



San Mateo County Harbor District Board of Harbor Commissioners

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

Meeting Minutes

December 16, 2015
6:30 p.m.
Municipal Services Building
33 Arroyo Drive
South San Francisco, CA 94080

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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.

A.) Roll Call

Commissioners
Tom Mattusch, President
Robert Bernardo, Secretary
Pietro Parravano, Treasurer
Sabrina Brennan, Commissioner
Virginia Chang Kiraly,
Commissioner

Staff
Steve McGrath, General Manager
Marcia Schnapp, Interim Administrative
Services Manager
Melanie Hadden, Temporary Deputy
Secretary
Glenn Lazof, Special Projects Consultant
Steven Miller, District Counsel

B.) Public Comments/Questions

The Public may directly address the Board of Harbor Commissioners for a limit of three minutes, unless a request is granted for more time, on any item of public interest within the subject matter jurisdiction of the San Mateo County Harbor District, Board of Harbor Commissioners that is not on the regular Agenda. If a member of the public wishes to address the Board on an Agenda Item, that person must complete a Public Speaker Form and wait until that Item comes up for discussion. Agenda material may be reviewed at the administration offices of the District, 504 Avenue Alhambra, 2nd Floor, El Granada, CA 94018 or online at www.smharbor.com.

James Lee Han – Concerned about Commissioners holding dual offices.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

Request by Brennan to pull Item 1 – 7.

- 2 **TITLE:** 1st Quarter Financial Statements
- REPORT:** Marcia Schnapp
- PROPOSED ACTION:** Informational only

Action: Motion by Kiraly to accept Item 2, second by Bernardo

Ayes: Bernardo, Brennan, Kiraly, Parravano, Mattusch

- 1 **TITLE:** Bills and Claims in the Amount of \$244,984.79
- REPORT:** Bills and Claims Detailed Summary
- PROPOSED ACTION:** Approve payment of Bills and Claims in the amount of \$244,984.79

Action: Motion by Parravano, second by Kiraly to approve bills and claims in the amount of \$244,984.79.

Ayes: Bernardo, Brennan, Kiraly, Parravano, Mattusch

Public Comment:

James Lee Han – Informational

John Ullom – Informational

- 3 **TITLE:** Extend contract with Regional Government Services
 REPORT: Steve McGrath
 PROPOSED ACTION: Recommend approval to amend RGS Contract

Public Comment:

James Lee Han – Informational

Action: Motion by Kiraly, second by Bernardo to approve RGS contract extending the term of the contract through April 30, 2016, and increasing the appropriation by \$130,000 to a not-to-exceed total of \$400,000.

Ayes: Bernardo, Kiraly, Parravano, Mattusch
Nays: Brennan

- 4 **TITLE:** Robert Half/Accounts Temps Extension
 REPORT: Marcia Schnapp
 PROPOSED ACTION: Recommend approval to Amend Robert Half/Accountemps contract for temporary staffing services, increasing contract amount by \$64,000 not to exceed \$128,000.00

Action: Motion by Kiraly, second by Parravano to amend contract with Robert Half/Accountemps for temporary staffing services, increasing contract amount by \$64,000, for a total contract amount not to exceed \$128,000.

Ayes: Bernardo, Brennan, Kiraly, Parravano, Mattusch

- 5 **TITLE:** Terminology Matrix
 REPORT: Steve McGrath
 PROPOSED ACTION: Recommend approval to Adopt the Terminology Matrix (as may be amended) as a Board Policy

(37:26)

Public Comment:

James Lee Han

Action: Motion by Bernardo, second by Kiraly to approve the Terminology Matrix as a Board Policy.

Ayes: Bernardo, Kiraly, Parravano, Mattusch
Nays: Brennan

- 6 **TITLE:** Approve a contract with Bishop Diving for the removal of 2 abandoned vessels at Oyster Point Marina in the amount of \$23,445.00.

REPORT: Glenn Lazof
PROPOSED ACTION: Approve the proposal for the removal of 2 abandoned vessels at Oyster Point Marina.

Action: Motion by Kiraly, second by Brennan to approve the proposal for the removal of 2 abandoned vessels at Oyster Point Marina.

