

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

**July 19, 2006
7:00 p.m.**

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

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Eileen M. Wilkerson, Human Resource Manager
Marcia Schnapp, Director of Finance
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Linda Noeske, District Counsel

X Absent

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

No public comments or staff Recognition

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 July 5, 2006
	REPORT:	Draft Minutes
	PROPOSED ACTION:	Approval

- 2 TITLE: **Certified Employment List for Administrative Assistant/Deputy Secretary to the Board**
REPORT: Certified Employment List
PROPOSED ACTION: Adopt Certified Employment List
- 3 TITLE: **Signature List for San Mateo County Harbor District Accounts for San Mateo County Treasurer**
REPORT: Signature List, Resolution 34-05
PROPOSED ACTION: Adopt Resolution 51-06 approving updated Authorized Signature List for San Mateo County Harbor District accounts at the San Mateo County Treasurer

Tucker noted the Minutes of July 5, 2006 required an amendment. Item 2 - Audit was for FY 2004-05.

Action: Motion by Campbell, second by Tucker to approve the Consent Calendar as amended. The motion passed.

Ayes: 4
Nays: 0

Continued Business --None

Public Hearing — None

New Business

- 4 TITLE: **Temporary Office Space at Pillar Point Harbor for Federal Small Business Administration: Administration of Fishing Disaster Loans**
REPORT: Temko
PROPOSED ACTION: To Be Determined

Temko reported that the Federal Small Business Administration (FSBA) requested temporary office space at Pillar Point Harbor to meet with commercial fishermen interested in Federal low interest loans due to the closure of the salmon fishing season. Due to the immediate need Temko consulted with Parravano and Campbell who supported helping the agency by providing the temporary office space.

Grenell will add a notice to the District web site regarding the temporary availability of the FSBA at Pillar Point Harbor. Temko will add a notice in the commercial fishermen’s monthly billings.

Parravano directed Grenell to write a letter thanking Congresswoman Eshoo for her support in this process. By consensus the Board approved both the letter and office space.

5 TITLE: **Limited Commercial Activity Permit (CAP):
Leukemia and Lymphoma Society and Waiver of
Fee**
REPORT: Staff Report, Application
PROPOSED ACTION: Approve Limited Commercial Activity Permit with
Waiving of Permit Fee

Action: Motion by Campbell, second by Padreddii to approve Limited Commercial Activity Permit with Waiving of Permit Fee. The motion passed.

Ayes: 4
Nays: 0

6 TITLE: **Review and Amendment of District Investment
Policy**
REPORT: Amendments, Resolution 52-06
PROPOSED ACTION: Adopt Resolution 52-06 to Amend District Policy

Staff requested postponement of this item to August 2, 2006 Agenda.

7 TITLE: **Bills and Claims in the Amount of \$280,011.00**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer
in the amount of \$280,011.00 to cover payment of Bills
and Claims

Tucker noted that the Bills and Claims is amended to \$279,843.70.

Action: Motion by Tucker, second by Campbell to approve the Bills and Claims for payment and a transfer in the amount of \$279,843.70 to cover payment of the Bills and Claims. The motion passed.

Ayes: 4
Nays: 0

URGENCY ITEM

Action: Motion by Tucker, second by Campbell that the Commission find that there is a need to take immediate action regarding amendment of the Title of Item 14 of the Minutes of the Board of Harbor Commissioners regular meeting of May 17, 2006 and Item 2 of the Minutes of the Board of Harbor Commissioners regular meeting of July 5, 2006, that this urgent matter came to the attention of the District subsequent to the Agenda being posted and too late to meet the 72 hour posting requirement, and that this item be added to the Agenda. The motion passed unanimously.

Grenell stated that the auditors require approved minutes certifying that the Board approved the Audit Report for FY 2004-05: Draft Recommendations to Management before the auditors will release the final report. Item 14 of the Minutes of the Board of Harbor Commissioners regular meeting of May 17, 2006 and Item 2 of the Minutes of the Board of Harbor Commissioners regular meeting of July 5, 2006 incorrectly indicate FY 2005-06.

Action: Motion by Tucker, second by Campbell that Item 14 of the Minutes of the Board of Harbor Commissioners regular meeting of May 17, 2006 and Item 2 of the Minutes of the Board of Harbor Commissioners regular meeting of July 5, 2006, be amended to reflect that the audit was for FY 2004-05. The motion passed.

Ayes: 4
Nays: 0

Reports for Possible Discussion/Action

Administration and Finance

8 General Manager – Grenell

Action: Attended LAFCo hearing where the Committee heard the Draft Service Review for the first time. LAFCo will meet on August 16th and is expected to make a decision on each of nine determinations. Grenell was requested to provide additional information.

