



## San Mateo County Harbor District Board of Harbor Commissioners

“To assure the public is provided with clean, safe, well-managed, financially sound and environmentally pleasant marinas.”

### **REGULAR MEETING AGENDA**

**November 14, 2018  
6:30 PM**

San Mateo County Harbor District  
Conference Room  
504 Avenue Alhambra, Ste. 200  
El Granada, CA 94018

**All Harbor District Commission regular meetings are recorded and posted at [www.PacificCoast.tv](http://www.PacificCoast.tv) within 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 disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400, 48 hours in advance.

#### **A) Roll Call**

**B) Staff Recognition      General Manager, Steve McGrath  
   Director of Administrative Services, Anita Pyle**

#### **C) 1. Public Comments/Questions**

The Public may directly address the Board of Harbor Commissioners for a limit of three (3) 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, that is not on the Regular Agenda. If a member of the public wishes to address the Board on an agenda item, it is requested that a speaker card be completed and given to the Deputy Secretary. The Chair will call your name at the appropriate time. Agenda material may be reviewed at the administration offices of the District, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 or online at [www.smharbor.com](http://www.smharbor.com).

#### **2. Commissioner Comments**

Commissioners may make public statements limited to five (5) minutes.

## D) Consent

All items on Consent are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to Discussion. Any item on Discussion may be transferred to Consent.

**ITEMS PULLED FROM CONSENT WILL BE HEARD AFTER DISCUSSION ITEMS.**

1. **Bills and Claims (Chan)**  
Recommendation: Review Pre-Approved Bills and Claims in the amount of \$3,449,984.07. Pre-Approve Bills and Claims not to exceed \$350,000.
2. **Minutes – Special Meeting October 4, 2018 (Gehret)**  
Recommendation: Approve Minutes of the Special Meeting of October 4, 2018.
3. **Minutes – Special Meeting October 9, 2018 (Gehret)**  
Recommendation: Approve Minutes of the Special Meeting of October 9, 2018.
4. **Minutes – Special Meeting October 17, 2018 (Gehret)**  
Recommendation: Approve Minutes of the Special Meeting of October 17, 2018.
5. **Minutes – Regular Meeting October 17, 2018 (Gehret)**  
Recommendation: Approve Minutes of the Regular Meeting of October 17, 2018.
6. **Minutes – Special Meeting November 5, 2018 (Gehret)**  
Recommendation: Approve Minutes of the Special Meeting of November 5, 2018.
7. **First Quarter – Fiscal Year 2019 (Q119) Investment Report (Pyle)**  
Information only.
8. **First Quarter – Fiscal Year 2019 (Q119) Rent Report (Pyle)**  
Information only.
9. **First Quarter – Fiscal Year 2019 (Q119) Financial Report and Spending Authority (Pyle)**  
Information only.
10. **Commercial Activity Permit for Northcal Sport Fishing, Khanh Tran to Charter his Privately-Owned Vessel at Pillar Point Harbor (Moren)**  
Recommendation: Approve the Commercial Activity Permit for Northcal Sport Fishing, Khanh Tran.
11. **After-the-Fact Fee Waiver for \$2,300 for WaveChaser Paddle Event Held October 27, 2018 (Gehret)**  
Recommendation: Approve after-the-fact fee waiver for WaveChaser Paddle Event held October 27, 2018 in the amount of \$2,300.

12. **Extend Contract with Robert Half/Accutemps for Temporary Staffing Services; not to Exceed \$450,000 (Pyle)**  
Recommendation: Authorize the General Manager to execute an extension of service agreement with Robert Half Accountemps for an additional \$100,000, with a total not to exceed amount of \$450,000 through the end of Fiscal Year 2019.
13. **Revisions to Bank Account Signatures Policy No. 4.6 2; Adopt Resolution No.18-16 (Pyle)**  
Recommendation: Adopt Resolution No.18-16 and approve revisions to Bank Account Signatures Policy 4.6.2 to include Director of Operations on bank accounts.
14. **Revised Wage and Salary Schedule for Fiscal Year (FY) 2018/19 (Pyle)**  
Recommendation: Amend the District's Wage and Salary Schedule to reflect the following annual pay ranges for the current fiscal year.
15. **Authorize the General Manager to Purchase Two New Rescue Watercraft in the Amount of \$30,563.74 (Moren)**  
Recommendation: Authorize the purchase of two new Rescue Watercraft with vendor "Grand Prix Motor Sports" for the sum of \$30,563.74.
16. **Report on Attendance at 2018 CSDA Annual Conference (Brennan)**  
Receive and file.
17. **Monthly Capital Projects Update (Moren)**  
Receive and file.

## **E) Discussion**

18. **Interim General Manager**  
Approve Interim General Manager and set salary and benefits.
19. **Water Emergency Transportation Authority (WETA) Ferry Services; Presentation (McGrath)**  
Recommendation: Receive presentation.
20. **Oyster Point Marina and Park: Potential New Agreement with South San Francisco (McGrath)**  
Recommendation: Receive report; provide direction to staff.
21. **Johnson Pier; End of Pier Improvements (Moren)**  
Recommendation: Receive report; provide direction to staff.

## **F) Discussion/Action on Pulled Consent Items (if any)**

## **G) Future Agenda Items**

**H) October Activity Reports: [General Manager](#); [Administration](#);  
[Operations](#)**  
Information only.

**I) Adjournment**

The next Regular Meeting will be held on December 19, 2018 at the San Mateo County Harbor District Office, 504 Avenue Alhambra, Ste. 200, El Granada, CA 94018 at 6:30 PM.

Agenda posted as required:  
November 9, 2018 at 4:00 PM

  
Debbie Gehret  
Deputy Secretary