

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

June 18, 2014
6:00 p.m.

Municipal Services Building
33 Arroyo Drive
South San Francisco, Ca. 94080

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

Roll Call

Commissioners

Robert Bernardo, President
Pietro Parravano, Vice President
James Tucker, Treasurer & Secretary
Sabrina Brennan, Commissioner
William Holsinger, Commissioner

Staff

Peter Grenell, General Manager
x Debra Galarza, Director of Finance
Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbormaster
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Open Session

New Business

- 1 TITLE: **Identification of District Real Property Negotiator**
REPORT: President
PROPOSED ACTION: Designate District Real Property Negotiator

Bernardo identified Grenell as the temporary Real Property Negotiator.

Action: Motion by Holsinger, second by Tucker to adjourn to closed session. The motion passed by a roll call vote at 6:02 p.m.

Ayes: Bernardo, Brennan, Holsinger, Tucker
Abstention: Parravano

Closed Session

- 2 TITLE: **Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8**
PROPERTY: **Three Captains Sea Products, Inc., Area 2, Johnson Pier, Pillar Point Harbor, El Granada, APN 047-083-060**
NEGOTIATING PARTIES: San Mateo County Harbor District, Three Captains Sea Products
UNDER NEGOTIATION: Lease Price, Terms and Conditions

There was no reportable action from closed session.

Open Session, Continued

New Business, Continued

- 3 TITLE: **Reorganization of Harbor Commission: Selection of Officers**
REPORT: Bernardo
PROPOSED ACTION: To be determined

Action: Motion by Tucker, second by Holsinger to nominate Parravano for President. The motion passed.

Ayes: Holsinger, Parravano, Tucker
Nays: Bernardo, Brennan

Action: Motion by Holsinger, second by Parravano to nominate Tucker for Vice President. The motion passed.

Ayes: Holsinger, Parravano, Tucker
Nays: Bernardo, Brennan

Action: Motion by Tucker, second by Parravano to nominate Holsinger for Treasurer/Secretary. The motion passed.

Ayes: Holsinger, Parravano, Tucker
Nays: Bernardo, Brennan

- 4 TITLE: **Proclamation for Aaronson Dickerson Cohn & Lanzone**
REPORT: Grenell, Proclamation
PROPOSED ACTION: Approve Proclamation

Action: Motion by Tucker, second by Brennan to approve the Proclamation for Aaronson Dickerson Cohn & Lanzone. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Continued Business

- 5 TITLE: **Selection of Law Firm Hanson Bridgett LLP to Provide Legal Counsel Services and Approval of Contract**
REPORT: Grenell, Contract
PROPOSED ACTION: Select Hanson Bridgett LLP of San Francisco to provide legal services to San Mateo County Harbor District and approve contract with Hanson Bridgett LLP

Action: Motion by Tucker, second by Parravano to select Hanson Bridgett LLP of San Francisco to provide legal services to San Mateo County Harbor District and approved the contract with Hanson Bridgett LLP. The motion passed.

Ayes: Bernardo, Holsinger, Parravano, Tucker
Nays: Brennan

Continued Business, Continued

- 6 TITLE: **Renewal of District Insurance Policies**
REPORT: Harris, Attachment
PROPOSED ACTION: Approve renewal of District insurance policy package in an amount not to exceed \$408,385.00

Action: Motion by Holsinger, second by Parravano to approve renewal of District insurance policy package in an amount not to exceed \$408,385.00. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 11 TITLE: **Amendment to Inter-Agency Agreement Between Harbor District and San Mateo County Resource Conservation District**
REPORT: Grenell, Memo, Attachment
PROPOSED ACTION: Approve an amendment to Inter-Agency Agreement between the Resource Conservation District (RCD) and San Mateo County Harbor District and amend work scope in the RCD's Water Quality Assistance Proposal attached as Exhibit A

Public Comment: Nicole David

Action: Motion by Brennan, second by Tucker to approve an Inter-Agency Agreement between the RCD and SMCHD with an amended scope of work and the agreement shall be brought back to the Commission for final approval. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

New Business, Continued

- 13 TITLE: **Commercial Activity Permit: Deep Reef Charters, Samuel Sigue**
REPORT: Harris, Memo, Attachment
PROPOSED ACTION: Approve Commercial Activity Permit

Action: Motion by Tucker, second by Holsinger to approve Commercial Activity Permit for Deep Reef Charters, Samuel Sigue. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 8 TITLE: **Bills and Claims in the Amount of \$1,606,668.67**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$1,606,668.67 to cover payment of Bills and Claims

Action: Motion by Tucker, second by Parravano to approve the bills and claims. The motion passed.

