

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

**August 18, 2004
7:00 p.m.**

**Municipal Services Building
33 Arroyo Drive
South San Francisco, CA 94083**

Roll Call

Commissioners

Leo Padreddii, President
Pietro Parravano, Vice President
James J. Tucker, Secretary /Treasurer
Sally R. Campbell, Commissioner
Ken Lundie, Commissioner

Staff

Peter Grenell, General Manager
Lindsay A. Marks, Director of Finance
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Marc L. Zafferano, District Counsel

**Public Comments/Questions — Public and Staff
Recognition**

Grenell recognized Oyster Point Harbormaster Robert Johnson for his twenty-four years of dedicated service to the Harbor District.

Pillar Point Harbormaster Temko recognized Deputy Harbormasters Kevin Miles, Larry McPheeters, and Ray Price, Jr. for their fine work in responding to a motor vehicle crash into the Ship to Shore Restaurant.

Consent Calendar

All items on the consent calendar are approved by one motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 July 21, 2004 Special Meeting**
 RECOMMENDATION: Approval

- 2 **TITLE:** **Minutes of August 4, 2004 Meeting**
 RECOMMENDATION: Approval

Action: Campbell asked that Item #2 be removed from the Consent Calendar for discussion. Motion by Tucker, second by Lundie to approve Item #1 of the Consent Calendar. Motion carried by 4 ayes, 0 nays, 1 abstention.

Public Hearing — None

Continued Business

- 2 **TITLE:** **Minutes of August 4, 2004 Meeting**
 RECOMMENDATION: Approval

Action: Commissioner Campbell noted that past practice for Board Minutes has been to mark persons absent with an “x”, not persons present, as was done for the August 4, 2004 minutes. Future Minutes will indicate persons absent, as was done in the past.

Commissioner Padreddii stated he would abstain from voting on this Item. Motion by Tucker, second by Lundie to approve Item 2. Motion carried by 4 ayes, 0 nays, 1 abstention.

- 3 **TITLE:** **Renewal of District’s Liability, Property, and Other Insurance Policies for FY 2004-2005**
 RECOMMENDATION: Adopt Resolution 18—04 to Authorize renewal of District’s insurance coverage through Hackworth & Company at an estimated total annual premium of \$343,498

Action: Grenell noted a typographical error on the resolution, which will be corrected in the final approval resolution. Jim Hackworth of Hackworth & Company reviewed the status of the District’s insurance coverage. He noted that a change in carriers for the floating property insurance has resulted in a saving to the District of approximately \$5,000. He also noted a reduction in the Workers Compensation coverage premium. The District will benefit from an overall \$16,000 reduction in premium cost this year. Hackworth referred to a \$35,000 San Mateo County Harbor District — Minutes for August 18, 2004

reduction in premium cost last year for Workers Compensation resulting from a change in categories of insured employees arranged for by Hackworth. Campbell asked if the District has the same categories of insurance for this year. Hackworth replied affirmatively.

Motion by Lundie, second by Campbell to adopt Resolution 18—04 to approve amendments to MOU. Motion carried by 5 ayes, 0 nays.

4 TITLE: Progress Report and Contract Extension: Jan Schroeder

RECOMMENDATION: Approve contract extension until December 31, 2004 and authorize expenditure not to exceed \$10,000 in increments not to exceed \$5,000 conditioned on Board approval and provision of written progress reports

Action: Grenell presented the Item.

Commissioner Lundie asked for clarification regarding Schroeder's role in hiring the Human Resources Manager. He understood that she was not actually doing the hiring, although that was apparently implied by a statement on line 4, paragraph 1 of Schroeder's progress report. Grenell agreed with Lundie that Schroeder was not actually hiring for this position.

Campbell asked how this recommendation related to the original \$20,000 amount approved by the Board. Grenell replied that that ceiling has been reached and this extension would be an additional amount. Campbell said that she would prefer that the recommendation and action state that, as indicated in the progress report, the contract extension would be in an amount not to exceed \$10,000 in increments of \$5,000 subject to Board approval of each increment. Campbell further said that Schroeder's role would be assist the Human Resources Manager, once hired, on transitional items but not duplicate functions.

