

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

**April 6, 2011
7:00 p.m.**

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

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
x Julie Turner, Director of Finance
x Marietta Harris, Human Resource Manager
Robert Johnson, Harbormaster
Jean Savaree, 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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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.

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|----------|-------------------------|--|
| 1 | TITLE: | Minutes of Meeting March 16, 2011 |
| | REPORT: | Draft minutes |
| | PROPOSED ACTION: | Approval |

- 2 TITLE: **Minutes of Special Meeting March 25, 2011**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

Action: Motion by Tucker, second by Bernardo to approve the consent calendar. The motion passed.

Item 1

Ayes: 3
Nays: 0
Abstentions: 1 (Padreddii)
Absent: 1 (Campbell)

Item 2

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

Public Hearing –

- 3 TITLE: **Draft Preliminary Operating and Capital Budget for Fiscal Year 2011/12 and Rates & Fees**
- A. Declare Hearing Open: President Parravano
B. Report of Notice Given: Grenell
C. Staff Report and Recommendation: Grenell, Draft Preliminary Budget FY 2011/12 And Rates & Fees
D. Public Testimony:
E. Harbor Commission Questions:
F. Close Public Testimony: President Parravano
G. Commission Deliberation:
H. Recommended Commission Action: To be determined

Parravano declared the public hearing open. Grenell stated notice had been given. Grenell stated that there have been no changes made to the Draft Preliminary Operating and Capital Budget since the last meeting.

Tucker asked Grenell if he had any further information regarding the District's insurance rates. Grenell stated that he had contacted the insurance broker and stated that the District's insurance rates have been declining over the past few years. He will be discussing further

reductions in rates and hopes to bring more information to the Commission at the next meeting.

Tucker stated he would like to see the contractual services line item removed from the budget. He stated that he finds it hard to keep track of what is going on and would like each issue to be brought before the Commission instead of allocating funds. Grenell stated that he will take that into consideration but feels that there is a need for the item. He stated that he would like to bring a report back to the Board giving a brief overview and explanation on what is foreseen in the future. Grenell stated that four leases, possibly six, will be up for renewal and there will be a need for legal services.

Tucker asked that he bring the report to the Commission at the next Board meeting.

Parravano declared the hearing closed and stated that it will be continued to the next Board meeting.

Action: Motion by Tucker, second by Padreddii to continue the public hearing to the next Board meeting. The motion passed.

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

New Business

- 4 TITLE: **Authorization to Solicit Bids: Pillar Point Harbor Waste Oil Tank Removal**
REPORT: Johnson, Memo, Attachment
PROPOSED ACTION: Authorize General Manager to solicit bids for waste oil tank removal

Johnson stated the project specifications are attached to the report. He stated that he also obtained a \$5,000 grant from the County of San Mateo.

Parravano asked Johnson if this is removal of the oil tank and the platform or if the platform will remain there. Johnson stated that it is all one structure so it will all be removed.

Action: Motion by Padreddii, second by Tucker to authorize the solicitation of bids. The motion passed.

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

- 5 **TITLE:** **Authorization to Solicit Bids: Pillar Point Harbor Fish Buyer Building Roof Repair**
 REPORT: Johnson, Memo, Attachment
 PROPOSED ACTION: Authorize General Manager to solicit bids for fish buyers building roof repair

Johnson stated the roof repair was not included in the original project that addressed the fire damage. That damage was repaired and paid for through the insurance claim. This item is to finish repairs on the building.

Bernardo questioned the percentage of work to be completed by the contractor was not 100% as it was on the other projects and wanted to know why. Johnson stated that this project is more complex and will need subcontractors and the other projects were straight forward.

Parravano asked Johnson to look into possibly utilizing solar panels. Johnson stated that the option has been discussed extensively at both facilities and thinks they can be installed in the future. He stated that the Pillar Point Harbor budget can't sustain the cost of panels for the current budget period. Right now he is focusing on repairing the fish buyers building roof, painting the building, replacing the door and looking to upgrade the electrical.

Tucker asked Johnson to contact a solar panel company and ask them to give an estimate; that way there is a record of it for the future. Savaree asked Tucker if he would like to see that as a separate bid. Tucker stated no.

Action: Motion by Tucker, second by Bernardo to authorize the general manager to solicit bids. The motion passed.

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

- 6 **TITLE:** **Bills and Claims in the Amount of \$100,478.95**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$100,478.95 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.

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

Reports for Possible Discussion/Action Administration and Finance

7 General Manager - Grenell

Grenell stated that he distributed two handouts. The first was regarding an update from the Water Emergency Transit Authority (WETA). Grenell and Padreddii attended a meeting of Water Transit Advocates meeting earlier that day. He deferred to Padreddii for an update during Board Committee reports. The second is a report regarding legislative hearings and recommendations on special districts. There is a recommendation for local restructuring; another proposes that property tax revenues be redirected to cities and counties. This would cause serious implications down the road for the District.

Bernardo asked if Grenell has had any conversations with the County Supervisors regarding this. Grenell stated that the California Special Districts Association (CSDA) has responded to the legislation and that he has not yet spoken to the Supervisors, but he is sure that it is on their radar. Grenell stated he will be in Sacramento in May for the Special District Association meeting, and will also meet with the Districts Legislation representatives about the issue.

8 Finance Report – Turner

Bernardo stated that in the report, line 6 states that there is an ongoing analysis of leases and rent charges to ensure compliance with lease terms. He would like to see a report or the analysis.

9 Human Resources Manager – Harris

Nothing further to add to written report.

Operations

10 Oyster Point Marina/Park - Johnson

11 Pillar Point Harbor – Johnson

Nothing further to add to written report.

Bernardo thanked Draper for saving the District \$15,000.

Board of Harbor Commissioners

12 A. Committee Reports

-OPM Ferry Committee (Padreddii, Campbell)

Padreddii stated that he and Grenell attended a Water Emergency Transit Authority (WETA) update meeting. The Ferry Terminal should be complete in December and the first ferry ride will be in January or February.

-Pillar Point Harbor Perched Beach Committee (Parravano, Tucker)

Grenell stated there was a tenant meeting at Pillar Point Harbor on March 23, 2011 at 7:00 p.m. This meeting was for the Committee to acquaint the public with the District's plans and progress specifically with Perched Beach. There were a big turnout and a lot of questions were asked. Grenell stated that he notified Winzler & Kelly Engineers to proceed with the bulk-head design which will only take 1/3 of the money that is left in the contract. There will also be more research done on the haul-out possibility.

Tucker stated that the Committee has done some research on organizations that might be interested in leasing space from the District. He stated that there was a very good turnout for the tenant meeting and there was a lot of enthusiasm and a great interest.

Neil Merrilees spoke and stated that he would like to see a place for boaters and surfers to be able to drive up to the water and put their boats or boards straight into the water. You can do that at the Yacht Club but not at Pillar Point Harbor. He asked that the Commission consider redeveloping the area more for recreation instead of putting a building at Perched Beach.

Chris Ekeberg spoke and also stated that he would like to see a recreational area instead of a building. There is a huge need for the community to have a recreational area.

Tucker encouraged Merrilees and Ekeberg to attend future meetings. Johnson stated that he will make himself available to go over the project as he feels that they will meet their needs as there is a space for beach access in the design.

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.

Adjournment

Action: Motion by Tucker, second by Padreddii to adjourn the meeting. The motion passed unanimously at 7:40 p.m.

The next scheduled meeting will be held on April 20, 2011 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 7:00 p.m.

Debbie Nixon
Deputy Secretary

Pietro Parravano
President