ITEM 7

San Mateo County Harbor District
Board of Harbor Commissioners

Meeting Minutes

October 21, 2015
6:30 p.m.
Municipal Services Building
33 Arroyo Drive
South San Francisco, CA 94080

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A.) Roll Call

Commissioners
Tom Mattusch, President
Vacant, Vice President
Robert Bernardo, Secretary
Pietro Parravano, Treasurer
Sabrina Brennan, Commissioner

Staff
Glenn Lazof, Interim General Manager
Vacant, Director of Finance
Marcia Schnapp, Interim Administrative Services Manager
Scott A. Grindy, Harbor Master
Melanie Hadden, Temporary 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, 504 Avenue Alhambra, 2nd Floor, El Granada, CA 94018 or online at www.smharbor.com.

(0:52)
Shaunn Cartwright – Commented that there is one more to go before we have a brand new Commission.
James Lee Han – Stated that the Board should replace Harbor Master with two Assistant Harbor Masters.

C.) Staff Recognition – Glenn Lazof recognized Scott Grindy for all the good work he has done.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

Consent items 1 and 2 pulled.

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1 TITLE: **Approve Fourth Amendment Extending Interagency Agreement with Regional Government Services (RGS) for Interim General Manager, Public Information Officer, Human Resources Advisor, Finance Project Management, and Administrative Services through December 31, 2015 and Increase Not to Exceed Amount $70,000**
REPORT: Lazof/ Memo
PROPOSED ACTION: Adopt Resolution 49-15 to extend RGS contract, Increase Total Amount of Agreement to $270,000

Action: Motion by Brennan to approve fourth amendment extending interagency agreement Regional Government Services (RGS) for Interim General Manager, Public Information Officer, Human Resources Advisor, Finance Project Management, and Administrative Services through December 31, 2015 and Increase Not to Exceed Amount $70,000, second by Mattusch.

Ayes: Bernardo, Brennan, Parravano, Mattusch

(19:46)
2 TITLE: **Amendments to Interim Capital Improvement Plan**
REPORT: Lazof , Memo,
PROPOSED ACTION: Add recommended Capital Improvement Projects to Interim List

1) From Fish Buyers Workshop: Replace Pier Deck, Replace Wood Deck under Refrigerators
2) From Finance Committee Harbor Dredging, New Financial Systems including Replacement to The

Marina Program and Fund Balance.

Action: Motion by Mattusch to amend the interim capital improvement plan, second by Brennan.

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Ayes: Bernardo, Brennan, Parravano, Mattusch

E.) Old Business

F.) New Business

3	TITLE:	**Bills and Claims in the Amount of $209,291.63**
	REPORT:	Bills and Claims Detailed Summary
	PROPOSED ACTION:	Approval of Bills and Claims for payment and a transfer in the amount of $209,291.63 to cover payment of Bills and Claims

Action: Motion by Parravano to approve bills and claims in the amount of $209,291.63, second by Bernardo.

Ayes: Bernardo, Parravano, Mattusch
Abstain: Brennan

4	TITLE:	**Vacancy on Harbor District Board of Commissioners**
	REPORT:	Lazof/ Memo
	PROPOSED ACTION:	The Commission will consider direction to Staff regarding filling the vacancy created by the resignation of Nicole David.

Public Comments: (40:39)
James Lee Hon – Against special election
Shaunn Cartwright – Against special election

Action: Motion by Bernardo to fill the vacancy by appointment, second by Mattusch.

Ayes: Bernardo, Brennan, Mattusch
Nays: Parravano (59:44)

Action: Motion by Mattusch to fill vacancy on November 16, second by Parravano.

Ayes: Bernardo, Brennan, Parravano, Mattusch

Action: Motion by Mattusch to require candidate to submit Letter of interest, proof of being a registered voter in San Mateo County, letter describing your vision for the Harbor, how you intend to work towards accomplishing Harbor goals and a resume, second by Brennan

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Ayes: Bernardo, Brennan, Parravano, Mattusch

Action: Motion by Mattusch to instruct interim general manager to issue the invitation to candidates to apply for the Harbor Commissioner vacancy it will require candidate to submit letter of interest, proof of being a registered voter in San Mateo County, letter describing your vision for the Harbor, how you intend to work towards accomplishing Harbor goals and a resume. The meeting will be on November 16, 2015 on the Half Moon Bay side and the deadline for receipt of the application is November 9, 2015, second by Brennan.

Ayes: Bernardo, Brennan, Parravano, Mattusch

5 TITLE: **Review of Prioritization of Commissioner Requests**
REPORT: Lazof/ Memo
PROPOSED ACTION: Commission may direct to Staff regarding prioritization of information and action requests from individual Commissioners.

(1:31)
Public Comments:
Shaunn Cartwright - Against
James Lee Han - Against

No action taken.

6 TITLE: **Discussion and possible action regarding IT equipment refund for three firewalls and twelve corresponding one year support subscriptions. (Commissioner Brennan)**
REPORT: Schnapp/Memo
PROPOSED ACTION: Direction to staff regarding refunds
(1:56:30)

Public Comments:

(2:01:57)
Brian Rogers – Informational
James Lee Han – Informational
Shaunn Cartwright – Informational

No action taken.

G.) Staff Reports: a) Administration and Finance

(2:14:25)

7 Interim General Manager – Lazof

8 Director of Finance

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9 **Interim Administrative Services Manager – Schnapp**

b) Operations

(2:30)

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

H.) Board of Harbor Commissioners

11 A. Committee Reports
Finance Committee:
Recommendations regarding Scope of the Committee
The Board will consider a committee recommendation defining the Scope of the Committee.

Motion: Motion by Mattusch to except the Finance Committee responsibilities as written on Item 11, Second by Brennan.

Ayes: Bernardo, Brennan, Parravano, Mattusch

(2:40:46)
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 one item on a future agenda may do so at this time. Any Commissioner wishing to place more than one item on any future agenda may make a motion to place such item(s) on the agenda and must have a majority vote of the Board to do so.

I.) Closed Session

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TITLE:	**Conference with Labor Negotiator Pursuant to Government Code Section 54957.6**
DISTRICT REPRESENTATIVES:	Deborah Glasser, Vanessa Buffington, Glenn Lazof
EMPLOYEE ORGANIZATIONS:	Operating Engineers Local Union 3 and Teamsters Local Union 856

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J.) Adjournment

This meeting adjourned at 9:21 PM. The next scheduled meeting will be held on November 4, 2015 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay, CA 94019 at 6:30 p.m.

Melanie Hadden Temporary Deputy Secretary	Tom Mattusch President

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