

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

**July 16, 2014  
6:00 p.m.**

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

## **Roll Call**

### **Commissioners**

Pietro Parravano, President  
x James Tucker, Vice President  
William Holsinger, Treasurer &  
Secretary  
Sabrina Brennan, Commissioner  
Robert Bernardo, Commissioner

### **Staff**

Peter Grenell, General Manager  
x Debra Galarza, Director of Finance  
Marietta Harris, Human Resource Manager  
Scott A. Grindy, Harbor Master  
Steven Miller, District Counsel  
Debbie Nixon, Deputy Secretary

x-absent

Brennan entered the room at 6:02 p.m.

**Public Comments/Questions** — None.

**Staff Recognition** — Grindy recognized Pillar Point Harbor Deputy Harbor Masters C. Smith and Arington for their rescue efforts on July 5, 2014 of a disabled vessel. He stated that letters of appreciation are included in his manager's report.

Parravano welcomed new District Legal Counsel Steven Miller who works for the firm Hanson Bridgett LLP. Miller introduced colleague Pat Miyaki who was in the audience as an observer.

Brennan requested that item 19 be moved to the beginning on the Agenda because she will be leaving the meeting after item 7 is taken up. Parravano took note of the request.

## Continued Business

- 1      TITLE:                                    **Second Amendment to Inter-Agency Agreement Between Harbor District and San Mateo County Resource Conservation District: Water Quality Assistance for FY2014-2014; and Amendment to the FY 2014-15 Budget by Resolution**
- REPORT:                                      Grenell, Memo, Attachment, Resolution
- PROPOSED ACTION:                        Approve second amendment to Inter-Agency Agreement between the San Mateo County Harbor District and Resource Conservation District (RCD) to restate and augment the first amendment approved on June 18, 2014 and amend work scope in the RCD's Water Quality Assistance Proposal attached as Exhibit B; and adopt Resolution 20-14 to augment the FY 2014-15 Budget in the amount of \$18,719.00.

**Action:** Motion by Holsinger, second by Brennan to approve second amendment to the Inter-Agency Agreement between the San Mateo County Harbor District and Resource Conservation District (RCD) to restate and augment the first amendment approved on June 18, 2014 and amend work scope in the RCD's Water Quality Assistance Proposal attached as Exhibit B; and to adopt Resolution 20-14 to augment the FY2014/15 budget in the amount of \$18,719.00. The motion passed unanimously.

Ayes:                                        Bernardo, Brennan, Holsinger, Parravano  
Absent:                                      Tucker

- 2      TITLE:                                    **Maritime Legal Services: Cox Wooten Lerner: Additional Task**
- REPORT:                                      Grenell, Memo
- PROPOSED ACTION:                        Approve additional maritime legal services task to be performed by the firm Cow Wooten Lerner Griffin Hansen & Poulos LLP pursuant to Section 4 Additional Services of their contract with the Harbor District, in an amount not to exceed \$5,000.00

**Action:** Motion by Holsinger, second by Bernardo to approve additional maritime legal services task to be performed by firm Cox Wooten Lerner Griffin Hansen & Poulos LLP pursuant to Section 4 Additional Services of their contract with Harbor District, in an amount not to exceed \$5,000.00. The motion passed.

Ayes:                                        Bernardo, Brennan, Holsinger, Parravano  
Absent:                                      Tucker

- 3      TITLE:                                    **Augment Contract for Commission Facilitation for BHI Management Consulting**  
REPORT:                                    Grenell, Memo, Attachment, Resolution  
PROPOSED ACTION:                    Adopt Resolution 24-14 to augment contract for Commission facilitation for BHI Management Consulting in an amount not to exceed \$15,750.00

**Public Comment:** John Ullom

**Action:** Motion by Holsinger, second by Bernardo to adopt Resolution 24-14 to augment contract for Commission facilitation for BHI Management Consulting in an amount not to exceed \$15,750.00. The motion passed.

