



San Mateo County Harbor District Board of Harbor Commissioners

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

MEETING AGENDA

December 16, 2015
6:30 p.m.

Municipal Services Building
33 Arroyo Drive
South San Francisco, CA 94080

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
Robert Bernardo, Secretary
Pietro Parravano, Treasurer
Sabrina Brennan, Commissioner
Virginia Chang Kiraly,
Commissioner

Staff
Steve McGrath, General Manager
Marcia Schnapp, Interim Administrative
Services Manager
Melanie Hadden, Temporary Deputy
Secretary
Glenn Lazof, Special Projects Consultant
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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 \\$244,984.79](#)
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approve payment of Bills and Claims in the amount of \$244,984.79
- 2 TITLE: [1st Quarter Financial Statements](#)
REPORT: Marcia Schnapp
PROPOSED ACTION: Informational only
- 3 TITLE: [Extend contract with Regional Government Services](#)
REPORT: Steve McGrath
PROPOSED ACTION: Recommend approval to amend RGS Contract
- 4 TITLE: [Robert Half/Accounts Temps Extension](#)
REPORT: Marcia Schnapp
PROPOSED ACTION: Recommend approval to Amend Robert Half/Accountemps contract for temporary staffing services, increasing contract amount by \$64,000 not to exceed \$128,000.00
- 5 TITLE: [Terminology Matrix](#)
REPORT: Steve McGrath
PROPOSED ACTION: Recommend approval to Adopt the Terminology Matrix (as may be amended) as a Board Policy
- 6 TITLE: [Approve a contract with Bishop Diving for the removal of 2 abandoned vessels at Oyster Point Marina in the amount of \\$23,445.00.](#)
REPORT: Glenn Lazof
PROPOSED ACTION: Approve the proposal for the removal of 2 abandoned vessels at Oyster Point Marina.

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- 7 TITLE: [West Trail Culvert Repair](#)
REPORT: Glenn Lazof
PROPOSED ACTION: Recommend approval to authorize General Manager to accept lowest responsive and responsible bid for West Trail Culvert Repair and enter into a contract with the lowest responsible bidder

D.) New Business

- 8 TITLE: [Oyster Point Marina Flooding](#)
REPORT: Sabrina Brennan
PROPOSED ACTION: Discussion and possible action regarding persistent flooding at Oyster Point Marina
- 9 TITLE: [IT Services RFP and Staff Recommendation](#)
REPORT: Marcia Schnapp
PROPOSED ACTION: Direct the General Manager to enter into a contract with Caspian IT Group to provide IT support services to the District as describe in their IT Support Services RFP response.
- 10 TITLE: [Employment Hiring Process; Amend Policy 6.1.13](#)
REPORT: Steve McGrath
PROPOSED ACTION: Recommend approval to amend Policy 6.1.13

E.) Staff Reports:

Administration and Finance

- 11 [General Manager – McGrath](#)
- 12 [Interim Administrative Services Manager – Schnapp](#)
- 13 [Special Projects – Lazof](#)

Operations

- 14 [Oyster Point Marina/Park and Pillar Point Harbor – Merlo/Draper](#)

F.) Board of Harbor Commissioners

- 15 Committee Reports
- 16 Commissioner Statements and Requests

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

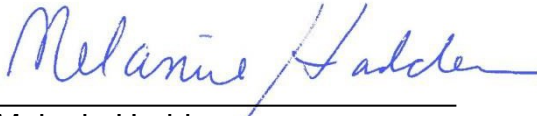
G.) Closed Session

- 17 TITLE: Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
DISTRICT: Deborah Glasser, Vanessa Buffington, Steve McGrath
REPRESENTATIVES:
EMPLOYEE: Operating Engineers Local Union 3 and Teamsters
ORGANIZATIONS: Local Union 856

H.) Adjournment

The next scheduled meeting will be held on January 6, 2016 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay, CA 94019 at 6:30 p.m.

Agenda Posted As Required:
December 11, 2015 at 2:00 PM



Melanie Hadden
Temporary Deputy Secretary