

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

October 15, 2014
6:00 p.m.

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

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

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.

Roll Call

Commissioners

Pietro Parravano, President
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

New Business

- 1 TITLE: **Proclamation for Harbor Master Scott A. Grindy**
REPORT: President Parravano
PROPOSED ACTION: Approve proclamation for Harbor Master Scott A. Grindy

Action: Motion by Tucker, second by Holsinger to approve the proclamation for Harbor Master Scott A. Grindy. The motion passed.

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

Public Comments/Questions — Dan Haggerty

Staff Recognition — Grindy recognized Deputy Harbormaster Arington and Lead Maintenance Specialist Williams from Pillar Point Harbor for rescuing four people from a capsized boat

This item was moved up by the Commission.

- 7 TITLE: **Amendment to Crab Pot Staging Guidelines**
 REPORT: Grindy, Memo
 PROPOSED ACTION: Adopt amendment to crab pot staging guidelines

Public Comment – Bill Webb, Bob Berry, Stephen Melz

Action: Motion by Tucker second by Holsinger to adopt the amendment to the crab pot staging guidelines. The motion passed.

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

The Board adjourned to closed session at 6:35 p.m.

Closed Session

- 2 TITLE: **PUBLIC EMPLOYMENT: Government Code Section 54957(b)(1). General Manager**

No reportable action from closed session at 7:45 p.m.

Open Session

- 3 TITLE: **Identify Labor Negotiator Pursuant to Government Code §54957.6**
 REPORT: Parravano
 PROPOSED ACTION: To be determined

Parravano identified Miller as the labor negotiator.

The Board adjourned to closed session at 7:45 p.m.

The Board reconvened at 7:52 p.m.

Closed Session, Continued

- 4 TITLE: **CONFERENCE WITH LABOR NEGOTIATOR:
Government Code Section 54957.6
Unrepresented Employee: General Manager**

No reportable action from closed session.

Action: Motion by Tucker, second by Holsinger to offer the Acting General Manager position to Harbor Master Grindy for the next 6 months, with a possibility of two 3 month extensions, no increase to salary at least for the first 6 months effective October 15, 2014. The motion passed.

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

Open Session, Continued

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.

- 5 TITLE: **Minutes of Meeting October 1, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Holsinger, second by Tucker to approve the Minutes with the edit to page 8 that was provided to the Board and public the afternoon of October 15th. The motion passed.

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

Continued Business

- 6 TITLE: **Informational Item: Wholesale Fish Buying/Unloading Lease Fees Status Review**
 REPORT: Grenell, Memo
 PROPOSED ACTION: Information only

Grenell presented the report.

New Business, Continued

- 8 TITLE: **Johnson Pier Electrical Repairs: Engineering**
 REPORT: Grindy, Memo
 PROPOSED ACTION: Authorize General Manager to amend existing contract with Moffatt & Nichol Engineers for engineering services in an amount not to exceed \$70,000 for electrical design, permitting, and bid and construction project support services and Adopt Resolution 29-14 to amend the FY2014/15 Integrated Operating and Capital Budget

Action: Motion by Tucker, second by Bernardo to adopt Resolution 29-14 to amend the FY2014-15 Integrated Operating and Capital Budget and authorize the General Manager to amend the existing contract with Moffatt & Nichol Engineers to include engineering services in an amount not to exceed \$70,000 for electrical design, permitting, and bid and construction project support services. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 9 TITLE: **Call for Nominations: Special District Selection Committee to Elect Special District Member on San Mateo LAFCo Pursuant to Section 56332**
 REPORT: Grenell, Attachment
 PROPOSED ACTION: To be determined

Action: Motion by Tucker, second by Brennan to nominate Joshua Cosgrove. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

10 TITLE: **Designate Harbor Master Grindy as Harbor District Representative to the San Mateo County Sea Level Rise Vulnerability Assessment Working Group**
REPORT: Grenell, Memo
PROPOSED ACTION: Designate Harbor Master Scott Grindy as Harbor District representative to the Sea Level Rise Vulnerability Assessment Working Group

Action: Motion by Tucker, second by Bernardo to designate Harbor Master Scott Grindy as Harbor District representative to the Sea Level Rise Vulnerability Assessment Working Group. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

11 TITLE: **Designate General Manager Peter Grenell as Harbor District Representative to the San Mateo County Comprehensive Transportation Management Plan Technical Advisory Committee**
REPORT: Grenell, Memo
PROPOSED ACTION: Designate General Manager Peter Grenell as Harbor District representative to San Mateo County's Comprehensive Transportation Management Plan Technical Advisory Committee

Action: Motion by Tucker, second by Bernardo to designate General Manager Peter Grenell as Harbor District representative to the San Mateo County Comprehensive Transportation Management Plan Technical Advisory Committee. The motion passed.

