



## Board of Harbor Commissioners

Virginia Chang Kiraly, President  
Nancy Reyerling, 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 MINUTES

**September 15, 2021**

**1:00 PM – 4:00 PM**

San Mateo County Harbor District

### A) Roll Call – 1:01 PM

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

### B) Public Comments/Questions

### C) Consent

Motion: (Zemke/Reyerling) Approve Items 1 – 9  
Ayes: Chang Kiraly, Reyerling, Zemke, Larenas  
Absent: Mattusch

#### 1. Bills and Claims (van Hoff)

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)

Approve Minutes of the Regular Board Meeting of August 18, 2021

#### 3. Minutes – Special Meeting Minutes September 9, 2021 (Hadden)

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)**  
Approve revision to 6.5.11 "Leave Policy During Pandemic".
8. **Commercial Activity Permit for Reel Screamer Charters, LLC (Moren)**  
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)**  
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)**

Enter 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.

Motion: (Reyering/Zemke)

Ayes: Chang Kiraly, Reyering, Zemke, Larenas

Absent: Mattusch

### **11. Authorize increase in Temporary Staffing Services contracts by \$350,000; increase Capital Expenditure Appropriations by \$350,000 (van Hoff)**

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.

Motion: (Reyering/Zemke)

Ayes: Chang Kiraly, Reyering, Zemke, Larenas

Absent: Mattusch

**12. Commercial Activity Permit for California Action Sports (Moren)**

Approve the Commercial Activity Permit Application Submitted by California Action Sports at Oyster Point Marina.

Motion: (Zemke/Reyering)

Ayes: Chang Kiraly, Reyering, Zemke, Larenas

Absent: Mattusch

**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)**

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

Motion: (Reyering/Zemke)

Ayes: Chang Kiraly, Reyering, Zemke

Nays: Larenas

**E) Commissioner Comments**

**F) Future Agenda Items**

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

**H) Adjourn – 3:05 PM**

Motion to Adjourn

Ayes: Chang Kiraly, Reyering, Zemke, Larenas

Absent: Mattusch

Approved at the October 20, 2021 Board Meeting

  
Melanie Hadden  
Deputy Secretary

  
Virginia Chang Kiraly  
President