

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

November 5, 2014  
6:00 p.m.

Sea Crest School, Think Tank, Room #19  
901 Arnold Way  
Half Moon Bay, Ca. 94019

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.

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## Roll Call

### Commissioners

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

### Staff

Peter Grenell, General Manager  
Debra Galarza, Director of Finance  
Marietta Harris, Human Resource Manager  
Scott A. Grindy, Acting General Manager &  
Harbor Master  
Steven Miller, District Counsel  
Debbie Nixon, Deputy Secretary

Bernardo entered the room at 6:20 p.m.

**Public Comments/Questions** — John Ullom, Leonard Woren, Oscar Braun, Dan Haggerty, Donald Sheardown

**Staff Recognition** — Grindy recognized Deputy Harbor Masters Chang and Pemberton for rescuing a fishing vessel that almost wash-up on the rocks

## Consent Calendar

All items on the consent calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda. Any item on the regular agenda may be transferred to the consent calendar.

Brennan pulled the items off of the consent calendar

## New Business

- 1     **TITLE:**                     **Minutes of Meeting October 15, 2014**  
       **REPORT:**                 Draft minutes  
       **PROPOSED ACTION:**     Approval

**Action:** Motion by Tucker, second by Holsinger to approve the minutes. The motion passed.

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

- 2     **TITLE:**                     **Amendments to Policies 6.4.1, 6.4.2, 6.4.3, 6.4.4 and 6.4.5**  
       **REPORT:**                 Memo, Amended Policies, Resolutions  
       **PROPOSED ACTION:**     Adopt the following Resolutions to adopt the amendments to  
  the policies:  
  Resolution 30-14  
  Resolution 31-14  
  Resolution 32-14  
  Resolution 33-14  
  Resolution 34-14

**Action:** Motion by Tucker, second by Holsinger to adopt Resolutions 30-14, 31-14, 32-14, 33-14 and 34-14 to amend Policies 6.4.1, 6.4.2, 6.4.3, 6.4.4 and 6.4.5. The motion passed.

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

- 4 TITLE: **Policy on Confidential Communications**  
REPORT: Miller, Memo, Draft Policy  
PROPOSED ACTION: To be determined

**Public Comment** – Leonard Woren

Miller presented the memo.

**Action:** Motion by Tucker, second by Holsinger to continue the item to the December 3<sup>rd</sup> Board meeting and instruct Counsel to be more specific with items a through g under section C – Definitions on the Draft Policy on Confidential Communications. The motion passed.

Ayes: Bernardo, Holsinger, Parravano, Tucker

Nays: Brennan

- 3 TITLE: **Informational Report: Procedure Regarding Billings for Legal Services**  
REPORT: Miller, Memo  
PROPOSED ACTION: Information Only

Miller presented the memo.

- 5 TITLE: **Quarterly Investment Balances Report**  
REPORT: Galarza, Report  
PROPOSED ACTION: Accept quarterly investment balances report

**Action:** Motion by Tucker, second by Bernardo to accept the quarterly investment balances report. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 6 TITLE: **Bills and Claims in the Amount of \$246,848.05**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$246,848.05 to cover payment of Bills and Claims

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

Ayes: Bernardo, Holsinger, Parravano, Tucker

Nays: Brennan

## **Staff Reports: a) Administration and Finance**

### **7 General Manager - Grenell**

Grenell presented his report.

### **8 Director of Finance - Galarza**

Harris presented Galarza's report.

### **9 Human Resources Manager – Harris**

Harris presented her report.

## **b) Operations**

### **10 Oyster Point Marina/Park and Pillar Point Harbor – Grindy**

## **Board of Harbor Commissioners**

### **11 A. Committee Reports**

None.

### **B. Commissioner Statements and Requests**

1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.

Holsinger Congratulated Tom Mattusch on winning the election for the 2 year term on the San Mateo County Board of Harbor Commissioners

2. Any Commissioner wishing to place an item on a future agenda may make a motion to place such an item on a future agenda

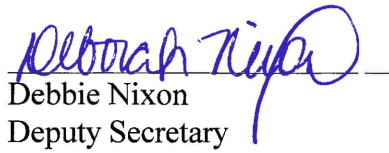
**Action:** Motion by Brennan to agendize and item on the next agenda to discuss hiring an executive search firm to assist with the hiring process of the new General Manager. The motion failed due to lack of a second.

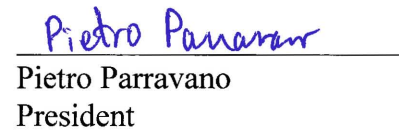
# Adjournment

**Action:** Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed unanimously at 7:01 p.m.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

The next scheduled meeting will be held on November 19, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

  
Debbie Nixon  
Deputy Secretary

  
Pietro Parravano  
President