



## 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

**November 14, 2018**

**6:30 PM**

San Mateo County Harbor District  
Conference Room  
504 Avenue Alhambra, Ste. 200  
El Granada, CA 94018

- A) Roll Call**     6:41 PM     All Commissioners present.
- B) Staff Recognition**
- General Manager, Steve McGrath**
- Resolution from San Mateo County Board of Supervisors
  - Resolution from the City of South San Francisco
  - Resolution No.18-17 San Mateo County Harbor District
- Ayes: All in favor. Resolution passed.**
- Director of Administrative Services, Anita Pyle**  
Anita has agreed to stay on into 2019 to assist with General Manager and staff transitioning.
- C) 1. Public Comments/Questions**
- **Sherry Ingles** –Comments regarding the Pillar Point Sidewalk Project; concerns regarding parking congestion. Suggested firehouse as Admin office alternative.
  - **Bob Ingles** – Comments regarding parking congestion at Pillar Point Harbor.
- 2. Commissioner Comments**
- **Commissioner Brennan** – Congratulations to Commissioner Ed Larenas and Commissioner elect, Nancy Reyring.
  - **Commissioner Larenas** – Report of attendance and participation at recent meetings and workshops.
  - **President Chang Kiraly** – Congratulated Commissioner Ed Larenas and Nancy Reyring on election; read letter/assessment from the League of Women Voters regarding the District’s website and transparency.

## D) Consent

Commissioner Brennan pulled Items 1-6 and 8.

7. **First Quarter – Fiscal Year 2019 (Q119) Investment Report (Pyle)**  
Information only.
9. **First Quarter – Fiscal Year 2019 (Q119) Financial Report and Spending Authority (Pyle)**  
Information only.
10. **Commercial Activity Permit for Northcal Sport Fishing, Khanh Tran to Charter his Privately-Owned Vessel at Pillar Point Harbor (Moren)**  
Recommendation: Approve the Commercial Activity Permit for Northcal Sport Fishing, Khanh Tran.
11. **After-the-Fact Fee Waiver for \$2,300 for WaveChaser Paddle Event Held October 27, 2018 (Gehret)**  
Recommendation: Approve after-the-fact fee waiver for WaveChaser Paddle Event held October 27, 2018 in the amount of \$2,300.
12. **Extend Contract with Robert Half/Accutemps for Temporary Staffing Services; not to Exceed \$450,000 (Pyle)**  
Recommendation: Authorize the General Manager to execute an extension of service agreement with Robert Half Accountemps for an additional \$100,000, with a total not to exceed amount of \$450,000 through the end of Fiscal Year 2019.
13. **Revisions to Bank Account Signatures Policy No. 4.6 2; Adopt Resolution No.18-16 (Pyle)**  
Recommendation: Adopt Resolution No.18-16 and approve revisions to Bank Account Signatures Policy 4.6.2 to include Director of Operations on bank accounts.
14. **Revised Wage and Salary Schedule for Fiscal Year (FY) 2018/19 (Pyle)**  
Recommendation: Amend the District's Wage and Salary Schedule to reflect the following annual pay ranges for the current fiscal year.
15. **Authorize the General Manager to Purchase Two New Rescue Watercraft in the Amount of \$30,563.74 (Moren)**  
Recommendation: Authorize the purchase of two new Rescue Watercraft with vendor "Grand Prix Motor Sports" for the sum of \$30,563.74.
16. **Report on Attendance at 2018 CSDA Annual Conference (Brennan)**  
Receive and file.
17. **Monthly Capital Projects Update (Moren)**  
Receive and file.

**Motion:**(Mattusch/Brennan) Approve Consent Items 7, 9-17.

**All in favor**

**Motion passed.**

## E) Discussion

### 1. Bills and Claims (Chan)

**Motion:** (Mattusch/Bernardo) Approve Bills and Claims.

**All in favor**

**Motion passed.**

### 19. Water Emergency Transportation Authority (WETA) Ferry Services; Presentation (McGrath)

Presentation received.

### 20. Oyster Point Marina and Park: Potential New Agreement with South San Francisco (McGrath)

Presentation.

❖ 7:57 PM Break

❖ 8:12 PM Resume

#### **Public Comments:**

- Keith Mangold – Does not support new agreement.
  - Mary Larenas – Additional letters submitted. Does not support new agreement.
  - Celine Gerakin – Inequity in money spent at OPM rather than PPH.
  - Dan Stegink – Does not support new agreement.
  - April Vargas – Does not support new agreement.
  - John Ullom – Does not support new agreement.
- **9:25 PM Motion:**(Brennan/Larenas) Extend meeting to 9:45 PM.  
**All in favor.**  
**Motion passed.**

#### **Continued Public Comments:**

- Neil Merrilees – Does not support new agreement.
- Leonard Woren – Does not support new agreement.
- Bud Ratts – Does not support new agreement.

Commissioner discussion.

- **9:41 PM Motion:**(Bernardo) Extend meeting to 10:00 PM.  
**Motion failed due to lack of second.**
- **9:44 PM Motion:**(Mattusch/Bernardo) Extend meeting to 10:00 PM.  
**All in favor.**  
**Motion passed.**

**Motion:** (Bernardo/Mattusch) Approve the draft agreement and exhibits with South San Francisco for operation of the Oyster Point Marina; authorize General Manager to execute and incorporate any non-material changes as may be requested by South San Francisco City Council.

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

**Nays:** Brennan, Larenas

**Motion passed.**

• **Items not heard:**

2. **Minutes – Special Meeting October 4, 2018 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of October 4, 2018.

3. **Minutes – Special Meeting October 9, 2018 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of October 9, 2018.

4. **Minutes – Special Meeting October 17, 2018 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of October 17, 2018.

5. **Minutes – Regular Meeting October 17, 2018 (Gehret)**

Recommendation: Approve Minutes of the Regular Meeting of October 17, 2018.

6. **Minutes – Special Meeting November 5, 2018 (Gehret)**

Recommendation: Approve Minutes of the Special Meeting of November 5, 2018.

8. **First Quarter – Fiscal Year 2019 (Q119) Rent Report (Pyle)**

Information only.

18. **Interim General Manager**

Approve Interim General Manager and set salary and benefits.

21. **Johnson Pier; End of Pier Improvements (Moren)**

Recommendation: Receive report; provide direction to staff.

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

**G) Future Agenda Items**

**H) October Activity Reports: General Manager; Administration; Operations**

Information only.

**I) Adjournment 9:59 PM**

**Motion:** (Mattusch/Bernardo) 9:58 PM Adjourn meeting.

**All in favor.**

**Motion passed.**

  
Debbie Gehret  
Deputy Secretary

  
Virginia Chang Kiraly  
President