Motion by tucker, second by Parravano, to approve Schroeder's contract extension through December 31, 2004 in an amount not to exceed \$10,000 in increments of \$5,000 subject to Board approval of each increment and required written progress report.

Motion carried by 3 ayes, 2 nays (Campbell, Lundie).

5 TITLE: Oyster Point Marina/Park Launch Ramp Pay Station

RECOMMENDATION: Authorize purchase of VenTek Model 400 Pay Station for an amount not to exceed \$9,520.88

Action: Harbormaster Johnson presented this item. Revenue last year from the launch ramp was approximately \$16,000. Purchasing the recommended pay station would yield a saving of approximately \$8,400 in man-hours which can then be diverted to other work. Campbell thanked Johnson for providing the requested information, and asked what the "life expectancy"

of the machine would be. Johnson replied about ten years. It is built in Petaluma, so parts will be readily available as needed. Lundie said that the machine would almost pay for itself in one year of operation. Johnson concurred.

Motion by Campbell, second by Lundie to approve the purchase. Motion carried by 5 ayes, 0 nays.

Tucker stated his understanding that the purchase would not include the credit card option. Johnson replied affirmatively.

6 TITLE: Oyster Point Recycling Station Sole Source Determination

RECOMMENDATION: Waive the competitive bidding requirement as authorized by District Ordinance Code Section 2.7.4.1.7 for purchase of the oil recycling station from Ideal Environmental Products and Service as the sole source vendor

Action: Johnson presented the Item. He stated that the Commission must make a determination that a sole source purchase is necessary. He explained that the recommended vendor is the only source that can provide a facility that meets all the requirements of the four permitting agencies cost-effectively, and that the agencies have approved this product. Johnson also reported that no cost saving is available for multiple unit purchases.

Campbell asked if the recommended purchase is still at the same cost as previously proposed. Johnson replied that it is. Motion by Campbell, second by Lundie to make the sole source determination and authorize the purchase from the sole source vendor. Motion carried by 5 ayes, 0 nays.

New Business

7 TITLE: Bills and Claims in the Amount of \$266,578.28
RECOMMENDATION: Approval

Action: Tucker stated he had reviewed the Bills and Claims. Motion by Tucker, second by Lundie to approve the Bills and Claims in the amount of \$266,578.28. Motion carried by 5 ayes, 0 nays.

Reports for Possible Discussion/Action

Administration and Finance

9 General Manager Grenell

Action: Grenell had one item to add to his written report: the Boating and Waterways commission has approved a Phase I grant of \$83,000 to the District for planning and engineering to improve the Oyster Point Marina/Park boat launch ramp and parking and staging area. The full grant is \$828,000.

10 Director of Finance Marks

Action: Marks had nothing further to report.

Operations

11 Oyster Point Marina/Park — Assistant Harbor Master White

Action: Johnson reported that a new Deputy Harbormaster, Neil McGeehan, has been hired. He also reported that building painting has been completed, and that U. S. Fish and Wildlife Service has raised some questions about the proposed white sea bass project.

12 Pillar Point Harbor — Temko

Action: Temko had nothing further to report.

Board of Harbor Commissioners

13 A. Committee Reports

Action: None.

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.

Action: Lundie stated that two or three commercial fishermen had asked about continuation of the berthing fee reduction for qualified fishermen. Lundie said he told them that it has been continued, but now requires them to make application to the District, and that Pillar Point Harbor Accounting Technician Chapin had not heard of this. Grenell and Temko were uncertain as to why this was so, and Temko said he would inform her accordingly. Temko stated further that in the past, interested fishermen would sign an affidavit to obtain the fee reduction. He said he feels that there has been some abuse of this benefit in the past. Now, the District is requiring verification in the form of documentation that they are making the threshold minimum income from commercial fishing in order to obtain the fee reduction. He said that he had previously told Chapin to direct such requests to him. He has received just one request thus far, but he will make sure that all requests are passed on to him. Lastly, Temko asked Lundie to provide the names of the fishermen who talked with him, so Temko can follow up.

Closed Session — None

Adjournment

Motion by Lundie, second by Campbell to adjourn the meeting. Motion carried by a unanimous vote at 7:40 p.m.

APPROVED BY:

ATTESTED BY:

Leo Padreddii
President

Deputy Secretary