

San Mateo County Harbor District Board of Harbor Commissioners

"To assure the public is served with clean, well managed, financially sound and environmentally pleasant marinas."

MEETING AGENDA

February 3, 2016 6:30 p.m.

Sea Crest School, Think Tank, Room #19 901 Arnold Way Half Moon Bay, CA 94019

All Harbor District Commission meetings are recorded and posted at www.PacificCoast.tv within 24-48 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 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

Commissioners Staff

Tom Mattusch, President Steve McGrath, General Manager

Virginia Chang Kiraly, Vice Glenn Lazof, Special Projects Consultant Yvonne Quigtar, Consulting Finance Lead

Robert Bernardo, Secretary Melanie Hadden, Temporary Deputy

Pietro Parravano, Treasurer Secretary

Sabrina Brennan, Commissioner Steven Miller, District Counsel

B.) 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

San Mateo County Harbor District — Agenda for February 3, 2016

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.

C.) 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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: Bills and Claims in the Amount of \$233,986.71

REPORT: Bills and Claims Detailed Summary

PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer

in the amount of \$233,986.71 to cover payment of Bills

and Claims

2 TITLE: 2nd Quarter Rent Report

REPORT: Glenn Lazof/Yvonne Quigtar

PROPOSED ACTION: Receive Second Quarter Rent Report

3 TITLE: Repair of Fish Buyer Building Roof

REPORT: Glenn Lazof

PROPOSED ACTION: Authorize the General Manager to execute Contract with

Andy's Roofing, Inc. for \$27,700 for repair of the Roof of

the Fish Buyers Building

4 TITLE: Asphalt Slurry Seal at Oyster Point Marina/Park

REPORT: Glenn Lazof

PROPOSED ACTION: Authorize General Manager to Execute Contract with

Sunrise Grading and Paving for \$56,758, and further authorize a 10% contingency of \$5,676 subject to the

written approval of the General Manager

5 TITLE: Support for the Appointment of Marc Gorelnik to At-

Large Seat on Pacific Fishery Management Council

REPORT: Glenn Lazof

PROPOSED ACTION: Approve Sending the Attached Letter to Governor Jerry

Brown recommending the appointment of Mark Gorelnik to the At-large seat on the Pacific Fishery Management

Council

D.) Discussion

6 TITLE: Increase Agreement With Cox, Wootton, Lerner,

Griffin, Hansen & Poulos LLP In The Matter Of The "Spirit Of Sacramento" Vessel \$5,000, Proposed Contract Not To Exceed Total Amount \$50,000.

REPORT: Glenn Lazof

PROPOSED ACTION: Authorize the General Manager to extend the contract

with Cox, Wootton, Lerner, Griffin, Hansen & Poulos

LLP in the amount of an additional \$5,000 for

continuation of legal services for the arrest and removal of the vessel at Oyster Point Marina/Park by the name

"Spirit of Sacramento".

7 TITLE: New Classifications and Compensation for new and renamed positions: recommend approval

REPORT: Steve McGrath

PROPOSED ACTION: (1) Adopt Resolution 04-16 adopting the new classifications of Director of Operations, Director of Administrative Services, Planner Analyst, and

Administrative Analyst and

(2) Approve the following salary ranges and modifications

• Director of Administrative Services of between \$91,874 and \$128,286 per year.

 Director of Operations of between \$91,874 and \$128,286 per year.

 Planner Analyst of between \$29.40 and \$39.83 per hour, subject to any meet and confer with the bargaining unit representative.

 Administrative Analyst of between \$29.40 and \$39.83 per hour, subject to any meet and confer with the bargaining unit representative

 Re-title Assistant Harbor Master to Harbor Master and approve a salary range for both Harbor Masters of between \$40.43 and \$46.80 per hour, subject to any meet and confer with the bargaining unit representative.

8 TITLE: Pedestrian Crossing Light at Capistrano Road and

The Shops at Harbor Village

REPORT: Glenn Lazof

PROPOSED ACTION: Commissioners may wish to direct staff regarding this

request of the Mid-Coast Community Council (MCC) to eliminate this additional contribution to light pollution in

the Pillar Point/ El Granada area. Staff further

recommends that the appropriate engineering or traffic

study be commissioned prior to any action.

9 TITLE: General Manager Procurement Authority; Increase to Twenty Five Thousand Dollars

REPORT:

Steve McGrath

PROPOSED ACTION:

- (1) Adopt Resolution 03-16 authorizing the General Manager to approve the purchase of goods and services in an amount not to exceed \$25,000.
- (2) Amend Policy 4.3.4 as shown to increase the General Manager's procurement authority to twenty five thousand dollars (\$25,000).
- (3) Amend Policy 4.3.3 (Emergency Expenditures) to maintain consistency.

E.) Staff Reports:

Administration and Finance

- 10 General Manager McGrath
- 11 Special Projects Consultant –

Lazof Operations

12 Oyster Point Marina/Park and Pillar Point Harbor – Merlo/Draper

F.) Board of Harbor Commissioners

13 Committee Reports

Commissioner Statements and Requests

1. The Board of Harbor Commissioners may make public statements limited to five (5) minutes.

G.) Adjournment

The next scheduled meeting will be held on February 17, 2016 at Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA 94080 at 6:30 p.m.

Agenda Posted As Required: January 29, 2016 at 12:00 PM

Melanie Hadden

Temporary Deputy Secretary