



## Board of Harbor Commissioners

Sabrina Brennan, President  
Edmundo Larenas, Vice President  
Nancy Reyerling, Secretary  
Tom Mattusch, Treasurer  
Virginia Chang Kiraly, Commissioner

John Moren, Interim General Manager  
William Parkin, 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.”

## SPECIAL MEETING MINUTES

May 20, 2019  
6:30 PM

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

- A) Roll Call** 6:34 PM Commissioners Larenas, Mattusch, Reyerling present.  
Commissioners Brennan and Chang Kiraly absent.  
6:35 PM Commissioner Brennan arrives.

### **B) 1. Public Comments/Questions**

- **Dan Augustine – Bay Green, Inc.** – Commented regarding Bay Green’s pump out sanitation servicing, and the RFP for Pump-Out Services. Stated that Bay Green, Inc. will not be submitting a response to the RFP.

### **2. Commissioner Comments**

- **Commissioner Reyerling** - Met with Martha Poyatos of LAFCo; Harbor District is doing well regarding transparency, particularly with regard to Districted Elections, receipt of SDLF Certificate of Excellence and Finance Policy.
- **Commissioner Larenas** – Attended Climate Action Leadership forum, and a recent talk by Charles Lester, former Executive Director of the CA Coastal Commission.
- **Commissioner Mattusch** – The Coastside Fishing Club recently added 80,000 baby salmon to the salmon pen, bringing the total to 240,000 salmon, which are acclimated, then released in the ocean. Mentioned that boaters are increasingly unhappy regarding the current state of the boat ramp.

- **Commissioner Brennan** – Will be attending the CSDA Legislative Days conference, which addresses issues specific to Special Districts. Attended the Surfrider Board meeting and discussed topics on safety training for surfers, water quality; discussion of possibly establishing Technical Advisory Committee to consider treatment of water before it enters the Harbor.

## C) Consent

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

1. **Bills and Claims (van Hoff)**  
Recommendation: Review Pre-Approved Bills and Claims in the amount of \$444,659.88. Pre-Approve \$500,000 in Bills and Claims until next meeting.
2. **Minutes – Special Meeting April 11, 2019 (Gehret)**  
Recommendation: Approve Minutes of the Special Meeting of April 11, 2019.
3. **Minutes – Regular Meeting April 17, 2019 (Gehret)**  
Recommendation: Approve Minutes of the Regular Meeting of April 17, 2019.
4. **Minutes – Special Meeting May 7, 2019 (Gehret)**  
Recommendation: Approve Minutes of the Special Meeting of May 7, 2019.
5. **Third Quarter 2018/19 Financial Report and Transfer Appropriations (van Hoff)**  
Recommendation: Approve increase in budgetary appropriations (spending authority) of \$265,000 in Operating Expenses and decrease in budgetary appropriations of \$265,000 in Salaries and Benefits.
6. **Third Quarter – Fiscal Year 2018/19 (Q3-19) Rent Report (van Hoff)**  
Information only.
7. **Monthly Capital Projects Update (Pyle)**  
Receive and file.
8. **Labor and Employment Legal Services (van Hoff)**  
Recommendation: Authorize the Interim General Manager to execute a Professional Services Agreement (PSA) for Labor and Employment Legal Services with the highest ranked firm, Ogletree, Deakins, Nash, Smoak & Stewart, P.C.

**Motion:** (Larenas/Brennan) approve Consent Items 1-8.

**All in favor.**

**Motion passed.**

## D) Discussion

### 9. Draft Final 2019/20 Operating Budget and Capital Improvement Program (van Hoff)

No comments or changes.

### 10. Rates and Fees Effective July 1, 2019 and Subsequent Adjustments by Consumer Price Index (van Hoff)

**Motion:** (Reyering/Larenas) Approve Rates and Fees amended to reflect increases of 3.9% which is equal to the annual average increase in the Consumer Price Index for the San Francisco Bay Area; and other changes as proposed except for the increase to the Recreational Vehicle parking fee.

**All in favor.**

**Motion passed.**

### 11. Administrative Analyst - Communications Position Description (van Hoff)

**Motion:** (Mattusch/Larenas) Approve the position of Administrative Analyst-Communications Position Description and update the District's Salary Schedule with an hourly rate of \$33.11 per hour for step one up to \$44.38 per hour for step seven in the same step increments as the Planner Analyst and Accounting Specialist positions.

**All in favor.**

**Motion passed.**

## E) Discussion/Action on Pulled Consent Items (if any)

## F) Future Agenda Items

## G) April Activity Reports: Interim General Manager/Operations, Administration

Information only.

## H) Standing Committee Meeting Summary

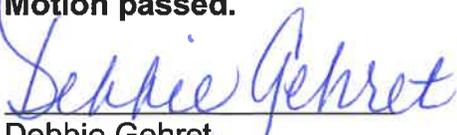
- Finance Committee - April 30, 2019

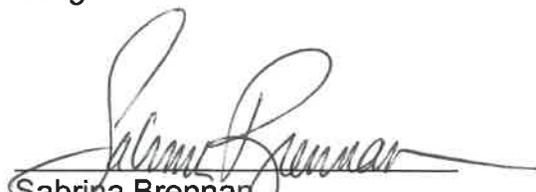
## I) Adjourn 8:00 PM

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

**All in favor.**

**Motion passed.**

  
Debbie Gehret  
Deputy Secretary

  
Sabrina Brennan  
President