Met with Water Transit Authority. Made progress on agreement regarding compensation for the District's loss of assets and revenue. Met with Oyster Point Development Committee (Campbell and Padreddii) who will report later in the meeting on this topic.

Received a letter from Doug Hayes, California Abalone, and provided Board with copies. The letter attempts to answer the Harbor Commission's questions and concerns from the July 5th meeting.

Continue to work with FEMA to recover expenses from the recent storm damage. Grenell, Temko, Schnapp, and Wilkerson are working with FEMA staff.

9 Human Resource Manager – Wilkerson

Action: Administrative Assistant/Deputy Secretary to the Board interviews will take place on July 21 and July 25.

10 Finance Director – Schnapp

Action: Clerical error on Agenda Item 3. Will bring back on the August 2 Agenda.

Operations

11 Oyster Point Marina/Park — Johnson

Action: Johnson expressed his gratitude to his crew for doing an excellent job while he was on vacation.

12 Pillar Point Harbor — Temko

Action: Reported that there are two Eagle Scout construction projects at the entrance to Pillar Point Harbor: Improvement of the bike trail and a stairway into “C” lot.

Campbell noted that she has heard several positive comments from the community on the projects and overall look of the area.

Parravano noted that he read an article regarding the Linda Mar Veterinary Clinic. Temko reported that the clinic has been busy and is working out well for the community and harbor.

Board of Harbor Commissioners

13 A. Committee Reports – DBW Committee (Tucker, Campbell)

Tucker referred the Board to the staff reports of Grenell and Schnapp for details of the meeting. He stated that DBAW understands the District’s bottom line. The District asked for a plan that includes three years with no payments and no interest followed by two years of interest only and then full amortization to payoff. Mr. Flood, DBAW Planning Department, will review ways to reorganize the loans to extend the loan terms.

Campbell complimented Schnapp on her work presenting information regarding interest on the loans.

Grenell reported that there is proposed state legislation for emergency funding for commercial fishermen that will take potentially \$20 million from DBAW through amendments to SB 1127. This action could leave fewer loan restructuring options for the District. Grenell has suggested alternative funding sources to the proposal’s author.

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.

Campbell stated that Grenell has made strong strides with the Water Transit Authority (WTA). She reported that the WTA indicate they have tentatively agreed to around \$2.7 million but everything must be included. The District is estimating the

cost at \$4 million. The WTA said they will pay for the breakwater and dredging including expenses the District has already incurred. Campbell wants to see that in writing. It is anticipated that an Agreement will be ready for the second Board meeting in September.

Campbell reported that the WTA wants to leave management of the terminal alone for now. WTA will manage the east basin dredging and terminal construction.

Grenell reported that the WTA would need to hire security if security similar to the airport is needed. The Harbor Patrol is limited in their scope of authority.

Johnson added that if x-rays are needed it has been agreed that a separate company would need to be hired. The District would potentially provide janitorial and light maintenance services.

Campbell would like to see a management fee on top of actual costs in an operations and maintenance contract with WTA.

- 14** TITLE: **Identify Real Property Negotiator Pursuant to Government Code §54956.8**
REPORT: Zafferano
PROPOSED ACTION: Identify Real Property Negotiator Peter Grenell

Linda Noeske, District Counsel, identified Peter Grenell as the Real Property Negotiator.

Action: Motion by Tucker, second by Campbell to adjourn to Closed Session. The motion passed.

The Board recessed for a five-minute break at 7:33 p.m.

Closed Session

- 15** TITLE: **Conference with Real Estate Negotiator: Huck Finn Sportfishing, Parcel 2 and Ketch Joanne Restaurant and Harbor Bar, Parcel 3, One Johnson Pier, Lessees Building, APN 047-083-060, Pillar Point Harbor, El Granada, San Mateo County Regarding Lease, Price, and Terms and Conditions Pursuant to Government Code Section §54956.8**
REPORT: Grenell
PROPOSED ACTION: To Be Determined

16 TITLE: **General Manager's Performance Evaluation Pursuant to Government Code Section §54957**
REPORT: Parravano
PROPOSED ACTION: To Be Determined

Open Session, Continued

There was no reportable action from Closed Session.

Adjournment

Motion by Tucker, seconded by Campbell to adjourn the meeting. Motion carried by unanimous vote at 8:35 p.m.

APPROVED BY:

ATTESTED BY:

Pietro Parravano
President

Eileen M. Wilkerson
Human Resource Manager