

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

**March 3, 2010  
7:00 p.m.**

**Comfort Inn  
2930 Cabrillo Highway  
Half Moon Bay, Ca. 94019**

**Roll Call**

**Commissioners**

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

**Staff**

Peter Grenell, General Manager  
Marcia Schnapp, Director of Finance  
Marietta Harris, Human Resource Manager  
Robert Johnson, Harbormaster  
x Dan Temko, Harbormaster  
Marc Zafferano, District Counsel  
Debbie Nixon, Deputy Secretary

x-absent

**Public Comments/Questions** – None.

**Staff Recognition-** Grenell stated that he spent the day at Pillar Point Harbor for a number of meetings and gave recognition to the Pillar Point Harbor crew and Johnson's leadership and stated that they are doing a great job running the harbor.

**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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 February 17, 2010**  
REPORT: Draft minutes  
PROPOSED ACTION: Approval

**Action:** Motion y Tucker, second by Parravano to approve item 1. The motion passed.

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

## Public Hearing –

- 2 TITLE: **Draft Preliminary Operating and Capital Budget for Fiscal Year 2010-11**
- A. Declare Hearing Open: President Campbell
  - B. Report of Notice Given: Grenell
  - C. Staff Report and Recommendation: Schnapp, Draft Preliminary Budget FY 2010/11
  - D. Public Testimony:
  - E. Harbor Commission Questions:
  - F. Close Public Testimony: President Campbell
  - G. Commission Deliberation:
  - H. Recommended Commission Action: To Be Determined

Grenell stated that Notice had been given.

Schnapp stated that the Commission had a copy of the Draft Preliminary Budget for FY 2010/11 which shows a surplus of \$67,000. This does not include election expenses and funds for dredging.

Campbell asked if the budget will be reviewed again. Schnapp answered affirmatively. Tucker stated that this item will be on the agenda for the next three board meeting.

**Action:** Motion by Tucker, second by Lundie to continue this item to the next meeting. The motion passed.

Ayes: 5  
Nays: 0

## New Business

- 3      TITLE:                                    **Approve Limited Commercial Activity Permit for The Leukemia & Lymphoma Society Silicon Valley & Monterey Bay Area Chapter**
- REPORT:                                      Grenell, Application
- PROPOSED ACTION:                      Approve Limited Commercial Activity Permit for up to three (3) events

Grenell stated that the Leukemia & Lymphoma Society is requesting a permit for up to three events for 2010. All three events are under one permit to avoid multiple approvals. These events are the same ones that they hold every year and they are asking for a waiver of fees which has been done in the past. He recommended approval.

**Action:** Motion by Padreddii, second by Parravano to approve the Limited Commercial Activity Permit for the Leukemia and Lymphoma Society. The motion passed.

Ayes:                      5  
Nays:                      0

- 4      TITLE:                                    **Introduce Minor Amendment to District Ordinance Code §2.5.1.2 and Authorize Publication of Notice of Intended Amendment in Compliance with §6070.2 of the Harbors and Navigation Code**
- REPORT:                                      Grenell, Memo
- PROPOSED ACTION:                      Authorize Publication of Notice of Intended Amendment in compliance with §6070.2 of the Harbors and Navigation Code

Grenell stated that the firm that processes our parking citations has confirmed that they will be increasing their fees. The District needs to increase its fees so as not to be out of pocket and meet our costs.

**Action:** Motion by Tucker, second by Padreddii to introduce the Amendment. The motion passed unanimously.

Ayes:                      5  
Nays:                      0

- 5 TITLE: **(A) Draft Final Financial Statements and Independent Auditors' Report and (B) Recommendations to Management for Fiscal Year Ended June 30, 2009**  
REPORT: Schnapp, Memo  
PROPOSED ACTION: To be determined

Schnapp stated that there are no recommendations to management. Tucker asked why there was no letter. Schnapp stated that the report is about what is right not what is wrong. Grenell stated that he will obtain a letter. Tucker stated that city municipalities are eligible to receive an award for their accounting. Schnapp stated that we received that award last year but were too late to submit for this year.

- 6 TITLE: **Bills and Claims in the Amount of \$99,983.67**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$99,983.67 to cover payment of Bills and Claims

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

**Action:** Motion by Tucker, second by Lundie to approve the bills and claims. The motion passed.

Ayes: 5  
Nays: 0

## **Continued Business - None**

## **Reports for Possible Discussion/Action Administration and Finance**

- 7 **General Manager - Grenell**  
Grenell stated that he received official notice from Temko that Temko's last day with the District will be April 17, 2010.
- 8 **Director of Finance - Schnapp**  
Schnapp stated that as most are aware, she is moving on to a different position with a water district and her last board meeting will be March 17, 2010.
- 9 **Human Resources Manager - Harris**  
Nothing further to add to written report.

