

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

January 7, 2015  
6:00 p.m.

Sea Crest School, Think Tank, Room #19  
901 Arnold Way  
Half Moon Bay, Ca. 94019

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.

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## Roll Call

### Commissioners

- x Pietro Parravano, President
- Robert Bernardo, Commissioner
- Sabrina Brennan, Commissioner
- Nicole David, Commissioner
- Tom Mattusch, Commissioner

### Staff

- Scott A. Grindy, Acting General Manager
- x Debra Galarza, Director of Finance
- Marietta Harris, Human Resource Manager
- Charles White, Acting Harbor Master - OPM
- John Draper, Acting Harbor Master - PPH
- Steven Miller, District Counsel
- Debbie Nixon, Deputy Secretary

x-absent

**Public Comments/Questions** — Neil Merrilees spoke regarding beach nourishment at Surfer's Beach. (:40)

## New Business

(1:45)

- |   |                  |   |
|---|------------------|---|
| 1 | TITLE:           | <b>Reorganization of Harbor Commission: Selection of Officers</b> |
|   | REPORT:          | Parravano, Memo, Attachments                                      |
|   | PROPOSED ACTION: | To be determined  |

**Action:** Motion by Mattusch, second by David to nominate Brennan as President. The motion passed.

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

**Action:** Motion by David, second by Brennan to nominate Mattusch as Vice President. The motion passed.

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

**Action:** Motion by Brennan, second by Mattusch to nominate Scott Grindy as Treasurer. The motion failed.

(8:10) Public Comment – Leonard Woren suggested the Commission look at the most current enabling act for guidance in selecting a Treasurer and supported Grindy being the Treasurer.

**Action:** Motion by David to continue the selection of Treasurer to the January 21, 2015 Board meeting. The motion failed for lack of a second.

**Action:** Motion by Brennan to nominate Bernardo for Treasurer. Bernardo graciously declined.

**Action:** Motion by Mattusch, second by Brennan to nominate David as Secretary. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch  
Absent: 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.

This item was removed from the consent calendar.

## New Business, Continued

(16:20)

2 TITLE: **Updated List of Signatures for the San Mateo County Harbor District's Accounts at the San Mateo County Treasurer's Office**

REPORT: Memo, List of signatures, Resolution 02-15

PROPOSED ACTION: Adopt Resolution 02-15 to authorize the updated list of signatures for the San Mateo County Harbor District's accounts at the San Mateo County Treasurer's office

**(17:50) Public Comment** –Leonard Woren did not support that the District has all their monies invested with the San Mateo County Treasurer's Office.

**Action:** Motion by David, second by Mattusch to adopt resolution 02-15 to authorize the updated list of signatures for the San Mateo County Harbor District's accounts at the San Mateo County Treasurer's office. The motion passed.

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

(23:03)

3 TITLE: **Terminate Membership in the California Maritime Infrastructure Authority**

REPORT: Brennan, Resolution, Attachment

PROPOSED ACTION: Terminate the District's membership in the Joint Powers Authority called the California Maritime Infrastructure Authority (CMIA) and authorize the General Manager to provide notice to the members of the CMIA and take any other action necessary to effect the withdrawal

**Public Commission** – Woren supported terminating the membership.

**Action:** Motion by Mattusch, second by David to terminate the District's membership in the Joint Powers Authority called the California Maritime Infrastructure Authority (CMIA) and authorize the General Manager to provide notice to the members of the CMIA and take any other action necessary to effect the withdrawal. The motion passed.

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

(27:15)

- 4 TITLE: **Authorize The Expenditure of up to \$21,500 for Removal of a Sunken Boat at Oyster Point Marina/Park**  
REPORT: Grindy, Memo  
PROPOSED ACTION: Approve the purchase of services and action to remove a sunken boat at Oyster Point Marina/Park in the amount of \$21,500

**Action:** Motion by Mattusch, second by Bernardo to approve the purchase of serviced and action to remove a sunken boat at Oyster Point Marina/Park in the amount of \$21,500. The motion passed.

