



## HARBOR COMMISSION BOARD MEETING

Draft Minutes

March 22, 2022

6:00 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 6:03 PM.

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

Commissioners Absent: None

Staff Present Suzy Watkins, Harbor Director

Legal Counsel Present None

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

- Brett Miller, Pismo Beach

#### CONSENT ITEMS

- A. Activity Reports:** February 2022; receive and file.
- B. Treasurer's Report:** January 2022; receive and file.
- C. Monthly Payables:** February 2022 check register; receive and file.
- D. Minutes:** February 4 and February 22, 2022, minutes; recommend approval.
- E. Lighthouse Keepers:** Quarterly update; receive and file.
- F. Avila Beach Parking Lot Seal Coat Bid Award:** Review results of Invitation to Bid and award contract; recommend approval.
- G. Main Office and Lift Station 2 Generator Budget Adjustment:** Allocate additional \$28,000 to the Capital Project line item for Generators; recommend approval.

President Brandy polled the Board on Consent Item to pull and there were no items pulled.

**Public Comment:** President Brandy called for public comment on the Consent Items, and there were none.

Commissioner Blecha commented on the Activity Report and suggested to reduce the detailed line items and to only report on what is necessary. Commissioner Matakovich concurred.

**Action:** Commissioner Barrow moved to approve the Consent Items and seconded by Commissioner Vessely; motion passed 5-0.

#### DISCUSSION ITEMS

- A. Public Hearing to Receive Input from the Community Regarding the Creation of District Based Election System:** Presentation by demographic services consultant Cooperative Strategies; Conduct the Public Hearing on Voting Area Scenarios.

President Brandy opened the Public Hearing at 6:10 PM, as there was no public comment, President Brandy closed the Public Hearing at 6:12 PM.

Harbor Director Suzy Watkins presented the Staff Report.

David Lopez, Cooperative Strategies, answered questions of the Board.

**Action:** It was the consensus of the Board to bring back this item at a later date.

**B. Harbor Patrol Policy Manual Draft Policy 800 - Property and Evidence and Proposed Updates for Policies 202, 200, and 310:** Review new proposed policy and proposed updates; recommend approval.

Chief Harbor Patrol Officer presented the Staff Report and answered questions of the Board.

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

**Action:** Commissioner Barrow moved to approve updates to Policy 202 and Commissioner Vessely seconded; motion passed 5-0.

**Action:** Commissioner Barrow moved to approve updates to Policy 300 and President Brandy seconded; motion passed 5-0.

**Action:** Commissioner Barrow moved to approve updates to Policy 310 and Commissioner Blecha seconded; motion passed 5-0.

**Action:** Commissioner Barrow moved to approve new Policy 800 with the changes to reflect gender neutral language and Commissioner Vessely seconded; motion passed 5-0.

**C. Local Agency Formation Commission (LAFCO) Nomination of an Alternate Special District Member:** Discuss and vote for nominee; recommend approval.

Harbor Director Suzy Watkins presented the Staff Report.

President Brandy polled the Commissioners for their interest in being nominated, and no Commissioners were interested in serving.

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

**Action:** No motion was necessary.

**D. Avila Pier Repair Plan / Friends of Avila Pier:** Review Stage One scope of work; accept \$245,000 donation from Friends of Avila Pier; recommend approval.

Facilities Manager Chris Munson presented the Staff Report.

**Public Comment:** President Brandy called for public comment and the following commented:

- Ron Pigeon, Arroyo Grande, Treasurer and Secretary of Friends of Avila Pier
- Tom Swem, former President of Friends of Avila Pier

**Action:** Commissioner Matakovich moved to approve Avila Pier Repairs – Stage One scope of work and Commissioner Blecha seconded; motion passed 5-0.

**Action:** Commissioner Matakovich moved to accept the \$245,000 donation from the Friends of Avila Pier and place funds into the Avila Pier specified reserve account. Allocate this additional \$245,000 donation to the Avila Pier Rehabilitation, Capital Project line item, and increase use of Avila Pier specified reserves by an equal amount and Commissioner Blecha seconded; motion passed 5-0.

**Action:** Commissioner Matakovich moved to allocate an additional \$40,000 to the current fiscal year 2021/22 wages and associated operating budget line-items and increase operating reserve use by an equal amount to hire tow temporary contract workers for the remainder of the 2021/22 fiscal year. Prioritize continuation of funding for these workers in FY 2022/23 and Commissioner Blecha seconded; motion passed 5-0.

**E. Educational Signage: Cal Poly Radar Monitoring Equipment:** Approve proposed location of the signage.

Harbor Director Suzy Watkins presented the Staff Report.

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

Commissioner Barrow motioned to approve Staff's recommendation and Vessely seconded; motion passed 5-0.

**F. Boom Truck Purchase:** Review request; 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 Vessely moved to allocate an additional \$10,000 to the Boom Truck, Capital Project line item and increase use of project operating reserve by an equal amount (totaling \$46,000 in operating reserve); and authorize Staff to purchase a new boom truck from Crane Works as proposed. Additionally, approve budgetary transfer allocating additional funding for Capital Project/Asset Purchase in the amount of \$10,000, funding source Operative Reserves, and President Brandy seconded; motion passed 5-0.

**G. Revetment and Jetty Repair Project CEQA Support:** Review proposal; recommend approval.

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 the following commented:

- Brett Miller, Pismo Beach

**Action:** Commissioner Blecha motioned to authorize Harbor Director, or designee, to execute contract for the work as proposed in Attachment 1, not to exceed \$35,000 and Commissioner Matakovich seconded; motion passed 5-0.

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## **COMMUNICATIONS**

**Commissioner Matakovich** stated that she is very interested in the Port having Hybrid Board of Commissioner meetings, allowing for more public participation and exposure with the intent to increase our community access.

**President Brandy** thanked Business Manager Kristen Stout for all the hard work she's done, keeping the Port on track; sending her off with well wishes and kindness.

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## **FUTURE AGENDA ITEMS**

Identification of items to be placed on future Agendas:

June 2022	2022/23 Final Budget
September 2022	RFP Monthly Revocable Licenses
October 2022	Approval of RFP Monthly Revocable Licenses
TBD	Harford Pier Site Plan
TBD	Port San Luis Harbor District Policy Updates

President Brandy briefly reviewed each of the future agenda items and elaborated on the District Policy updates, stating that the goal is to include policy updates at every regularly scheduled meeting.

The Budget Workshop is coming up in April.

**ADJOURNMENT**

The meeting adjourned at 7:55 PM to the next regularly scheduled meeting on Tuesday, April 26, 2022, at 6:00 PM.

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Drew Brandy, President

Attest: \_\_\_\_\_

Bob Vessely, Secretary