



## San Mateo County Harbor District Board of Harbor Commissioners

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

### **REGULAR MEETING MINUTES**

**July 18, 2018**

**6:30 PM**

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

**A). Roll Call** Commissioners Bernardo, Chang Kiraly and Mattusch present.  
Commissioners Brennan and Larenas absent.

**B). Staff Recognition: Assistant Harbor Master John Draper**

**Motion** (Bernardo/Mattusch) Adopt Resolution No.18-13 honoring John Draper on the occasion of his retirement after thirty-three (33) years of service with the San Mateo County Harbor District.

**Ayes:** Bernardo, Chang Kiraly, Mattusch

**Nays:** None

**Absent:** Brennan, Larenas

**Motion passed.**

**C). 1. Public Comments/Questions**

General Manager McGrath gave an update regarding the process of the Districted Elections, which was previously approved by the Commission. Public Meetings will be held on July 24, at the Harbor District Office, El Granada, July 25 at the Redwood City Library and July 30 at the Municipal Services Building, South San Francisco

**2. Commissioner Comments**

**Commissioner Mattusch** – has been approached by berth holders who are unhappy about the change in the slip rent payments. Historically, a berth holder could pay for 11 months berth rent in advance and get 1 month for free.

**Commissioner Chang Kiraly** – hosted the Mayor of Hillsborough along with a Councilmember from Taiwan and took them on a tour of Pillar Point Harbor along with General Manager Steve McGrath, who she thanked for also hosting, and also thanked Deputy Harbor Masters Jacob Walding, Bobby Dunn and Cary Smith, in addition to Lisa Damrosch of the Half Moon Bay Seafood Marketing Association. President Chang Kiraly also, noted that this is the third consecutive meeting that two Harbor District Commissioners have not attended Board meetings.

## D). Consent

1. **Bills and Claims (Chan)**

Recommendation: Review Pre-Approved Bills and Claims in the amount of \$2,645,185.09. Pre-Approve Bills and Claims not to exceed \$350,000.

2. **Minutes – Special Meeting April 12, 2018 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of April 12, 2018.

3. **Minutes – Regular Meeting April 18, 2018 (Gehret)**

Recommendation: Approve Minutes of the Regular Meeting of April 18, 2018.

4. **Minutes – Special Meeting May 23, 2018 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of May 23, 2018.

5. **Minutes – Regular Meeting May 23, 2018 (Gehret)**

Recommendation: Approve Minutes of the Regular Meeting of May 23, 2018.

6. **Minutes – Special Meeting June 20, 2018 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of June 20, 2018.

7. **Minutes – Special Meeting June 27, 2018 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of June 27, 2018.

8. **Bad Debt Write-Off Request (Henthorne)**

Recommendation: Authorize the General Manager to write-off as bad debt a total of \$38,885 in accounts receivable: \$22,290 from Oyster Point Marina and \$16,595 from Pillar Point Harbor.

9. **Monthly Capital Projects Update (Moren)**

Receive and file.

10. **Consolidation of General Election; Resolution No.18-12 (Pyle)**

Recommendation: Adopt Resolution No.18-12 requesting the District's 2018 Biennial Election be consolidated with the November 6, 2018 San Mateo County Statewide General Election.

11. **Memoranda of Understanding (MOUs) for Teamsters 856 and Operating Engineers Local 3 (Pyle)**

Recommendation: Receive report and file.

12. **2018 Special District "Legislative Days" - Report on Attendance (Brennan)**

Receive and file.

**Motion** (Bernardo/Mattusch) Approve Consent Items 1-12.

**Ayes:** Bernardo, Chang Kiraly, Mattusch

**Nays:** None

**Absent:** Brennan, Larenas

**Motion passed.**

## E). Discussion

### Public Comment for Item 13:

- **Kathryn Slater Carter** – strongly in support of General Manager, Steve McGrath.
- **Sepi Richardson** – supportive of General Manager, Steve McGrath.

❖ **6:52 Adjourn to Closed Session.**

### **13. Closed Session: General Manager Performance Evaluation and Contract Negotiation**

Public Employee Performance Evaluation and Conference with Labor Negotiator pursuant to Government Code Sections 54957 and 54957.6

Title: General Manager

District Representative: Robert Bernardo

❖ **8:10 President Chang Kiraly – Report out of Closed Session:**

The General Manager's performance evaluation was excellent. Four of five Commissioners returned performance evaluations. President Chang Kiraly thanked the Commissioners that were a part of this process.

