

San Mateo County Harbor District Board of Harbor Commissioners Meeting Agenda

October 16, 2013
6:00 p.m.

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

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

Roll Call

Commissioners

Robert Bernardo, President
Pietro Parravano, Vice President
James Tucker, Treasurer & Secretary
Sabrina Brennan, Commissioner
William Holsinger, Commissioner

Staff

Peter Grenell, General Manager
Debra Galarza, Director of Finance
Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Jean Savaree, District Counsel

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.

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.

Staff Recognition-

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 October 2, 2013**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

- 2 TITLE: **Updated List of Signatures for the San Mateo County Harbor District's Accounts at the San Mateo County Treasurer's Office**

 REPORT: List of signatures, Resolution 24-13
 PROPOSED ACTION: Adopt Resolution 24-13 to authorize the updated list of signatures for the San Mateo County Harbor District's signatures for the San Mateo County Harbor District's accounts at the San Mateo County Treasurer's office

Event Schedule- Public Information Item (No Action Needed)

Pillar Point Harbor

PPH Tenant Appreciation Event / October 17, 2013, 5-7 P.M

Lighted Boat Festival/ December 14, 2013, evening

Oyster Point Marina/Park

Easter Egg Hunt (and more) April 19th, 2014

Half Moon Bay

Half Moon Bay Pumpkin Festival, Harbor District Booth/ October 19-20th, 2013

Public Hearing –

- 3 TITLE: Proposal to Amend FY2013/14 Rates and Fees Schedules for Pillar Point Harbor**
- A. Declare Hearing Open: President Bernardo
 - B. Report of Notice Given: Grenell
 - C. Staff Report: Grindy/Galarza, Rates and Fees Schedule FY 2013/14
 - D. Public Testimony:
 - E. Harbor Commission Questions:
 - F. Close Public Testimony: President Bernardo
 - G. Commission Deliberation:
 - H. Recommended Commission Action: Adopt Resolution 25-13 to Amend FY2013/14 Rates and Fees Schedules for Pillar Point Harbor

- 4 TITLE: Proposal to Amend FY2013/14 Rates and Fees Schedules for Oyster Point Marina/Park**
- A. Declare Hearing Open: President Bernardo
 - B. Report of Notice Given: Grenell
 - C. Staff Report: Grindy/Galarza, Rates and Fees Schedule FY 2013/14
 - D. Public Testimony:
 - E. Harbor Commission Questions:
 - F. Close Public Testimony: President Bernardo
 - G. Commission Deliberation:
 - H. Recommended Commission Action: Adopt Resolution 26-13 to Amend FY2013/14 Rates and Fees Schedules for Oyster Point Marina/Park

Continued Business

- 5 **TITLE:** **Outside Facilitator For Harbor Commission Functioning**
 REPORT: Bernardo
- 6 **TITLE:** **Review of Responses to RFPs for Preparation of a Facility**
 Condition Survey
 REPORT: Grindy, Memo, Proposals
 PROPOSED ACTION: Select the proposal of Moffatt & Nichol Engineers and
 authorize the General Manager to execute a contract with
 Moffatt & Nichol Engineers in an amount not to exceed
 \$84,500.

New Business

- 7 **TITLE:** **Request to Issue a Public Notice For An Electrical**
 Maintenance and Repair Contract for Pillar Point Harbor
 and Oyster Point Harbor
 REPORT: Grindy, Memo
 PROPOSED ACTION: Authorize General Manager to issue a public notice for
 electrical repair and maintenance repair services at both Pillar
 Point Harbor and Oyster Point Marina
- 8 **TITLE:** **Informational Update: Oyster Point Accounts**
 REPORT: Grenell, Memo
- 9 **TITLE:** **Bills and Claims in the Amount of \$318,804.81**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in
 the amount of \$318,804.81 to cover payment of Bills and
 Claims

Staff Reports: a) Administration and Finance

- 10 **General Manager - Grenell**
- 11 **Director of Finance – Galarza**
- 12 **Human Resources Manager- Harris**

b) Operations

- 13 **Oyster Point Marina/Park and Pillar Point Harbor – Grindy, From October 2, 2013**
- 14 **Oyster Point Marina/Park and Pillar Point Harbor – Grindy, Current**

Commission Statements and Requests

The Board of Harbor Commissioners may make public statements and requests. Requests may be made to place items on future agendas.

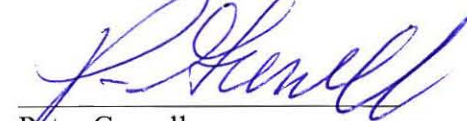
Board of Harbor Commissioners

- 15 **Committee Reports**

Adjournment

The next scheduled meeting will be held on November 6, 2013 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 6:00 p.m.

Agenda Posted As Required:
October 10th at 3:30 p.m.



Peter Grenell
Acting Deputy Secretary