



Board of Harbor Commissioners

Nancy Reyerling, President
Virginia Chang Kiraly, Vice President/Secretary
Tom Mattusch, Treasurer
Sabrina Brennan, Commissioner
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

December 16, 2020

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 December 16, 2020 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) New Staff Introduction

- Antonio Conte Harbor Worker, Oyster Point Marina
- Zach Pringle Deputy Harbor Master A, Oyster Point Marina

C) 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.

2. Committee Updates

D) 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:

- 1) Accept Pre-Approved Items in the amount of \$278,101.39 for November.
- 2) Approve \$163,673.85 for payment to Cotchett, Pitre & McCarthy LLP Law Firm which is over the General Manager's authority of \$25,000.
- 3) Approve \$500,000 in Pre-Approved Items for January 2021.

2. [Minutes – Special Meeting Minutes November 9, 2020 \(Hadden\)](#)

Recommendation: Approve Minutes of the Special Board Meeting of November 9, 2020.

3. [Minutes – Regular Meeting Minutes November 18, 2020 \(Hadden\)](#)

Recommendation: Approve Minutes of the Regular Meeting Minutes of November 18, 2020

4. [Monthly Capital Projects \(Moren\)](#)
Information only
5. [Salary Schedule & Special Compensation \(van Hoff\)](#)
Recommendation: Approve amended salary schedule to include increase in General Manager's salary pursuant to employment contract adopted by the Harbor Commission on November 18, 2020.

E) Discussion

6. [Pillar Point Harbor RV Park Restroom and Greenspace Design \(Moren\)](#)
Recommendation: Authorize staff to solicit bids for construction of the preferred plan for the Pillar Point Harbor RV Park ADA Restroom and Greenspace Project in accordance with the Public Contract Code Invitation for Bid process.
7. [Approve Response to Grand Jury Report Entitled "Ransomware: It Is Not Enough to Think You are Protected" \(van Hoff\)](#)
Recommendation: Authorize staff to sign and submit a letter of response to the October 7, 2020 Grand Jury Report titled "Ransomware: It Is Not Enough to Think You are Protected" no later than January 5, 2021.
8. [Approve Proposed Changes to the Commercial Activity Permit Template \(van Hoff\)](#)
Recommendation: Approve proposed changes to the Commercial Activity Permit (CAP) Template and require permittees all new CAPs and 2021 renewal of existing CAPs submit an updated CAP agreement.

F) Commissioner Comments

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

G) Future Agenda Items

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

I) Adjourn

The next Regular meeting will be held on January 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:

December 11, 2020 at 4:00 PM

A handwritten signature in black ink that reads "Melanie Hadden". The signature is written in a cursive style with a long horizontal stroke at the end.

Melanie Hadden
Deputy Secretary