

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

**September 7, 2005
7:00 p.m.**

**Coastside County Water District Office
766 Main Street
Half Moon Bay, CA 94019**

Roll Call

Commissioners

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

Staff

- Peter Grenell, General Manager
- Eileen Wilkerson, Human Resources Manager
- Marcia Schnapp, Director of Finance
- Robert Johnson, Harbormaster
- Dan Temko, Harbormaster
- Marc L. Zafferano, District Counsel

- X Campbell was absent.

Vice President Parravano called the meeting to order at 7:00 p.m. He addressed the subject of Hurricane Katrina and the fact that Pillar Point and Oyster Point Harbors are both water communities that could suffer the same fate. He asked the District to acknowledge the pain of the people of the Gulf Coast. There was a moment of silence.

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

The public may address the Board of Harbor Commissioners for a limit of three minutes regarding any items not on the agenda, unless a request is granted for more time.

Parravano welcomed those who had been on vacation and asked for any public or staff recognition.

Temko acknowledged that Pillar Point Harbor was in good hands while he was away and he thanked staff for doing well in handling several large events in his absence.

Grenell advised it was calm and quiet in his absence, and credited Wilkerson and staff with handling the office well.

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consent calendar are approved by one motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 August 17, 2005 Board Meeting**
 REPORT: Draft Minutes
 PROPOSED ACTION: Approval

- 2 TITLE: **Application for Unpaid Leave for Employee Number 062**
 REPORT: Application for Unpaid Leave
 PROPOSED ACTION: Approve unpaid leave for Employee Number 062

- 3 TITLE: **Certified Employment List for Deputy Harbor Master**
 REPORT: Certified List
 PROPOSED ACTION: Approve Certified Employment List for Deputy Harbor Master

Action: Parravano introduced the Consent Calendar. Motion by Tucker, second by Lundie to approve the Consent calendar items. Motion carried by 4 Ayes, 0 Nays.

Public Hearing - None

Continued Business -

- 4 TITLE: **Rental of New Compactor and 18 New Dumpsters at Pillar Point Harbor**
 REPORT: Staff Report
 PROPOSED ACTION: Execute a five-year Rental Agreement with Mission Trail Waste Systems for a new 20-cubic yard compactor and 18 new dumpsters in an amount not to exceed \$923.00 per month

Action: Temko advised that currently the compactor and dumpster are old and should be replaced. He said that the District owns the tipper and leases the compactor. The District sought bids for purchase. Staff recommends a five-year rental agreement for a new compactor and 18 new dumpsters since the old ones now leak and are full of holes. Presently, the dumpsters are scheduled to be picked up every two weeks, when they are sometimes only half-full. The new dumpsters' meters will indicate when they are full, which will result in a 15 to 20 percent saving.

Temko advised that Coastside Scavenger phoned him and indicated that the Granada Sanitary District design hauler is upset. Mission Trail presently does the hauling.

Motion by Padreddii, second by Lundie to approve the rental agreement with Mission Trail. Temko thanked Tucker for pointing out the expenditures that could be saved for trash hauling.

New Business -

- 5 TITLE: **Request for Proposals (RFP) for Pillar Point Harbor's 40-Berth and Haul-Out Project**
- REPORT: Request for Proposals
- PROPOSED ACTION: Authorization to Publish Request For Proposals

Action: Grenell requested authorization for the District to publish Request for Proposals (RFP) for planning, design, and contract management services. Grenell advised that, before the end of the year, he would bring a recommendation to the Board regarding which firm to select. He will send letters and make follow-up calls to various community groups, in order to provide channels for input. He plans to have a kick-off public meeting to introduce the project and get input. Tucker and Lundie will meet with the Princeton Citizens Advisory Council and the Mid-Coast Council, respectively, with regard to the Project.

Lundie requested that, in the title of the RFP, after the word "Berths," Grenell mention the haul-out project.

Grenell advised that, with Lundie's approval, the words "Haul-Out Project" would be added. Parravano stated that the Haul-Out issue seems to have been diluted in the Request for Proposals (RFP) but that it is very important. He asked whether there are separate RFP's for the berths and the haul-out. Grenell advised there are not.

Tucker advised he approved of the change to the RFP title because the Commission has indicated the importance of a haul-out facility.

Grenell reported that James Haussener, Executive Director of California Marine Affairs and Navigation Conference (C-MANC), referred to a recent economic report produced for the California Biodiversity Council and advised it was lacking in a number of respects. Haussener alleged that the Monterey Bay Sanctuary Manager and Coastal Conservancy Executive Officer commented that the commercial fishing industry is dying. Parravano asked whether this was at their July meeting and Grenell replied it was at the Biodiversity Council meeting.

9 Human Resources Manager Wilkerson

Action: Wilkerson asked that the Commissioners reserve Saturday, December 3, for the Employee Recognition Dinner at the Half Moon Bay Brewing Company. She advised that invitations and RSVP's would follow.

10 Director of Finance Schnapp

Action: Schnapp advised that the District paid off the Romeo Pier Loan effective September 1, 2005, in the amount of \$16,564.54 and that there was no discount available.

Tucker discussed bullet number two of Schnapp's report regarding the three-page document from the Auditors outlining what they want the District to furnish for the year-end audit. He encouraged employing auditors in multi-year contracts to reduce staff work and receive a better price on successive years.

Operations

11 Oyster Point Marina/Park — Johnson

Action: Johnson advised there was a lot going on but that nothing had yet come to fruition.

12 Pillar Point Harbor — Temko

Action: Temko advised that 42 students from the Culinary Institute of America toured Pillar Point Harbor and it went quite well.

Temko distributed an article from *Pacific Fishing* wherein Pillar Point Harbor and the Harbor District were highlighted and complimented for farsightedness and ability to provide ocean-fresh fish at a reasonable price directly to the public. He thanked Parravano for his part in a good combined effort between the commercial fishermen and the Harbor.

Board of Harbor Commissioners

13 A. Committee Reports

Action: Grenell advised he would be mailing a list of upcoming committee meetings to the Board members and Harbor Masters.

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: Padreddii advised he had inspected the fishing pier at Oyster Point Marina and that the foundation had pulled back. He acknowledged that the repairs are justified but requested that they not be performed during the height of fishing season. He also requested that signs be put up giving advance notice of the repair and pier closure to pier users. He stated he would advise the City of South San Francisco. Grenell said staff will put up signs advising of the pier closure.

Padreddii mentioned that the Bait Shop has been for sale for a year but there are as yet no buyers.

Lundie asked when the 250-crab pot fishing limit Bill was going into effect. He was advised by Parravano that the Assembly passed the Bill today. He requested that citizens call and send letters to the Governor, to whom the Bill was sent.

Lundie asked about creating a Proclamation for Larry Pollard, who he said was a former Harbor Commissioner in the 1970-1980's. His widow asked whether the district could erect a memorial bench in the Harbor. Lundie asked whether one or both of the items could be placed on the next Agenda. All were in favor.

Parravano mentioned the Seton Coastside Medical Center luncheon on Thursday, September 22, from noon to 2:00 p.m. He said all of the Commissioners are invited. He stated the event connects the Medical Center with the community and supplies very nutritious food.

There was a brief discussion regarding alternative ways the Harbor District could participate in the support effort in aid of relief for Katrina victims, including lowering the flag to half-staff. Grenell was asked to investigate the protocol for flag lowering.

Closed Session – None

Adjournment -

Motion by Lundie, second by Tucker to adjourn the meeting at 7:45 p.m.

APPROVED BY:

ATTESTED BY:

Sally Campbell
President

Ken Lundie
Secretary

Michele Shahrok
Deputy Secretary