

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

February 18, 2015
6:30 p.m.

Municipal Services Building
****Butterfly Room****
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

Scott A. Grindy, Acting General Manager &
Treasurer
x Debra Galarza, Director of Finance
Marietta Harris, 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 — Charlsetta Micallef spoke regarding her temporary employment with the Harbor District. (1:35)

Staff Recognition — None

Grindy pulled Item 7 from the agenda. (5:25)

Urgency Item (5:30)

Action: Motion by Mattusch, second by David to add the urgency item to the Agenda. The motion passed.

TITLE: **Vessel Abatement Activity Oyster Point Marina**
REPORT: Memo
PROPOSED ACTION: Authorize the Acting General Manager to approve the purchased services for the removal of 4 vessels from Oyster Point Marina

Action: Motion by Bernardo, second by Mattusch to approve vessel removal services for a total of four (4) boats at Oyster Point Marina in the amount of \$17,150 to the company Windward Cay Marine. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

(7:55)

1 TITLE: **Minutes of Meeting January 21, 2015**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by David, second by Parravano to approve the consent calendar. The motion passed.

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

Item 2 was pulled from the consent calendar.

New Business

(9:01)

- 3 TITLE: **Presentation from LAFCo**
 REPORT: Martha Poyatos
 PROPOSED ACTION: Information only

Martha Poyatos made a presentation.

(37:45)

- 2 TITLE: **Standing Committee By-Laws**
 REPORT: Brennan, Attachment
 PROPOSED ACTION: Adopt Standing Committee By-Laws

Brennan presented the item.

Public Comment: Leonard Woren stated the Committees are advisory and not decision making Committees; therefore, the Form 700 and Brown Act issues do not apply to advisory Committees. (44:22)

Action: Motion by David, second by Mattusch to adopt the Standing Committee By-Laws. The motion passed.

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

(51:03)

- 4 TITLE: **Special Event Permit for Dolphin South End Runners**
 REPORT: Harris, Memo, Application
 PROPOSED ACTION: Waive fee for Athletic Event Permit for non-profit organization Dolphin South End Runners for two (2) race events at Oyster Point Marina/Park on June 14, 2015 and September 6, 2015

Harris presented the item.

Action: Motion by Parravano, second by David to waive fee for Athletic Event Permit for non-profit organization Dolphin South End Runners for two (2) race events at Oyster Point Marina/Park on June 14, 2015 and September 6, 2015. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(52:38)

- 5 TITLE: **Letter to Coastal Regional Sediment Management Plan**
 REPORT: David, Letter
 PROPOSED ACTION: Approve Letter and authorize Acting General Manager to send

David presented the item.

Public Comment: Leonard Woren stated he supported anything that would help solve the problem with Surfer's Beach. (57:48)

Action: Motion by Parravano, second by Bernardo to approve the letter and authorize the Acting General Manager to send the letter with the changes made. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:06:19)

- 6 TITLE: **Travel and Attendance at the California Harbor Master & Port Captains Board Meeting: Lake Tahoe, NV for the Acting General Manager or Designee**
 REPORT: Grindy, Memo
 PROPOSED ACTION: Approve attendance for the California Harbor Masters and Port Captains Board meeting

Grindy presented the item.

Action: Motion by Parravano, second by David to approve attendance for the California Harbor Masters and Port Captains Board meeting. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

- 7 TITLE: **Acting General Manager Compensation**
 REPORT: Harris, Memo
 PROPOSED ACTION: Approve compensation increase for Acting General Manager

This item was pulled from the Agenda.

(1:10:31)

- 8 TITLE: **Mid-Year Budget Review for Period Ending December 31, 2014**
 REPORT: Grindy, Budget Review
 PROPOSED ACTION: To be determined

Action: Motion by Brennan, second by David to postpone consideration of the item until a future meeting at which point staff could provide the appropriate personnel qualified to answer questions. The motion passed.

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

(1:21:32)

- 9 TITLE: **Bills and Claims in the Amount of \$631,857.83**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$631,857.83 to cover payment of Bills and Claims

Action: Motion by Mattusch, second by Bernardo to approve Bills and Claims for payment and a transfer in the amount of \$631,857.83 to cover payment of Bills and Claims. The motion passed.

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

Staff Reports: a) Administration and Finance

10 Acting General Manager – Grindy (1:26:12)

Grindy presented the item.

11 Director of Finance – Galarza (1:27:35)

Harris presented the item for the Director of Finance.

