



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

April 21, 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 April 21, 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.

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.

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/88925053484?pwd=M3JGeHh1UGJWY3laZ2dXazRrZGRDQT09>

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)
- **Meeting ID: 889 2505 3484**
- **Meeting Password: 219102**

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.

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 \(Chan/Pruett\)](#)

Recommendation:

- 1) Accept Pre-Approved Items in the amount of \$223,411.51 for March.
- 2) Approve \$426,245.76 for payment to County of San Mateo Office of the Assessor-County Clerk Recorder which is over the General Manager's authority of \$25,000.
- 3) Approve \$500,000 in Pre-Approved Items for May 2021.

2. [Minutes – Regular Meeting March 17, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Regular Board Meeting of March 17, 2021.

3. [Minutes – Special Meeting March 30, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Special Board Meeting of March 30, 2021.

4. [Monthly Capital Projects Update \(Moren\)](#)

For information only.

5. [Third Quarter - Fiscal Year 2021 \(Q3-21\) Investment Report \(van Hoff\)](#)
For information only.
6. [Update of Pandemic Leave Policy \(van Hoff\)](#)
Recommendation: Approve revision to 6.5.22 "Leave Policy during Pandemic".
7. [San Mateo County Multijurisdictional Local Hazard Mitigation Plan and Participation in Planning Process \(Pruett\)](#)
For information only.
8. [Commercial Activity Permit 2021 for Half Moon Bay Kayak Company, LLC \(Pruett\)](#)
Recommendation: Approve attached Commercial Activity Permit for Half Moon Bay Kayak Company (HMB Kayak), authorizing both exclusive and non-exclusive use of additional 13,582 square feet at their current location in Pillar Point Harbor (PPH).

D) Discussion

9. [Debt Service Policy \(van Hoff\)](#)
Recommendation: Approve 4.3.2 "Debt Policy"
10. [Rates and Fees Effective July 1, 2021 \(van Hoff\)](#)
Recommendation: Approve rates and fees amended to reflect an increase of 5%, approve returned check fee of \$25, and approve removal of Recreational Vehicle Parking fee for Pillar Point Harbor
11. [Preliminary Budget – Fiscal Year 2021/22 Operating Budget and Five-Year Capital Improvement Plan; Adopt Resolution No. 21-06 \(van Hoff\)](#)
Recommendation: Adopt Resolution No. 21-06 approving the Preliminary Budget Fiscal Year 2021/22 Operating Budget and Five-Year Capital Improvement Program.

E) Commissioner Comments

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

F) Future Agenda Items

- G) March Activity Reports [General Manager, Operations, Administration](#)**
Information only.

H) Adjourn

The next Regular meeting will be held on May 19, 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:

April 16, 2021



Melanie Hadden
Deputy Secretary