

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

January 21, 2015
6:30 p.m.

**Municipal Services Building
33 Arroyo Drive
South San Francisco, Ca. 94080**

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Roll Call

Commissioners

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

Staff

Scott A. Grindy, Acting General Manager
x Debra Galarza, Director of Finance
Marietta Harris, Human Resource Manager
Charles White, Acting Harbor Master - OPM
John Draper, Acting Harbor Master - PPH
Debbie Nixon, Deputy Secretary
Steve Miller, District Counsel

x-absent

Public Comments/Questions — Budd Ratts was concerned the Minutes for December 3, 2014 and January 7, 2015 were not done. **(0:45)**

Staff Recognition - None.

Continued Business

(13:05)

- 4 TITLE: **Reorganization of Harbor Commission: Selection of Treasurer**
REPORT: Miller, Memo
PROPOSED ACTION: Select Treasurer

Action: Motion by David to nominate Parravano as Treasurer. The motion failed due to lack of a second.

Action: Motion by Mattusch, second by Brennan to nominate Grindy as Treasurer. The motion passed.

Ayes: Brennan, David, Mattusch
Nays: Parravano
Absent: Bernardo

(26:25)

Action: Motion by David, second by Mattusch to extend the meeting up to 1 hour. The motion passed.

Ayes: Brennan, David, Mattusch, Parravano
Absent: Bernardo

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

(27:20)

- 5 TITLE: **Minutes of Meeting December 3, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval
- 6 TITLE: **Minutes of Meeting January 7, 2015**
REPORT: Draft minutes
PROPOSED ACTION: Approval

(27:35)

- 7 TITLE: **Approve Acting General Manager to be a Board Member of the California Association of Harbor Masters and Port Captains**
- REPORT: Grindy, Memo
- PROPOSED ACTION: Approve Acting General Manager to be a Board Member of the California Association of Harbor Masters and Port Captains

Grindy pulled items 5 and 6 from the consent calendar.

Action: Motion by Parravano, second by Mattusch to approve the consent calendar. The motion passed.

Ayes: Brennan, David, Mattusch, Parravano
Absent: Bernardo

New Business, Continued

(27:57)

- 8 TITLE: **Amendment to FY14/15 Budget for Salary and Benefits**
- REPORT: Harris, Memo, Resolution
- PROPOSED ACTION: Adopt Resolution 04-14 to amend FY14-15 budget

Action: Motion by Mattusch, second by Parravano to adopt Resolution 04-14 to amend FY 14-15 budget. The motion passed.

Ayes: Brennan, David, Mattusch, Parravano
Absent: Bernardo

(29:00)

- 9 TITLE: **Amendment to FY14/15 Budget for Recruitment Expense**
- REPORT: Galarza, Resolution
- PROPOSED ACTION: Adopt Resolution 05-15 to amend FY14-15 budget

Action: Motion by David, second by Mattusch to adopt Resolution 05-15 to amend the FY14-15 budget. The motion passed.

Ayes: Brennan, David, Mattusch, Parravano
Absent: Bernardo

(32:16)

10 TITLE: **Coastal Commission Permit – Electrical Project for Relocation of Refrigerated Containers on Johnson Pier – Project Change of Scope**
REPORT: Grindy, Memo
PROPOSED ACTION: Modify permit application to Coastal Commission to keep bait at their current location on Johnson Pier and to allow for electrical car charging in parking lot

Action: Motion by David, second by Mattusch to authorize the General Manager to notify the California Coastal Commission that this project and permit will no longer be requested and the work has been stopped with no further efforts to be performed to complete the project. The motion passed.

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

(44:57)

11 TITLE: **Possible Change in Location of Three Captains' Hoist at Pillar Point Harbor**
REPORT: Grindy, Memo
PROPOSED ACTION: To be determined

Action: Motion by Parravano to allow Three Captains Seafood's hoist at the existing location, pending review and approval by the California Coastal Commission and all other required permitting authorities. The motion failed due to lack of a second.