12 Human Resources Manager – Harris (1:27:55)

Harris presented the item. She also gave notice that her last day working for the Harbor District would be on March 6, 2015.

b) Operations

13 Oyster Point Marina/Park – White (1:28:36)

White presented his item.

14 Pillar Point Harbor – Draper (1:30:58)

Draper presented his item.

Board of Harbor Commissioners

15 A. Committee Reports (1:32:58)

David corrected the date for the Executive Search Committee meeting from Thursday, January 29th, 2015 to Monday, January 26th, 2015.

David stated the Standing Committee for the Water Quality and Public Safety meeting was held on February 12th, 2015.

Brennan stated there was a Communication and Marketing Committee held on Monday, February 16th, 2015 at 7 p.m. at the Half Moon Bay Yacht Club.

B. Commissioner Statements and Requests (1:48:55)

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

Parravano stated he has not been notified of what the process was for calling Committee meetings. He requested that all Commissioners be notified of what the process is for a special meeting.

Parravano stated it is the time of year where the State and Federal government start the annual review for the 2015 Recreational and Commercial Salmon season. He stated there is an informational meeting on February 26, 2015 which will be held at the Santa Rosa Water Agency from 9-6 p.m. Parravano mentioned there are two Federal Government meetings. The first one will take place in Vancouver, Washington, the week of March 9th, 2015, and will consist of three strategies for Salmon season. The second one will take place in Rohnert Park, the week of April 11th, 2015 and the final decision for the final Salmon season will be made. Parravano

stated that Salmon season has not been doing well the last few years, and public support for establishing seasons is greatly appreciated. He also mentioned the decrease in salmon is hindering revenue for the District and raises a concern.

Parravano stated an observation from the night's meeting that the Committee Meeting's topics and agendas are coast side-centered. He asked to look into venues for the Committee Meetings for both Oyster Point Marina and Pillar Point Harbor in order to provide equal jurisdiction, engagement and involvement in the public process.

Bernardo stated he had the pleasure of working with Mrs. Harris since he was elected in 2010. He stated she has not only worked as a Human Resources Manager but also worked on IT, Public Record's Requests, many agenda reports as well as other duties. Bernardo personally thanked Harris for all the work she has done.

David stated she met with the RV leaseholders and a member of the Midcoast Community Council and addressed two out of the four concerns by the Midcoast Community Council, which were coastal views and glaring lights. She stated the leaseholder agreed to use dimmer lightbulbs and to change them soon, as well as look into options for shading the existing story light fixtures. David also stated the leaseholder agreed to trim the trees along the fence line and plant California native shrubs.

Brennan stated there are a few outstanding Committees that the retired General Manager was designated to represent the District. She stated at some point there needs to be an update and designate someone new.

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 Parravano, second by Bernardo to place an item on the agenda for the next meeting that allows the commission to revisit the decision of the RFP for legal services for the Harbor District, which was Item 13 on the January 21, 2015 meeting. The motion passed.

Ayes: Bernardo, David, Parravano

Nays: Brennan

Abstain: Mattusch

Action: Motion by Parravano, second by Bernardo to place an item on the next agenda for a proclamation for Marietta Harris.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by David, second by Bernardo to agendize a draft proposal for water quality monitoring for discussion on either the March 4th or March 18th, 2015 meeting.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by Brennan, second by Mattusch to have staff provide a list of future agenda items in the Board packets.

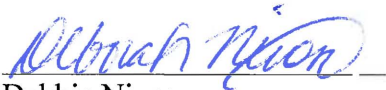
Ayes: Brennan, David, Mattusch

Nays: Bernardo, Parravano

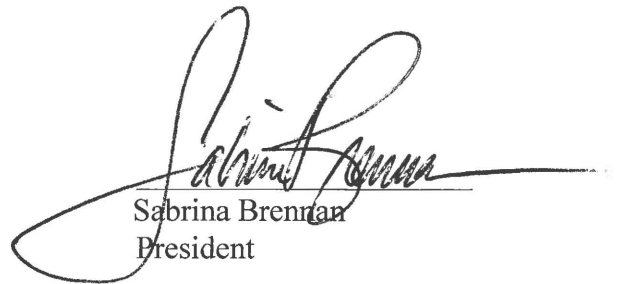
Adjournment

Action: Motion by Brennan, second by Parravano to adjourn the meeting. The motion passed at 8:41 p.m.

Agenda Posted As Required:
February 12th at 1:00 p.m.



Debbie Nixon
Deputy Secretary



Sabrina Brennan
President