

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

November 19, 2008
7:00 p.m.

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

Roll Call

Commissioners

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

Staff

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

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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.

- TITLE:** Minutes of Meeting November 5, 2008
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Padreddii, second by Parravano to approve Item 1. The motion passed.

Ayes: 4

Nays: 0
Abstentions: 1 (Campbell)

Continued Business

- 2 TITLE: **Limited Commercial Activity Permit for Car Show at Pillar Point Harbor**
 REPORT: Temko, Staff Report
 PROPOSED ACTION: Approve Limited Commercial Activity Permit for Car Show at Pillar Point Harbor with Waiver of Fees

Temko informed the Board that the Boys and Girls Club of the Coastsides would like to hold the car show on a monthly basis excluding December and possibly January, depending on weather conditions. Temko added that the November event was very successful and he recommended approval.

Campbell read for the record a letter she received from David Cline of the Boys and Girls Club. Cline said the Club would give a minimum of 30 days notice before an event were to take place.

Action: Motion by Campbell, second by Padreddii to approve Item 2 conditioned upon the permittee giving the District 30 days advance notice before each event. The motion passed.

Ayes: 5
Nays: 0

- 3 TITLE: **Draft Updated Business Plan for Department of Boating and Waterways (DBW)**
 REPORT: Grenell, Memo, Draft Amended Business Plan
 PROPOSED ACTION: To Be Determined

This item was postponed to December 3rd.

New Business, Continued

- 4 TITLE: **Pillar Point Harbor Haulout**
 REPORT: Temko
 PROPOSED ACTION: To Be Determined

Temko informed the Board that the area proposed to be used for a haul out facility is the same area that Leland Parsons used to restore the F/V *Irene*. He estimated that the haul out would cost the District approximately \$100,000. Temko concluded that Parsons has said he would be willing to operate it for up to one year.

Lundie stated that he is a proponent of a haul out facility. He added that Parsons does great work and has proven success with the restoration of the F/V *Irene*.

Campbell asked if the District would eventually be reimbursed for the \$100,000. Temko said yes.

Tucker said he is willing to approve the idea in concept and would like a full presentation made before final approval.

Campbell said she is in support of conceptual approval as long as Parsons is involved.

The Board agreed unanimously for staff to move ahead conceptually.

- 5 TITLE: **Suspension of Hiring Freeze for one (1) Accounting Specialist Position in the Administrative Office, Accounting Unit**
- REPORT: Harris, Grenell, Memo
- PROPOSED ACTION: Suspend Hiring Freeze in Order to Fill One (1) Accounting Specialist Vacancy and Authorize General Manager to Fill the Position from the Certified Employment List; and Direct General Manager to Terminate Temporary Accounting Services Following Filling of the Vacancy

Grenell reported that the District would incur significant savings, reduce personnel by one, increase efficiency, fulfill obligations recommended by auditors, and will allow staff to address customers in a professional manner.

Harris informed the Board that the new hire would be hired from the already approved certified list.

Campbell asked if one person is currently doing the job that two were previously doing, and if so, is that one person completely fulfilling the duties.

Harris said the job duties had to be altered for that one person to fulfill the duties.

Campbell asked if the new hire would work at Oyster Point and Pillar Point. Harris said the new hire would work in the administration office and act as back up to the Finance Unit on payroll and auditing duties and to the current Accounting Technician at Oyster Point and Pillar Point.

Tucker asked how much the District would save by eliminating the temporary position and creating a new hire. Harris said between \$35,000 and \$60,000 annually.

Harris added that the new hire will be cross-trained with the current Accounting Technician at Oyster Point and Pillar Point. She added that the current Account Technician is seriously underutilized and the finance unit is understaffed which is not good since the Finance unit handles large amounts of money.

Campbell asked if the new hire would be capable of fulfilling duties at the harbor. Harris confirmed that anyone that is hired from the certified list would be capable of the job duties.

Debra Galarza, District Accountant, stated that she has calculated that the Finance Unit had over 1,000 bank reconciliations to complete. She added that it has been weight on her shoulders, but since the temp came her job became a fun place to come to work again.

Campbell stated that Galarza came into an extremely unorganized situation and asked Galarza if that has leveled out.

