



## 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 AGENDA**

December 7, 2016

6:30 PM

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

All Harbor District Commission meetings are recorded and posted at [www.PacificCoast.tv](http://www.PacificCoast.tv) within 48 hours of the meeting; copies can be purchased from PCT for \$18. Video is also available on Comcast Channels 26 or 27.

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.

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

#### **B.) Proclamation and Presentations – Pietro Parravano**

#### **C.) 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, 504 Avenue Alhambra, 2nd Floor, El Granada, CA 94018 or online at [www.smharbor.com](http://www.smharbor.com).

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the

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regular agenda. Any item on the regular agenda may be transferred to the consent calendar.

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

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.
2. [Minutes –Special Meeting November 2, 2016 \(Gehret\)](#)  
Recommendation: Approval of Minutes of the Special Board Meeting of November 2, 2016.
3. [Minutes – Regular Meeting November 16, 2016 \(Gehret\)](#)  
Recommendation: Approval of Minutes of the Regular Board Meeting of November 16, 2016.
4. [Ocean Empire Commercial Activity Permit \(Moren\)](#)  
Recommendation: Approval of the Commercial Activity Permit for Ocean Empire.
5. [Bad Debt Write Off Request \(Lazof\)](#)  
Recommendation: Approve writing off Bad Debt in the amount of \$82,667.93.
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.
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.

**E.) Discussion**

9. [Open Gov Demonstration \(Lazof\)](#)  
Informational

10. [Three Captains Hoist, Possible Alternative Location \(McGrath\)](#)  
Recommendation: Authorize General Manager to offer Three Captains alternative hoist location.
11. [Schedule for Meetings of Board of Harbor Commissioners, Adopt Resolution No. 38-16 \(Lazof\)](#)  
Recommendation: Approval of the 2017 Meeting Schedule and Adopt Resolution No. 38-16.
12. [Strategic Plan Request for Proposals \(McGrath\)](#)  
Recommendation: Approval to request proposals for Strategic Plan.
13. [Establish Role and Scope for Harbor District Standing Committees \(Lazof\)](#)  
Recommendation: Role and scope of Harbor District Standing Committees; provide direction.
14. [Recruitment of Public Members to Committees \(Lazof\)](#)  
Recommendation: Approval of process for recruitment of public members to committees.
15. [Oyster Point Marina: Review of South San Francisco Study Session \(McGrath/Moren\)](#)  
Recommendation: Provide direction to Staff

**F.) Discussion/Action on Pulled Consent Items if Any**

**G.) Board of Harbor Commissioners Comments**

**H.) Adjournment**

The next scheduled meeting may be held on at Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA 94080 at 6:30 PM on January 18, 2017.

Agenda Posted As Required:  
December 2, 2016 at 5:00 PM

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Debbie Gehret  
Deputy Secretary