San Mateo County Harbor District Board of Harbor Commissioners

Meeting Minutes

October 21, 2015 6:30 p.m. Municipal Services Building 33 Arroyo Drive South San Francisco, CA 94080

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Persons requiring special accommodation with respect to physical disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400.

A.) Roll Call

Commissioners

Tom Mattusch, President Vacant, Vice President Robert Bernardo, Secretary Pietro Parravano, Treasurer Sabrina Brennan, Commissioner

Staff

Glenn Lazof, Interim General Manager Vacant, Director of Finance Marcia Schnapp, Interim Administrative Services Manager Scott A. Grindy, Harbor Master Melanie Hadden, Temporary Deputy Secretary Steven Miller, District Counsel

B.) Public Comments/Questions –

The Public may directly address the Board of Harbor Commissioners for a limit of three 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, Board of Harbor Commissioners that is not on the regular Agenda. If a member of the public wishes to address the Board on an Agenda Item, that person must complete a Public Speaker Form and wait until that Item comes up for discussion. Agenda material may be reviewed at the administration offices of the District, 504 Avenue Alhambra, 2nd Floor, El Granada, CA 94018 or online at www.smharbor.com.

(0:52)

Shaunn Cartwright – Commented that there is one more to go before we have a brand new Commission.

James Lee Han – Stated that the Board should replace Harbor Master with two Assistant Harbor Masters.

C.) Staff Recognition – Glenn Lazof recognized Scott Grindy for all the good work he has done.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

Consent items 1 and 2 pulled.

1 TITLE:

Approve Fourth Amendment Extending Interagency Agreement with Regional Government Services (RGS) for Interim General Manager, Public Information Officer, Human Resources Advisor, Finance Project Management, and Administrative Services through December 31, 2015 and Increase

Not to Exceed Amount \$70,000

REPORT:

Lazof/ Memo

PROPOSED ACTION:

Adopt Resolution 49-15 to extend RGS contract, Increase Total Amount of Agreement to \$270,000

Action: Motion by Brennan to approve fourth amendment extending interagency agreement Regional Government Services (RGS) for Interim General Manager, Public Information Officer, Human Resources Advisor, Finance Project Management, and Administrative Services through December 31, 2015 and Increase Not to Exceed Amount \$70,000, second by Mattusch.

Ayes: Bernardo, Brennan, Parravano, Mattusch

(19:46)

2 TITLÉ:

Amendments to Interim Capital Improvement Plan

REPORT:

Lazof, Memo,

PROPOSED ACTION:

Add recommended Capital Improvement Projects to Interim List

- 1) From Fish Buyers Workshop: Replace Pier Deck, Replace Wood Deck under Refrigerators
- 2) From Finance Committee Harbor Dredging, New Financial Systems including Replacement to The

Marina Program and Fund Balance.

Action: Motion by Mattusch to amend the interim capital improvement plan, second by Brennan.

Ayes: Bernardo, Brennan, Parravano, Mattusch

E.) Old Business

F.) New Business

3 TITLE: Bil

Bills and Claims in the Amount of \$209,291.63

REPORT:

Bills and Claims Detailed Summary

PROPOSED ACTION:

Approval of Bills and Claims for payment and a transfer

in the amount of \$209,291.63 to cover payment of Bills

and Claims

Action: Motion by Parravano to approve bills and claims in the amount of

\$209,291.63, second by Bernardo.

Ayes: Bernardo, Parravano, Mattusch

Abstain: Brennan

4 TITLE:

Vacancy on Harbor District Board of

Commissioners

REPORT:

Lazof/ Memo

PROPOSED ACTION:

The Commission will consider direction to Staff

regarding filling the vacancy created by the resignation

of Nicole David.

Public Comments: (40:39)

James Lee Han – Against special election Shaunn Cartwright – Against special election

Action: Motion by Bernardo to fill the vacancy by appointment, second by Mattusch.

Ayes: Bernardo, Brennan, Mattusch

Nays: Parravano (59:44)

Action: Motion by Mattusch to fill vacancy on November 16, second by Parravano.

Ayes: Bernardo, Brennan, Parravano, Mattusch

Action: Motion by Mattusch to require candidate to submit Letter of interest, proof of being a registered voter in San Mateo County, letter describing your vision for the Harbor, how you intend to work towards accomplishing Harbor goals and a resume, second by Brennan

Ayes: Bernardo, Brennan, Parravano, Mattusch

Action: Motion by Mattusch to instruct interim general manager to issue the invitation to candidates to apply for the Harbor Commissioner vacancy. It will require candidate to submit:

- 1) Letter of interest
- 2) Proof of being a registered voter in San Mateo County
- 3) Letter describing your vision for the Harbor and how you intend to work towards accomplishing Harbor goals.
- 4) Resume

The meeting will be on November 16, 2015 on the Half Moon Bay side and the deadline for receipt of the application is November 9, 2015, second by Brennan.

Ayes: Bernardo, Brennan, Parravano, Mattusch

5 TITLE:

Review of Prioritization of Commissioner Requests

REPORT:

Lazof/ Memo

PROPOSED ACTION:

Commission may direct to Staff regarding prioritization

of information and action requests from individual

Commissioners.

(1:31)

Public Comments:

Shaunn Cartwright - Against James Lee Han - Against

No action taken.

6 TITLE:

Discussion and possible action regarding IT equipment refund for three firewalls and twelve

corresponding one year support subscriptions.

(Commissioner Brennan)

REPORT:

Schnapp/Memo

PROPOSED ACTION:

Direction to staff regarding refunds

(1:56:30)

Public Comments:

(2:01:57)

Brian Rogers – Informational James Lee Han – Informational Shaunn Cartwright – Informational

No action taken.

G.) Staff Reports: a) Administration and Finance

(2:14:25)

- 7 Interim General Manager Lazof
- 8 Director of Finance
- 9 Interim Administrative Services Manager Schnapp

b) Operations

(2:30)

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

H.) Board of Harbor Commissioners

A. Committee Reports

Finance Committee:

Recommendations regarding Scope of the Committee

The Board will consider a committee recommendation defining the Scope of the Committee.

Motion: Motion by Mattusch to except the Finance Committee responsibilities as written on Item 11, Second by Brennan.

Ayes: Bernardo, Brennan, Parravano, Mattusch (2:40:46)

- B. Commissioner Statements and Requests
 - 1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.
 - 2. Any Commissioner wishing to place one item on a future agenda may do so at this time. Any Commissioner wishing to place more than one item on any future agenda may make a motion to place such item(s) on the agenda and must have a majority vote of the Board to do so.

I.) Closed Session

12 TITLE:

Conference with Labor Negotiator Pursuant to

Government Code Section 54957.6

DISTRICT

Deborah Glasser, Vanessa Buffington, Glenn Lazof

REPRESENTATIVES:

EMPLOYEE

Operating Engineers Local Union 3 and Teamsters

ORGANIZATIONS:

Local Union 856

J.) Adjournment

This meeting adjourned at 9:21 PM. The next scheduled meeting will be held on November 4, 2015 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay, CA 94019 at 6:30 p.m.

Melanie Hadden

Temporary Deputy Secretary

Tom Mattursch

President