

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

March 18, 2015
6:30 p.m.

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

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Roll Call

Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Staff

x Scott A. Grindy, Acting General Manager & Treasurer
x Debra Galarza, Director of Finance
Vacant, Human Resource Manager
Charles White, Acting Harbor Master - OPM
John Draper, Acting Harbor Master - PPH
Debbie Nixon, Deputy Secretary
Steve Miller, District Counsel

x- absent

Public Comments/Questions — Brian Rogers expressed concern regarding reimbursements on past bills and claims. He was also concerned that a commissioner has attended the same training class two times. (0:55)

Staff Recognition- None

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

(4:22)

- 1 TITLE: **Minutes of *Special Meeting February 18, 2015***
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Item 1 was pulled from the agenda.

New Business, Continued

(5:28)

- 2 TITLE: **Certified Employment List for Accounting Specialist**
 REPORT: Certified Employment List
 PROPOSED ACTION: Adopt Certified Employment List

Public Comment: Charli Micallef stated she wasn't aware the Accounting Specialist position was open and that the list hadn't been updated since 2008.

Action: Motion by Bernardo, second by Parravano to adopt the Certified Employment List. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(10:00)

- 3 TITLE: **Proclamation for Charles White**
 REPORT: Bernardo, Proclamation
 PROPOSED ACTION: Approve proclamation

Action: Motion by Bernardo, second by Mattusch to approve the proclamation. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(15:34)

- 4 TITLE: **Draft Preliminary Operating and Capital Budget for Fiscal Year 2015/16**
REPORT: Draft Preliminary Budget
PROPOSED ACTION: Information only

Public Comment: Jim Steele asked why contractual services in the budget was going down from \$185,000+ in FY 14/15 to \$79,000 in FY 15/16 and was curious what it was for. He stated he was not used to seeing depreciation in the budget until the end of the year. Steele also stated he liked seeing the reserves in the budget.

No action was taken on the item. Information only.

(39:13)

- 5 TITLE: **Authorize The Award of Contract to JJACPA in the amount of \$3,600 for Auditing Services**
REPORT: Galarza, JJACPA, Memo
PROPOSED ACTION: Award contract to JJACPA for auditing services

Action: Motion by Parravano, second by Bernardo to award contract to JJACPA for auditing services. The motion passed.

Ayes: Bernardo, David, Mattusch, Parravano

Nays: Brennan

(1:05:26)

- 6 TITLE: **Commercial Activity Permit for Ronnie's Yard Art**
REPORT: Draper, Memo
PROPOSED ACTION: Deny request for Commercial Activity Permit

Item 6 was pulled from the agenda.

Item 8 was taken up next.

(1:06:05)

- 8 TITLE: **Discussion and Possible Action: Lisa Wise Consulting Contract and Invoices**
REPORT: Mattusch, Bernardo
PROPOSED ACTION: To be determined

Public Comment: Brennan read a letter from Half Moon Bay Seafood Association which stated they hope that Lisa Wise Consulting would be able to complete the strategic business planning process and requested the Board to move the Community Sustainability Plan forward. **(1:10:34)**

No action was taken on the item.

(1:45:51)

7 TITLE: **Discussion and Possible Action: Communications and Marketing Committee Public Member Appointment**
REPORT: Brennan, Memo
PROPOSED ACTION: To be determined

Action: Motion by David, second by Bernardo to appoint Jim Anderson to the Communications and Marketing Committee as committee member for one year, starting March 18th, 2015 and to complete an application. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(2:12:56)

9 TITLE: **California Special District Association Call for Nominations Seat A**
REPORT: Attachment
PROPOSED ACTION: To be determined

No action was taken on the item.

(2:14:06)

10 TITLE: **Acting General Manager Compensation**
REPORT: Miller, Memo
PROPOSED ACTION: Adjust compensation for Acting General Manager

Action: Motion by David, second by Bernardo to adjust the compensation for the Acting General Manager. The action passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(2:16:50)

- 11 **TITLE:** **Bills and Claims in the Amount of \$112,822.90**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
 the amount of \$112,822.90 to cover payment of Bills and
 Claims

Public Comment: Brian Rogers noticed a large payment to BHI Consulting and stated he was concerned because a Commissioner pushed for Brent Ives to be the Board facilitator, and then approved another contract for him to provide search services for a new General Manager.

