San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

January 15, 2014 6:00 p.m.

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

Roll Call

Commissioners Staff
Robert Bernardo, President Peter Grenell, General Manager

Pietro Parravano, Vice President x James Tucker, Treasurer & Secretary Sabrina Brennan, Commissioner William Holsinger, Commissioner x Debra Galarza, Director of Finance Marietta Harris, Human Resource Manager Scott A. Grindy, Harbor Master Jean Savaree, District Counsel

x= Absent

Public Comments/Questions –

Brian Rogers, Erik Simonson, Paul Mahler, John Ullom, David Mallory, Leonard Woren, Mike McHenry

Staff Recognition- None

1 TITLE: Presentation of California Assembly Resolution by

Honorable Kevin Mullin, 22nd Assembly District,

Honorable Richard S. Gordon, 24th Assembly District, Honorable Jerry Hill, 13th Senate District, and Honorable

Leland Y. Yee, 8th Senate District Commending San Mateo County Harbor District's 80th Anniversary

REPORT: Presentation by Mario Rendon, Office of Assemblyman

Mullin

PROPOSED ACTION: Accept Resolution

San Mateo County Harbor District — Agenda for January 15, 2014

Rendon presented the Resolution to the Commissioners.

Bernardo accepted the Resolution for the Commission.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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.

Public Comment: Leonard Woren

Brennan asked to remove Items 2-6 from the Consent Calendar. She stated since there was public comment for Item 6, it should be discussed first.

7 TITLE: Resolution 02-14 Authorizing the General Manager to

Execute a Grant Agreement with the Division of Boating

and Waterways not to exceed \$53,000 from the

Abandoned Watercraft Abatement Fund for Oyster Point

Marina/Park

REPORT: Memo, Resolution 02-14

PROPOSED ACTION: Adopt Resolution 02-14 to authorize the General Manager to

execute a grant agreement not to exceed \$53,000 with the Division of Boating and Waterways under the Abandoned

Watercraft Abatement Fund

Item 7 in the Consent Calendar was approved.

Action: Motion by Holsinger, second by Brennan to adopt Resolution 02-14 to authorize the General Manager to execute a grant agreement not to exceed \$53,000 with the Division of Boating and Waterways under the Abandoned Watercraft Abatement Fund. The motion passed by roll call vote.

Ayes: 4

Nays: 0

6 TITLE: Records Destruction
REPORT: Memo, Resolution 01-14

PROPOSED ACTION: Adopt Resolution 01-14 and Approve Destruction of District

Records

Grenell introduced Item 6.

Public Comment on Item 6: Leonard Woren, John Ullom

Holsinger asked to remove Item 6 from the January 15, 2014 Agenda and place it on the February 5, 2014 Consent Calendar with the Revised General Correspondence for Destruction list.

Action: Motion by Holsinger, second by Parravano to remove Item 6: Records Destruction from the January 15, 2014 Agenda and to place it on the next Consent Calendar with the Revised General Correspondence for Destruction list. The motion passed unanimously.

Ayes: 4

Nays: 0

2 TITLE: Minutes of Meeting of November 20, 2013

REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Holsinger, second by Parravano to approve the minutes of meeting November 20, 2013. The motion passed.

Ayes: 3

Nays: 1 (Brennan)

3 TITLE: Minutes of Meeting of December 4, 2013, 2013

REPORT: Draft minutes PROPOSED ACTION: Approval

Action: Motion by Holsinger, second by Parravano to approve the minutes of meeting November 20, 2013. The motion passed

Ayes: 3

Nays: 1 (Brennan)

4 TITLE: Certified Employment List for Accounting Technician/

Administrative Assistant

REPORT: Certified Employment List

PROPOSED ACTION: Adopt Certified Employment List

Action: Motion by Holsinger, second by Parravano to adopt the Certified Employment List. The motion passed.

Ayes: 4

Nays: 0

5 TITLE: Leave of Absence Request for Katherine Mickelson:

Maternity Leave

REPORT: Leave of Absence Form

PROPOSED ACTION: Approve Unpaid Leave of Absence for Katherine Mickelson's

Maternity Leave

Action: Motion by Brennan, second by Bernardo to approve unpaid leave of absence for Katherine Mickelson's maternity leave. The motion passed unanimously.

Ayes: 4

Nays: 0

Commissioner Requests

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

Brennan moved to have a future Closed Session item about the fish buying leases and fees.

Action: Motion by Brennan, second by Bernardo to have a future Closed Session item discussing fish buying leases and fees. The motion passed.

Ayes: 2

Nays: 1 (Holsinger) Abstain: 1 (Parravano)

Brennan stated there a bill was put forth which limits lifetime health benefits for part-time elected officials in California. She stated she would like an Agenda item for the Board to review health benefits.

Bernardo asked Brennan if she would like an informational report for the review of health benefits. Brennan stated she could make a report herself, but not sure with staff. Bernardo stated it would be staff's job to come up with the information. Harris stated Brennan could send her thoughts and she would check with the attorney who works on health benefits, and that staff would create an informational report.

Brennan stated an Agenda item should include the Public Records Request (PRA) process and how to better manage processing reports. She stated it could be an informational item. Brennan stated it should include discussion of the Public Records Request (PRA) process as well as including some examples such as AR reports.

Bernardo asked Grenell if he could include an informational report on a future agenda on the Public Records Request (PRA) process. Grenell stated yes.

Grenell stated he could not guarantee getting all of the informational reports requested on the next agenda because research needed to be done and would take time.

Brennan asked what the status was on the process for hiring an outside facilitator.

Bernardo asked if Grenell would answer it in his Manager's Report. Grenell stated he would answer it at the present moment. Grenell stated his plan was to contact the Commissioners and candidates for a Special Board Meeting, to identify a date in February where everyone would be able to attend. He stated the Special Meeting would only consist of Public Comment and the interviews which would be done in Open Session.

