

# San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

February 4, 2015  
6:30 p.m.

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

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## Roll Call

### Commissioners

Sabrina Brennan, President  
Tom Mattusch, Vice President  
Nicole David, Secretary  
Robert Bernardo, Commissioner  
Pietro Parravano, Commissioner

### Staff

Scott A. Grindy, Acting General Manager &  
Treasurer  
x Debra Galarza, Director of Finance  
Marietta Harris, Human Resource Manager  
Charles White, Acting Harbor Master - OPM  
John Draper, Acting Harbor Master - PPH  
Debbie Nixon, Deputy Secretary  
Steve Miller, District Counsel

x-absent

David announced that at the last Board meeting, a lot of people were inconvenienced due to a long closed session. She stated the Board met at 5:00 p.m. today to have closed session and will try to hold closed session meetings prior to the regular meetings going forward. **(2:53)**

**Public Comments/Questions** — McHenry passed out information to the Board. **(3:50)**

## **Staff Recognition – None.**

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

Item 1 was removed from the consent calendar. **(5:48)**

**(6:00)**

**2** TITLE: **Minutes of Meeting January 7, 2015**  
REPORT: Draft minutes  
PROPOSED ACTION: Approval

**Action:** Motion by Mattusch, second by Parravano to approve the minutes. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch  
Abstention: Parravano

## **New Business**

**(6:40)**

**1** TITLE: **Minutes of Meeting December 3, 2014**  
REPORT: Draft minutes  
PROPOSED ACTION: Approval

**Action:** Motion by Parravano, second by Bernardo to approve the minutes. The motion passed.

Ayes: Bernardo, Brennan, Parravano  
Abstention: David, Mattusch

(7:50)

- 3 TITLE: **Presentation on Analysis of Fees for Fish Off-Loading, Wholesale Purchase, & Retail Sales**  
REPORT: Grindy, Memo, Attachments  
PROPOSED ACTION: Information Only

Parravano recused himself from this item.

(23:15) **Public Comment** – Mike McHenry was in favor of changing the fish buyers fees.

No action was taken on this information item.

(45:55)

- 4 TITLE: **Presentation on Fish Buyer Lease Revenue Verification**  
REPORT: Grindy, Memo, Attachments  
PROPOSED ACTION: Information Only

Parravano recused himself from this item.

No action was taken on this information item.

(56:40)

- 5 TITLE: **Commercial Activity Permit for Bay Area Water Trucks**  
REPORT: Draper, Memo, Application  
PROPOSED ACTION: Approve Commercial Activity Permit for Bay Area Water Trucks

**Action:** Motion by Parravano, second by Mattusch to approve a Commercial Activity Permit for Bay Area Water trucks. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

(59:00)

- 6 TITLE: **Additional Task: Cox Wooten Lerner Griffin Hansen & Poulos LLP**  
REPORT: Grindy, Memo, Attachment  
PROPOSED ACTION: Approve increasing the legal expense with Cox Wootton Lerner Griffin Hansen & Poulos LLP in an amount not to exceed \$10,000

**Action:** Motion by Parravano, second by Bernardo to approve increasing the legal expense with Cox Wooten Lerner Griffin Hansen & Poulos LLP in an amount not to exceed \$10,000.00. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**(1:12:15)**

7 TITLE: **Cancel July 1, 2015 Meeting**  
REPORT: Grindy, Memo  
PROPOSED ACTION: Cancel July 1, 2015 meeting

**Action:** Motion by Parravano, second by Bernardo to cancel the July 1, 2015 meeting. The motion passed.

Ayes: Bernardo, Brennan, Mattusch, Parravano  
Nays: David

**(1:13:30)**

8 TITLE: **Maintenance to Pillar Point Harbor Moorings and Replacement of Missing/Lost Moorings**  
REPORT: Draper, Memo  
PROPOSED ACTION: Approve proposal from U.S. Mooring System to do maintenance on Pillar Point Harbor moorings and replace missing moorings

**Action:** Motion by Bernardo, second by David to approve the proposal from U.S. Mooring Systems to do maintenance on Pillar Point Harbor moorings and replace missing moorings. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**(1:17:37)**

9 TITLE: **Purchase Marina Trash Skimmer for Pillar Point Harbor**  
REPORT: Draper, Memo  
PROPOSED ACTION: Approve the purchase of a marina trash skimmer from Marina Accessories

**Action:** Motion by David, second by Bernardo to reject the purchase of the trash oil skimmer and direct staff to explore alternatives for a pilot study. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**(1:24:50)**

- 10** TITLE: **Bills and Claims in the Amount of \$172,287.69**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$172,287.69 to cover payment of Bills and Claims

**Action:** Motion by Parravano, second by David to approve the bills and claims. The motion passed.

Ayes: Bernardo, David, Mattusch, Parravano

Nays: Brennan

## **Staff Reports: a) Administration and Finance**

**11 Acting General Manager – Grindy (1:37:20)**

- Support Letter for Assembly Bill “Pacific to Plate”

Grindy presented his report.

