San Mateo County Harbor District
Board of Harbor Commissioners

Meeting Minutes

September 16, 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
Nicole David, Vice President
Robert Bernardo, Secretary
Pietro Parravano, Treasurer
Sabrina Brennan, Commissioner

Staff
Glenn Lazof, Interim General Manager
Marcia Schnapp, Interim Administrative Services 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, 504 Avenue Alhambra, 2nd Floor, El Granada, CA 94018 or online at www.smharbor.com.

(0.46) Brian Rogers - He stated that the President should stop a Commissioner from attacking the Interim General Manager.
(2:31) Sean Cartwright - Commented on the six figure settlement and code of conduct.
(4:11) James Lee – Commented on the code of conduct.

C.) Staff Recognition-

(6:12) Lazof acknowledged all the hard work that Scott Grindy and Katie Mickelson did with helping with the Fish Workshop.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

2	TITLE:	**Approve Phase I of Project with San Mateo County Resource Conservation District Agreement for First Flush Program for $5,000**
	REPORT:	Lazof, Memo, Resolution
	PROPOSED ACTION:	Adopt Resolution 41-15 to contract for Water Quality Assistance and Monitoring at Pillar Point Harbor, Subsequent Phases will require approval at a future Board Meeting
3	TITLE:	**Approve Participation in Lead Worker Training Course Offered by Regional Government Services (RGS)**
	REPORT:	Grindy, Memo, Resolution
	PROPOSED ACTION:	Approve Participation in Lead Worker Training as Recommended by Harbormaster (Commission Review and Approval Requested by Interim General Manager, an RGS employee)
4	TITLE:	**Extend Interim IT Support Services with CASPIAN IT GROUP for 92 days from September 30, 2015 to December 31, 2015**
	REPORT:	Schnapp, Memo, Resolution
	PROPOSED ACTION:	Adopt Resolution 43-15 to extend interim IT support services
5	TITLE:	**Approve Third Amendment to Interagency Agreement with Regional Government Services (RGS) Increasing the Not to Exceed Amount of by $20,000 to $200,000**
	REPORT:	Lazof, Memo, Resolution
	PROPOSED ACTION:	Adopt Resolution 44-15 to increase Amount of Interagency Agreement with RGS

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6	TITLE:	**Authorize Amendment To Contract With GHD Inc. in the Amount of $26,906.00 for the Completion of Design and Permitting for the West Trail Culvert Repair Project**
	REPORT:	Lazof/Grindy, Memo, Resolution
	PROPOSED ACTION:	Adopt Resolution 39-15 to authorize an amendment to the contract with GHD Inc. for the completion of the West Trail Culvert and Repair Project
7	TITLE:	**Authorize The Interim General Manager To Execute A Grant Agreement With The California State Parks, Division Of Boating And Waterways For An Amount Not To Exceed $169,200.00 From The Abandoned Watercraft Abatement Fund**
	REPORT:	Lazof/Grindy, Memo, Resolution
	PROPOSED ACTION:	Adopt Resolution 42-15 authorizing the General Manager to execute the grant agreement
8	TITLE:	**Authorize Up to $22,000 towards Purchase and Installation of Pillar Point Launch Ramp Pay Station**
	REPORT:	Schnapp/Grindy, Memo, Resolution
	PROPOSED ACTION:	Adopt Resolution 46-15 to authorize $22,000 toward purchase and installation of Pillar Point launch ramp pay station

(7:00)
Action: Motion by Parravano, second by David to approve consent items 1 – 8, Brennan pulled #1

Action: Motion by Parravano, Second by David to approve consent items 2 - 8, Brennan pulled #8

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

1	TITLE:	**Minutes of Meeting June 17, 2015**
	REPORT:	Draft minutes
	PROPOSED ACTION:	Approval

(10:07)
Action: Motion by Brennan to approve consent item 1 second by Mattusch
Ayes: Bernardo, Brennan, David, Parravano, Mattusch

