

# 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](http://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.

### A.) Roll Call

#### Commissioners

Tom Mattusch, President

Vacant, Vice President

x Robert Bernardo, President

Pietro Parravano, Treasurer

Sabrina Brennan, Commissioner

#### Staff

Glenn Lazof, Interim General Manager

Vacant, Director of Finance

Marcia Schnapp, Interim Administrative Services Manager

Vacant, Harbor Master

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, 2<sup>nd</sup> Floor, El Granada, CA 94018 or online at [www.smharbor.com](http://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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

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 Woren - 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:**

Leonard Woren – 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.

**Plus these items discussed at November 4, 2015 Board Meeting:**

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

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**

(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.

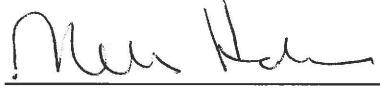
## **I.) Closed Session**

No closed session.

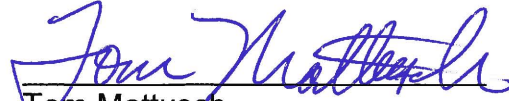
- 15 **TITLE: Conference with Legal Counsel – Anticipated Litigation**  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4) (one case)
- 16 **TITLE: Conference with Labor Negotiator Pursuant to Government Code Section 54957.6**  
**DISTRICT REPRESENTATIVES:** Deborah Glasser, Vanessa Buffington, Glenn Lazof  
**EMPLOYEE ORGANIZATIONS:** Operating Engineers Local Union 3 and Teamsters Local Union 856

## 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