



San Mateo County Harbor District Board of Harbor Commissioners

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

REGULAR MEETING MINUTES

December 7, 2016

6:30 PM

San Mateo County Harbor District Conference Room
504 Avenue Alhambra, 2nd Floor
El Granada, CA 94018

A.) ROLL CALL – All Commissioners present

B.) PROCLAMATION AND PRESENTATIONS – Pietro Parravano

Commissioner Parravano was recognized for his 21 years of services as a Harbor District Commissioner. Presentations honoring his tenure were presented by:

- Katrina Rill of Congresswoman Jackie Speier’s office read the Proclamation from the Congresswoman, which had been read into the Congressional Record personally by Jackie Speier.
- Mario Rendon of Assemblymember Kevin Mullin’s office read a joint Proclamation from Assemblymember Mullin, former Assemblyman Richard Gordon as well as State Senator, Jerry Hill.
- General Manager Steve McGrath read the Proclamation from the San Mateo County Board of Supervisors.
- SMCHD Board President Tom Mattusch read the Resolution from the San Mateo County Harbor District.

C.) PUBLIC COMMENTS/QUESTIONS

- James Lee Han – handed out a printed sheet from Facebook comments, and directed comments to Commissioners Chang Kiraly and Bernardo.
- Shaun Cartwright– comments to Commissioners Chang Kiraly and Bernardo.

D.) CONSENT CALENDAR

ITEMS PULLED FROM THE CONSENT CALENDAR ARE TO BE HEARD AFTER DISCUSSION ITEMS.

ITEM 10 was pulled by Staff.
ITEMS 1-5 and ITEM 8 were pulled.

6. **Selection of Maze and Associates as District Independent Auditor; Authorize General Manager to Execute Professional Services Agreement with Maze and Associates (Lazof)**

Recommendation: Authorize the General Manager to execute agreement with Maze and Associates.

7. **Salary Range for Accounting Manager (Lazof)**

Recommendation: Adopt Salary Range for Accounting Manager.

MOTION FOR CONSENT ITEMS: (Chang Kiraly/Bernardo) Approve items 6 and 7.
Ayes: All in favor

G.) BOARD OF HARBOR COMMISSIONERS COMMENTS

- Commissioner Chang Kiraly asked to have the Commissioner comments moved to the beginning of the meeting; requested two items submitted for Public Record (see attached).
- Commissioner Mattusch asked to have an evaluation of what compensation packages Commissioners from other Districts receive; requested an update on electronic Board packets.

E.) DISCUSSION

9. **Open Gov Demonstration (Lazof)**

Informational Item.

10. **Three Captains Hoist, Possible Alternative Location (McGrath)**

Recommendation: Authorize General Manager to offer Three Captains alternative hoist location. Item pulled by President Mattusch.

11. **Schedule for Meetings of Board of Harbor Commissioners, Adopt Resolution No. 38-16 (Lazof)**

Recommendation: Approve the 2017 Meeting Schedule and Adopt Resolution No. 38-16.

Public Comments:

- James Lee Han – Commented about the change in scheduling.

Motion: (Parravano/Chang Kiraly) Approve 2017 Meeting Schedule and adopt Resolution 38-16.

Ayes: All in favor

12. Strategic Plan Request for Proposals (McGrath)

Recommendation: Approval to request proposals for Strategic Plan.

Public Comment:

- James Lee Han – Likes the Draft report.
- Mary Larenas – Comments addressing protections of animals in Harbor.
- Budd Ratts – Comments regarding vision and direction of the Board of Commissioners.

Motion: (Mattusch/Brennan) Authorize the General Manager to contact BHI Management Consulting to request a simple proposal and execute an agreement for a one day (8 hour) Strategic Planning workshop for all sitting Commissioners, as well as the public, for CSDA credit, if possible.

Ayes: All in favor

13. Establish Role and Scope for Harbor District Standing Committees (Lazof)

Recommendation: Role and scope of Harbor District Standing Committees; provide direction.

Public Comments: James Lee Han – Comments regarding Committee work.

Motion: (Brennan/Chang Kiraly) Commission requests that each standing committee of the District recommend a scope of duties to be adopted by the Board of Harbor Commissioners. It is further requested that the proposed scope be provided to the General Manager of the District by February 28, 2017 to provide adequate review and analysis of each recommendation prior to consideration at a regular meeting during the first quarter of the Calendar year. Staff will also work towards a consistency in language and format in all committee scope documents.

