

**San Mateo County Harbor District  
Board of Harbor Commissioners  
Meeting Minutes**

**July 1, 2015  
6:30 p.m.**

**Sea Crest School, Think Tank, Room #19  
901 Arnold Way  
Half Moon Bay, CA 94019**

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**A.) Roll Call**

**Commissioners**

Tom Mattusch, President  
x Nicole David, Vice President  
Robert Bernardo, Secretary  
Pietro Parravano, Treasurer  
Sabrina Brennan, Commissioner

**Staff**

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

X – absent

**B.) Public Comments/Questions –**

William Smith from the F/V Riptide addressed the issue of raising berth rents. He said this year has been one of the worst seasons for fisherman, no salmon and very poor crab season. Also has been very bad for the commercial fishermen. Everyone is struggling. He also was speaking for HMB Sportfishing. **(0:30)**

John Ullom said he had been asking for a lot of invoices lately, some of them for the District’s attorney, some of them for consultants. He wanted to remind our attorney that he works for the District. He stated he received the invoice for the audit. He said it looks like Hanson Bridgett received the invoice and that they are the ones who paid for the audit and then assumed Hanson Bridgett would be billing the district. He asked for a copy of the invoice and he is still waiting for it. The District told him that they need to ask our lawyer if he can have it. **(3:16)**

(6:51)

**C.) Staff Recognition-** Grindy thanked the Oyster Point Marina staff for holding the Coastside Fishing Derby. He stated approximately 30 boats showed up and about 100 participants were present. He also thanked David for starting the cigarette butt collectors trial pilot project. Grindy stated there are two at each location. He stated that a one day sampling was performed at Oyster Point Marina and 121 cigarette butts had been collected.

Schnapp was asked by the Director of Finance to recognize the finance staff for their continued efforts and support providing services to the public. The finance staff includes Doyle, Cooper, Cruz and Chan. She especially thanked Emily Cooper. Mattusch suggested a proclamation for Cooper.

(9:24)

## **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.

- 1     **TITLE:**                             **Minutes of Meeting May 6, 2015**  
      **REPORT:**                         Draft minutes  
      **PROPOSED ACTION:**         Approval
  
- 2     **TITLE:**                             **Minutes of Meeting May 20, 2015**  
      **REPORT:**                         Draft minutes  
      **PROPOSED ACTION:**         Approval

Item 3 was removed from the consent calendar.

- 4     **TITLE:**                             **Minutes of Meeting June 11, 2015**  
      **REPORT:**                         Draft minutes  
      **PROPOSED ACTION:**         Approval

**Action:** Motion by Parravano, second by Bernardo to approve items 1, 2 and 4. The motion passed. (13:17)

Ayes: Bernardo, Brennan, Mattusch, Parravano

Absent: David

(16:14)

- 3     **TITLE:**                             **Minutes of Meeting May 26, 2015**  
      **REPORT:**                         Draft minutes

PROPOSED ACTION: Approval

**Public Comment:** John Ullom said that what was in the May 26, 2015 Meeting Minutes was not what he said. He wanted it changed. (10:39)

Lazof stated the corrections to the May 26, 2015 minutes would be brought back to the next meeting.

(16:33)

- 5 TITLE: **Approval of Amount Not to Exceed \$30,500 for General IT Services and Additional Equipment with Caspian IT**  
REPORT: Lazof, Memo, Resolutions  
PROPOSED ACTION: 1.) Adopt Resolution 27-15 to approve agreement with CASPIAN IT for IT services and equipment, until completion of RFP process to establish long term IT vendor, and  
2.) Adopt Resolution 28-15 to augment the FY15/16 Budget for computer hardware

**Public Comment:**

**Oppose:**

John Ullom (16:43)

Brian Rogers (19:01)

**Action:** Motion by Mattusch, second by Bernardo to approve three months of support. The motion passed.

Ayes: Bernardo, Mattusch, Parravano

Nays: Brennan

Absent: David

(45:40)

- 6 TITLE: **Revision to Events Policy/ Single Applicant for Multiple Events In A Calendar Year**  
REPORT: Lazof, Memo, Resolution  
PROPOSED ACTION: Adopt Resolution 25-15 to accept staff recommendation to revise Events Policy to reflect long time practice of accepting one annual application fee for applicants applying for multiple events throughout the year

**Action:** Motion by Bernardo second by Parravano to accept staff recommendation to revise events policy to reflect long time practice of accepting one annual application for applicants applying for multiple events throughout the year. The motion passed.

