

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

January 15, 2014  
6:00 p.m.

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

## Roll Call

### Commissioners

Robert Bernardo, President  
Pietro Parravano, Vice President  
x 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, Harbor Master  
Jean Savaree, District Counsel

x= Absent

## Public Comments/Questions –

Brian Rogers, Erik Simonson, Paul Mahler, John Ullom, David Mallory, Leonard Woren,  
Mike McHenry

## Staff Recognition- None

- 1 TITLE: **Presentation of California Assembly Resolution by Honorable Kevin Mullin, 22<sup>nd</sup> Assembly District, Honorable Richard S. Gordon, 24<sup>th</sup> Assembly District, Honorable Jerry Hill, 13<sup>th</sup> Senate District, and Honorable Leland Y. Yee, 8<sup>th</sup> Senate District Commending San Mateo County Harbor District's 80<sup>th</sup> Anniversary**
- REPORT: Presentation by Mario Rendon, Office of Assemblyman Mullin
- PROPOSED ACTION: Accept Resolution





- 3     **TITLE:**                             **Minutes of Meeting of December 4, 2013, 2013**  
       **REPORT:**                         Draft minutes  
       **PROPOSED ACTION:**           Approval

**Action:** Motion by Holsinger, second by Parravano to approve the minutes of meeting November 20, 2013. The motion passed

Ayes:             3

Nays:             1 (Brennan)

- 4     **TITLE:**                             **Certified Employment List for Accounting Technician/  
  Administrative Assistant**  
       **REPORT:**                         Certified Employment List  
       **PROPOSED ACTION:**           Adopt Certified Employment List

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

Ayes:             4

Nays:             0

- 5     **TITLE:**                             **Leave of Absence Request for Katherine Mickelson:  
  Maternity Leave**  
       **REPORT:**                         Leave of Absence Form  
       **PROPOSED ACTION:**           Approve Unpaid Leave of Absence for Katherine Mickelson's  
  Maternity Leave

**Action:** Motion by Brennan, second by Bernardo to approve unpaid leave of absence for Katherine Mickelson's maternity leave. The motion passed unanimously.

Ayes:             4

Nays:             0

## Commissioner Requests

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

Brennan moved to have a future Closed Session item about the fish buying leases and fees.

**Action:** Motion by Brennan, second by Bernardo to have a future Closed Session item discussing fish buying leases and fees. The motion passed.

Ayes: 2

Nays: 1 (Holsinger)

Abstain: 1 (Parravano)

Brennan stated there a bill was put forth which limits lifetime health benefits for part-time elected officials in California. She stated she would like an Agenda item for the Board to review health benefits.

Bernardo asked Brennan if she would like an informational report for the review of health benefits. Brennan stated she could make a report herself, but not sure with staff. Bernardo stated it would be staff's job to come up with the information. Harris stated Brennan could send her thoughts and she would check with the attorney who works on health benefits, and that staff would create an informational report.

Brennan stated an Agenda item should include the Public Records Request (PRA) process and how to better manage processing reports. She stated it could be an informational item. Brennan stated it should include discussion of the Public Records Request (PRA) process as well as including some examples such as AR reports.

Bernardo asked Grenell if he could include an informational report on a future agenda on the Public Records Request (PRA) process. Grenell stated yes.

Grenell stated he could not guarantee getting all of the informational reports requested on the next agenda because research needed to be done and would take time.

Brennan asked what the status was on the process for hiring an outside facilitator.

Bernardo asked if Grenell would answer it in his Manager's Report. Grenell stated he would answer it at the present moment. Grenell stated his plan was to contact the Commissioners and candidates for a Special Board Meeting, to identify a date in February where everyone would be able to attend. He stated the Special Meeting would only consist of Public Comment and the interviews which would be done in Open Session.

Brennan stated she requested several lease analysis reports dating back to 2006: Ketch Joannes, Pillar Point Harbor RV lot, Oyster Point Marina Bait and Tackle and Oyster Point Marina King Adventures. She stated when she requested the documents, she would be provided with a lease analysis report specific to the fish buyers. Brennan stated there was actually not a 2006 lease analysis for the fish buyers. She asked Grenell if that was correct. Grenell responded with yes. She asked when the lease analysis reports would be available. Grenell stated he received information from Counsel and needed to review it before responding to Brennan's concern. He stated he would review it within the next couple of days, and she would get a response accordingly.

