



## Board of Harbor Commissioners

Virginia Chang Kiraly, President  
Nancy Reyering, Vice President  
Nancy Reyering, Secretary  
Tom Mattusch, Treasurer  
Sabrina Brennan, Commissioner  
Edmundo Larenas, Commissioner

John Moren, Interim General Manager  
Trisha Ortiz, District Counsel

### San Mateo County Harbor District Board of Harbor Commissioners

“To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas.”

## REGULAR MEETING AGENDA

**November 20, 2019**

**6:30 PM**

San Mateo County Harbor District  
Conference Room  
504 Avenue Alhambra, Ste. 200  
El Granada, CA 94018

All Harbor District Commission regular meetings are recorded and posted at [www.PacificCoast.tv](http://www.PacificCoast.tv) within 48 hours of the meeting. Pacifica residents can tune into Comcast Channel 26 and residents from Montara through Pescadero can tune into Comcast Channel 27. Copies of the meetings can also be purchased from PCT and mailed for \$18.

Persons requiring special accommodation with respect to disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 48 hours in advance.

### **A) Roll Call**

### **B) Staff Introduction/Recognition**

- Mike “Willie” Williams – PPH Assistant Harbormaster (Retired)
- Owen Moore – Deputy Harbormaster A
- Lizzie Zuroski – Communications Analyst

### **C) 1. Public Comments/Questions**

The Public may directly address the Board of Harbor Commissioners for a limit of three (3) 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 a speaker card be completed and given to the Deputy Secretary. The Chair will call your name at the appropriate time. Agenda material may be reviewed at the administration offices of the District, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 or online at [www.smharbor.com](http://www.smharbor.com).

### **2. Commissioner Comments**

Commissioners may make public statements limited to five (5) minutes.

### 3. Committee Updates

#### Standing Committees

- Climate Change Resilience
- Finance
- Oyster Point Liaison
- Social Media/Public Outreach
- Wildlife Protection

#### Ad Hoc Committees

- General Manager Search
- Strategic Plan
- Office Design

### 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: Review Pre-Approved Bills and Claims in the amount of \$447,880.40. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **[Minutes – Regular Meeting October 16, 2019 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Regular Meeting of October 16, 2019.
3. **[Minutes – Special Meeting October 18, 2019 \(Gehret\)](#)**  
Recommendation: Approve Minutes of the Special Meeting of October 18, 2019.
4. **[First Quarter 2019/20 Financial Report Spending Authority \(Q1\) \(van Hoff\)](#)**  
Receive and file.
5. **[First Quarter – Fiscal Year 2019/20 \(Q1-20\) Rent Report \(van Hoff\)](#)**  
Receive and file.
6. **[Monthly Capital Projects Update \(Moren\)](#)**  
Receive and file.
7. **[Finalization of the Emergency Repair to the Pillar Point Harbor Launch Ramp Drain in Accordance with Public Contract Code 22050 \(Moren\)](#)**  
Information only.

## E) Discussion

8. **Pillar Point Harbor West Trail Erosion Protection Project Update; Presentation (Moren)**  
Information only.
9. **Appointment of James Pruett as General Manager; Adopt Resolution No. 19-15; Approve Employment Agreement and Authorize Board President to Execute (General Manager Search Ad Hoc Committee)**  
Recommendation: Appointment of James Pruett as General Manager; adopt Resolution No.19-15; approve employment agreement and authorize Board President to execute.
10. **Policy 6.2.5 'Sexual & Unlawful Harassment Policy' (Governance & Policy Committee)**  
Recommendation: Eliminate current Policy 6.2.5 'Harassment, Discrimination and Retaliation Prevention.' Adopt and replace current Policy with Policy 6.2.5 Sexual & Unlawful Harassment Policy.
11. **Review District's Current 'Expense Accounting and Expenditure Reimbursement for Commissioners' Policy and Newly Drafted 'Commissioner Reimbursement' Policy (van Hoff)**  
Recommendation: Approve replacement of current policy with newly drafted policy 4.2.4 'Commissioner Reimbursement' (including any proposed revisions, if applicable); or take no action and keep the current Policy
12. **Policy 1.1.1 'San Mateo County Harbor District Code of Ethics and Values' (Governance & Policy Committee)**  
Recommendation: Review and comment on draft policy. Approve Policy 1.1.1 'San Mateo County Harbor District Ethics and Values' (including any proposed revisions, if applicable).
13. **Policy for Board Meeting Agenda (Governance & Policy Committee)**  
Recommendation: Adopt Policy 3.3 'Board Meeting Agenda.'
14. **Policy 3.5 'District Counsels & Board Relationship' (Governance & Policy Committee)**  
Recommendation: Approve Policy 3.5 'District Counsels & Board Relationship' (including any proposed revisions, if applicable).
15. **Deputy Board Secretary Position Description (van Hoff)**  
Recommendation: Approve Deputy Board Secretary position description.

**16. Design, Engineering, Permitting Consultant Moffatt & Nichol Professional Services Agreement Change Order Consideration for the Pillar Point Harbor Fishing Pier Rehabilitation Project (Moren)**

Recommendation: Authorize the Interim General Manager to implement a Change Order to the previously approved Pillar Point Harbor Fishing Pier Rehabilitation Project Professional Services Agreement with consultant Moffatt & Nichol, increasing the design, engineering, permitting and construction support total by \$13,300 and approve an increase in Capital Project Appropriations by the same amount.

**17. Board Direction to Staff Regarding an Amendment to the San Mateo County Harbor District Ordinance Code Section 3.35.020 -Marina/ Harbor Parking Ordinance (Moren)**

Recommendation: Direct staff to publish notice in a newspaper of general circulation within the District, for not less than 20 days prior to Ordinance Code amendment adoption, and place the Resolution to amend the District Parking Ordinance Code Section 3.35.020 for consideration on the agenda for the December 18, 2019 District Board Meeting.

**18. Direction to Staff Regarding New District Administration Office (Moren)**

Recommendation: Direct staff on how the Board desires to move forward with the architectural design, engineering, permitting and construction support for constructing a District administration office building on the newly purchased District owned Portola Avenue property.

**19. Pillar Point Harbor KN RV Lot and New Public Restroom Coastal Development Permit Compliance, Conditions of Approval and RFP Response Selection for Architectural Design, Engineering, Permitting and Construction Support (Moren)**

Recommendation: District Board appoint an Ad Hoc Committee comprised of two Harbor Board Commissioners to; i) review KN lease terms, ii) review California Coastal Commission/City of Half Moon Bay Coastal Development Permit Conditions of Approval, and iii) review responses to an RFP for architectural design, engineering, permitting and construction support for a new public restroom, green space and increased ADA parking at the Pillar Point Harbor KN RV Park.

**F) Discussion/Action on Pulled Consent Items (if any)**

**G) Future Agenda Items**

**H) October Activity Reports: Interim General Manager/Operations, Administration**

Information only.

## I) Adjourn

The next Regular meeting will be held on December 18, 2019 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:  
November 15, 2019 at 4:00 PM

  
Debbie Gehret  
Deputy Secretary