

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

April 15, 2015
6:30 p.m.

Oyster Point Yacht Club
911 Marina Blvd
South San Francisco, Ca. 94080

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A.) Roll Call

Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Staff

Scott A. Grindy, Acting General Manager & Treasurer
x Debra Galarza, Director of Finance
Vacant, Human Resource Manager
Jim Merlo, Acting Harbor Master - OPM
John Draper, Acting Harbor Master - PPH
Debbie Nixon, Deputy Secretary
Steven Miller, District Counsel

x- absent

B.) Public Comments/Questions — Brian Rogers stated the last meeting came to an abrupt end and created a need for a Special Meeting in order to allow payment of Bills and Claims. (0:55)

C.) Consent Calendar

(3:10)

Items 3 and 5 were pulled from the Consent Calendar.

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|---|------------------|--|
| 1 | TITLE: | Minutes of <i>Special</i> Meeting March 4, 2015 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |
| | | |
| 2 | TITLE: | Minutes of Meeting March 4, 2015 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |
| | | |
| 4 | TITLE: | Support Letter for Coastside Fishing Club: Project Proposal for Release of Juvenile Salmon from Pillar Point Harbor |
| | REPORT: | Grindy, Memo, Letter |
| | PROPOSED ACTION: | Approve General Manager sending support letter for the Coastside Fishing Club project |

Action: Motion by Mattusch, second by Parravano to approve Items 1, 2 and 4 from the Consent Calendar. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(4:20)

- | | | |
|---|------------------|--|
| 3 | TITLE: | Minutes of Meeting March 18, 2015 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |

No document was provided to the Board for approval.

(4:34)

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|---|------------------|---|
| 5 | TITLE: | Adoption of List of Norms for the San Mateo County Harbor District as follow-up to the Board Dynamics Workshop |
| | REPORT: | Parravano, Memo |
| | PROPOSED ACTION: | Adopt the list of norms |

Action: Motion by Brennan, second by David to adopt the list of norms. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

D.) New Business

(6:46)

6 TITLE: **Information Item: Resource Conservation District First Flush Study Results**
REPORT: Kellyx Nelson, Brittani Bohlke
PROPOSED ACTION: Information only

Kellyx Nelson and Britney Bohlke made their presentation. No action was taken. The item is information only.

(37:55)

7 TITLE: **Bills and Claims in the Amount of \$208,416.52**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$208,416.52 to cover payment of Bills and Claims

Action: Motion by Mattusch, second by Parravano to approve the Bills and Claims for payment and a transfer in the amount of \$208,416.52 to cover payment of Bills and Claims. The motion passed.

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

(40:27)

8 TITLE: **Commercial Activity Permit for California Canoe and Kayak**
REPORT: Draper, Memo
PROPOSED ACTION: Accept request for Commercial Activity Permit

Public Comment:

Keith Miller, the President of California Canoe and Kayak presented his request for the Commercial Activity Permit. **(43:07)**

Matthew Krizan, an instructor for California Canoe and Kayak stated the instructors are aware of their space and make sure to keep the area clear for foot traffic, etc. **(51:58)**

Sean Morlen reiterated what Keith Miller said about the importance of the location for California Canoe and Kayak. **(53:02)**

Barbara Kossy stated that California Canoe and Kayak would raise the quality of water awareness and safety as well as community involvement in Pillar Point Harbor. **(54:25)**

Ken Howell stated he supported California Canoe and Kayak. **(55:32)**

Maryann Clark stated she supported California Canoe and Kayak for continuous presence, stewardship, instruction and kayak safety. **(57:16)**

Kimberly Williams stated she supported the application and agreed with what everyone has said previous to her comments. **(58:09)**

Neil Merrilles stated he supported California Canoe and Kayak. He also stated he would help with getting Perched Beach back into a functional recreational area.**(59:33)**

Doug Connor from Half Moon Bay Kayak Company stated he didn't support California Canoe and Kayak because of the issues associated with competition and profit loss. He also stated he had concern with keeping the bike path clear.**(1:01:15)**

Action: Motion by David, second by Bernardo to approve a Commercial Activity Permit for California Canoe and Kayaking for ninety (90) days and to be followed up with an additional use agreement. The motion passed.

Ayes: Bernardo, Brennan, David, Parravano

Abstain: Mattusch

(1:16:59)

9	TITLE:	Commercial Activity Permit Half Moon Bay Kayak Company
	REPORT:	Draper, Memo
	PROPOSED ACTION:	Approve the expansion proposal

Public Comment: Doug Connor stated that Half Moon Bay Kayak Company wanted to expand their current space as well as include bicycle rentals into the Commercial Activity Permit. **(1:18:07)**

Cassandra Clark stated she was supportive of Half Moon Bay Kayak Company and recommended approving the request. **(1:29:14)**

Jill Robinson read a letter of support from Joanne Franklin, Heidi Franklin and Albert Dunn from the Ketch Joanne Restaurant and Bar. **(1:31:00)**

Kimberly Williams stated she supported both Half Moon Bay Kayak Company and California Canoe and Kayak. **(1:32:37)**

Action: Motion by Bernardo, second by David to approve the Commercial Activity Permit for Half Moon Bay Kayak Company with a doubling of the ground rent. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:37:31)

- 10 TITLE: **Adjust the Salary Schedule for FY2014/15**
 REPORT: Grindy, Memo
 PROPOSED ACTION: Adjust the salary schedule for FY2014/15 to reflect
 adjustment to the General Manager salary schedule

Action: Motion by Parravano, second by Mattusch to adjust the salary schedule for FY2014/15 to reflect adjustment to the General Manager' salary schedule. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(1:39:22)

- 11 TITLE: **Committee Assignment: Oyster Point Marina Liaison**
 Committee
 REPORT: Brennan, JPA
 PROPOSED ACTION: Appoint two (2) Harbor District Commissioners to the Liaison
 Committee with the City of South San Francisco (City)
 pursuant to the Joint Powers Agreement with the City

Action: Motion by David, second by Brennan to appoint President Brennan and Commissioner Mattusch to the Liason Committee with the City of South San Francisco (City) pursuant to the Joint Powers Agreement with the city. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by Brennan, second by David to extend the meeting by thirty (30) minutes. The motion passed unanimously.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

E.) Staff Reports: a) Administration and Finance

12 Acting General Manager – Grindy (1:48:48)

Grindy spoke on the report.

13 Finance Report & Human Resources – Galarza (1:49:41)

Grindy spoke on the report.

b) Operations

14 Oyster Point Marina/Park – Merlo (1:49:56)

Merlo spoke on his report.

15 Pillar Point Harbor – Draper (1:50:10)

Draper spoke on his report.

F.) Board of Harbor Commissioners

16 A. Committee Reports- None

B. Commissioner Statements and Requests

1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes. **(1:50:51)**

No public statements were made.

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.

Action: Motion by David, second by Brennan to place a future agenda item for approval by the Board, a draft letter for Bay Conservation and Development Commission in regards to aggregate sanding mining. The motion passed unanimously. **(1:50:45)**

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

Action: Motion by Bernardo, second by David for staff to provide a date to revisit the Lisa Wise Consulting project in order to hold a future Special Meeting. The motion passed unanimously. **(1:52:59)**

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

G.) Adjournment

Action: Motion by Mattusch, second by Parravano to adjourn the meeting. The motion passed at 9:35 P.M.

Debbie Nixon
Deputy Secretary

Tom Mattusch
President