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

12 TITLE: **Extension of Certified Employment Lists: Deputy Harbor Master (A) and Harbor Worker (B)**
REPORT: Harris, Memo, Certified Lists
PROPOSED ACTION: Approve extension of the existing Certified Employment Lists for Deputy Harbor Master (A) and Harbor Worker (B) for one year through October 2015

Action: Motion by Tucker, second by Bernardo to extend the existing certified employment lists for Deputy Harbor Master (A) and Harbor Worker (B) for one year through October 2015. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 13 TITLE: Suspension of Hiring Freeze and Possible Hiring of One or More Employees (Deputy Harbormaster and/or Harbor Worker B and/or Accounting Specialist**
REPORT: Harris, Memo
PROPOSED ACTION:
- Suspend the hiring freeze in order to hire two (2) Harbor Worker (B) positions at Oyster Point Marina/Park and a Deputy Harbormaster at Pillar Point Harbor;
 - Suspend the hiring freeze in order to hire one (1) Accounting Specialist that will work at Pillar Point Harbor and Administration

Action: Motion by Tucker, second by Holsinger to suspend the hiring freeze in order to hire two (2) Harbor Worker (B) positions, a Deputy Harbor Master and an Accounting Specialist position. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 14 TITLE: Bills and Claims in the Amount of \$180,394.18**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$180,394.18 to cover payment of Bills and Claims

Action: Motion by Holsinger, second by Tucker to approve the bills and claims. The motion passed.

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

Staff Reports: a) Administration and Finance

15 General Manager - Grenell

Grenell presented his report.

16 Director of Finance – Galarza

Grenell presented Galarza’s 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.

Board of Harbor Commissioners

19 A. Committee Reports

None.

B. Commissioner Statements and Requests

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

Holsinger reminded everyone that Saturday October 18th was the 2nd annual Kite Festival at Oyster Point Marina/Park.

Holsinger stated that he attended the San Mateo County Harbor District Strategic Business Plan meeting the night prior in Princeton and stated about 20 people were in attendance. He stated that the consultant used the same system they used to notify the public of the first meeting which drew approximately 70-80 people. He stated that he stayed until the end of the meeting, which consisted of break-out sessions and was very appreciative of all the input by the public.

Tucker stated he will be at the Harbor District booth at the Half Moon Bay Pumpkin Festival on Saturday October 18th.

Tucker congratulated Grindy on the Acting General Manager position and stated that he has his complete support and has a lot of respect for Grindy.

Brennan stated she will be at the Harbor District booth at the Half Moon Bay pumpkin Festival on October 18th.

Brennan stated the Strategic Business Plan Workshop was held the night prior and stated there were problems with outreach and there was a small attendance. She stated it was unfortunate that PCTV was not asked to video tape the workshop.

Brennan stated she would like to see the billings for Liebert Cassidy Whitmore and for Hanson Bridgett for past 2 years.

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 Bernardo, second by Tucker to agendize an informational item on the next agenda to have Hanson Bridgett explain the way their billings are prepared and how they submit them to the District. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Action: Motion by Brennan to agendize an item at the next meeting to discuss putting aside a time and appropriate location for any Commissioner to review Liebert Cassidy Whitmore and Hanson Bridgett billings. The motion failed due to lack of a second.

Action: Motion by Brennan to agendize an item on the next Agenda to discuss hiring an executive search firm to assist with the hiring process of a new General Manager. The motion failed due to lack of a second.

Action: Motion by Parravano, second by Holsinger to agendize an item on the next agenda to have a policy written by the District Attorney to address confidential Attorney Client communications and remedies for any disclosures that are found to be made. The motion passed.

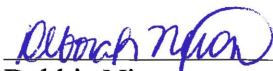
Ayes: Bernardo, Holsinger, Parravano, Tucker

Nays: Brennan


Adjournment

Action: Motion by Holsinger, second by Tucker to adjourn the meeting. The motion passed unanimously at 9:01 p.m.

The next scheduled meeting will be held on November 5, 2014 at Sea Crest School, 901 Arnold Way, Half Moon Bay at 6:00 p.m.



Debbie Nixon
Deputy Secretary



Pietro Parravano
President