

**San Mateo County Harbor District
Board of Harbor Commissioners
Meeting Minutes**

**June 15, 2011
7:00 p.m.**

**Municipal Services Building
33 Arroyo Drive
South San Francisco, Ca. 94080**

Roll Call

Commissioners

Pietro Parravano, President
James Tucker, Vice President
Leo Padreddii, Treasurer
Robert Bernardo, Secretary
x Sally Campbell, Commissioner

Staff

Peter Grenell, General Manager
Marietta Harris, Human Resource Manager
Robert Johnson, Harbormaster
Kathleen Kane, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Public Comments/Questions — None.

Staff Recognition- None.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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: | Minutes of Meeting June 1, 2011 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |

Action: Motion by Tucker, second by Parravano to approve the consent calendar. The motion passes.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

New Business

- 2** **TITLE:** **Agreement for Services of District Legal Counsel**
 REPORT: Grenell, Memo, Attachment
 PROPOSED ACTION: Approve agreement for services of District Legal Counsel
 with the firm Aaronson Dickerson Cohn & Lanzone and
 authorize General Manager to execute the agreement

Grenell stated that the Board has reviewed the evaluation and reached an agreement. He recommended approval.

Action: Motion by Tucker, second by Padreddii to approve the agreement for services of District Legal Counsel with the firm Aaronson Dickerson Cohn & Lanzone through July 1, 2012 at \$195 per hour with no retainer fee. The motion passed unanimously by a roll call vote.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

- 3** **TITLE:** **Renewal of District Insurance Policies**
 REPORT: Grenell, Attachment
 PROPOSED ACTION: Approve renewal of District insurance policy package in an
 amount not to exceed \$380,000.00

Grenell stated that the premium for the insurance policy has declined over the past three years. Bernardo asked for an explanation regarding the process on establishing the insurance company and if other companies are solicited. Grenell stated that over the past years, there have been solicitations from insurance brokerages, law firms and auditors. The basis of having a broker is that it is the broker's job to research and obtain the best rate for the client. Tucker stated that he is on the insurance committee which was created about seven or eight years ago and that the insurance broker has changed twice since then. Zack Goldenberg from MacCorkle stated they work on a fee not a commission so the objective is to shop for the best price. MacCorkle also advised moving a few products to different companies which has saved over \$7,000.00.

Action: Motion by Padreddii, second by Tucker to renew the district insurance policies. The motion passed unanimously by a roll call vote.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

Public Hearing

- 4 TITLE: **Fix and Adopt the Final FY2011-2012 Operating and Capital Budget by Resolution 11-11 Pursuant to Harbors and Navigation Code §6093.1**
- A. Declare Hearing Open: President Parravano
B. Report of Notice Given: Grenell
C. Staff Report and Recommendation: Resolution 11-11, Budget FY2011-2012
D. Public Testimony:
E. Harbor Commission Questions:
F. Close Public Testimony: President Parravano
G. Commission Deliberation:
H. Recommended Commission Action: Adopt Resolution 11-11 to Adopt the Final FY2011-2012 Operating and Capital Budget

Parravano declared the hearing open. Grenell stated that notice had been given.

Action: Motion by Tucker, second by Padreddii to close the public hearing. The motion passed.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

Action: Motion by Tucker, second by Padreddii to fix and adopt the Final FY2011-2012 Operating and Capital budget. The motion passed unanimously by a roll call vote.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

New Business Continued

- 5 TITLE: **Bad Debt Write-Offs**
REPORT: Grenell, Memo, Resolution 10-11
PROPOSED ACTION: Adopt Resolution 10-11 to Approve Bad Debt Write-Offs

Grenell referred to the chart attached to the staff report and clarified the spike in FY2002. He stated that the spike in bad debt for Oyster Point Marina/Park relates to lease matters with John King's lease. He stated that staff is in the process of reviewing collection procedures. Once the new Director of Finance starts, the process will be cleared up and kept better track of in hopes to reduce the amount of collection accounts. Bernardo asked what the collection process is and how is it executed. Grenell stated that the collection accounts consist of leases and berth rentals. Rent is collected at each respective location. Some of the collection accounts are from outstanding berth rents due to the lack of a salmon season. The harbor and accounting staff work together to reconcile the accounts. Upon the Director of Finance's arrival, the process will be looked at and streamlined to be more efficient and cost effective.

Parravano questioned account 3296 in the amount of \$15,373.00 for Pillar Point Harbor and asked for clarification. Johnson stated that was due to litigation with a lease in the concessionaires building.

Action: Motion by Padreddii, second by Parravano to approve the bad debt write-offs. The motion passed unanimously by a roll call vote.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

- 6 TITLE: **Bills and Claims in the Amount of \$94,121.11**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$94,121.11 to cover payment of Bills and Claims

Padreddii stated that he reviewed the bills and claims and found them in order. He recommended approval.

Action: Motion by Padreddii, second by Tucker to approve the bills and claims. The motion passed unanimously by a roll call vote.

Ayes: 4
Nays: 0
Absent: 1 (Campbell)

Reports for Possible Discussion/Action Administration and Finance

7 General Manager - Grenell

Grenell stated that the fisheries Interpretive Panels are ready to be installed. Details for the unveiling are still being worked out. Grenell passed around photos of the panels to the Commission. He stated that the life span of the panels is 10-15 years.

Tucker asked what happened to the panel that had Parravanos picture on it. Grenell stated after some discussion and consideration, it was removed and felt it was not appropriate to have a commissioner on a panel. Tucker asked if staff made that judgment independently. Grenell stated that it was not brought to the Commission.

8 Director of Finance - Harris

Nothing further to add to written report.

9 Human Resources Manager – Harris

Nothing further to add to written report.

Operations

10 Oyster Point Marina/Park - Johnson

Nothing further to add to written report.

11 Pillar Point Harbor – Johnson

Nothing further to add to written report.

Board of Harbor Commissioners

12 A. Committee Reports

Perched Beach Committee (Parravano, Tucker)

Grenell stated that the perched beach committee met several days ago and reviewed the 35% engineering plans for the perched beach bulkhead which has been prepared by Winzler & Kelly.

Tucker stated that it came to the committee's attention that there is a potential lack of access to the water line and staff will be instructed to look into that issue.

B. Commission Statements and Requests

The Board of Harbor Commissioners may make public statements and requests. Requests may be made to place items on future agendas.

Bernardo reminded the commission and staff that he will not be at the July 6, 2011 meeting.

Action: Motion by Padreddii, second by Tucker to adjourn to closed session. The motion passed unanimously at 7:31 p.m.

Closed Session

- 19 TITLE: **Conference with District Counsel Pursuant to Government Code Section §54956.9(a) Existing Litigation: One Case, Coats vs. San Mateo County Harbor District, Bankruptcy Case No. 11-32194, Bankruptcy Voluntary Petition No. 11-32194**
- REPORT: Kane
- PROPOSED ACTION: To Be Determined

Action: Motion by Tucker, second by Padreddii to adjourn to open session. The motion passed unanimously at 7:53 p.m.

Open Session

There was no reportable action from closed session.

Adjournment

Action: Motion by Tucker, second by Bernardo to adjourn the meeting. The motion passed unanimously at 7:54 p.m.

The next scheduled meeting will be held on July 6, 2011 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 7:00 p.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President