Action: Motion by Parravano, second by Mattusch to approve the Bills and Claims for payment and a transfer in the amount of \$112,822.90 to cover payment of Bills and Claims. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Staff Reports: a) Administration and Finance

12 **Acting General Manager – Grindy (2:23:20)**

Grindy presented the report.

13 **Director of Finance – Galarza (2:24:01)**

Grindy presented the report

14 **Human Resources Manager – (2:24:01)**

Grindy presented the report.

b) Operations

15 **Oyster Point Marina/Park – White (2:26:06)**

White presented the report.

16 **Pillar Point Harbor – Draper (2:27:42)**

Draper presented the report.

Board of Harbor Commissioners

17 A. Committee Reports (2:30:14)

Water Quality and Public Safety Meeting- March 12th

The next Water Quality and Public Safety Meeting is cancelled on Thursday, April 9th and rescheduled for Thursday, May 14th, 7 p.m. at the Resource Conservation District.

B. Commissioner Statements and Requests (2:33:44)

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

David clarified when the General Manager brings staffing concerns to the Board during closed session; it should be treated as confidential information and cannot be discussed.

David stated there is a survey on the Harbor District website to solicit public input regarding the desired qualifications for a General Manager. She stated the advertisement and design from the feedback will be posted by April 1st; however the names of the candidates cannot be revealed because their privacy must be maintained. David also stated that Brent Ives has contacted several agencies as well as individuals who have administrative and management skills. She mentioned the interview process will hopefully take two weeks.

Mattusch stated he was concerned with the staffing levels; however the Harbor District with 30 employees did not need a full-time Human Resources Manager.

Parravano asked where Ernie was, a member of the public who typically attends all South San Francisco meetings but has not come to meetings lately.

Brennan stated she was confused about the General Manager search and asked if it was available to people who are not going through a firm. She stated it should be clarified at a future meeting. Brennan also stated she was confused with the General Manager interview process, and would like to revisit the process so there are no surprises.

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 (2:43:44)

Action: Motion by Mattusch, second by David to agendize an item for the April 15th meeting to discuss of placing an RFP for a part-time Human Resources Manager position with a full-time possibility. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by Bernardo, second by Brennan to bring back the Community Sustainability Plan at the April 15th, 2015 meeting; tentatively if parties are able to do the presentation, otherwise, then at the May 6th, 2015 meeting. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by David, second by Brennan to agendize an item the April 15th agenda to discuss organizing a fishing community event to possibly be held at Skyline College. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by Parravano, second by Brennan to agendize an item for the April 1st agenda to adopt the list of norms. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(2:58:33)

Action: Motion by Brennan, second David by to extend the meeting by one hour. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch

Nays: Parravano

Action: Motion by Brennan, second by Mattusch to present the Facility Conditions Survey prior to the Budget Workshop on April 15th, 2015. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by Brennan, second by David to provide a presentation on the Fish Line application at the April 1st, 2015 meeting. The motion passed

unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

The Board adjourned into Closed Session at 9:35 p.m.

(3:01:39)

Closed Session

18 TITLE: Conference with Real Property Negotiators. California Government Code Section 54956.8.

PROPERTIES:

- **504 Avenue Alhambra, El Granada, CA 94018**
- **225 S. Cabrillo Highway, Half Moon Bay, CA 94019**
- **400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080**
- **270 Capistrano Road, Half Moon Bay, CA 94019**

DISTRICT NEGOTIATORS: **Scott Grindy and Randy Kinghorn**

NEGOTIATING PARTIES:

- **Working Dirt LLC, Billy Daniels**
- **Castro Partners LLC, Marcus Wood**
- **Cushman and Wakefield, Scott Ennis**
- **Point Pillar Properties Developers LLC, Keet Nerhan**

UNDER NEGOTIATION: **Price and terms of payment**

There was no reportable action from Closed Session.

Adjournment

The Board of Harbor Commissioners adjourned the meeting.



Debbie Nixon
Deputy Secretary


Sabrina Brennan
President