

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

June 17, 2015

6:30 p.m.

Municipal Services Building
33 Arroyo Drive
South San Francisco, Ca. 94080

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 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.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 April 15, 2015 – 6:30pm**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 **TITLE:** **Minutes of Meeting April 30, 2015**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 3 **TITLE:** **Minutes of Meeting May 4, 2015**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 4 **TITLE:** **Updated Signatory Card List for the San Mateo County Harbor District’s Financial Institution Accounts**
 REPORT: Memo, List of signatures, Resolution
 PROPOSED ACTION: Adopt Resolution 19-15 to authorize execution of financial institution generated signature forms for the San Mateo County Treasurer’s office and U.S. Bank

- 5 **TITLE:** **Authorizing the Renewal of the San Mateo County Harbor District’s Liability, Property and Other Insurance Policies for Fiscal Year 2015-16**
 REPORT: Memo, Policies Resolution
 PROPOSED ACTION: Adopt Resolution 21-15 approving renewal of liability, property and other insurance policies for Fiscal Year 2015-16

- 6 **TITLE:** **Bad Debt Write-Offs**
 REPORT: Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 17-15 to Approve Write-Offs of uncollectable berthing accounts for current and past years in the amount of \$83,671.07

- 7 **TITLE:** **Turbo Data Contract for Parking Citation Processing**
 REPORT: Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 08-15 to approve the contract with Turbo Data

- 8 TITLE: **Oyster Point Marina/Park Trash Compactor Purchase**
REPORT: Grindy, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 22-15 to approve purchase of Marathon compactor

E.) New Business

- 9 TITLE: **Proclamation for Oyster Point Yacht Club in Recognition of the 50th Anniversary**
REPORT: Proclamation
PROPOSED ACTION: Approval

F.) Public Hearing

- 10 TITLE: **Final Operating and Capital Budget for Fiscal Year 2015/16 by Resolution 20-15 Pursuant to Harbors and Navigation Code §6093.1**
A. Declare Hearing Open: President Mattusch
B. Report of Notice Given: Debbie Nixon, Deputy Secretary
C. Staff Report and Recommendation: Budget FY 2015/16
D. Public Comment:
E. Commission Deliberation:
H. Recommended Commission Action: Adopt Resolution 20-15 to Adopt the Final FY2015/16 Operating and Capital Budget

G.) New Business, Continued

- 11 TITLE: **Policy Regarding Elected Officials' Conduct and Communication with District Staff**
REPORT: Lazof, Memo
PROPOSED ACTION: Approve proposed policy
- 12 TITLE: **Contract with Regional Government Services: Approval of Adding Additional Staffing: Public Information and Transparency Officer; Human Resources Support**
REPORT: Lazof, Memo
PROPOSED ACTION: Approve proposed policy

- 13 TITLE: **New/Revised Job Descriptions:**
1) **Administrative Services Manager (New)**
2) **Harbor Master – Assistant General Manger Operations (Revised)**
- REPORT: Lazof, Memo
PROPOSED ACTION: Approve job descriptions; Administrative Services Manager Salary set at Human Resources Director level, on interim basis. Assistant General Manager Salary to be unchanged from prior to description revision.
- 14 TITLE: **Process for Approval of District Response to LAFCo Municipal Service Review**
- REPORT: Lazof, Memo
PROPOSED ACTION: The Commission may authorize the President to issue the final letter of response, or may call a Special Meeting to review this response, proposed for June 23, 2015.
- 15 TITLE: **Budget Adjustment for FY2014/15**
- REPORT: Galarza, Memo, Resolution
PROPOSED ACTION: Adopt Resolution 18-15 to Approve Budget Adjustment for FY2014/15, Adjustment recognizes Revenues above projection and increases in Expenditures, resulting in no net impact.
- 16 TITLE: **Rescind/Revise Motion Regarding General Manager Procurement Authority, Retroactive to May 28, 2015**
- REPORT: Lazof, Memo
PROPOSED ACTION: Establish General Manager’s procurement authority
- 17 TITLE: **Commercial Activity Permit For California Canoe & Kayak, Rate And Fee Structure**
- REPORT: Grindy, Memo
PROPOSED ACTION: Approve the proposed rate structure as noted below for California Canoe & Kayak for the period starting April 15, 2015 and ending July 17, 2015 during the temporary permit period \$2.25 per person per day or \$25.00 per week
- 18 TITLE: **Half Moon Bay Fish and Fleet Festival Event at Pillar Point Harbor**
- REPORT: Grindy, Memo
PROPOSED ACTION: Approve the event date of September 27, 2015 for the Half Moon Bay Fish and Fleet Festival and waive the application and permit fees for event

- 19 TITLE: **Status Report: Bills and Claims Paid in the Amount of \$386,564.09 from May 7, 2015 Through June 17, 2015 as Authorized on May 6, 2015 to Cover Payments Due to the Cancellation of the May 20, 201 and June 3, 2015 Meetings**
REPORT: Bills and Claims Summary
PROPOSED ACTION: Information only
- 20 TITLE: **Discussion of Role of the San Mateo County Harbor District through the Beach Replenishment Committee as Potential Lead Agency in a Sand Replenishment Effort at Surfer's Beach**
REPORT: David, Memo
PROPOSED ACTION: Approve San Mateo County Harbor District as local lead agency in this effort
- 21 TITLE: **Consideration and Direction to Staff Regarding a Social Media Plan**
REPORT: Lazof, Memo; Additional Information: Brennan
PROPOSED ACTION: The Commission may provide direction to Staff regarding a Social Media Plan for the District

H.) Staff Reports: a) Administration and Finance

- 22 **Interim General Manager – Lazof**
- 23 **Director of Finance – Galarza**
- 24 **Interim Human Resources Manager – Schnapp**

b) Operations

- 25 **Oyster Point Marina/Park and Pillar Point Harbor – Grindy**

I.) Board of Harbor Commissioners

26 A. Committee Reports

- 1) Water Quality and Public Safety Committee (May 14, 2015)
- 2) Beach Replenishment Committee (May 19, 2015)

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

J.) Closed Session

- 27 TITLE: **Closed Session—Public Employment Pursuant to Government Code Section 54957(b). Title: Labor Negotiator**
- 28 TITLE: **Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(2). One Case**

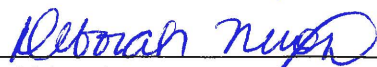
K.) New Business, Continued

- 29 TITLE: **Award Contract for Labor Negotiator Services**
REPORT: Lazof
PROPOSED ACTION: Authorize the General Manager to enter into an agreement for services in support of labor negotiations under terms deemed by the General Manager to be in the District's best interest and in a form approved by legal counsel.

L.) Adjournment

The next scheduled meeting will be held on July 1, 2015 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay at 6:30 p.m.

Agenda Posted As Required:
June 12th at 12:15 p.m.


Debbie Nixon, Deputy Secretary