

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

October 1, 2014
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.

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
x Scott A. Grindy, Harbor Master
John Draper, Assistant Harbor Master - PPH
Charles White, Assistant Harbor Master - OPM
Steven Miller, District Counsel
Debbie Nixon, Deputy Secretary

x- absent

Public Comments/Questions — Dan Haggerty, Bob Berry, Mary Larenas,
Brian Rogers

Action: Motion by Bernardo, second by Holsinger to adjourn to closed session. The motion passed unanimously at 6:11 p.m.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

Closed Session

- 1 TITLE: **PUBLIC EMPLOYMENT: Government Code Section 54957. General Manager**
- 2 TITLE: **CONFERENCE WITH LEGAL COUNSEL--
ANTICIPATED LITIGATION: Government Code
Section 54956.9
1 case**

Open Session

The Board reconvened at 7:48 p.m.

Miller stated there was no reportable action from closed session.

Public Comments/Questions, Continued – Leni Schultz, John Ullom

Staff Recognition – Grenell stated that the Pillar Point Harbor tenant event was a success and recognized Assistant Harbor Master Draper and the staff at Pillar Point Harbor for their efforts.

Parravano thanked Assistant Harbor Master Draper and Assistant Harbor Master White for their work and dedication in providing first class service to the District and professionalism in saving lives.

Draper recognized Walker for her efforts during the Coastal Clean-Up day. She represented the Harbor for the event and worked in conjunction with the Pacifica Beach Coalition.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

Items 3 -5 were removed from the consent calendar.

- 6 TITLE: **Authorize General Manager to Execute a Grant Agreement with the California State Parks, Division of Boating and Waterways for an Amount Not to Exceed \$143,800.00 from the Abandoned Watercraft Abatement Fund**
- REPORT: Memo, Resolution
- PROPOSED ACTION: Adopt Resolution 27-14 authorizing the General Manager to execute a grant agreement with the California State Parks, Division of Boating and Waterways for an amount not to exceed \$143,800.00 from the Abandoned Watercraft Abatement Fund
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- 7 TITLE: **Whale Tail Grant Application**
- REPORT: Memo, Resolution
- PROPOSED ACTION: Adopt Resolution 28-14 for a Whale Tail Grant application for FY2014/2015 grant cycle and authorize General Manger to approve purchases of services, materials and equipment to implement the grant if funded for an amount not to exceed \$65,000.

Action: Motion by Tucker, second by Holsinger to approve items 6 and 7 on the consent calendar. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

New Business

- 3 TITLE: **Minutes of Meeting September 3, 2014**
- REPORT: Draft minutes
- PROPOSED ACTION: Approval

Action: Motion by Holsinger, second by Tucker to approve the minutes of September 3, 2014. The motion passed.

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

- 4 TITLE: **Minutes of Meeting September 17, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Holsinger, second by Parravano to approve the minutes of September 17, 2014. The motion passed.

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

- 5 TITLE: **Minor Amendment to Special Use Permit for Mavericks Invitational, Inc.**
REPORT: Memo
PROPOSED ACTION: Approve minor amendment to special use permit

Action: Motion by Holsinger, second by Brennan to approve the minor amendment to special use permit for Mavericks Invitational, Inc. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 8 TITLE: **Approve Award of Contract to Independent Outside Investigator**
REPORT: Miller, Memo
PROPOSED ACTION: Authorize President Parravano to execute Contract with Margaret Kotzebue

Public Comment – John Ullom

Action: Motion by Tucker, second by Holsinger to authorize President Parravano to execute contact with Margaret Kotzebue. The motion passed.

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

- 9 TITLE: **Public Records Act General Overview and Specific Update Concerning District Records Pertaining to the California Maritime Infrastructure Authority**
REPORT: Miller, Oral Report
PROPOSED ACTION: Information Only

Miller made a presentation.

- 10 TITLE: **Public Notice to Solicit Construction Bids for Pillar Point Harbor West (Mavericks) Trail Phase 1 Culvert Repairs**
REPORT: Grenell, Memo, Attachments
PROPOSED ACTION: Approve repair plans and specifications and authorize the General Manager to issue a public bid notice to solicit construction bids for Phase 1 repairs of the West (Mavericks) Trail at Pillar Point Harbor

Action: Motion by Tucker, second by Brennan to approve repair plans and specifications and authorize the General Manager to issue a public bid notice to solicit bids for Phase 1 repairs of the West (Mavericks) Trail at Pillar Point Harbor. The motion passed.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 11 TITLE: **Request for Proposals (RFP) to provide Commercial Property Appraisal, Lease Valuation and Market Survey Services: Oyster Point Bait and Tackle, Ketch Joanne Restaurant and Harbor Bar**
REPORT: Grenell, Memo, RFP
PROPOSED ACTION: Authorize General Manager to publish a Request for Proposals

