

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

May 6, 2015
6:30 p.m.

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

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A.) Roll Call

Commissioners

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

Staff

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

x-absent

B.) Public Comments/Questions — Andy Berskin from Titans of Mavericks, stated Cartel Management was doing a great job of gaining full support of the athletes. (2:22)

Darryl Virosttco, a Titans of Mavericks committee member stated it has been a pleasure working with Cartel Management, and the Titans of Mavericks is going in the right direction. (3:16)

Ian Banner, a Titans of Mavericks committee member, supported the surf competition event and wanted to see it carry on. (4:22)

Colin Dwyer, a surfer in the Titans of Mavericks contest, stated his support for Cartel Management. **(5:12)**

Brian Overfelt stated Cartel Management has done a lot of work for the athletes and the event, and was in support of the event. **(6:36)**

Shawn Dollar, a competitor for the Titans of Mavericks, was in support of Cartel Management, and stated they have shown fairness and honesty to the athletes. **(7:35)**

Ken Collins, a competitor for Titans of Mavericks, was in support for Cartel Management and stated they have been transparent and supportive of the athletes. **(9:38)**

Pete Overfelt, co-owner of Siver Star and Old Princeton Landing, was in support of Cartel Management and stated the surf competition event would benefit the community. **(11:35)**

Cassandra Clark, owner of Maverick's Surf Shop and founder of Mavericks Invitational, stated a partnership was created with Cartel Management for the community, to help with the livelihoods of the athletes and for long-term success. Clark asked for support from the District. **(12:48)**

Brian Waters, the Chief Officer for Cartel Management, stated the athletes, community and the due diligence are what make Cartel Management a first-class organization. **(15:25)**

Anthony Tashnick, a competitor for Titans of Mavericks, stated he was impressed with Titans of Mavericks coming together, and was in support of Cartel Management. **(16:36)**

Jeff Clark, owner of Maverick's Surf Shop and founder of Mavericks Invitational, stated it was important to look at Cartel Management as a long term relationship and asked for the District's support. **(17:50)**

C.) Staff Recognition- Grindy introduced Marcia Schnapp, the District's Temporary Human Resources Manager. He stated Marcia is helping with Human Resources tasks, organizing the move, IT activities as well as other tasks. **(22:16)**

D.) 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.

Item 1, 2, 3 and 4 were pulled from the Consent Calendar.

(24:40)

- 5 TITLE: **Minutes of *Special Meeting April 15, 2015 – 4:00pm***
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Action: Motion by Parravano, second by David to approve the Minutes of Special Meeting April 15, 2015- 4:00 pm. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

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

Action: Motion by David, second by Parravano to approve the Minutes of Meeting March 18, 2015 with a correction on page 5 under Staff Reports: change from Grindy presented Items 12, 13 and 14 to Charles White presented Items 12, 13 and 14. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

- 2 TITLE: **Minutes of *Special Meeting March 30, 2015***
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Action: Motion by Parravano, second by David to approve the Minutes of Special Meeting March 30, 2015. The motion passed.

Ayes: Bernardo, David, Parravano
Abstain: Brennan, Mattusch

(27:14)

- 3 TITLE: **Minutes of Meeting April 1, 2015**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Action: Motion by David, second by Parravano to approve the Minutes of Meeting April 1, 2015.

Ayes: Brennan, David, Parravano
Abstain: Bernardo, Mattusch

(27:48)

4 TITLE: **Minutes of *Special Meeting April 15, 2015 – 1:00pm***
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Parravano, second by Bernardo to approve the Minutes of Special Meeting April 15th, 2015- 1:00 p.m.