Ayes: Bernardo, Holsinger, Parravano, Tucker
Nays: Brennan

- 9 TITLE: **Authorization to Pay Bills and Claims Occurring Between June 19, 2014 and July 15, 2014 in an Amount Not to Exceed \$395,000.00**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Authorize payment of Bills and Claims occurring between June 19, 2014 and July 15, 2014 in an amount not to exceed \$395,000.00

Action: Motion by Tucker, second by Parravano to authorize payment of Bills and Claims occurring between June 19, 2014 and July 15, 2014 in an amount not to exceed \$395,000.00. The motion passed.

Ayes: Bernardo, Holsinger, Parravano, Tucker
Nays: Brennan

- 10 TITLE: **Bad Debt Write-Offs**
REPORT: Galarza, Memo, Resolution 19-14
PROPOSED ACTION: Adopt Resolution 19-14 to Approve Bad Debt Write-Offs

Action: Motion by Tucker, second by Parravano to adopt Resolution 19-14 to approve bad debt write-offs. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Public Comments/Questions – None.

Continued Business, Continued

- 12 TITLE: **Harbor District Commissioners Health Care Benefits**
REPORT: Harris, Memo
PROPOSED ACTION: To be determined

Action: Motion by Tucker, second by Holsinger to approve option #3 to alter or discontinue benefits for newly elected Commissioners but maintain the current benefits for reelected Commissioners for as long as they remain in office with no breaks in service. The motion passed.

Ayes: Bernardo, Holsinger, Parravano, Tucker
Nays: Brennan

- 14 TITLE: **Surplus Pillar Point Harbor Forklift**
REPORT: Grindy, Memo
PROPOSED ACTION: Authorize General Manager to surplus and dispose of a 1989 Hyster Forklift Hyster Model #H50XL Serial #A177B35162K Year Built 1989

Action: Motion by Tucker, second by Holsinger to authorize the General Manager to surplus and dispose of a 1989 Hyster Forklift Hyster Model #H50XL Serial #A177B35162K Year Built 1989. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Staff Reports: a) Administration and Finance

- 15 **General Manager – Grenell**

Grenell presented his report.

16 **Director of Finance – Galarza**

Grenell presented Galarza’s report.

17 **Human Resources Manager – Harris**

Harris presented her report. She added that the WAP’s have arrived and installation will begin over the next few days. She stated she is working on the disclaimer and splash pages for the WiFi.

b) Operations

18 **Oyster Point Marina/Park and Pillar Point Harbor – Grindy**

Grindy presented his report.

Board of Harbor Commissioners

19 A. Committee Reports

None.

B. Agenda Setting

None.

C. Commission Statements and Requests

The Board of Harbor Commissioners may make public statements and requests. Requests may be made to place items on future agendas.

Brennan mentioned that the Half Moon Bay Brewing Company is hosting a Brews & Views forum Thursday June 19th from 6pm to 8pm. She stated the guests are Kellyx Nelson and TJ Glauthier.

Holsinger mentioned the Halibut & Stripper Fishing Derby at Oyster Point Marina/Park on Saturday June 21st. He stated the event is hosted by the Coastside Fishing Club.

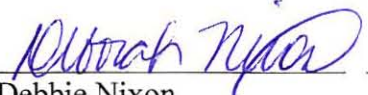
Bernardo stated it has been a pleasure serving as Board President for the past year and has learned a lot.

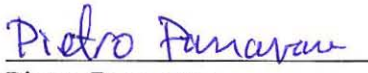
Staff Recognition – Grenell commended staff for doing an outstanding job.

Adjournment

Action: Motion by Brennan, second by to adjourn the meeting. The motion passed unanimously at 9:35p.m.

The next scheduled meeting will be held on July 16, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.


Debbie Nixon
Deputy Secretary


Pietro Parravano
President