



Board of Harbor Commissioners

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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

March 18, 2020

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 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 –**
- 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.

2. Commissioner Comments

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

3. Committee Updates

Standing Committees

- Climate Change Resilience – Feb. 14, 2020
- Finance – Feb. 27, 2020
- Oyster Point Liaison

Ad Hoc Committees

- Office Design/New Admin Bldg.
- RV Lot/CDP

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on Consent are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to Discussion.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 \$659,364.53. Pre-Approve \$500,000 in Bills and Claims until next meeting.

2. **Minutes –Meeting February 19, 2020 (Hadden)**

Recommendation: Approve Minutes of the Regular Meeting of February 19, 2020.

3. **Minutes – Special Meeting February 27, 2020 (Hadden)**

Recommendation: Approve Minutes of the Special Meeting of February 27, 2020.

4. **Monthly Capital Projects Update (Moren)**

Receive and file.

5. **Revision of Commercial Activity Permit 2020-12 for Fathom Marine (van Hoff)**

Approve attached Commercial Activity Permit for Fathom Marine authorizing use of Dock 7 at Oyster Point Marina to consist of vessel maintenance services.

6. **Consider Purchase of Three New Rescue Watercraft for Emergency Response (Moren)**

Authorize the General Manager to execute the attached Buyer's Order Agreement for the purchase of three new Rescue Watercraft with vendor "Grand Prix Motor Sports" for the sum of \$42,686.79 with a 10% contingency, subject to the written approval of the General Manager.

7. Increase to Construction Costs for the Pillar Point Harbormaster Office Alterations Project (Moren)

Authorize a construction cost increase of an additional \$60,000 for the Pillar Point Harbormaster Office Alterations Project from previously approved \$413,600 to an amount not to exceed \$473,600 for unanticipated additional expenses associated with the contract and authorize the General Manager to issue change orders up to the contingency amount. Approve increase in Capital Project Appropriations of \$60,000.

E) Discussion

8. Surfers Beach Restoration Pilot Project Update and Proposal; Presentation (Moren)

Approve a proposal from consultant Damitz for an amount not to exceed \$64,500, and increase the Capital Expenditure Appropriations by the same, to complete project management and long-term permitting work associated with the Surfers Beach Restoration Pilot Project and authorize General Manager to amend the contract for such work.

9. Pillar Point Harbor RV Park Restroom and Greenspace RFP (Moren)

Pursuant to a publicly advertised Request for Proposal, authorize the General Manager to enter into an Agreement with the preferred firm, Questa Engineering Corporation, for architectural design, engineering, permitting and construction support for the new Pillar Point Harbor RV Park Restroom and Green Space for an amount not to exceed \$225,650, with a 10% contingency in the event there is a need for Change Orders due to unforeseen challenges and authorize the General Manager to issue change orders up to the contingency amount and Approve increase in Capital Expenditure Appropriations of \$248,215 to be funded by available working capital.

10. San Mateo Resource Conservation District Pillar Point Harbor Water Quality Update and Proposal for Continued Assistance; Presentation (Moren)

Authorize the General Manager to enter into a contract not to exceed the amount of \$300,000, for a period of 3 years, with the San Mateo Resource Conservation District to continue their work monitoring water quality at Pillar Point Harbor, identifying sources of contamination and suggesting ideas to mitigate them.

11. Big Wave Risk Assessment Group 2020 Half Moon Bay Training Summit (Moren)

Recommend the Board consider the attached proposal from Big Wave Risk Assessment Group (BWRAG), and if the Board chooses to do so, direct the General Manager to enter into a Professional Services Agreement with BWRAG for a sponsorship fee of \$20,000 for a professional two day water safety and emergency first-aid training summit.

12. “First Look” FY 2020-21 Operating Budget and Capital Improvement Project (van Hoff)

Receive presentation and review and comment on “First Look” Fiscal Year 2020/21 Operating Budget and Capital Improvement Program. Provide Board recommendations for changes to be incorporated into the Preliminary Budget that will be presented for consideration of adoption on April 15, 2020 at the regularly scheduled Board meeting.

13. Finance Committee Scope and Duties (Chang Kiraly/Mattusch)

Receive report and approve the Finance Committee’s Scope and Duties.

14. Human Relations Standing Committee (Pruett)

It is recommended that the President of the SMCHD Board of Harbor Commissioners establish a Human Relations Standing Committee.

15. USA Productions’ Request for Athletic Event Permit with Permitting Fee Waiver (Pruett)

Consider application for Athletic Event Permit to USA Productions for the 2020 Half Moon Bay Triathlon and request a 50% fee waiver.

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

G) Future Agenda Items

H) February Activity Reports General Manager, Operations, Administration

Information only.

I) Adjourn

The next Regular meeting will be held on April 15, 2020 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:

March 13, 2020 at 5:00 PM

Lori Milward

Lori Milward
Acting Deputy Secretary