



HARBOR COMMISSION BOARD MEETING

Draft Minutes

June 28, 2022

5:00 PM

Coastal Gateway Building

3900 Avila Beach Drive, Avila Beach, CA 93424

DRAFT MINUTES

CALL TO ORDER / PUBLIC COMMENT

Call to Order: President Brandy called the Meeting to order at 5:07 PM.

Commissioners Present Drew Brandy, Mary Matakovich, Bob Vessely, Bill Barrow, and Jim Blecha

Commissioners Absent: None

Staff Present Suzy Watkins, Harbor Director; Jennifer Dance, Business Manager

Legal Counsel Present Jeff Minnery

Public Comment: President Brandy called for public comment on the Closed Session items, of which there were none.

ADJOURN TO CLOSED SESSION

President Brandy adjourned to Closed Session at 5:07 PM.

Pursuant to Government Code §54957.6: Conference with labor negotiators. Agency designated representatives: Harbor Director, Suzy Watkins; Legal Counsel, Jeff Minnery. Employee Organization: Service Employees International Union, Local 620.

Pursuant to Government Code §54957.6: Conference with labor negotiators. Agency designated representative: Harbor Director, Suzy Watkins. Employee Organization: Port San Luis Harbor Patrol Officers Association.

Pursuant to Government Code §54956.9(d)(1): Conference with District Counsel regarding existing litigation in the matter of *Lowry v. Port of San Luis Harbor District*.

Pursuant to Government Code §54956.9(d)(1): Conference with District Counsel – pending litigation in the matter of *Andrea Lueker v. Port San Luis Harbor District, et al.*, SLO Superior Court Case No. 22CV-0317.

ADJOURN TO OPEN SESSION

The Board ended Closed Session, and President Brandy reconvened the Meeting to Open Session at 6:06 PM.

Report on Closed Session:

President Brandy stated there is nothing to report.

ROLL CALL / PUBLIC COMMENT

<u>Commissioners Present</u>	Drew Brandy, Mary Matakovich, Bob Vessely, Bill Barrow, and Jim Blecha
<u>Commissioners Absent:</u>	None
<u>Staff Present</u>	Suzy Watkins, Harbor Director; Jennifer Dance, Business Manager, Chris Munson, Facilities Manager; Matt Ashton, Chief Harbor Patrol Officer; Phil Sexton, Treasurer; Linda Hendy, Accountant
<u>Legal Counsel Present</u>	Jeff Minnery

Public Comment: President Brandy called for public comment on items not on the agenda, and the following commented:

- **Shirley Goetz**, Founder of Avila Beach Bird Sanctuary, announced her retirement from the Monofilament Recovery and Recycling Program. She reported that she last collected 51 ounces of usable monofilament recycling line.
 - **Tom Swem**, Port Captain, Port San Luis Yacht Club
 - **Ron Pigeon**, Resident of Arroyo Grande
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CONSENT ITEMS

- A. Activity Reports:** May 2022; receive and file.
- B. Treasurer's Report:** April 2022; receive and file.
- C. Monthly Payables:** May 2022 check register; receive and file.
- D. Minutes:** May 24, 2022, Minutes; recommend approval.
- E. Lighthouse Keepers:** Quarterly update; receive and file.
- F. Fiscal Year End 2021/22 Budgetary Transfers:** Budgetary Transfers for Fiscal Year-End 2021/22; recommend approval.
- G. Fiscal Year 2022-23 Salary Schedules:** Review salary schedules; recommend approval.
- H. Avila Pier Lumber Bid Award:** Review results of Invitation to Bid and award contract; recommend approval.

THE FOLLOWING CONSENT ITEMS WERE COMMENTED ON:

- B. Treasurer's Report:** April 2022; receive and file.
- D. Minutes:** May 24, 2022, Minutes; recommend approval.
- G. Fiscal Year 2022-23 Salary Schedules:** Review salary schedules; recommend approval.
- H. Avila Pier Lumber Bid Award:** Review results of Invitation to Bid and award contract; recommend approval.

Public Comment: President Brandy called for public comment and there were none.

Action: Commissioner Blecha moved to approve all Consent Items with revisions to Consent D; seconded by Commissioner Barrow. Motion passed 5-0.

DISCUSSION ITEMS

- A. Public Hearing for 2022-23 Final Budget:** Receive public comment and approve Final Budget; adopt Resolution 22-12.

Accountant Linda Hendy presented the Staff Report as well as a brief Final Budget PowerPoint and answered questions of the Board.

Facilities Manager Chris Munson answered questions of the Board.

Harbor Director Suzy Watkins answered questions of the Board.

Public Comment: President Brandy called for public comment and there were none.

Action: Commissioner Matakovich moved to adopt Resolution 22-12 approving the Final Budget for Fiscal Year 2022-23 and waived the reading; seconded by President Brandy. Motion passed 5-0.

- B. Proposed Budget Adjustment for Gear Storage Facility:** Recommend approval

Harbor Director Suzy Watkins presented the Staff Report.

Facilities Manager Chris Munson answered questions of the Board.

Public Comment: President Brandy called for public comment, and there were none.

Action: Commissioner Barrow moved to approve a budgetary transfer allocating additional funding for Capital Project Harbor Terrace Gear Storage, in the amount of \$16,400, funding source Operating Reserves and allow Harbor Director or designee to approve contracts for stated improvements; seconded by Commissioner Matakovich. Motion passed 5-0.

- C. Update of Policy Handbook:** Review and approve proposed updates to the following Policies: 1000 – Purpose of Board Policies; 1010 – Adoption/Amendment of Policies; 1020 – Conflict of Interest; 1030 – Public Complaints; 1050 Copying Public Documents; 2000 – Executive Officer; 2080 – Employee Status; Recommend approval.

Harbor Director Suzy Watkins presented the Staff Report.

Public Comment: President Brandy called for public comment, and there were none.

Action: Commissioner Barrow moved to approve the following proposed updates to the Policies as revised by the board: 1000 – Purpose of Board Policies; 1010 – Adoption/Amendment of Policies; 1020 – Conflict of Interest; 1030 – Public Complaints; 1050 Copying Public Documents; 2000 – Executive Officer; 2080 – Employee Status; seconded by Commissioner Blecha. Motion passed 5-0.

***note:** Amended Policies 1010 and 2080 shall come back to the Board as Consent Items, for final review.

COMMUNICATIONS

Commissioner Bill Barrow shared that he was in Monterey and had the opportunity to see a hoist on the pier that has the capability to hoist sailboats with their masts on.

Commissioner Mary Matakovich announced that the Avila Beach Civic Association is hosting a 4th of July Pancake Breakfast and invited the Board Members and Staff.

Commissioner Matakovich also requested the Board consider and authorize the continuation of remote meetings and to keep it as a standing agenda item.

Legal Counsel Jeff Minnery summarized the requirements of AB361 related to remote meetings.

FUTURE AGENDA ITEMS

Identification of items to be placed on future Agendas:


- **August 2022:** Draft 2023 License to do Business on District Property Request for Proposals
 - **November 2022:** Approval of 2023 License Renewals and new License Proposals
 - **Ongoing:** Port San Luis Harbor District Policy Update
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ADJOURNMENT

The meeting adjourned at 7:40 PM to the next regularly scheduled meeting on Tuesday, July 26, 2022, at 6:00 PM.



Drew Brandy, President

Attest: 

Bob Vessely, Secretary