

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

July 15, 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 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.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 May 26, 2015**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 **TITLE:** **Minutes of Meeting June 17, 2015 – Special Meeting**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 3 **TITLE:** **Revise Committee By-Laws to Permit Day-time Meetings**
 REPORT: Lazof, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 31-15 revising Committee by-laws to permit day time meetings

- 4 **TITLE:** **Amendment to Employment MOU, Scott Grindy, Harbor Master**
 REPORT: Lazof, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 30-15 to revise contract removing annual cost of living increase and add one time lump sum payment of \$2,937.56

- 5 **TITLE:** **Amendment to Employment Contract, Debra Galarza, Director of Finance**
 REPORT: Lazof, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 29-15 to revise contract removing annual cost of living increase and add one time lump sum payment of \$2,525.41

E.) Old Business

- 6 **TITLE:** **Response to Grand Jury**
 REPORT: Lazof, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 32-15 to revise and approve letter of response to the March 27, 2015 Letter from County Grand Jury

- 7 TITLE: **Policy Regarding Elected Officials' Conduct and Communication with District Staff**
REPORT: Lazof, Memo; Supporting Materials Brennan
PROPOSED ACTION: Discussion and possible action
- 8 TITLE: **Discussion of Lisa Wise Consulting Contract for Harbor District Strategic Plan and Approval of \$42,206.35 Progress Payment.**
REPORT: Lazof, Memo
PROPOSED ACTION: Accept staff recommendation regarding payment of invoice. The commission may consider additional direction to staff regarding performance of the Contract.
- 8.a TITLE: **Closed Session:** Conference with Legal Counsel— Anticipated Litigation. Significant exposure to litigation pursuant to Section 54956.9(d)(2) and (e)(2). The facts and circumstances that might result in litigation against the District include the disputed progress payment that is the subject of Item 8 on this Agenda.

F.) New Business

- 9 TITLE: **Update on Refinancing Department of Boating and Waterways Loan To District**
REPORT: Lazof, Memo
PROPOSED ACTION: No Commission Action is Proposed, unless the Commission is no longer interested in pursuing refinancing.
- 10 TITLE: **Commissioner Discussion of Review of Treasurer's and Deputy Treasurer Procedures**
REPORT: Lazof, Memo
PROPOSED ACTION: Public discussion of review conducted by JJACPA
- 11 TITLE: **Bills and Claims in the Amount of \$163,974.39**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$163,974.39 to cover payment of Bills and Claims

G.) Staff Reports: a) Administration and Finance

- 12 **Interim General Manager – Lazof**
- 13 **Director of Finance – Galarza**
- 14 **Interim Administrative Services Manager – Schnapp**

b) Operations

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

H.) Board of Harbor Commissioners

- 16 **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 make a motion to place such an item on a future agenda

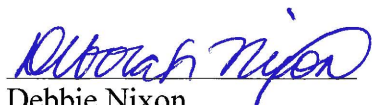
I.) Closed Session

- 17 **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

J.) Adjournment

The next scheduled meeting will be held on August 5, 2015 at the Municipal Services Building, 333 Arroyo Drive, South San Francisco at 6:30 p.m.

Agenda Posted As Required:
July 10th at 9:30 a.m.



Debbie Nixon
Deputy Secretary