Galarza said it has and that the Finance Unit has set goals to help level it out.

Padreddii stated that he is in favor of the new hire because it will eliminate the temporary help and save the District money.

Action: Motion by Tucker, second by Campbell to approve Item 5. The motion passed.

Ayes: 5

Nays: 0

Parravano thanked Galarza for taking the time to come and speak. Parravano questioned whether this would require the job description to be revised. Harris said no.

Campbell requested that personnel answering District telephones always smile when answering and greeting customers.

- 6** **TITLE:** **Authorization of Addendum to CalCard Agreement**
 REPORT: Schnapp, CalCard Addendum
 PROPOSED ACTION: Authorize Execution of Addendum to CalCard Agreement with State of California Department of General Services and U.S. Bank, and the San Mateo County Harbor District

Schnapp stated that these are updated contracts and have been approved by Zafferano.

Action: Motion by Padreddii, second by Parravano to approve Item 6. The motion passed.

Ayes: 5

Nays: 0

- 7** **TITLE:** **Bills and Claims in the Amount of \$77,109.89**
 REPORT: Bills and Claims Detailed Summary
 PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$77,109.89 to cover payment of Bills and Claims

Padreddii informed the Board that he reviewed the Bills and Claims and found them in order. He recommended approval.

Action: Motion by Padreddii, second by Campbell to approve the Bills and Claims in an the amount of \$77, 109.89. The motion passed.

Ayes: 5

Nays: 0

Reports for Possible Discussion/Action

Administration and Finance

8 General Manager - Grenell

Nothing further to add to written report.

9 Director of Finance - Schnapp

Schnapp stated that she would like to prepare a Request For Proposals for new auditor. Schnapp concluded that she will submit the RFP in January and let the Board decide if they should accept it as a whole or as a Committee.

10 Human Resources Manager - Harris

Campbell asked Harris how the conference she attended went. Harris said she attended the California Public Employees Labor Relations Association conference in Monterey which held discussions in regard to retirement, labor relations, pension issues, GASB 45, and other topics. Harris concluded that there were over 1,000 people who attended this conference and it was very well received and informative.

Operations

11 Oyster Point Marina/Park - Johnson

Johnson informed the Board that construction on the Breakwater is scheduled to be completed by December 22nd.

12 Pillar Point Harbor – Temko

Nothing further to add to written report.

Board of Harbor Commissioners

13 A. Committee Reports -

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.

Padreddii asked for status on the employee appreciation dinner. Grenell said staff is prepared to set it up if the Board agrees. The Board agreed that staff move forward in looking for an economical venue.

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

Action: Motion by Tucker, second by Parravano to adjourn to Closed Session. The motion passed unanimously at 7:45 p.m.

Closed Session

Item 16 was taken up first.

- 16 TITLE: Conference with Real Property Negotiator: Median Strip, APN 047-262-010, El Granada, San Mateo County: Regarding Sale or Lease Price and Terms and Conditions Pursuant to Government Code Section §54956.8**
REPORT: Grenell
PROPOSED ACTION: To Be Determined

- 15 TITLE: Conference with Real Property Negotiator: Parcels 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 San Francisco Bay Water Emergency Transportation Authority (WETA) Regarding Lease Price, Terms and Conditions, Pursuant to Government Code §54956.8**
REPORT: Grenell
PROPOSED ACTION: To Be Determined

Action: Motion by Padreddii, second by Campbell to adjourn to Open Session. The motion passed unanimously at 8:56 p.m.

Open Session, Continued Business

There was no reportable action from Closed Session.

- 17 TITLE: Lease Agreement with San Francisco Bay Water Emergency Transit Authority (WETA) for Construction and Operation at Oyster Point Ferry Terminal**

REPORT: Grenell, Agreement, Resolution 22-08
PROPOSED ACTION: Adopt Resolution 22-08 to Approve Lease Agreement with San Francisco Bay Water Emergency Transit Authority (WETA) for Construction and Operation at Oyster Point Ferry Terminal

Item 17 was postponed.

Adjournment

Action: Motion by Campbell, second by Parravano to adjourn the meeting. The motion passed unanimously at 8:57 p.m.

APPROVED BY:

ATTESTED BY:

Ken Lundie
President

Theresa DellaSanta
Deputy Secretary