



## Board of Harbor Commissioners

Virginia Chang Kiraly, President  
Robert Bernardo, Vice President  
Edmundo Larenas, Secretary  
Tom Mattusch, Treasurer  
Sabrina Brennan, Commissioner

John Moren, Interim General Manager  
Steven D. Miller, District Counsel

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

“To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas.”

## REGULAR MEETING MINUTES

**December 19, 2018**  
**6:30 PM**

San Mateo County Harbor District  
Conference Room  
504 Avenue Alhambra, Ste. 200  
El Granada, CA 94018

- A) Roll Call** – Commissioners Bernardo, Chang Kiraly, Mattusch present  
Commissioners Brennan, Larenas absent.
- B) Staff Introductions:**
- **Julie van Hoff** - Interim Director of Operations/Incoming Director of Administrative Services
  - **Jose Barbosa** – Harbor Worker B
- C) Outgoing Commissioner Recognition:** Robert Bernardo
- Congressional Record – Congresswoman Jackie Speier
  - Certificate of Recognition – State Senator Jerry Hill
  - Certificate of Recognition – State Assemblymember Kevin Mullin
  - Resolution – San Mateo County Board of Supervisors
  - Proclamation – City of South San Francisco
  - Resolution No.18-19 & gavel plaque – San Mateo County Harbor District
- Motion:** (Mattusch/Chang Kiraly) Adopt Resolution No.18-19 to commend Commissioner Robert Bernardo for his extensive and dedicated service on the Harbor Board.
- Ayes: All in favor. Resolution No.18-19 passed.**
- D) 1. Public Comments/Questions**
- **Sherry Ingles** – Comments to Robert Bernardo. Concerns about vessels carrying passengers related to the Mavericks surf.

- **Lane Coopersmith** – Requests for safety features such as cameras at the harbor; also comments about berth fee for only slip available to their fishing vessel. Suggests research on how other harbors charge fishing/commercial fishing vessels.

## 2. Commissioner Comments

- **Robert Bernardo** – Thanked all agencies for the recognitions, the public Harbor District staff and PCT cameraman, Steve Brown for all of the support over the past eight (8) years.
- **Tom Mattusch** – Acknowledged Commissioner Bernardo for his work with the Harbor District over his eight (8) years on the Board.
- **Virginia Chang Kiraly** – Shared list of accomplishments of the Harbor District over the past 2018 year.  
Thanked Commissioner Bernardo for his time on the Board and especially assisting her when she was first appointed to the board. Thanked Lisa Damrosch for her efforts, the public and Interim General Manager, John Moren.

## E) Consent

**ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.**

### 1. Bills and Claims (Chan)

Recommendation: Review Pre-Approved Bills and Claims in the amount of \$459,785.60. Pre-Approve Bills and Claims not to exceed \$350,000.

### 2. Minutes – Special Meeting October 4, 2018 (Gehret)

Recommendation: Approve Minutes of the Special Meeting of October 4, 2018.

### 3. Minutes – Special Meeting October 9, 2018 (Gehret)

Recommendation: Approve Minutes of the Special Meeting of October 9, 2018.

### 4. Minutes – Special Meeting October 17, 2018 (Gehret)

Recommendation: Approve Minutes of the Special Meeting of October 17, 2018.

### 5. Minutes – Regular Meeting October 17, 2018 (Gehret)

Recommendation: Approve Minutes of the Regular Meeting of October 17, 2018.

### 6. Minutes – Special Meeting November 5, 2018 (Gehret)

Recommendation: Approve Minutes of the Special Meeting of November 5, 2018.

### 7. Minutes – Special Meeting November 14, 2018 (Gehret)

Recommendation: Approve Minutes of the Special Meeting of November 14, 2018.

**8. Minutes – Regular Meeting November 14, 2018 (Gehret)**

Recommendation: Approve Minutes of the Regular Meeting of November 14, 2018.

**9. Authorized List of Signatures with San Mateo County Treasurer’s Office; Adopt Resolution No.18-18 (Henthorne)**

Recommendation: Approve list of Harbor District authorized signers for the San Mateo County Treasurer’s Office and adopt Resolution No.18-18.

**10. Bad Debt Write-Off Request (Henthorne)**

Recommendation: Authorize the Interim General Manager to write-off as bad debt a total of \$15,562 in accounts receivable: \$8,783 from Oyster Point Marina and \$6,779 from Pillar Point Harbor.

**11. Half Moon Bay Commercial Fisheries Trust’s 2019 Fish and Fleet Festival; Request for Fee Waiver (Moren)**

Recommendation: Waive fees and approve Special Event Permit for the Half Moon Bay Commercial Fisheries Trust’s fifth annual Fish and Fleet Festival at Pillar Point Harbor, Sunday, September 15, 2019.