Ayes: Bernardo, David, Mattusch, Parravano
Nays: Brennan

E.) New Business

(30:41)

6 TITLE: **Cancellation of Board of Harbor Commissioners Meetings for May 20, 2015 and June 3, 2015; and Reinstate the July 1, 2015 Meeting**
REPORT: Grindy, Memo
PROPOSED ACTION: Cancel the May 20, 2015 and June 3, 2015 meetings and reinstate the July 1, 2015 meeting

Action: Motion by David, second by Bernardo to cancel the June 3, 2015 meeting, July 1, 2015 meeting, and not to cancel the May 20th, 2015 meeting. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch
Nays: Parravano

(32:21)

7 TITLE: **Bills and Claims in the Amount of \$215,431.38**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$215,431.38 to cover payment of Bills and Claims

Action: Motion by Parravano, second by Mattusch to approve the Bills and Claims for payment and a transfer in the amount of \$215,431.38 to cover payment of Bills and Claims. The motion passed.

Ayes: Bernardo, David, Mattusch, Parravano
Nays: Brennan

(38:33)

8 TITLE: **Authorization to Pay Bills and Claims Occurring Between May 7, 2015 and June 16, 2015 in an Amount Not to Exceed \$550,000**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Authorize payment of Bills and Claims occurring between May 7, 2015 and June 16 , 2015 in an amount not to exceed \$550,000

Action: Motion by Parravano, second by Bernardo to authorize payment of Bills and Claims occurring between May 7, 2015 and June 16, 2015 in an amount not to exceed \$550,000. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(40:14)

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

Action: Motion by Parravano, second by Brennan to accept the quarterly investment balances report. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(42:37)

10 TITLE: **Authorize Award of Contract to Regional Government Services for Interim Management Services**
REPORT: David, Resolution
PROPOSED ACTION: Adopt Resolution 09-15 awarding contract to Regional Government Services

Action: Motion by David, second by Mattusch to adopt Resolution 09-15 awarding contract to Regional Government Services. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(45:42)

11 TITLE: **Acting General Manager Compensation**
REPORT: Miller, Galarza, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 10-15 to clarify compensation for Scott Grindy, Acting General Manager, in the amount of \$150,575.88 per year, effective January 1, 2015

Action: Motion by Brennan, second by David to adopt Resolution 10-15 with the additional sentence under “Therefore, be it resolved, “for so long as he is Acting General Manager” to clarify compensation for Scott Grindy, Acting General Manager, in the amount of \$150,575.88 per year, effective January 1, 2015. The motion passed unanimously.

Ayes: Bernardo, Brennan, David. Mattusch, Parravano

(50:14)

12 TITLE: **Adopting and Affirming Factual Findings made During the Harbor District March 4, 2015 Public Meeting Regarding Three Captains Sea Products’ Request to Maintain a Second Hoist on Johnson Pier**
REPORT: Miller, Resolution
PROPOSED ACTION: Adopt Resolution 11-15

Public Comment: John Dooley stated he was upset because there was already a resolution to have Three Captains Sea Products remove the hoist in July, and the current resolution states “Staff planned documents”. Dooley stated that Brennan prepared the documents.
(50:39)

Action: Motion by David, second by Mattusch to adopt Resolution 11-15: adopt and affirm factual findings made during the Harbor District March 4, 2015 Public Meeting regarding Three Captains Sea Products’ request to maintain a second hoist on Johnson Pier. The motion passed.

Ayes: Brennan, David, Mattusch
Nays: Bernardo, Parravano

(56:10)

13 TITLE: **Agreement with Search Firm, BHI Consulting**
REPORT: Grindy, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 12-15 to authorize amending agreement with BHI Consulting to increase the not-to-exceed amount by \$10,500

Action: Motion by David, second by Mattusch to adopt Resolution 12-15 to authorize amending agreement with BHI Consulting to increase the not-to-exceed amount by \$10,500. The motion passed unanimously.

Ayes: Bernardo, Brennan, David. Mattusch, Parravano

(58:21)

14 TITLE: **Special Use Permit for the Coastside Fishing Club**
REPORT: Merlo, Memo
PROPOSED ACTION: Approve the Special Use Permit for the Coastside Fishing Club and waive the fees associated with the event

Action: Motion by Parravano, second by Bernardo to approve the Special Use Permit for the Coast side Fishing Club and waive the fees associated with the event. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(59:49)

15 TITLE: **Discussion and possible Approval of Draft Letter to BCDC Expressing Concern About Increased Sand Mining in San Francisco Bay**
REPORT: David, Memo
PROPOSED ACTION: To be determined

David presented the item.