Ayes:                    Bernardo, Brennan, Holsinger, Parravano  
Absent:                Tucker

- 4      TITLE:                                    **Amend District Rates and Fees Schedule for Oyster Point Maria/Park for FY2014/15**  
REPORT:                                    Galarza, Attachments, Resolution  
PROPOSED ACTION:                    Adopt Resolution 22-14 to amend the Rates and Fees Schedule for Oyster Point Marina/Park for FY2014/15

This item was postponed.

- 5      TITLE:                                    **Amend District Rates and Fees Schedule for Pillar Point Harbor for FY2014/15**  
REPORT:                                    Galarza, Attachments, Resolution  
PROPOSED ACTION:                    Adopt Resolution 23-14 to amend the Rates and Fees Schedule for Pillar Point Harbor for FY2014-15

This item was postponed.

## **New Business**

- 6      TITLE:                                    **California Special District Association (CSDA) 2014 Board Elections, Seat C**  
REPORT:                                    Grenell, Attachment  
PROPOSED ACTION:                    To be determined

**Action:** Motion by Brennan, second by Bernardo to nominate Kathryn Slater-Carter for CSDA Seat C. The motion passed.

Ayes: Bernardo, Brennan, Parravano  
Abstain: Holsinger  
Absent: Tucker

- 7 TITLE: **Amendment to Harbor Master's Employment Agreement and Increment**  
REPORT: Grenell, Memo, Attachments  
PROPOSED ACTION: (1) Approve amendment to Harbor Master Scott A. Grindy's employment agreement memorandum of understanding (MOU) Section 4.A to provide for pay steps; and  
(2) Approve pay increment to Step E \$133,622.43

**Action:** Motion by Holsinger, second by Bernardo to approve amendment to Harbor Master Scott A. Grindy's employment agreement memorandum of understanding (MOU) Section 4.A to provide for pay steps. The motion passed.

Ayes: Bernardo, Holsinger, Parravano  
Nays: Brennan  
Absent: Tucker

**Action:** Motion by Holsinger, second by Bernardo to approve pay increment to Step E \$133,622.43. The motion passed.

Ayes: Bernardo, Holsinger, Parravano  
Nays: Brennan  
Absent: Tucker

19 B. Agenda Setting

**Action:** Motion by Brennan, second by Bernardo to agendize an information report on a future agenda to update the Board on the status of the audit regarding the fish buying fees. The motion failed. (Brennan asked Miller to reconsider whether the motion failed. See Minutes of August 6, 2014 meeting for the subsequent determination that the motion in fact passed).

Ayes: Bernardo, Brennan  
Nays: Holsinger  
Abstention: Parravano  
Absent: Tucker

**Action:** Motion by Brennan, second by Bernardo to agendize an information report on a future agenda to update the Board regarding the work of Dornbusch Associates who was hired by the District to analyze fish buying fees and the report should include the cost of their work. The motion failed. (Brennan asked Miller to reconsider whether the motion failed. See Minutes of August 6, 2014 meeting for the subsequent determination that the motion in fact passed).

Ayes: Bernardo, Brennan  
Nays: Holsinger  
Abstain: Parravano  
Absent: Tucker

**Action:** Motion by Brennan, second by Bernardo to agendize an information report from the General Manager to update the Board regarding the California Maritime Infrastructure Authority (CMIA) and why CMIA operates out of the District’s Administration office. The motion passed.

Ayes: Bernardo, Brennan, Holsinger, Parravano  
Absent: Tucker

Brennan left the meeting at 7:09 p.m.

- 8      TITLE:                                      **Removal of Five Vessels from Oyster Point Marina/Park**  
REPORT:                                      Grindy, Memo, Attachment  
PROPOSED ACTION:                      Authorize General Manager to approve the removal and destruction services from San Diego Boat Movers of five vessels from Oyster Point Marina/Park in an amount not to exceed \$38,000.00

**Action:** Motion by Holsinger, second by Bernardo to authorize General Manager to approve the removal and destruction services from San Diego Boat Movers of five vessels from Oyster Point Marina/Park in an amount not to exceed \$38,000.00. The motion passed.