Ayes: Bernardo, Brennan, Mattusch, Parravano

Absent: David

(1:06:13)

7 TITLE: **Adopt Policy 6.5.10 California Paid Sick Leave Law to District Policies**  
REPORT: Schnapp , Memo, Resolution  
PROPOSED ACTION: Adopt Resolution 24-15 to adopt District Policy 6.5.10 California paid sick leave law

**Action:** Motion by Bernardo, second by Parravano to adopt Resolution 24-15 to adopt District Policy 6.5.10 California paid sick leave law with two corrections on page 4/6 changing 2.7.3.a to 2.5.3.a. and page 6/6 adding a period at the end of the paragraph after the word law.

Ayes: Bernardo, Brennan, Mattusch, Parravano

Absent: David

(1.10:19)

## E.) New Business

(1:10:24)

8 TITLE: **District Presentation at July 15 Local Agency Formation Commission Public Hearing regarding Municipal Service Review of San Mateo County Harbor District**  
REPORT: Lazof, Memo, Resolution  
PROPOSED ACTION: Adopt Resolution 26-15 to give direction to Staff and General Counsel regarding District oral presentation regarding District Municipal Service Review

**Action:** Motion by Brennan, second by Bernardo to approve Resolution 26-15 to approve District Legal Counsel, along with the General Manager and Board President as District representatives at the LAFCo public hearing regarding the Municipal Service Review. The motion passed.

Ayes: Bernardo, Brennan, Mattusch, Parravano

Absent: David

(1:29:42)

9 TITLE: **California Special Districts Association 2015 Board Elections: Seat A**  
REPORT: Lazof, Memo, Attachments  
PROPOSED ACTION: Selection of candidate and authorize the General Manager to submit ballot by August 7, 2015 with Commission selection

**Action:** Motion by Parravano, second by Brennan to elect Elaine Magner to a seat on the California Special District Association.

Ayes: Bernardo, Brennan, Mattusch, Parravano

Absent: David

(1:31:08)

10 TITLE: **Bills and Claims in the Amount of \$287,386.32**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$287,386.32 to cover payment of Bills and Claims

**Public Comments:** John Ullom is against the legal fees. (1:31:42)

Brian Rogers is against the legal fees. (1:34:16)

**Action:** Motion by Parravano, second by Bernardo to approve bills and claims in the amount of \$287,386.32. The motion failed.

Ayes: Bernardo, Parravano

Nays: Brennan, Mattusch

Absent: David

**Action:** Motion by Mattusch, second by Brennan to approve bills and claims minus Lisa Wise Consulting in the amount of \$42,206.35. The motion failed. (1:47:03)

Ayes: Brennan, Mattusch

Nays: Bernardo, Parravano

Absent: David

**Action:** Motion by Bernardo, second by Parravano to approve the bills and claims minus \$42,206.35 for Lisa Wise Consulting. The motion passed.

Ayes: Ayes: Bernardo, Brennan, Mattusch, Parravano

Absent: David

## **F.) Staff Reports: a) Administration and Finance**

**11 Interim General Manager – Lazof (1:47:16)**

Lazof presented the report.

**12 Director of Finance – Galarza (1:52:04)**

Schnapp and Lazof presented the report.

**13 Interim Administrative Resources Manager - Schnapp (2:03:03)**

Schnapp presented the report.

## **b) Operations**

**14 Oyster Point Marina/Park and Pillar Point Harbor – Grindy (2:12:17)**

Grindy presented the report.

## **G.) Board of Harbor Commissioners**

**(2:14:56)**

**15 A. Committee Reports - None**

**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

1. Bernardo stated that the City of South San Francisco Planning Commission uses iPads in place of hard copy board packets. He wasn't sure it would be feasible for the District but wanted to bring the idea forward.
2. Parravano thanked the Pillar Point Harbor staff for the recommendation of the artist who painted the mural on the electrical box at the harbor.
3. Brennan wanted to clarify the process for requesting agenda items. She stated that the board received an email several weeks from the Board Secretary stating that they had a deadline of the Friday before the meeting

to submit agenda items. Brennan liked this idea and says it serves the board better if they have time to think about the meeting and reflect. Brennan also mentioned the forensic IT audit to put on an agenda. Brennan also wanted to address the month to month lease for Ketch Joanne's.

4. Mattusch encouraged everyone to increase their education level and transparencies. CASD Association has three levels of certification and one has to do with the educational level of the commissioners and they have started to track that.

The commission adjourned to closed session at 8:57 PM.


## **H.) Closed Session**


- 16 TITLE: **Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(2). One Case**

There was no reportable action from Closed Session.

## **I.) Adjournment**

The meeting adjourned at 10:00 PM.

  
Debbie Nixon  
Deputy Secretary

  
Tom Mattusch  
President