Action: Motion by Parravano, second by Bernardo to approve the letter to BCDC regarding the increase of sand mining in San Francisco Bay. The motion passed.

Ayes: Bernardo, Brennan, David, Parravano
Abstain: Mattusch

(1:07:02)

16 TITLE: **Outreach Event with the College of San Mateo (CSM) to Promote Sustainable Seafood Saturday**
REPORT: David, Memo
PROPOSED ACTION: Approve participation in Sustainable Seafood Saturday program, and authorize the Acting General Manager to spend up to \$1,000 in support of such participation

Public Comment: Kathryn Slater-Carter supported the event and stated it would be great to reach out to Whole Foods and specialty markets in the area such as Lunardi's for support. (1:15:15)

Action: Motion by David, second by Brennan to approve participation in Sustainable Seafood Saturday program, and authorize the Acting General Manager to spend up to \$500.00 in support of such participation. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:22:36)

17 TITLE: **Draft Preliminary Operating and Capital Budget for Fiscal Year 2015/16**
REPORT: Grindy, Draft preliminary Operating and Capital Budget for Fiscal Year 2015/16, Resolution
PROPOSED ACTION: Adopt Resolution 14-15 to approve Preliminary Operating and Capital Budget for Fiscal Year 2015/16 and authorize issuance of a public notice for public budget review and comment and specify a date, time and place for fixing (adopting) the final budget

Action: Motion by Parravano, second by Mattusch to adopt Resolution 14-15 to approve the Draft Preliminary Operating and Capital Budget for Fiscal Year 2015/16. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:28:34)

18 TITLE: **Mural for Electrical Panel in Front of Pillar Point Harbor Masters Office**
REPORT: Draper, Memo
PROPOSED ACTION: Authorize Acting General Manager to enter into Contract with Sabrina Muscot for creation of Mural in the not to exceed amount of \$1,700.

Action: Motion by Parravano, second by Bernardo to authorize Acting General Manager to enter into Contract with Sabrina Muscot for creation of Mural for the electrical panel in front of Pillar Point Harbor in the not to exceed amount of \$1,700.

Ayes: Bernardo, David, Mattusch, Parravano

Nays: Brennan

F.) Staff Reports: a) Administration and Finance

19 Acting General Manager – Grindy (1:45:43)

Grindy presented the item.

20 Director of Finance & Human Resources – Galarza (1:59:28)

Schnapp presented the item.

b) Operations

21 Oyster Point Marina/Park – Merlo (2:01:54)

Merlo presented the item.

22 Pillar Point Harbor – Draper (2:05:43)

Draper presented the item.

G.) Board of Harbor Commissioners

23 A. Committee Reports (2:09:34)

Communications and Marketing Committee – Brennan (03/26/15)

General Manager Search- David (03/30/15)

B. Commissioner Statements and Requests (2:26:52)

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

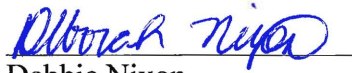
Bernardo thanked Grindy for helping to keep the District moving forward while he was the Acting General Manager. He also welcomed the new Interim General Manager, Glenn Lazof. **(2:27:11)**

Parravano thanked Grindy for all the work and dedication to the District as the Acting General Manager. He also thanked Draper and Merlo for all their hard work as Acting Harbormasters for Pillar Point Harbor and Oyster Point Marina. Parravano welcome the Interim General Manager, Glenn Lazof. He also wanted to make sure the positions will be transitioned as of May 13th, 2015. **(2:28:05)**

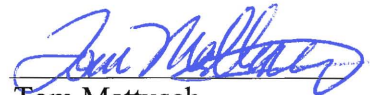
2. Any Commissioner wishing to place an item on a future agenda may make a motion to place such an item on a future agenda- None (2:31:11)

H.) Adjournment

Action: Motion by Mattusch, second by Parravano to adjourn the meeting. The meeting adjourned at 9:30 p.m. The motion passed unanimously.



Debbie Nixon
Deputy Secretary



Tom Mattusch
President