# Operations

## 10 Oyster Point Marina/Park - Johnson

Johnson stated that it has been very busy since the last meeting. He has received the Breakwater report from Moffatt & Nichol but has not had an opportunity to read it. The Oyster Point Marina East Basin Maintenance Dredging meeting will be held tomorrow March 4, 2010 at 10:30 a.m. at Oyster Point. He wants to issue the notice to proceed on June 1, 2010.

## 11 Pillar Point Harbor – Johnson

There is no progress on the Fish Buyers building fire damage repair. We are still waiting on Morning Star's insurance company. Johnson stated that he received the design plans for the sidewalk project and will be setting some meetings up for next week.

Campbell stated that the presentation that Johnson gave at their committee meeting was well presented and she was impressed.

Johnson thanked Campbell and stated that he is looking into roof repairs and making the garbage facilities for the lessees more inconspicuous. His intention is to make the area bright and cheery. He is estimating that the sidewalk project will commence in October and that the concessionaires will be closed for a 72 hour time period.

Lundie asked Johnson how the Harbor is notified of a Tsunami warning. Johnson stated that they are alerted by San Mateo County Emergency Services. Their organization is very well coordinated and well communicated. Pillar Point Harbor was the County's main focus after the Tsunami hit Chili.

Campbell asked what progress has been made with the Mavericks Shop. Johnson stated that the subject will be discussed in detail during closed session but stated that it is moving forward positively. Johnson stated that the exterior of the building is the Harbor's responsibility and Williams is taking the lead on the project.

# Board of Harbor Commissioners

## 12 A. Committee Reports **Promotion & Marketing and Berth Occupancy (Campbell, Lundie)**

Campbell stated that this item was already discussed earlier.

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.**

Parravano thanked staff for the Employee Dinner and stated that he had a good time.

Padreddii stated that it was a very nice evening and well deserved by the employees.

Campbell stated that the food was extraordinary. She felt the restaurant was warm and welcoming and that nothing missed a beat.

- 13 TITLE: **Identify Labor Negotiator Pursuant to Government Code §54957.6**  
REPORT: Zafferano  
PROPOSED ACTION: Identify Labor Negotiator Peter Grenell
- 14 TITLE: **Identify Real Property Negotiator Pursuant to Government Code §54956.8**  
REPORT: Zafferano  
PROPOSED ACTION: Identify Real Property Negotiator Peter Grenell

Zafferano identified Grenell as the Negotiator for items 15, 16, 17 and 18.

**Action:** Motion by Lundie, second by Parravano to adjourn to closed session. The motion passed unanimously at 7:26 p.m.

## **Closed Session**

- 15 TITLE: **Conference with Labor Negotiator: Pursuant to Government Code Section §54957.6 Unrepresented Employees, Director of Finance**  
REPORT: Grenell  
PROPOSED ACTION: To Be Determined
- 16 TITLE: **Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8**  
PROPERTY: **Parcel APN 015-010-060, 015-010-260, 015-010-270, Oyster Point Marina/Park, City of South San Francisco, San Mateo County; San Mateo County Harbor District with The City of South San Francisco**  
NEGOTIATING PARTIES: San Mateo County Harbor District and The City of South San Francisco  
UNDER NEGOTIATION: Lease Price, Terms and Conditions

- 17 TITLE: **Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8**  
PROPERTY: **Parcel 5, One Johnson Pier, Lessees Building, APN 047-083-060, Pillar Point Harbor, El Granada, San Mateo County**  
NEGOTIATING PARTIES: San Mateo County Harbor District and (1) Cassandra and Jeff Clark, Mavericks Surf Shop, LLC  
UNDER NEGOTIATION: Lease Price, Terms and Conditions
- 18 TITLE: **Conference with Real Property Negotiator: Pursuant to Government Code Section §54956.8**  
PROPERTY: **“Post Office” Parcel, Northeasterly corner of Obispo Road and Avenue Portola, El Granada, San Mateo County, APN: 047-261-030**  
NEGOTIATING PARTIES: SMCHD, KN Properties  
UNDER NEGOTIATION: Lease Price, Terms and Conditions

## Open Session, Continued

There was no reportable action from closed session.

- 19 TITLE: **Suspension of Hiring Freeze and Authorize General Manager to Fill the Impending Vacancy in the Director of Finance Position**  
REPORT: Grenell, Harris, Memo, Letter  
PROPOSED ACTION: To Be Determined

**Action:** Motion by Tucker, second by Lundie to suspend the hiring freeze only for the position of the Director of Finance. The motion passed unanimously.

Ayes: 5  
Nays: 0

# Adjournment

**Action:** Motion by Lundie, second by Parravano to adjourn the meeting. The motion passed unanimously at 8:15 p.m.

The next scheduled meeting will be held on March 17, 2010 at the Municipal Services Building, 333 Arroyo Drive, South San Francisco at 7:00 p.m.

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Debbie Nixon  
Deputy Secretary

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Sally Campbell  
President