Bernardo stated the policies from 1998 needed to be updated and it was a good time to add an agenda item discussing policy updates. He stated he would let staff determine when to include the agenda item. Grenell stated a memo will be presented at the next meeting.

Bernardo stated he liked the idea of looking into a Lifetime Commissioners Health Care Benefit Policy. He stated he wanted to propose the idea that any new Commissioner taking office January 1, 2015 will not have health benefits on a District level so that it is on same level as the new State policy. Bernardo stated Brennan's request for the Lifetime Commissioners Health Care Benefit Policy was more of a review; whereas, his was a proposal.

Grenell suggested providing an informational report which states the overall situation with District policies and other relative subjects, and follow with the proposal.

## **New Business, Cont'd.**

- 8    TITLE:                                    **Selection of Lowest Responsible Bidder: Pillar Point Harbor Concession Building Sewer Line Replacement**
- REPORT:                                   Grindy, Memo, Attachment
- PROPOSED ACTION:                    Accept the bid of NorCal Pipeline Services in the amount of \$163,250 as lowest responsible bidder and authorize the General Manager to execute a contract with NorCal Pipeline Services in an amount not to exceed \$187,738 (\$163,250 bid amount plus 15% contingency of \$24,487).



- 11 TITLE: **Informational Report: Regional Sea Level Rise Issues**  
REPORT: Grenell, Memo

Grenell spoke on Item 11.

- 12 TITLE: **Informational Report: Johnson Pier Hoists**  
REPORT: Grenell, Grindy, Memo

Grenell and Grindy spoke on the memo.

**Public Comment on Item 12:** Porter McHenry

- 13 TITLE: **Informational Report: Collections and Lien Procedures**  
REPORT: Grenell, Grindy, Galarza, Memo

Grenell and Grindy spoke on the memo.

**Public Comment on Item 13:** John Ullom

- 14 TITLE: **Informational Report: District Drug and Alcohol Policy**  
REPORT: Harris, Memo, Attachments

Harris spoke on the memo and attachments.

## **Continued Business**

- 15 TITLE: **Informational Report: Provision of Free WiFi at District Harbor**  
REPORT: Grenell, Harris, Memo

Harris spoke on the memo.

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

**16 General Manager – Grenell**

Grenell spoke on his report.

**17 Public Comment on Item 16: Brian Rogers, John Ullom  
Director of Finance – Galarza**

Harris stated she would take questions on behalf of Galarza.

**18 Human Resources Manager – Harris**

Harris spoke on her report.

## **b) Operations**

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

Grindy spoke on his report.

## **Board of Harbor Commissioners**

**20 A. Committee Reports- None**

**B. Commission Statements**

The Board of Harbor Commissioners may make public statements.

Bernardo stated he received a letter from Dr. Mary Larenas from Moss Beach which should be included in the minutes.

Holsinger stated it was time to consider a certified appraisal of the fish buyer tenants.

Brennan stated the California Special Districts Association sent the Board their current catalogue for 2014. She stated they have excellent classes which were helpful for Board members.

# Adjournment

**Action:** Motion by Brennan, second by Parravano to adjourn the meeting. The motion passed unanimously.

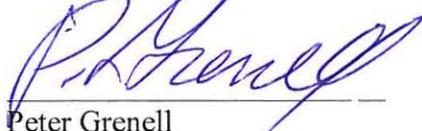
Ayes: 4

Nays: 0

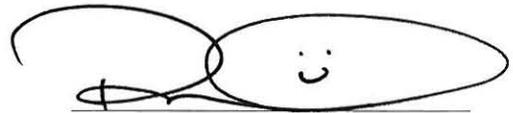
The meeting adjourned at 10:00 p.m.

The next scheduled meeting will be held on February 5, 2014 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 6:00 p.m.

Agenda Posted As Required:  
January 8th at 3:30 p.m.



Peter Grenell  
Acting Deputy Secretary



Robert Bernardo  
President