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

(29:10)

- 5 TITLE: **Schedule Date for Board Dynamics Workshop with Brent Ives**  
REPORT: Grindy, Memo  
PROPOSED ACTION: Select date to hold Board Dynamics Workshop

**Public Comment:** Leonard Woren felt the monies didn't need to be spent on a workshop since two Board members were now gone.

**Action:** Motion by David, second by Bernardo to schedule the Board Dynamics Workshop for February 11, 2015. The motion passed.

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

(33:05)

- 6 TITLE: **Discussion and Possible Action: Forming Committees: Ad-Hoc and Standing Committees**  
REPORT: Brennan, Memo, Attachments  
PROPOSED ACTION: To be determined

**Public Comment** – Leonard Woren reminded the Board that all standing committee meetings need to meet the 72 hour notice requirement.

#### Ad-Hoc Committees

Executive Search Committee – David, Mattusch

Strategic Planning Committee – Bernardo, Mattusch

Standing Committees

Finance Committee – Brennan, Mattusch

Beach Replenishment Committee – David, Parravano

Water Quality and Public Safety Committee – David, Mattusch

Communications and Marketing Committee – Bernardo, Brennan

**(41:40)**

- 7 TITLE: **Discussion and Possible Action: Consideration, Approval and/or Direction to Staff on the Process of Hiring an Executive Search Firm/Consultant to Conduct a Formal Search for General Manger**
- REPORT: Brennan, HR Memo, Attachments
- PROPOSED ACTION: Board discussion and possible action to 1) approve search firm proposal, or 2) direct staff to negotiate a contract with a search firm/consultant, or 3) assemble set of search firms for Board consideration at future meeting

**Action:** Motion by David, second by Mattusch to amend the current contract with BHI Consulting to add the search for General Manager to the scope of work. The motion passed.

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

**(57:20)**

- 8 TITLE: **Discussion and Possible Action: Strategic Business Plan Goals, Status and Viability of Contract with Lisa Wise Consulting**
- REPORT: Brennan, Memo, Attachments
- PROPOSED ACTION: To be determined

**Public Comment**

Leonard Woren urged the Commission to not proceed with the Strategic Business Plan at the present time.

Lisa Damrosh urged the Commission to allow the Community Sustainability Plan portion of the plan to be completed.

**Action:** Motion by David, second by Mattusch to stop/suspend work to the project for up to six months or until the search for a permanent General Manager position occurs, and while the new board familiarizes themselves with the project and allow the completion of the Community Sustainability Plan and authorize the General Manager to amend the contract. The motion passed.

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

**(1:22:30)**

**9** TITLE: **Discussion and Possible Action: District Administrative Offices Lease Agreement and Possible Future Location of District Administrative Offices**  
REPORT: Grindy, Memo, Attachments  
PROPOSED ACTION: To be determined

This item will be continued at the January 21, 2015 meeting.

**(1:39:00)**

**10** TITLE: **Discussion and Possible Action: Adopt Policies for Staff's Handling of Requests from Commissioners and from the Public For Documents and Information**  
REPORT: Brennan, Attachments  
PROPOSED ACTION: To be determined

**Public Comment** – Leonard Woren stated that the size of the District's Board packet is too large and stated that the word document should be used.

**Action:** Motion by David, second by Mattusch to adopt the policies for staff's handling of requests from Commissioners and from the Public for documents and information which the change of 5 business days to read 5-10 business days. The motion passed.

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

**(1:49:50)**

**11** TITLE: **Discussion and Possible Action: Consider Revising General Manager's Spending Limit**  
REPORT: Brennan, Attachments  
PROPOSED ACTION: To be determined

**Public Comment** – Leonard Woren suggested adding the language “has an effect on ongoing day to day business” to the motion and that should cover what is trying to be accomplished.

**Action:** Motion by Brennan, second by David to approve a policy that the General Manager does not have the authority to hire consultants and/or contractors prior to Board approval unless related to a threat to public health and safety that has an effect on ongoing day to day business operations. The motion passed.

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

**(2:07:20)**

12 TITLE: **Discussion and Possible Action: Consideration of Revising Policy and Contract Regarding Use of District’s Legal Counsel**  
REPORT: Grindy, Memo, Attachments  
PROPOSED ACTION: To be determined

**Action:** Motion by Brennan, second by David to accept the amended changes of item 5 in the contract. The motion passed.

