

# San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

July 1, 2015  
6:30 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 posted at [www.PacificCoast.tv](http://www.PacificCoast.tv) within 24-48 hours of the meeting. Pacifica residents can tune into Comcast Chanel 26 and residents from Montara through Pescadero can tune into Comcast Chanel 27. Copies of the meetings 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.

## 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 Human Resource Manager  
Scott A. Grindy, Harbor Master  
Debbie Nixon, Deputy Secretary  
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, 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 or online at [www.smharbor.com](http://www.smharbor.com).

## C.) Staff Recognition-

## 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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
  
- 3     **TITLE:**                             **Minutes of Meeting May 26, 2015**  
       **REPORT:**                         Draft minutes  
       **PROPOSED ACTION:**           Approval
  
- 4     **TITLE:**                             **Minutes of Meeting June 11, 2015**  
       **REPORT:**                         Draft minutes  
       **PROPOSED ACTION:**           Approval
  
- 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
  
- 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

- 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

## **E.) New Business**

- 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
- 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
- 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

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

- 11    **Interim General Manager – Lazof**
- 12    **Director of Finance – Galarza**
- 13    **Interim Human Resources Manager – Schnapp**

## **b) Operations**

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

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

**15 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

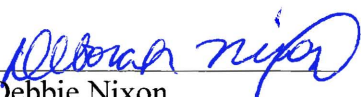
## **H.) Closed Session**

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

## **I.) Adjournment**

The next scheduled meeting will be held on July 15, 2015 at the Municipal Services Building, 333 Arroyo Drive, South San Francisco at 6:30 p.m.

Agenda Posted As Required:  
June 26th at 9:45 a.m.

  
Debbie Nixon  
Deputy Secretary