Ayes: Bernardo, Brennan, Kiraly, Parravano, Mattusch

- 7 TITLE: West Trail Culvert Repair
REPORT: Glenn Lazof
PROPOSED ACTION: Recommend approval to authorize General Manager to accept lowest responsive and responsible bid for West Trail Culvert Repair and enter into a contract with the lowest responsible bidder

Action: Motion by Kiraly, second by Parravano to approve.

(47:48)

Public Comment:

James Lee Han – Informational

Ayes: Bernardo, Brennan, Kiraly, Parravano, Mattusch

D.) New Business

- 8 (51:18)
TITLE: Oyster Point Marina Flooding
REPORT: Sabrina Brennan
PROPOSED ACTION: Discussion and possible action regarding persistent flooding at Oyster Point Marina

Action: Motion by Kiraly, second by Bernardo to delay this item until time certain as determined by staff.

Public Comment:

Brian Rogers – Informational

James Lee Han – Informational

John Ullom – Informational

Action: Motion by Kiraly to call question, second by Bernardo.

(1:02:36)

Roll call for 2nd Motion

Ayes: Bernardo, Kiraly, Parravano, Mattusch

Nays: Brennan

Roll call for 1st Motion

Ayes: Bernardo, Kiraly, Parravano, Mattusch

Nays: Brennan

- 9 **TITLE:** IT Services RFP and Staff Recommendation
 REPORT: Marcia Schnapp
 PROPOSED ACTION: Direct the General Manager to enter into a contract with Caspian IT Group to provide IT support services to the District as described in their IT Support Services RFP response and to include a confidentiality agreement with the District.

(1:05:55)

Action: Motion by Kiraly, second by Parravano to enter into a contract with Caspian IT Group to provide IT support services to the District as described in their IT Support Services RFP response. Caspian IT Group also must sign a confidentiality agreement with the District.

Ayes: Bernardo, Brennan, Kiraly, Parravano, Mattusch

- 10 **TITLE:** Employment Hiring Process; Amend Policy 6.1.13
 REPORT: Steve McGrath
 PROPOSED ACTION: Recommend approval to amend Policy 6.1.13

(1:17:54)

Action: Motion by Kiraly, second by Bernardo to amend Policy 6.1.13, Employment Hiring Process' to resolve internal inconsistencies, protect the privacy of applicants and clarify Board/Management roles and responsibilities.

Ayes: Bernardo, Brennan, Kiraly, Parravano, Mattusch

E.) Staff Reports:

Administration and Finance

- 11 General Manager – McGrath

Public Comment:

James Lee Han – Informational

- 12 Interim Administrative Services Manager – Schnapp

13 Special Projects – Lazof

Operations

14 Oyster Point Marina/Park and Pillar Point Harbor – Merlo/Draper

F.) Board of Harbor Commissioners

15 Committee Reports

16 Commissioner Statements and Requests

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

(1:36:40)

Commissioner Brennan – Commented on:

- The success of the Climate Summit in Paris
- King Tide at Oyster Point Marina
- Thanked Supervisor Pine’s office for attendance at meeting
- Oyster Point Marina is a Sea Level Rise ‘vulnerable asset’ and thus potentially eligible for County and Federal assistance

Commissioner Kiraly – Commented that she attended both Lighted Boat Festival events and wanted to thank the two Assistant Harbor Masters for being so welcoming to her.

Commissioner Bernardo – Wished everyone a Happy Holiday.

Commissioner Parravano – Wanted to thank staff for putting together a Holiday Lunch.

(1:43:05)

Public Comment:

John Ullom – Informational

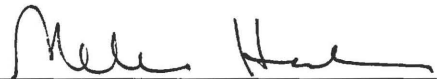
G.) Closed Session

- 17 TITLE: Conference with Labor Negotiator Pursuant to
Government Code Section 54957.6
DISTRICT REPRESENTATIVES: Deborah Glasser, Vanessa Buffington, Steve McGrath
EMPLOYEE ORGANIZATIONS: Operating Engineers Local Union 3 and Teamsters
Local Union 856

No reportable action.

H.) Adjournment

Meeting adjourned at 8:15 pm. The next scheduled meeting will be held on January 6, 2016 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay, CA 94019 at 6:30 p.m.



Melanie Hadden
Temporary Deputy Secretary



Tom Mattusch
President