ITEM 8

San Mateo County Harbor District
Board of Harbor Commissioners

Special Meeting Minutes

November 4, 2015
4:00 pm
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 within 24-48 hours of the meeting. Pacifica residents can tune into Comcast Channel 26 and residents from Montara through Pescadero can tune into Comcast Channel 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.

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A.) Roll Call

	Commissioners	Staff
	Tom Mattusch, President	Glenn Lazof, Interim General Manager
	Vacant, Vice President	Vacant, Director of Finance
x	Robert Bernardo, President	Marcia Schnapp, Interim Administrative Services Manager
	Pietro Parravano, Treasurer	Vacant, Harbor Master
	Sabrina Brennan, Commissioner	Melanie Hadden, Temporary Deputy Secretary
		Steven Miller, District Counsel

x absent

B.) Public Comments/Questions - None

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 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.

C.) Staff Recognition - None

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

Items 1 and 2 pulled from Consent

1	TITLE:	**Approve Certified Employment List for District Positions**
	REPORT:	Schnapp/Memo
	PROPOSED ACTION:	Approve Certified List for: Deputy Harbor Master; Harbor Worker

Action: Motion by Mattusch to approve certified list, second by Brennan.

Ayes: Brennan, Parravano, Mattusch
Absent: Bernardo

2	TITLE:	**Extension of Professional Services Contract with McCoy's Patrol Service at Oyster Point Marina at Current Rates through January 31, 2016**
	REPORT:	Schnapp/ Memo
	PROPOSED ACTION:	Authorize General Manager to extend contract.

Action: Motion by Brennan to approve the extension of professional services contract with McCoy's Patrol Service at Oyster Point Marina at current rates through January 31, 2016. Second by Mattusch.

Ayes: Brennan, Parravano, Mattusch
Absent: Bernardo

E.) Old Business - None

F.) New Business

3	TITLE:	**Bills and Claims in the Amount of $137,241.76**
	REPORT:	Bills and Claims Detailed Summary
	PROPOSED ACTION:	Approval of Bills and Claims for payment and a transfer in the amount of $137,241.76 to cover payment of Bills

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and Claims

Action: Motion by Parravano to approve bills and claims in the amount of $137,241.76, second by Brennan.

Ayes: Brennan, Parravano, Mattusch
Absent: Bernardo

(11:13)

4	TITLE:	**Electronic Communications and Social Media Policy**
	REPORT:	Lazof, Memo, Resolution
	PROPOSED ACTION:	Adopt Resolution 51-15 to approve Electronic Communications and Social Media Policy as recommended by staff.

Public Comments: (13:21)
Leonard Warren - Against

(32:07)
Action: Motion by Brennan to table this for now to be brought back at a meeting in January and look at two options for the social media policy we look at a stand-alone social media policy and we look at a combined social media and electronic communications policy which is policy 6.2.4., and the stand alone will be written by council and red lined, Second by Mattusch.

Ayes: Brennan, Parravano, Mattusch
Absent: Bernardo

(45:23)

5	TITLE:	**District Hiring Freeze**
	REPORT:	Lazof/Memo
	PROPOSED ACTION:	Adopt resolution 53-15. Commission may take action to establish that there is no Hiring Freeze in effect.

Action: Motion by Brennan to adopt resolution 53-15 regarding the elimination of the hiring freeze, second by Mattusch.

Ayes: Brennan, Parravano, Mattusch

(49:44)

6	TITLE:	**Discussion of Process for Appointment of Member of Board of Harbor Commissioners (Commissioner Mattusch)**
	REPORT:	Lazof/Memo
	PROPOSED ACTION:	The Commission may decide on a process for the November 16, 2015 Special Meeting at which an appointment will be made.

Public Comment:

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Leonard Warren – Informational
Brian Rogers – Informational
Bud Ratts - Informational
James Lee Han – Informational
(1:36:05)

Action: Motion by Brennan to except these items from Item 6 Staff report:

A list of qualified applicants should be distributed to the board via email and published on the District's website on November 11, 2015. It's important that the board and the public have an opportunity to vet the applicants in advance on the interviews.

Interviewing candidates for appointment should be conducted in open session. The amount of time for each interview should be the same for each applicant, and no more than 30 minutes for each applicant if the number of applicants is 5 or less. If the number of applicants is 6 or more the interview time would be reduced to no less than 20 minutes per interview.

Applicants should be asked to sit outside the meeting until they are called for an interview. This will ensure that applicants called last don't have an unfair advantage by hearing the questions and answers in advance of their interview. This will allow all applicants an equal amount of time to formulate responses to interview questions.

A maximum of 3 questions per Commissioner

At the conclusion of the interviews, the Commission shall vote to appoint an applicant to serve the remainder of the term for which the vacancy exists. All nominations shall be oral and do not require a second. Once all nominations are received, the Commission shall vote. Votes shall be by oral roll call. The first applicant to receive a majority vote will be appointed.

The Brown Act states: 54953. (C) No legislative body shall take action by secret ballot, whether preliminary or final.

<u>Plus these items discussed at November 4, 2015 Board Meeting:</u>

Each candidate will answer the same questions
No follow-up questions

Process:
Interview each candidate
All candidates will come back in the room for the Commissioner vote
Commissioner will have an opportunity for discussion or clarifications from the candidates
Board President will open the floor for motions
Commissioners will make motions
President will oversee the process to make sure that a commissioner will not make more than one motion repetitiously

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Each Commissioner only makes one motion before it goes to the next Commissioner Once all Commissioners have made a motion it can go back to the beginning

Second by Parravano.

Ayes: Brennan, Parravano, Mattusch

(1:43:56)

7	TITLE:	**Cancellation of November 18, 2015 regular meeting of the Board of Harbor Commissioners (Commissioner Brennan)**
	REPORT:	Lazof/Memo
	PROPOSED ACTION:	Cancellation of the November 18, 2015 regular meeting of the Board of Harbor Commissioners

No reportable action

Public Comment:
(1:44:33)
James Lee Han - Informational

8	TITLE:	**Authorization to Pay Bills and Claims Occurring Between October 30, 2015 and November 18, 2015 in an Amount Not to Exceed $550,000**
	REPORT:	Schnapp/ Memo
	PROPOSED ACTION:	The Commission will consider authorizing payment of Bills and Claims occurring between November 5, 2015 and November 18, 2015 in an amount not to exceed $550,000 in the event that the November 18 meeting is cancelled (per previous agenda item)

No reportable action

9	TITLE:	**Cancel the Regular Meeting at 6:30 pm on November 4, 2015**
	REPORT:	Lazof
	PROPOSED ACTION:	Cancel the Regular Meeting at 6:30 pm on November 4, 2015

Action: Motion by Brennan to cancel the regular meeting at 6:30 PM, second by Parravano.

Ayes: Brennan, Parravano, Mattusch

G.) Staff Reports: a) Administration and Finance

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(1:45:52)

10 **Interim General Manager – Lazof**

11 **Director of Finance**

12 **Interim Administrative Services Manager – Schnapp**

b) Operations

(1:47:17)

13 **Oyster Point Marina/Park and Pillar Point Harbor – Draper/Merlo**

H.) Board of Harbor Commissioners

14 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 pursuant to Resolution 50-15.

I.) Closed Session

No closed session.

15	TITLE:	**Conference with Legal Counsel – Anticipated Litigation** Initiation of litigation pursuant to Government Code Section 54956.9(d)(4) (one case)
16	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

The Meeting adjourned at 5:50 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 pm

Melanie Hadden
Temporary Deputy Secretary

Tom Mattusch
President

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