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E.) Old Business

9	TITLE:	**Oyster Point Marina/Park Bait Shop Lease: Information and Status Update**
	REPORT:	Schnapp/Grindy, Oral Report
	PROPOSED ACTION:	Information item only

F.) New Business

10	TITLE:	**Closed Session: Public Employee Appointment. Government Code Section 54957(b)(1), and Conference with Labor Negotiator Pursuant to Government Code Section 54957.6**
	DISTRICT REPRESENTATIVES:	Steven Miller
	TITLE OF UNREPRESENTED EMPLOYEE:	General Manager

No action taken.

11	TITLE:	**Open Session: Possible Appointment of General Manager**
	REPORT:	Miller
	PROPOSED ACTION:	Consider adoption of Resolution 45-15 appointing a new General Manager, and authorizing President Mattusch to execute an Employment Agreement (Resolution to be provided at the meeting)

(19:24)

Action: Motion by Brennan to Adopt Resolution 45-15, second by Mattusch

Ayes: Bernardo, Brennan, David, Parravano, Mattusch

12	TITLE:	**Proclamation for Debbie Nixon**
	REPORT:	Proclamation
	PROPOSED ACTION:	Following her faithful and dedicated service on behalf of the community and staff of the San Mateo County Harbor District

(22:50)

13	TITLE:	**Beach Nourishment Project: Performance-based**

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	Compensation Agreement for Surfer's Beach Pilot Project and Procurement Thereof. (Commissioner David); Conceptual Approval Only
REPORT:	Commissioner David, Oral Report
PROPOSED ACTION:	Consider Performance-based Compensation Agreement to be completed and approved at future Commission meeting

Public Comments:
(34:47)
Sean Cartwright - Against
James Lee – Against
(47:46)
Brad Namitz – Informational

Action: Motion by David to develop a performance based Compensation Agreement for Surfers Beach pilot project with Brad Damitz including a detailed scope of work and project presentation that can either be in the contract or additional to the contract to be approved by the Board, second by Parravano.

Ayes: Bernardo, Brennan, David, Parravano, Mattusch

14	TITLE:	**Bills and Claims in the Amount of $376,598.22**
	REPORT:	Bills and Claims Detailed Summary
	PROPOSED ACTION:	Approval of Bills and Claims for payment and a transfer in the amount of $376,598.22 to cover payment of Bills and Claims

Public Comment:
Brian Rogers - Against (1:08:36)

Action: Motion by Parravano, Second by Bernardo to approve bills and claims in the amount of $376,598.22 .

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

15	TITLE:	**Discussion and Possible Action Regarding The District's Rising Legal Expenses (Commissioner Brennan)**
	REPORT:	Legal Expense Memo, Brennan; (An updated expense chart will be available as a handout at the meeting, as requested by Comm. Brennan); Oral Report; Lazof
	PROPOSED ACTION:	Two Options for action: 1) Staff recommends that if an action is desired that

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the item be tabled to a future meeting to permit additional description of proposed action on the Agenda

2) Per Agenda title as submitted, take action following this item.

Public Comments:
(1:23:57)
James Lee Hon - Against
Shawn Cartwright - Against

Action: No action taken.

J.) Staff Reports: a) Administration and Finance

Public Comments:
(1:53:33)
James Lee – Informational
Shawn Cartwright – Informational

16 Interim General Manager – Lazof

17 Interim Administrative Services Manager – Schnapp

b) Operations

18 Oyster Point Marina/Park and Pillar Point Harbor – Grindy

K.) Board of Harbor Commissioners

19 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 do so. For additional items, any Commissioner may make a motion to place the item on the Agenda and must have a majority vote to pass.

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G.) Closed Session, Continued

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

L.) Adjournment

The next scheduled meeting will be held on October 7, 2015 at the Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay, CA 94019 at 6:30 PM.

Melanie Hadden
Temporary Deputy Secretary

Tom Mattusch
President

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