No other motions were made on this item.

(1:10:25)

12 TITLE: **Suspension of Hiring Freeze to Fill Two (2) Deputy Harbormaster Positions**
REPORT: Harris, Memo
PROPOSED ACTION: Authorize the lift of the hiring freeze to hire Deputy Harbor Masters

Action: Motion by Parravano, second by Mattusch to authorize the lift of the hiring freeze to hire Deputy Harbor Masters. The motion passed.

Ayes: Brennan, David, Mattusch, Parravano
Absent: Bernardo

(1:15:00)

- 13** TITLE: **Request for Proposals: District Counsel Legal Services**
REPORT: Grindy, Memo, Attachments
PROPOSED ACTION: Approve draft Request for Proposal and direct Acting General Manager to issue Request for Proposals (RFP)

Action: Motion by Brennan, second by Mattusch to approve draft request for proposal and direct Acting General Manager to issue request for proposal. The motion passed.

Ayes: Brennan, David, Mattusch
Nays: Parravano
Absent: Bernardo

(1:23:30)

- 14** TITLE: **Information Report: Amendments to District Policies**
REPORT: Harris, Memo
PROPOSED ACTION: Information only

This item was for information only. No action was taken.

(1:26:35)

- 15** TITLE: **Updated List of Signatures for US Bank**
REPORT: Galarza, Memo, List of signatures
PROPOSED ACTION: Update list of signatures for the San Mateo County Harbor District's signatures for US Bank

Action: Motion by Parravano, second by Mattusch to update the list of signatures for the San Mateo County Harbor District's signatures for US Bank. The motion passed.

Ayes: Brennan, David, Mattusch, Parravano
Absent: Bernardo

(1:27:40)

- 16** TITLE: **Information Report: San Mateo County Investment Pool**
REPORT: Galarza, Memo
PROPOSED ACTION: Information only

The Board decided to continue this item to the next meeting.

(1:28:15)

17 TITLE: Information Report: Agenda Preparation and Packet Distribution
REPORT: Grindy, Memo
PROPOSED ACTION: Information only

This item was for information only. No action was taken.

(1:29:20)

18 TITLE: Authorize Sending of Letter to San Mateo County Local Agency Formation Commission (LAFCo) requesting delay in Municipal Service Review and Sphere of Influence Update
REPORT: Brennan, Draft letter
PROPOSED ACTION: Authorize sending of letter to LAFCo

Action: Motion by David, second by Mattusch to authorize sending the letter to LAFCo requesting delay in Municipal Service Review and Sphere of Influence update with additional cover letter. The motion passed.

Ayes: Brennan, David, Mattusch
Nays: Parravano
Absent: Bernardo

Staff Reports: a) Administration and Finance

19 Acting General Manager – Grindy (1:42:55)

Nothing further to report.

20 Director of Finance – Galarza (1:43:17)

Action: Motion by Brennan, second by David to extend the meeting to allow completion of item 20. The motion passed.

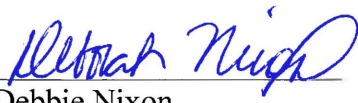
Ayes: Brennan, David, Mattusch
Nays: Parravano
Absent: Bernardo

Nothing further to report.

Adjournment

Action: Motion by Parravano, second by Mattusch to adjourn the meeting. The motion passed at 10:34 p.m.

The next scheduled meeting will be held on February 4, 2015 at the Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay at 6:30 p.m.


Debbie Nixon
Deputy Secretary


Sabrina Brennan
President

The following items were not taken up at the January 21, 2015 meeting.

21 **Human Resources Manager – Harris**

b) Operations

22 **Oyster Point Marina/Park – White**

23 **Pillar Point Harbor – Draper**

Board of Harbor Commissioners

24 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

Closed Session, Continued

25 TITLE: **Public Employee Performance Evaluation, Acting General Manager, pursuant to Government Code §54957(b)**