Action: Motion by Holsinger, second by Bernardo to authorize General Manger to publish a Request for Proposals. The motion passed.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 12 TITLE: **Transient Boater Rate Special for Oyster Point Marina/Park**
REPORT: Grindy, Memo, Resolution
PROPOSED ACTION: (1) Authorize General Manager to issue special event rate for transient boaters, a “2 nights for the price of 1 night”, for use for advertised special events that occur at Oyster Point Marina/Park; and
(2) Adopt Resolution 25-14 to amend the FY2014/15 District Rates and Fees Schedule

Action: Motion by Tucker, second by Bernardo to authorize General Manager to issue special event rate for transient boaters, a “2 nights for the price of 1 night”, for use for advertised special events that occur at Oyster Point Marina/Park; and adopt Resolution 25-14 to amend the FY2014/15 District Rates and Fees Schedule. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 13** TITLE: **Biennial Update Harbor District Conflict of Interest Code**
REPORT: Grenell, Memo, Resolution, Attachments
PROPOSED ACTION: Adopt Resolution 26-14 approving amendments to the Harbor District’s Ordinance Code Chapter 2.20 Conflict of Interest Code pursuant to Government Code Section 87306.5 and the Fair Political Practices Commission’s 2014 Local Agency Biennial Notice and authorize the General Manager to forward the amended Code to the San Mateo County Board of Supervisors

Action: Motion by Tucker, second by Brennan to correct page 3, section 2.20.030 should be 2.20.040 and adopt Resolution 26-14 approving amendments to the Harbor District’s Ordinance Code Chapter 2.20 Conflict of Interest Code pursuant to Government Code Section 87306.5 and the Fair Political Practices Commission’s 2014 Local Agency Biennial Notice and authorize the General Manager to forward the amended Code to the San Mateo County Board of Supervisors. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

- 14** TITLE: **Possible Cancellation of Harbor Commission Meetings on December 17, 2014 and/or January 7, 2015**
REPORT: Grenell, Oral Report
PROPOSED ACTION: Cancel both Commission meetings

Action: Motion by Tucker, second by Holsinger to cancel Harbor Commission meetings on December 17, 2014 and January 7, 2015. The motion passed.

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

- 15 **TITLE:** **Bills and Claims in the Amount of \$378,855.76**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
 the amount of \$378,855.76 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

16 **General Manager - Grenell**

Grenell presented his report.

17 **Director of Finance – Galarza**

Grenell presented Galarza’s report.

18 **Human Resources Manager – Harris**

Harris presented her report.

b) Operations

19 **Oyster Point Marina/Park and Pillar Point Harbor – Grindy**

Draper and White presented Grindy’s report.

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.

Brennan stated at the July 16, 2014 meeting she stated 2 motions were approved. She stated one was to get a report from staff on the fish buying audit that is to be done by JJACPA. She stated she would like to get the report. Brennan stated that there is a separate item being conducted by Dornbusch Consulting firm and was hoping that these items would be placed on an agenda in the near future. Parravano stated that Grenell stated at the beginning of his manager's report that those two items would be on the next agenda.

Bernardo asked staff to consider all holidays when scheduling public meetings.

Tucker asked Grenell if there is still a hiring freeze in place. Grenell stated there was. Tucker asked if the District had any certified lists. Grenell stated there were a couple. Harris stated there was one for Deputy Harbor Master and one for Harbor Worker.

Holsinger thanked members of the public for their attendance and staying through the entire meeting. He acknowledged the presence of Brian Rogers, Kim Collins and Robert Grant.

Holsinger stated that he was disappointed at the innuendo and suggestion that he missed the September 17, 2014 meeting without any advance notice to the District about his absence. He stated that he notified the General Manager the Monday prior to the meeting to let him know he would not be at the meeting but still reviewed the bills and claims. He stated that due to this he checked his attendance record and has the best attendance record of all Commissioners serving with him during the same period of time.

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 Tucker, second by Holsinger to place an item on the next agenda regarding discussion of the possible lifting of the hiring freeze and the possible hiring of one or more individuals. The motion passed unanimously.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker


Action: Motion by Brennan to agendaize 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.

Adjournment


Action: Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed unanimously at 9:00 p.m.

Ayes: Bernardo, Brennan, Holsinger, Parravano, Tucker

The next scheduled meeting will be held on October 15, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.



Debbie Nixon
Deputy Secretary



Pietro Parravano
President