**12. Monthly Capital Projects Update (Moren)**

Receive and file.

**Motion:** (Mattusch/Bernardo) Approve items 1-12 on Consent.

**Ayes:** All in favor.

**Motion passed.**

**F) Discussion**

**13. Potential Elimination of Motorized Personal Watercraft Zone 1 in the Monterey Bay National Marine Sanctuary (Moren)**

Presentation by Peter Michel of Monterey Bay National Marine Sanctuary. Presentation received.

**Public Comments:**

**Jeff Clark** – Thanked Commissioner Bernardo. Comments related to days of training in Zone 1, and the importance of training on Personal Watercraft (PWC) being available to save lives. Need public outreach for awareness. He would be willing to do a PowerPoint presentation to communicate what is accomplished with PWCs in Zones 1 and 5.

- **Jason Stark** – A lifeguard for State Parks, emphasized the importance of hours of training and the use of PWCs for rescues.
- **Matthew Cavaco** – Spent thirteen (13) years in the Coast Guard; Zone 1 is really important to efforts to rescue out at Mavericks in Zone 5. Concerned if Zone 1 is taken away, it will never be given back. Doesn't believe that PWCs are contributing to pollution concerns.

- **Tim West** – Congratulated Commissioner Bernardo. Rescues for WSL and has rescued numerous surfers at Mavericks via PWC. Comments related to surf warning vs. surf advisory doesn't make sense the way the rules are potentially set up. Zone 1 important for safety/rescue training. Mavericks will have more people not less; and should be considered as the "Mount Everest" of waves.

**Direction to staff:** Work with Jeff Clark and surfing community for PowerPoint presentation.

**16. Discussion and Possible Action on Morningstar Fisheries Request to Assign its Lease with the District (Moren)**

**Motion:** (Bernardo/Mattusch) #1. Approve a request by Morningstar Fisheries (Tenant) to assign its lease with the District (the "Lease") to an as yet unformed entity that is expected to be called Morningstar Fisheries LLC. The assignment would be effective (a) upon formation of Morningstar Fisheries LLC, as evidenced by submission to the District of a certified copy of the Articles of Organization filed with the Secretary of State of California, demonstrating proof of formation of the new entity, and (b) upon payment to the District of \$10,000 in lieu of the payment required under the Lease. If the Commission adopts this alternative, it should authorize the Interim General Manager to execute the necessary documentation to give effect to the assignment upon satisfaction of the above conditions.

**Ayes:** All in favor.

**Motion passed.**

**17. Johnson Pier: End of Pier Improvements (Moren)**

**Public Comments:**

- **Porter McHenry** – Requests Commission to move forward.

**Motion:** (Bernardo/Mattusch) #2. Direct staff to publicly advertise a Request for Proposal seeking qualified design/engineering firms to further gain community input, finalize design improvements, present proposals to the Board for approval, compile technical specifications, submit regulatory permitting, then prepare bid documents for public bid.

**Ayes:** All in favor.

**Motion passed.**

**14. Approve Employment Agreement for Interim General Manager**

**Motion:** (Mattusch/Bernardo) Approve employment agreement for Interim General Manager.

**Ayes:** All in favor.

**Motion passed.**

**15. Discussion and Possible Action on the Process for Conducting a Search for a New General Manager (Moren)**

**Motion:** (Mattusch/Bernardo) #1 The Board form an advisory (ad hoc) committee to manage the GM search process and advise the Board accordingly. This would

be considered best practices and is consistent with District past practices in its last GM search. Absent an ad hoc committee, it may be difficult to manage the search process efficiently. The ad hoc committee could be empowered to work with staff to carry out any or all of the following tasks.

**Ayes:** All in favor.

**Motion passed.**

**President Chang Kiraly appointed Commissioner Mattusch and herself to the ad hoc New General Manager Search Committee**

**Motion:** (Mattusch/Bernardo) #2 Direct staff to issue a Request for Proposal (RFP) for a qualified professional public sector executive search firm. Depending on Board (or ad hoc committee) direction, the RFP could be a short form request for qualifications that firms could respond to quickly, or it could be the District's more lengthy standard RFP form. Depending on Board direction, staff or the ad hoc committee could receive and evaluate proposals and then report to the Board as to the recommended process and timeline for conducting a search.

**Ayes:** All in favor.

**Motion passed.**

**G) Discussion/Action on Pulled Consent Items (if any)**

**H) Future Agenda Items**

**I) November Activity Reports: General Manager/Operations**

**Administration;**

Information only.

**J) Adjournment 8:52 PM**

**Motion:** (Mattusch/Bernardo) Adjourn meeting.

**Ayes:** All in favor.

**Motion passed.**

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Debbie Genret  
Deputy Secretary

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President  
Virginia Chang Kiraly