



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

Tom Mattusch, President
Virginia Chang Kiraly, Vice
President
Robert Bernardo, Secretary
Pietro Parravano, Treasurer
Sabrina Brennan, Commissioner

Staff

Steve McGrath, General Manager
Glenn Lazof, Special Projects Consultant
Yvonne Quiglar, Consulting Finance Lead
Melanie Hadden, Temporary Deputy
Secretary
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

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 [click here for Report](#)
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 [click here for Report](#)
PROPOSED ACTION: Receive Second Quarter Rent Report
- 3 TITLE: **Repair of Fish Buyer Building Roof**
REPORT: Glenn Lazof [click here for Report](#)
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 [click here for Report](#)
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 [click here for Report](#)
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 [click here for Report](#)
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 [click here for Report](#)
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 [click here for Report](#)
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 [click here for Report](#)
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 [click here for Report](#)
11 Special Projects Consultant – Lazof [click here for Report](#)

Operations

- 12 Oyster Point Marina/Park and Pillar Point Harbor – Merlo/Draper [click here for Report](#)

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