

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

July 15, 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
Nicole David, Vice President
Robert Bernardo, Secretary
Pietro Parravano, Treasurer
Sabrina Brennan, Commissioner

Staff

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

B.) Public Comments/Questions — Larry Fortado representing
Three Captains wanted to discuss fish buyer fees. **(2:30)**

Gregory Sanchez is interested in renting Oyster Point Bait and Tackle. **(3:07)**

John Ullom wanted to acknowledge that President Mattusch and Miller did a great job representing District at the LAFCO meeting. **(5:29)**

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.

C.) Staff Recognition — Scott Grindy wanted to commend Michelle Reloba who helped a suicidal man at Oyster Point. She remained calm and talked to the man and called and got help for him. An accommodation letter for her was requested by President Mattusch. **(8:46)**

(10:38)

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- | | | |
|----------|---------------------------------------|---|
| 3 | TITLE:
REPORT:
PROPOSED ACTION: | Revise Committee By-Laws to Permit Day-time Meetings
Lazof, Memo, Resolution
Adopt Resolution 31-15 revising Committee by-laws to permit day time meetings |
| 4 | TITLE:
REPORT:
PROPOSED ACTION: | Amendment to Employment MOU, Scott Grindy, Harbor Master
Lazof, Memo, Resolution
Adopt Resolution 30-15 to revise contract removing annual cost of living increase and add one time lump sum payment of \$2,937.56 |
| 5 | TITLE:
REPORT:
PROPOSED ACTION: | Amendment to Employment Contract, Debra Galarza, Director of Finance
Lazof, Memo, Resolution
Adopt Resolution 29-15 to revise contract removing annual cost of living increase and add one time lump sum payment of \$2,525.41 |

Action: Motion by Parravano to approve items 3, 4 and 5. Second by Bernardo.
Unanimously approved.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(11:09)

- 1 TITLE: **Minutes of Meeting May 26, 2015**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Brennan said you would not approve the minutes of May 26, 2015 until the following corrections are made: Under support list April Vargas should be removed. It should actually read declined to declare position. Also not all letters of support were added.

- 2 TITLE: **Minutes of Meeting June 17, 2015 – Special Meeting**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Brennan to approve with corrections. Second by Bernardo.
Ayes: Bernardo, Brennan, David, Mattusch, Parravano

E.) Old Business

(15:39)

- 6 TITLE: **Response to Grand Jury**
REPORT: Lazof, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 32-15 to revise and approve letter of response to the March 27, 2015 Letter from County Grand Jury

Action: Motion by Brennan to approve resolution as modified and adopt the letter with the changes as recommended by the commission. Second by David.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(32:58)

- 7 TITLE: **Policy Regarding Elected Officials' Conduct and Communication with District Staff**
REPORT: Lazof, Memo; Supporting Materials Brennan
PROPOSED ACTION: Discussion and possible action

Public Comment:

Support

Leonard Woren (39:47)

Action: Motion by Brennan to replace SMCHD policy on Elected Officials Conduct and Communication with District Staff with the San Mateo County Harbor District code of Ethics and Values with the date it was approved included. Second by Bernardo.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(49:30)

- 8 TITLE: **Discussion of Lisa Wise Consulting Contract for Harbor District Strategic Plan and Approval of \$42,206.35 Progress Payment.**
- REPORT: Lazof, Memo
- PROPOSED ACTION: Accept staff recommendation regarding payment of invoice. The commission may consider additional direction to staff regarding performance of the Contract.

Public Comments:

Oppose

Leonard Woren (57:08)

Kathryn Slater Carter (1:08:02)

Action: Motion by Mattusch to request an update on how long to complete tasks 7, 8, 9, 10, 11, 12, get the time line, offer payment of \$42,206.35, present to Lisa Wise Consulting we need an in-depth plan, where we are are? Where were going? What we're doing? And what it will take to do that. We will not stop the stop work order until the General Manager is hired and on board. Motion by David for the approval of \$42,206.35 progress payment to Lisa Wise Consulting. Second by Parravano (1:24:31)

Ayes: Bernardo, David, Mattusch, Parravano

Nays: Brennan

- 8.a TITLE: **Closed Session:** Conference with Legal Counsel— Anticipated Litigation. Significant exposure to litigation pursuant to Section 54956.9(d)(2) and (e)(2). The facts and circumstances that might result in litigation against the District include the disputed progress payment that is the subject of Item 8 on this Agenda.

Action: Brennan moves to go into closed session. Second by Bernardo. (1:27:22)

Ayes: Bernardo, Brennan, David, Mattusch

Nays: Parravano

Adjourn to closed session (1:27:54)

No reportable action from closed session.

F.) New Business

(1:28:05)

- 9 TITLE: **Update on Refinancing Department of Boating and Waterways Loan To District**
REPORT: Lazof, Memo
PROPOSED ACTION: No Commission Action is Proposed, unless the Commission is no longer interested in pursuing refinancing.

Public Comment:

Support

Leonard Woren (1:40:21)

(2:03:16)

- 10 TITLE: **Commissioner Discussion of Review of Treasurer's and Deputy Treasurer Procedures**
REPORT: Lazof, Memo
PROPOSED ACTION: Public discussion of review conducted by JJACPA

Public Comment:

Undeclared

Leonard Woren provided information. (2:05:58)

(2:15:36)

- 11 TITLE: **Bills and Claims in the Amount of \$163,974.39**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$163,974.39 to cover payment of Bills and Claims

Action: Motion by Mattusch to approve bills and claims in the amount of \$163,974.39.
Second by Bernardo.

Ayes: Bernardo, David, Mattusch, Parravano

Nays: Brennan

(2:17:06)

G.) Staff Reports: a) Administration and Finance

12 Interim General Manager – Lazof

Lazof presented the report.

13 Director of Finance – Galarza

Schnapp presented the report.

14 Interim Administrative Services Manager – Schnapp

Schnapp presented the report.

(2:29:55)

b) Operations

15 Oyster Point Marina/Park and Pillar Point Harbor – Grindy

H.) Board of Harbor Commissioners

(2:34:44)

16 A. Committee Reports

B. Commissioner Statements and Requests

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

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

Motion by Brennan, second by David to extend meeting by one hour to 10:30 PM.

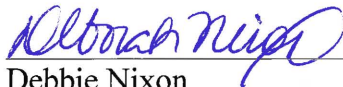
I.) Closed Session

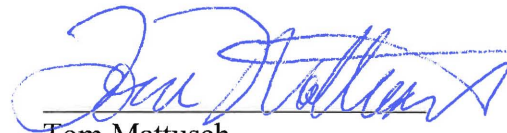
9:28 PM Adjourn to closed session.

- 17 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 3 and Teamsters Local
- ORGANIZATIONS: Union 856

J.) Adjournment

The Board adjourned the meeting.


Debbie Nixon
Deputy Secretary


Tom Mattusch
President