Brennan stated she requested several lease analysis reports dating back to 2006: Ketch Joannes, Pillar Point Harbor RV lot, Oyster Point Marina Bait and Tackle and Oyster Point Marina King Adventures. She stated when she requested the documents, she would be provided with a lease analysis report specific to the fish buyers. Brennan stated there was actually not a 2006 lease analysis for the fish buyers. She asked Grenell if that was correct. Grenell responded with yes. She asked when the lease analysis reports would be available. Grenell stated he received information from Counsel and needed to review it before responding to Brennan's concern. He stated he would review it within the next couple of days, and she would get a response accordingly.

Bernardo stated the policies from 1998 needed to be updated and it was a good time to add an agenda item discussing policy updates. He stated he would let staff determine when to include the agenda item. Grenell stated a memo will be presented at the next meeting.

Bernardo stated he liked the idea of looking into a Lifetime Commissioners Health Care Benefit Policy. He stated he wanted to propose the idea that any new Commissioner taking office January 1, 2015 will not have health benefits on a District level so that it is on same level as the new State policy. Bernardo stated Brennan's request for the Lifetime Commissioners Health Care Benefit Policy was more of a review; whereas, his was a proposal.

Grenell suggested providing an informational report which states the overall situation with District policies and other relative subjects, and follow with the proposal.

New Business, Cont'd.

8 TITLE: Selection of Lowest Responsible Bidder: Pillar Point

Harbor Concession Building Sewer Line Replacement

REPORT: Grindy, Memo, Attachment

PROPOSED ACTION: Accept the bid of NorCal Pipeline Services in the amount of

\$163,250 as lowest responsible bidder and authorize the General Manager to execute a contract with NorCal Pipeline Services in an amount not to exceed \$187,738 (\$163,250 bid

amount plus 15% contingency of \$24,487).

Public Comment on Item 8: Leonard Woren

Action: Motion by Holsinger, second by Parravano to accept the bid of NorCal Pipeline Services in the amount of \$163,250 as lowest responsible bidder and authorize the General Manager to execute a contract with NorCal Pipeline Services in an amount not to exceed \$187,738 (\$163,250 bid amount plus 15% contingency of \$24,487). The motion passed by roll call vote.

Ayes: 4

Nays: 0

9 TITLE: Selection of Lowest Responsible Bidder: Harbor Electrical

Repairs

REPORT: Grindy, Memo, Attachment

PROPOSED ACTION: Accept the bid of Edward R. Bacon, Inc. in the amount of

\$177,500 as lowest responsible bidder and authorize the General Manager to execute a contract with Edward R. Bacon, Inc. in an amount not to exceed \$192,250 (\$177,500)

bid amount plus 10% contingency of \$17,750).

Action: Motion by Brennan, second by Parravano to accept the bid of Edward R. Bacon, Inc. in the amount of \$177,500 as lowest responsible bidder and authorize the General Manager to execute a contract with Edward R. Bacon, Inc. in an amount not to exceed \$192,250 (\$177,500 bid amount plus 10% contingency of \$17,750). The motion passed by roll call vote.

Ayes: 4

Nays: 0

10 TITLE: Status Report: Bills and Claims paid in the Amount of

\$313,619.73 from December 5, 2013 through January 3,

2014 as authorized on December 4, 2013 to cover

payments due to cancelled Board meetings

REPORT: Bills and Claims Detailed Summary

11 TITLE:

Informational Report: Regional Sea Level Rise Issues

REPORT:

Grenell, Memo

Grenell spoke on Item 11.

12 TITLE:

Informational Report: Johnson Pier Hoists

REPORT:

Grenell, Grindy, Memo

Grenell and Grindy spoke on the memo.

Public Comment on Item 12: Porter McHenry

13 TITLE:

Informational Report: Collections and Lien Procedures

REPORT:

Grenell, Grindy, Galarza, Memo

Grenell and Grindy spoke on the memo.

Public Comment on Item 13: John Ullom

14 TITLE:

Informational Report: District Drug and Alcohol Policy

REPORT:

Harris, Memo, Attachments

Harris spoke on the memo and attachments.

Continued Business

15 TITLE:

Informational Report: Provision of Free WiFi at District

Harbor

REPORT:

Grenell, Harris, Memo

Harris spoke on the memo.

Staff Reports: a) Administration and Finance

16 General Manager – Grenell

Grenell spoke on his report.

Public Comment on Item 16: Brian Rogers, John Ullom

17 Director of Finance – Galarza

Harris stated she would take questions on behalf of Galarza.

18 Human Resources Manager – Harris

Harris spoke on her report.

b) Operations

19 Oyster Point Marina/Park and Pillar Point Harbor – Grindy

Grindy spoke on his report.

Board of Harbor Commissioners

20 A. Committee Reports- None

B. Commission Statements
The Board of Harbor Commissioners may make public statements.

Bernardo stated he received a letter from Dr. Mary Larenas from Moss Beach which should be included in the minutes.

Holsinger stated it was time to consider a certified appraisal of the fish buyer tenants.

Brennan stated the California Special Districts Association sent the Board their current catalogue for 2014. She stated they have excellent classes which were helpful for Board members.

Adjournment

Action: Motion by Brennan, second by Parravano to adjourn the meeting. The motion passed unanimously.

Ayes: 4

Nays: 0

The meeting adjourned at 10:00 p.m.

The next scheduled meeting will be held on February 5, 2014 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 6:00 p.m.

Agenda Posted As Required:

January 8th at 3:30 p.m.

Peter Grenell

Acting Deputy Secretary

Robert Bernardo

President