Ayes: Bernardo, Brennan, Holsinger, Parravano  
Absent: Brennan, Tucker

- 9      TITLE:                                      **Oyster Point Marina/Park Occupancy Increase Incentive Proposal**  
REPORT:                                      Grindy, Memo  
PROPOSED ACTION:                      Authorize General Manager to issue a notice of the occupancy increase incentive proposal Part A and Part B as noted in memo

**Action:** Motion by Bernardo, second by Holsinger to authorize General Manager to issue a notice of the occupancy increase incentive proposal Part A and Part B as noted in memo. The motion passed.

Ayes: Bernardo, Holsinger, Parravano  
Absent: Brennan, Tucker

- 10 TITLE: **Hours of Operation – Oyster Point Marina/Park Closure Time Modification**  
REPORT: Grindy, Memo, Resolution  
PROPOSED ACTION: Adopt Resolution 21-14 and authorize General Manager to issue a notice of change of hours of operation for Oyster Point Marina/Park

**Action:** Motion by Holsinger, second by Bernardo to adopt Resolution 21-14 and authorize General Manager to issue a notice of change of hours of operation for Oyster Point Marina/Park. The motion passed.

Ayes: Bernardo, Holsinger, Parravano  
Absent: Brennan, Tucker

- 11 TITLE: **Informational Report: Pillar Point Harbor Patrol Mid-Year Search and Rescue Count**

Grindy presented the report.

- 12 TITLE: **Status Report: Bills and Claims Paid in the Amount of \$330,664.68 from June 19, 2014 Through July 15, 2014 as Authorized on June 18, 2014 to Cover Payments Due to the Cancellation of the July 2, 2014 Meeting**  
REPORT: Bills and Claims detailed summary

No action needed on this item as it was a status report.

## 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.

- 13 TITLE: **Minutes of Meeting June 4, 2014**  
REPORT: Draft minutes  
PROPOSED ACTION: Approval

- 14 TITLE: **Surplus and Disposal of One Dodge Pickup from Pillar Point Harbor**  
 REPORT: Grindy, Memo  
 PROPOSED ACTION: Authorize General Manager to surplus and disposal of a 2001 Dodge Dakota vehicle ID #1B7GG26X81S42244 as stipulated in SMCHD Ordinance Code Section 2.7.5 and will be remove from District's fixed asset inventory

**Action:** Motion by Bernardo, second by Holsinger to approve the consent calendar. The motion passed.

Ayes: Bernardo, Holsinger, Parravano  
 Absent: Brennan, Tucker

## Staff Reports: a) Administration and Finance

15 **General Manager - Grenell**

Grenell presented his report. He gave a brief explanation regarding the status of the emergency permit for repair of the West End Trail.

16 **Director of Finance – Galarza**

Nothing further to add to written report.

17 **Human Resources Manager – Harris**

Harris presented her report.

## b) Operations

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

Grindy presented his report. He stated that the project to repair the sewer line under the Ketch kitchen will be brought to the Board towards the end of the year instead of July/August like his report states.

# Board of Harbor Commissioners

19 A. Committee Reports

None.

B. Agenda Setting

None.

B. Commission Statements and Requests

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

Holsinger congratulated new President Parravano. He also welcomed new District Legal Counsel Steven Miller. Holsinger asked Miller about training programs his firm can provide at no additional cost. Miller stated there were several classes available.

Holsinger stated he attended the Strategic Business Plan meeting on July 10<sup>th</sup> and stated there were around 70 people in attendance. He stated that his feel from the public was that the District doesn't hear the public.

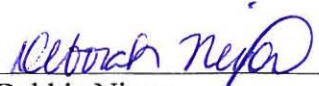
Bernardo welcomed new District Legal Counsel. He also welcomed new President Parravano and thanked him for the efficiency of the meeting.


Parravano thanked Grindy for his newsletter which was included in his managers report.

## Adjournment

**Action:** Motion by Holsinger, second by Bernardo to adjourn the meeting. The motion passed at 7:40 p.m.

The next scheduled meeting will be held on August 6, 2014 at the Sea Crest School, Think Tank, Room 19, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

  
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Debbie Nixon  
Deputy Secretary

  
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Pietro Parravano  
President