

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

**August 19, 2015  
6:30 p.m.**

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

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**A.) Roll Call**

**Commissioners**

Tom Mattusch, President  
Nicole David, Vice President  
Robert Bernardo, Secretary  
Pietro Parravano, Treasurer  
Sabrina Brennan, Commissioner

**Staff**

Glenn Lazof, Interim General Manager  
x Debra Galarza, Director of Finance  
Marcia Schnapp, Interim Administrative Services Manager  
Scott A. Grindy, Harbor Master  
Debbie Nixon, Deputy Secretary  
Steven Miller, District Counsel

x - absent

**B.) Public Comments/Questions - None**

**C.) Staff Recognition - None**

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- 1      TITLE:                      **Minutes of Meeting June 8, 2015 – Special Meeting**  
REPORT:                      Draft Minutes  
PROPOSED ACTION:        Approval
  
- 2      TITLE:                      **Minutes of Meeting June 11, 2015 – Special Meeting**  
REPORT:                      Draft Minutes  
PROPOSED ACTION:        Approval
  
- 6      TITLE:                      **Minutes of Meeting July 15, 2015**  
REPORT:                      Draft Minutes  
PROPOSED ACTION:        Approval
  
- 7      TITLE:                      **Reaffirm Investment Policy for FY2015/16**  
REPORT:                      Galarza, Memo, Resolution  
PROPOSED ACTION:        Adopt Resolution 36-15 to renew District Investment Policy

**Action:** Motion by Bernardo, second by Parravano to approve consent calendar items 1, 2, 6 and 7. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:21)

- 3      TITLE:                      **Minutes of Meeting June 17, 2015**  
REPORT:                      Draft Minutes  
PROPOSED ACTION:        Approval

Brennan asked that the verbiage documented for her public comment be changed. She asked that her letter she read from at that meeting be attached to the minutes.

- 4      TITLE:                      **Minutes of Meeting June 23, 2015 – Special Meeting**  
REPORT:                      Draft Minutes  
PROPOSED ACTION:        Approval

**Action:** Motion by Brennan, second by Parravano to approve item 4. The motion passed.

Ayes: Brennan, Mattusch, Parravano

Abstain: Bernardo, David

- 5      TITLE:                                    **Minutes of Meeting July 1, 2015**  
       REPORT:                                Draft Minutes  
       PROPOSED ACTION:                    Approval

**Action:** Motion by Brennan, second by Parravano to approve item 5. The motion passed.

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

**(4:52)**

- 8      TITLE:                                    **Direct Staff to Apply for Grants for Acquisition of Search and Rescue Vessel**  
       REPORT:                                Grindy, Memo, Resolution  
       PROPOSED ACTION:                    Authorize staff to seek funding or donations for replacement vessel.

**Action:** Motion by Brennan, second by David to authorize staff to seek funding or donations for replacement vessel for Pillar Point Harbor. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

- 9      TITLE:                                    **Special Use Permit for Grays Harbor Historical Seaport Authority to Visit Pillar Point Harbor October 29-November 9, 2015**  
       REPORT:                                Memo, Grindy  
       PROPOSED ACTION:                    Approve Special Use Permit for Grays Harbor Historical Seaport Authority and waive all fees in exchange for inclusive marketing activities

**Action:** Motion by David, second by Brennan to approve Special Use Permit for Grays Harbor Historical Seaport. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

## **E.) New Business**

**(11:56)**

- 10     TITLE:                                    **Proclamation for Emily Cooper**  
       REPORT:                                Proclamation  
       PROPOSED ACTION:                    Following her faithful and dedicated service on behalf of the community and staff of the San Mateo County Harbor District

**Action:** Motion by David, second by Brennan to approve proclamation for Emily Cooper. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**(14:49)**

- 11    **TITLE:**                                **Bills and Claims in the Amount of \$294,847.46**  
      **REPORT:**                             Bills and Claims Detailed Summary  
      **PROPOSED ACTION:**            Approval of Bills and Claims for payment and a transfer in the amount of \$294,847.46 to cover payment of Bills and Claims

**Public Comment:**

**Oppose**

Brian Rogers – legal fees to high

**Action:** Motion by Parravano, second by Bernardo to approve bills and claims in the amount of \$294,847.46. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**(16:17)**

- 12    **TITLE:**                                **Oyster Point Marina Joint Powers Authority with the City of South San Francisco (Commissioner Brennan)**  
      **REPORT:**                             Lazof , Memo,  
      **PROPOSED ACTION:**            The district will receive information regarding the Joint Powers Agreement with the City of South San Francisco. The District may discuss and/or take action on the three point recommendation in the staff report:  
  1) Prior to the first meeting of the Liaison Committee General Manager will request Counsel should prepare a matrix based on the JPA agreements that clearly identifies the Responsibilities and Obligations of each party to the agreement.  
  2) That the Liaison committees continue to schedule a meeting with the City of South San Francisco to discuss the concerns of all parties.  
  3) That the District request a reasonable time to prepare a thorough response based on this letter and clarifications as understood by future Liaison committee discussions, either following the Liaison Committee meeting or if the City does not agree to meet, as described in the staff report.