**12 Director of Finance – Galarza (1:40:00)**

Harris presented the report.

**13 Human Resources Manager – Harris (1:41:16)**

Harris presented her report.

## **b) Operations**

**14 Oyster Point Marina/Park – White (1:44:55)**

White presented his report.

**15 Pillar Point Harbor – Draper (1:50:30)**

Draper presented his report.

# Board of Harbor Commissioners

(1:53:00)

## 16 A. Committee Reports

### **Administration Office Committee – Brennan, Mattusch**

Mattusch stated that no decisions have been made and several properties are being looked at.

### **Executive Search Committee – David, Mattusch**

David stated that the Executive Search Committee met on January 29<sup>th</sup> to discuss next steps.

David stated that the Water Quality and Public Safety Committee would be meeting on February 12, 2105 at 7:00 p.m. at the Resource Conservation District's office in Half Moon Bay.

David stated that the Beach Replenishment Committee would be meeting on February 17, 2015 at 7:00 p.m. at the Half Moon Bay Yacht Club.

Brennan stated that the Communications and Marketing Committee will be meeting on February 16, 2015 at 7:00 p.m. at the Half Moon Bay Yacht Club.

Brennan stated that a Finance Committee meeting will convene soon and a date is being decided on.

## B. Commissioner Statements and Requests (2:01:40)

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

David acknowledged a letter the Board received from the Midcoast Community Counsel on January 28, 2015 regarding the Pillar Point RV Park outlining concerns regarding public coastal views, Surfer's Beach day use parking lot, public restrooms, and light pollution. David volunteered to meet with the Midcoast Community Counsel and the lease holder to begin talks about possible solutions.

Parravano welcomed Commissioners David and Mattusch to the Harbor Commission.

Parravano referred to a comment made by a member of the public at the January 21, 2015 meeting regarding the lack of Minutes from the December 3, 2014 meeting and

stating that they were late. Parravano stated that staff has had a lot of demands such as preparing for a special meeting, the holidays just occurred. He stated staff had responded by preparing the Minutes for the December 3, 2014 and January 7, 2015 meetings.

Parravano expressed concern regarding Committees including members of the public on the committee and stated there was no policy in place for this type of selection.

Parravano stated that the last couple of meetings there has been a change in the staff report between what is included in the staff report and amendments made after the Board packet is distributed.

Parravano stated at the last meeting, Grindy stated that he is working 80-90 hours per week. He asked for a written report from Grindy to see how his hours are being distributed.

Parravano stated he was concerned with the flow of emails. He stated that in the spirit of transparency, he asked that when the Acting General Manager receives an email request from a Commissioner, that all Commissioners be copied on the response.

Mattusch stated that asking the Acting General Manager increase his work load and felt that was counter-productive.

Brenan stated she did not want other emails on items she has not inquired on.

Brennan agreed with Mattusch and stated that requesting an update on work load status is ironic.

Brennan commented on an issue that came up at the last Board meeting where a member of the public stated that the fish buyers were not paying for their electrical hooked up to the bait freezers. She stated that she received an email from Acting General Manager clarifying that staff conducted an inspection and found the electrical was hooked up correctly.

Brennan reported that there have been a lot of IT issues with the Harbor District's emails and she was experiencing problems. She stated that at some point down the road the Board might want to consider doing something different like using District issued devices so they can be maintained by the District's IT department.

2. Any Commissioner wishing to place an item on a future agenda may make a motion to place such an item on a future agenda (2:15:35)

**Action:** Motion by Mattusch, second by David to agendaize an item on the next agenda to have a draft Request for Proposal for the Oyster Point Bait and Tackle

shop at Oyster Point Marina/Plaza. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**Action:** Motion by Mattusch, second by David to agendize an information item on an agenda regarding the status of the vacant space at Pillar Point Harbor. The motion passed.

Ayes: Bernardo, Brennan, David, Mattusch, Parravano

**Action:** Motion by Parravano, second by Bernardo to revisit the Request for Proposal process from the January 7, 2015 meeting to see if there was a better way the Commission could have conducted its decision on the executive search firm it did choose. The motion failed.

**Action:** Motion by David, second by Mattusch to agendize a letter to the Coastal Regional Sediment Management Plan suggesting the inclusion of Surfers Beach as a pilot project for Board discussion and vote. The motion passed.

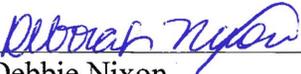
Ayes: Brennan, David, Mattusch

Nays: Bernardo, Parravano

## Adjournment

**Action:** Motion by Mattusch, second by Bernardo to adjourn the meeting. The motion passed at 9:12 p.m.

The next scheduled meeting will be held on February 18, 2015 at the Municipal Services Building, 333 Arroyo Drive, South San Francisco at 6:30 p.m.

  
Debbie Nixon  
Deputy Secretary

  
Sabrina Brennan  
President