❖ **8:11 Break**

❖ **8:15 Reconvene**

### **14. Consideration of Compensation Adjustment and Contract Extension for the General Manager**

**Motion:** (Bernardo/Mattusch) Move to extend the General Manager's contract for two years. (Effective until November 8, 2020)

**Ayes:** Bernardo, Chang Kiraly, Mattusch

**Nays:** None

**Absent:** Brennan, Larenas

**Motion passed.**

**Motion:** (Mattusch/Bernardo) Recommendation of \$5,000 addition to the General Manager's current salary, and a \$1,500 bonus.

**No Public Comment.**

**Ayes:** Bernardo, Chang Kiraly, Mattusch

**Nays:** None

**Absent:** Brennan, Larenas

**Motion passed.**

### **15. Unrepresented Employees Salary Schedule and Contributions Towards 457 Deferred Compensation/Flexible Spending Accounts (McGrath)**

**Motion:** (Mattusch/Bernardo) Approve the salary schedule adjustments for the four exempt and unrepresented positions as shown in the staff report and authorize the same annual benefit of 2% toward the 457 Deferred Compensation Plan/Flexible Spending Account to all unrepresented employees including the General Manager.

**No Public Comment.**

**Ayes:** Bernardo, Chang Kiraly, Mattusch

**Nays:** None

**Absent:** Brennan, Larenas

**Motion passed.**

**16. Extend Contract with Robert Half for Temporary Staffing Services, Not to Exceed \$350,000 (Pyle)**

**Motion:** (Bernardo/Mattusch) Authorize the General Manager to execute an extension of service agreement with Robert Half for an additional \$75,000, with a total not to exceed amount of \$350,000.

**Ayes:** Bernardo, Chang Kiraly, Mattusch

**Nays:** None

**Absent:** Brennan, Larenas

**Motion passed.**

**17. Oyster Point Marina and Park: Updates on Construction; Community Facilities District; Fuel System; New Agreement with South San Francisco (McGrath)**

**Recommendation:** Proceed with planning for August Liaison Committee meeting and continue to work with the City of South San Francisco in the best interest of the Harbor District.

**18. Pillar Point Sidewalk Expansion and Parking Lot Improvement Project Contract Award to Golden Bay Construction in the Amount of \$417,705.00 (Moren)**

**Motion:** (Mattusch/Bernardo) Subject to due diligence and verification of insurance, bonds and other obligations outlined in the Special Conditions, authorize the General Manager to award a contract in the amount of \$417,705.00 to Golden Bay Construction Inc., and establish a contract contingency in the amount of 10% of the contract amount for unanticipated additional expenses associated with the contract and authorize the General Manager to issue change orders up to the contingency amount.

**Ayes:** Bernardo, Chang Kiraly, Mattusch

**Nays:** None

**Absent:** Brennan, Larenas

**Motion passed.**

**19. Nomination for California Special Districts Association (CSDA) 2018 Board of Directors Election, (Seat A), Bay Area Network (McGrath)**

**Public Comment**

**Kathryn Slater Carter** – Montara Water and Sanitary District (MWSD) had the same discussion at their Board meeting. MWSD recommended Catharine Benediktsson for election, as she was from a small District.

**Motion:** (Mattusch/Bernardo) Vote for Catharine Benediktsson for CSDA Board of Directors (Seat A).

**Ayes:** Bernardo, Chang Kiraly, Mattusch

**Nays:** None

**Absent:** Brennan, Larenas

**Motion passed.**

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

**G). Future Agenda Items**

**H). June Activity Reports: General Manager; Administration; Operations  
Information only.**

**I). Adjournment 9:01 PM**

**Motion:** (Mattusch/Bernardo) Adjourn meeting.

**Ayes:** Bernardo, Chang Kiraly, Mattusch

**Nays:** None

**Absent:** Brennan, Larenas

**Motion passed.**

  
Debbie Gehret  
Deputy Secretary

  
Virginia Chang Kiraly  
President