



## Board of Harbor Commissioners

Virginia Chang Kiraly, President  
Nancy Reyerling, Vice President  
Nancy Reyerling, Secretary  
Tom Mattusch, Treasurer  
Sabrina Brennan, Commissioner  
Edmundo Larenas, Commissioner

John Moren, Interim General Manager  
William Parkin, District Counsel

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

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

## REGULAR MEETING MINUTES

October 16, 2019

6:30 PM

Oyster Point Yacht Club

911 Marina Blvd.

South San Francisco, CA 94080

- A) Roll Call** 6:30 PM - Commissioners Chang Kiraly, Larenas, Mattusch, Reyerling present.  
- Commissioner Brennan absent.

### **B) 1. Public Comments/Questions**

- **Chris DeGrande** – He along with Roger Martinez operate Dominic’s at Oyster Point Yacht Club (OYPC); appreciate the help provided by the Harbor District; offer to help the Harbor District in any way.
- **John Sims** – Commodore of the (OPYC), tenant, familiar with the SMCHD harbor/marinas. Thanked Jim Merlo and OPM staff. Highlighted events held by the OPYC.
- **Kirby Combs** – Tenant and OPYC member. Appreciates this Board meeting being held at the OPYC in South San Francisco. Commented about budget relative to Oyster Point Marina.

### **2. Commissioner Comments**

- Commissioners Mattusch and Chang Kiraly commented about their attendance at the CSDA Annual Conference in September. Both highly recommend the conference for all public officials; stated there are interesting, motivational topics and workshops/seminars including new laws and transparency. Commissioner Chang Kiraly noted that she received her Certificate of Completion for Sexual Harassment training while at the conference.

### 3. Committee Updates

#### Standing Committees

- Climate Change Resilience
- Finance
- Governance and Policy
- Oyster Point Liaison
- Social Media/Public Outreach
- Wildlife Protection

#### Ad Hoc Committees

- General Manager Search
  - Commissioner Mattusch** – General Manager search has been narrowed down to 6 candidates, (however one dropped out). Interviews Friday, 10/18.
- General Counsel Search
- Strategic Plan
- Office Design

### C) Consent

- Commissioner Chang Kiraly pulled reimbursement claim for Commissioner Brennan in the amount of \$972.52 from Bills and Claims due to lack of reporting out as required for Commissioner reimbursements.

1. **Bills and Claims (van Hoff)**

Recommendation: Review Pre-Approved Bills and Claims in the amount of \$260,869.07. Pre-Approve \$500,000 in Bills and Claims until next meeting.

2. **Minutes – Special Meeting September 25, 2019 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of September 18, 2019.

3. **Minutes – Special Meeting October 3, 2019 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of October 3, 2019

4. **Monthly Capital Projects Update (Moren)**

Receive and file.

5. **First Quarter – Fiscal Year 2020 (Q1-20) Investment Report (van Hoff)**

Receive and file.

**Motion:** (Mattusch/Reyering) approve Consent Items 2-5 with a friendly amendment to Item 1, (removing the line item for Commissioner Brennan in the amount of \$972.52).

**Ayes:** All in favor

**Motion passed.**

## D) Discussion

6. Oyster Point Dragons Operations Update; Presentation (Moren)

Information only.

7. Commercial Activity Permit Application for Tideline Marine Group, Inc. to Operate as a Commuter Ferry Service out of Oyster Point Marina for the Remainder of 2019 (Moren)

**Public Comment**

- **Danielle Weerth/Taylor Lewis** – Tideline Marine Group – Would like the Board to consider allowing Tideline Marine Group to add service using the Guest Dock during reverse commute times – actual schedules don't conflict with Prop SF or WETA; would yield right of way to these vessels.

No action taken.

8. CalPERS Out-of-Class Appointment – John Moren (van Hoff)

Information only.

9. Discuss District General Counsel Hiring Process and Provide Direction to Staff, or Approve Appointment of District Counsel (van Hoff)

**Public Comment**

- **John Ullom** – not in support of hiring District General Counsel with this process.

**Motion:** (Reyering/Chang Kiraly) Direct Interim General Manager to enter into an agreement with law firm of Richards Watson Gershon.

**Ayes:** Chang Kiraly, Reyering, Mattusch

**Nay:** Larenas

**Motion passed.**

13. Policy on Standing Committees; Discuss Assignment of Public Members to Committees (van Hoff)

**Motion:** (Chang Kiraly/Reyering) Revert back to Policy 3.0 'Policy on Standing Committees,' dated December 7, 2016.

**Ayes:** Chang Kiraly, Reyering, Mattusch

**Nay:** Larenas

**Motion passed.**

**7:52 PM Motion:** (Mattusch/Chang Kiraly) Adjourn meeting

**Ayes:** Chang Kiraly, Reyering, Mattusch

**Nay:** Larenas

**Motion passed.**

**Items not heard.**

**10. San Mateo County Harbor District Code of Ethics and Values; Approve Policy 1.1.1 (van Hoff)**

Recommendation: Approve Policy 1.1.1 San Mateo County Harbor District Code of Ethics and Values.

**11. Policy for Board Meeting Agenda; Recommend Adoption (Governance & Policy Committee)**

Recommendation: Review information from District Counsel and staff regarding current policies in other governmental entities. Adopt Policy 3.3 'Board Meeting Agenda.'

**12. Sexual & Unlawful Harassment Policy; Recommend Adoption (van Hoff)**

Recommendation: Eliminate current Policy 6.2.5 'Harassment, Discrimination and Retaliation Prevention.' Adopt and replace current Policy with Policy 6.2.5 Sexual & Unlawful Harassment Policy.

**E) Discussion/Action on Pulled Consent Items (if any)**

**F) Future Agenda Items**

**G) September Activity Reports: Int. General Manager/Operations, Administration**

Information only.

**H) Adjourn**

**7:52 PM Motion:** (Mattusch/Chang Kiraly) Adjourn meeting

**Ayes:** Chang Kiraly, Reyerling, Mattusch

**Nay:** Larenas

**Motion passed.**

  
Debbie Gehret  
Deputy Secretary

  
Virginia Chang Kiraly  
President