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

**(2:15:22)**

13 TITLE: **Request for Proposals: District Counsel Legal Services**  
REPORT: Grindy, Memo, Attachments  
PROPOSED ACTION: Direct General Manager to issue Request for Proposals (RFP)

**Public Comment** – Leonard Woren was in support of the District issuing the RFP for Legal Services.

**Action:** Motion by Brennan, second by David to have the General Manager bring back a draft RFP to the Board at the next meeting to include language to notify the District if the applicant has California Coastal Act experience. The motion passed.

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

(2:29:45)

14 TITLE: **Discussion and Possible Action: Consider Acquiring Equipment Required to Facilitate Power Point and Video Presentations by Staff, Consultants, and Public**  
REPORT: Harris, Memo  
PROPOSED ACTION: To be determined

**Action:** Motion by Mattusch, second by Bernardo to acquire equipment required to facilitate power point and video presentations in an amount not to exceed \$3,500. The motion passed.

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

(2:33:15)

15 TITLE: **Discussion and Possible Action: Regular Meeting Start Time and End Time of Harbor District Meetings**  
REPORT: Brennan, Resolution, Attachment  
PROPOSED ACTION: Adopt Resolution 03-15 to amend regular start time and end time of regular Harbor District Board meetings

**Public Comment** – Leonard Woren was in favor of changing the meeting to a later start time.

**Action:** Motion by Brennan, second by Bernardo to adopt Resolution 03-15 to amend the start time of the regular Board meetings to 6:30 p.m. and the end time to 9:30 p.m. The motion passed.

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

(2:45:25)

16 TITLE: **Discussion and Possible Action: Policy Regarding Content of Meeting Minutes**  
REPORT: Grindy, Memo  
PROPOSED ACTION: To be determined

**Action:** Motion by Brennan, second by David to include meeting links on the Harbor District website, create action minutes and to include Public support and opposition for items and to include the time for each agenda item in the Minutes.

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



# Board of Harbor Commissioners

(2:45:25)

## 17 A. Committee Reports

None.

## B. Commissioner Statements and Requests

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

Bernardo welcomed Commissioners David and Mattusch. He also congratulated President Brennan. Bernardo stated that he appreciated the health discussion and civility during the meeting.

Mattusch stated that he has several members of the public address issues with him and stated there has been a request for more benches within the harbor. Draper stated there was no space for any additional benches within the harbor.

David stated that change is good but the changes coming from the Board is a huge demand on staff and stated that she would like to make an effort to balance the work load.

Brennan welcomed Commissioners David and Mattusch and congratulated Bernardo on winning his re-election. She thanked staff for all their effort producing the meeting packet and for attending the meeting. Brennan thanked Grindy, who worked around the clock and through the holidays to make it all possible.

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 Mattusch, second by Brennan to agendize an item for health care benefits parody amongst all Board members before the next open enrollment period. The motion passed.

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

**Action:** Motion by David, second by Mattusch to agendize an informational item on a future agenda regarding the status of Romeo Pier. The motion passed.

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

**Action:** Motion by Brennan, second by Mattusch to agendize an item on a future agenda for a power point presentation on the fish buyer fee audit conducted by JJACPA Inc. and the Dornbusch consulting firm fish buying fee report. The motion

passed.

Ayes: Bernardo, Brennan, David, Mattusch

Absent: Parravano

**Action:** Motion by Brennan, second by Bernardo to agendaize an item on a future agenda for a power point presentation on the Facilities Condition Survey for both Oyster Point Marina/Park and Pillar Point Harbor. The motion passed.

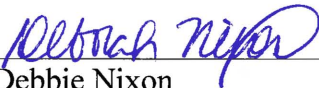
Ayes: Bernardo, Brennan, David, Mattusch

Absent: Parravano

## Adjournment

**Action:** Motion by Mattusch, second by Bernardo to adjourn the meeting. The motion passed at 9:04 p.m.

The next scheduled meeting will be held on January 21, 2015 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.



Debbie Nixon  
Deputy Secretary



Sabrina Brennan  
President