(19:56)

**Public Comments:**

**Oppose**

Brian Rogers

Leonard Woren

**Undeclared**

Gregory Sanchez (1:18:25)

Three actions were taken, one for each point:

- 1) **Action:** Motion by David, second by Brennan for the General Manager to work with legal counsel prior to the first meeting of the Liaison Committee and to prepare a matrix based on the JPA agreement that clearly identifies the responsibilities and obligations of each party to the agreement. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(38:19)

- 2) **Action:** Motion by David, second by Brennan to continue to schedule a meeting with the City of South San Francisco and the Liaison Committees to discuss concerns of all the parties. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

- 3) **Action:** Motion by Brennan, second by David that the District have reasonable time to prepare a thorough response based on the letter provided by the South San Francisco City Manager as understood by the Liaison Committee discussions, either following the meeting or if the City does not meet, as described in the staff report. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(39:26)

- |    |                  |   |
|----|------------------|---|
| 13 | TITLE:           | <b>Letter to Monterey Bay National Marine Sanctuary Regarding Management Plan Update and Sand Placement (Commissioner David)</b>  |
|    | REPORT:          | Lazof, Memo Materials Provided by Commissioner David, Resolution 37-15  |
|    | PROPOSED ACTION: | The Commission may consider approval of correspondence to the Monterey Bay National Marine Sanctuary, the Commission may also offer further direction to staff or the Beach Replenishment Committee |

**Public Comment:**

**Support**

Leonard Woren (41:48)

**Action:** Motion by David, second by Parravano to approve the letter to Monterey Bay National Marine Sanctuary regarding management plan update and sand placement with one correction and adopt Resolution 37-15. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(52:16)

- 14 TITLE: **Crab Festival-Harbor District Participation January 30-31, 2016**  
REPORT: Memo, Grindy  
PROPOSED ACTION: The Commission may consider sponsorship of this event at a cost of up to (Sponsorship cost + Marketing Materials)

**Action:** Motion by Brennan, second by David to spend a total of \$5,000 being split evenly between sponsorship and marketing materials for the Crab Festival on January 30 – 31, 2016. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:04:27)

- 15 TITLE: **Adoption of Interim Harbor District Capital Improvement Plan**  
REPORT: Memo, Lazof  
PROPOSED ACTION: The Commission may establish a process to review and may also modify planned capital improvements including unfunded improvements and/or may modify planned Capital Improvements. An interim Capital Improvement Plan may also be adopted, so that funding proposals, including grants and debt financing, may be guided prior to the development of a final plan.

**Public Comments:**

**Support**

Jim Steele  
Leonard Woren

**Undeclared**

John Ullom

**(1:18:25)**

Out of order public comment from Gregory Sanchez on item 12.

**Action:** Motion by Bernardo, second by Parravano to adopt the Interim Harbor District Capital Improvement Plan. The motion passed

Ayes: Bernardo, David, Mattusch, Parravano

Nays: Brennan

**(1:36:27)**

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

- 16 **Interim General Manager – Lazof**  
Lazof presented this report.
- 17 **Director of Finance – Galarza**  
Schnapp presented this report.
- 18 **Interim Administrative Services Manager – Schnapp**  
Schnapp presented this report

## **b) Operations**

- 19 **Oyster Point Marina/Park and Pillar Point Harbor – Grindy**  
Grindy presented this report

## **G.) Board of Harbor Commissioners**

- 20 A. Committee Reports – None
- B. Commissioner Statements and Requests
  - 1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.

**(2:07:44)**

Commissioner David said the Sustainable Seafood Saturday and the Fish Fleet Fest on September 26 – 27 is making great progress.

Commissioner Brennan said it would be great to see the flyer published in a local newspaper, and emphasized it's a great opportunity to promote the District and to educate

the public about the wonderful things that the Harbor does.

2. Any Commissioner wishing to place an item on a future agenda may do so. For additional items, any Commissioner may make a motion to place the item on the Agenda and must have a majority vote to pass.

Commissioner David asked for an item to be agendized regarding a clear policy that discourages behavior like heckling and booing at meetings and also clapping and cheering. She will send examples from other Cities so we could develop our own policies.

Commissioner Brennan asked for an item to be agendized regarding the IT equipment that the district paid for and never received.

## H.) Closed Session

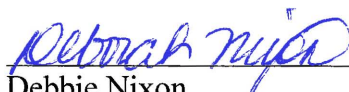
- 21    TITLE:                                    **Conference with Labor Negotiator Pursuant to Government Code Section 54957.6**  
DISTRICT                                    Scott Grindy, Deborah Glasser, Glenn Lazof  
REPRESENTATIVES:  
EMPLOYEE                                    Operating Engineers Local Union No. 3 and Teamsters Local  
ORGANIZATIONS:                        Union No. 856


No reportable action.

## Adjournment

The meeting adjourned at 8:47 PM.

The next scheduled meeting will be held on September 2, 2015 at the Sea Crest School, Think Tank, Room #19, 901 Arnold Way., Half Moon Bay, CA 94019 at 6:30 PM.

  
Debbie Nixon  
Deputy Secretary

  
Tom Mattusch  
President