish Sales by Commercial Fish Buyers (Pruett)**  
Recommendation:  
Option 1: Authorize the General Manager to issue “written consent” under Section 9.1 of the lease to allow for the expanded sale of seafood products for Morning Star Fisheries, McHenry Fisheries, and Three Captains Seafood Products, subject to:
  1. all sales take place from their leased space.
  2. only seafood product landed on Johnson Pier be offered for retail sale.
  3. the percentage of gross sales be set at 3%.
  4. no sales activity take place during active loading/offloading of a fishing vessel, unless the member of the public purchasing the fish product is escorted by an employee or representative of the fish buyer.
  5. individual fish buyers are required to obtain all required permits.  
Option 2: Deny the request to expand fish sales.
9. **Commercial Activity Permits and Associated Issues – Wholesale Fish Offloads (Pruett)**  
Recommendation: Direct the General Manager to host a public workshop to gain public input on requiring Commercial Activity Permits for visiting fishing vessels conducting commercial offloads in Pillar Point Harbor, the authorized uses of the public hoist, non-tenant wholesale Commercial Activity Permits, whether offloads directly to 3<sup>rd</sup> party wholesale buyers should be permitted from the floating docks and report back to the Harbor Board for final consideration, and other related issues.
10. **Commercial Activity Report for California Action Sports (Moren)**  
Recommendation: Board consider the Commercial Activity Permit Application Submitted by California Action Sports at Oyster Point Marina.

**11. Review of Districts following 2020 Census/Sole Source Redistricting Consultant (Pruett)**

Recommendation: Authorize the General Manager to enter into a sole source Professional Service Agreement with Redistricting Partners to conduct a voting district review following the 2020 national census in accordance with Election Code 22000.

**12. Tsunami Preparedness Plan for Pillar Point Harbor (Tibbe)**

Information only

**13. Final Consideration of Amendment to Ordinance Code to Ensure Safe Use of Private Mooring at Pillar Point Harbor (Moren)**

Recommendation: Adopt Resolution No. 21-10 to approve an amendment to Chapter 3.15 of the San Mateo County Harbor District Ordinance Code regarding Mooring Regulations.

**14. Pillar Point Harbor West Trail Shoreline Protection Project IFB, Construction Low Bid Consideration (Moren)**

Recommendation: Board approve the low bid received from Michael Roberts Construction Inc., which was a result of the West Trail Shoreline Protection Project publicly advertised Invitation for Bid, for an amount of \$2,070,086 and authorize the General Manager to approve change orders up to a 10% contingency amount of \$2,277,095.

**E) Commissioner Comments**

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

**F) Future Agenda Items**

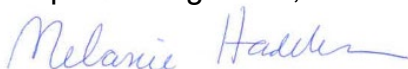
**G) July 2021 Activity Reports General Manager, Operations, Administration**

Information only.

**H) Adjourn**

The next Regular meeting will be held on September 15, 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: August 13, 2021



Melanie Hadden  
Deputy Secretary