Ayes: All in favor

14. Recruitment of Public Members to Committees (Lazof)

Recommendation: Approval of process for recruitment of public members to committees.

Public Comments: Shaun Cartwright – Not supportive of the changes.

James Lee Han – Not supportive of the changes.

Bud Ratts – Not supportive of the changes.

Motion: (Mattusch/Chang Kiraly) Move to strike 3b, all of 4 and amend 5b, removing "...and public Committee members" from Policy 3.0: Policy on Standing Committees.

Ayes: Bernardo, Chang Kiraly, Parravano, Mattusch

Nays: Brennan

9:00 PM – Motion: (Mattusch/Change Kiraly) **Extend the Board Meeting to 10:30 PM at the latest.**

Ayes: All in favor

15. Oyster Point Marina: Review of South San Francisco Study Session (McGrath/Moren)

San Mateo County Harbor District – Regular Meeting Minutes– December 7, 2016

Recommendation: Provide direction to staff if necessary

Public Comment: Shaun Cartwright – Commented about Commissioners.
James Lee Han – Concerns about the Oyster Point area, sustainability and Sea Level Rise.
Bud Ratts – Proceed with caution as the driving force behind the project will be the developer.

Information received.

F.) DISCUSSION/ACTION ON PULLED CONSENT ITEMS IF ANY

1. Bills and Claims; Recommend Approval (Chan)

Recommendation: Review Pre-Approved Bills and Claims in the Amount of \$415,101.67. Pre-Approval Bills and Claims not to exceed up to \$450,000.

Motion: (Parravano/Chang Kiraly) Approve Bills and Claims in the Amount of \$415,101.67 and pre-approval of bills and claims not to exceed up to \$450,000.

Ayes: All in favor

2. Minutes –Special Meeting November 2, 2016 (Gehret)

Recommendation: Approval of Minutes of the Special Board Meeting of November 2, 2016.

Motion: (Chang Kiraly/Parravano) Approve the Minutes of the Special Board Meeting of November 2, 2016.

Ayes: Bernardo, Chang Kiraly, Parravano, Mattusch

Nays: None

Abstain: Brennan

3. Minutes – Regular Meeting November 16, 2016 (Gehret)

Recommendation: Approval of Minutes of the Regular Board Meeting of November 16, 2016.

Motion: (Chang Kiraly/Parravano) Approve the Minutes of the Regular Board Meeting of November 16, 2016.

Ayes: Bernardo, Chang Kiraly, Parravano, Mattusch

Nays: None

Abstain: Brennan

4. Ocean Empire Commercial Activity Permit (Moren)

Recommendation: Approval of the Commercial Activity Permit for Ocean Empire.

Motion: (Bernardo/Mattusch) Approve the Commercial Activity Permit for Ocean Empire.

Ayes: Bernardo, Chang Kiraly, Parravano, Mattusch

Nays: Brennan

5. Bad Debt Write Off Request (Lazof)

Recommendation: Approve writing off Bad Debt in the amount of \$82,667.93.

San Mateo County Harbor District – Regular Meeting Minutes– December 7, 2016

Motion: (Bernardo/Brennan) Approve a total of \$82,667.93 in accounts receivable: \$74, 304.43 from Oyster Point Marina/Park and \$8,363.50 from Pillar Point Harbor.
Ayes: All in favor

8. Authorize a Work Directive Agreement with Consultant COWI for a Condition Survey, Repair Design, Regulatory Compliance/Permitting and Construction Support for the Piling Repair at Pillar Point Harbor's Johnson Pier (Moren)

Recommendation: Authorize General Manager to execute agreement with COWI Engineering.

Motion: (Bernardo/Parravano) Authorize a work directive with consultant COWI for a Condition Survey, Repair Design, Regulatory Compliance/Permitting and a construction support for the piling repair at Pillar Point Harbor's Johnson Pier.

Ayes: All in favor

G.) ADJOURNMENT – 10:27 PM

The next scheduled Regular Meeting will be held on at on February 15, 2017 San Mateo County Harbor District Conference Room, 504 Avenue Alhambra, 2nd Floor, El Granada, CA 94018 at 6:30 PM.


Debbie Gehret
Deputy Secretary


Tom Mattusch
President