



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

March 17, 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 March 17, 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) New Employee Introductions

Chris Del Cid

Accounting Tech/Oyster Point Marina

C) 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.

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 \$185,691.48 for February.
- 2) Approve \$30,266.34 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 April 2021.

2. [Minutes – Special Meeting Minutes February 10, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Special Meeting of February 10, 2021

3. [Minutes – Special Meeting Minutes February 17, 2021 \(Hadden\)](#)

Recommendation: Approve Minutes of the Special Board Meeting of February 17, 2021.

4. [Minutes – Regular Meeting Minutes February 17, 2021 \(Hadden\)](#)
Recommendation: Approve Minutes of the Regular Board Meeting of February 17, 2021.
5. [Minutes – Special Meeting Site Visit OPM March 4, 2021 \(Hadden\)](#)
Recommendation: Approve Minutes of the Special Meeting of March 4, 2021.
6. [Bad Debt Write-Off Request \(van Hoff\)](#)
Recommendation:
 1. Authorize the General Manager to write-off as bad debt a total of \$18,672.30 in accounts receivable: \$4,873.47 from Oyster Point Marina and \$13,798.83 from Pillar Point Harbor.
 2. Authorize District staff to write-off bad debt balances that are less than \$20.
7. [Monthly Capital Projects Update \(Moren\)](#)
Information only
8. [Leave Policy During Pandemic; Approve Revision to Policy 6.5.11 \(van Hoff\)](#)
Recommendation: Review and approve revision to 6.5.11 “Leave Policy During Pandemic” to extend the expiration of COVID-19 related leave hours to June 30, 2021 or when the State of Emergency ends, whichever is earlier.

E) Discussion

9. [COVID-19 One-Time Bonus for Essential Workers \(Pruett/van Hoff\)](#)
Recommendation: Pursuant to Harbor District Policy 6.3.3, approve a \$2,000 One-Time Bonus for Essential Workers who have performed exceptional service to the District and the people of San Mateo County during the COVID-19 pandemic.
10. [Finance Committee Update \(Chang Kiraly/Mattusch\)](#)
Recommendation: Approve Finance Committee’s recommended Scope and Duties.
11. [“First Look” FY 2021-22 Operating Budget and Capital Improvement Project \(van Hoff\)](#)
Receive presentation and review and comment on “First Look” Fiscal Year 2021/22 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 21, 2021 at the regularly scheduled Board meeting.

12. Water Quality Ad Hoc Committee Update (Reyering/Mattusch)

Committee Recommendation: Receive update from the Water Quality Ad Hoc Committee, receive presentation from Peter Drekmeier, Policy Director of Tuolumne River Trust, and consider a Resolution supporting the Bay Delta Water Quality Control Plan updates.

F) Commissioner Comments

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

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 21, 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:

March 12, 2021 at 3:00 PM



Melanie Hadden
Deputy Secretary