

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

**February 1, 2006
7:00 p.m.**

**Harbor House
Conference Center
107 Broadway
Princeton, CA 94019**

Parravano called the meeting to order at 7:00 p.m.

Roll Call

Commissioners

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

Staff

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

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.

Former President Campbell expressed thanks to all Harbor District staff for making the past year a wonderful one. She thanked the Commissioners for their support and assistance during the year.

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consent calendar are approved by one motion unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 January 11, 2006 Special Meeting**
 REPORT: Draft Minutes
 PROPOSED ACTION: Approval

- 2 **TITLE:** **Minutes of January 18, 2006 Meeting**
 REPORT: Draft Minutes
 PROPOSED ACTION: Approval

- 3 **TITLE:** **Certified Employment List for Accounting Technician/
 Administrative Assistant**
 REPORT: Certified List
 PROPOSED ACTION: Approve Certified Employment List for Accounting
 Technician/Administrative Assistant

- 4 **TITLE:** **Unpaid Leave Extension for Employee Number 062
 to March 15, 2006**
 REPORT: Application for Extension of Unpaid Leave
 PROPOSED ACTION: Approve unpaid leave extension for Employee
 Number 062 through March 15, 2006.

Action: Motion by Tucker, second by Padreddii to approve Items 1 through 4. Campbell abstained on Item 2. Lundie abstained on Item 1. Motion carried by 4 Ayes, 0 Nays.

- 5 **TITLE:** **Categorical Exemption Determination for Pillar
 Point Harbor Minor Breakwater Repair**
 REPORT: Grenell, CEQA, Article 19, §15301 Existing Facilities
 PROPOSED ACTION: Adopt determination of categorical exemption under
 CEQA, Article 19, §15301, Class 1(d), Restoration or
 rehabilitation of deteriorated or damaged structures

Action: Item 5 was removed from the calendar at Grenell's request.

Public Hearing - None

Continued Business

- 6 **TITLE:** **Johnson Pier Repair Project: Construction Specifications and Bid Documents**
- REPORT:** Staff Report, Attachments
- PROPOSED ACTION:** Approve construction specifications and bid documents and authorize General Manager to issue bid notice

Action: Temko advised that the documents in the board packet were 95 percent complete and that the remaining documents were available for inspection at his office and the Administration Office. Motion by Campbell, second by Lundie to approve construction specifications and bid documents and authorize the General Manager to issue a bid notice. Motion carried by 5 Ayes, 0 Nays.

Parravano advised that the lessees should be informed as soon as possible. Temko advised that he is notifying them one by one and that an optimistic end for the project would be April, or more likely September or October. The buyers have identified two work periods in order to utilize fishing season time that is most advantageous to them.

- 7 **TITLE:** **Anderson Pacific Engineering Construction, Inc. Change Order Number 1 for Installation of a New Pile Cap for the Oyster Point Marina Fishing Pier**
- REPORT:** Staff Report
- PROPOSED ACTION:** Approve Change Order No. 1 with Anderson Pacific Engineering, Inc. for installation of a new pile cap for the Oyster Point Marina Fishing Pier in an amount not to exceed \$9,500
- 8 **TITLE:** **Anderson Pacific Engineering Construction, Inc. Change Order Number 2 for Installation of a New Foundation Abutment for the Oyster Point Marina Fishing Pier**
- REPORT:** Staff Report
- PROPOSED ACTION:** Approve Change Order No. 2 with Anderson Pacific Engineering, Inc. for installation of a new foundation abutment for the Oyster Point Marina Fishing Pier in an amount not to exceed \$14,000

Action: Johnson reported on Items 7 and 8 concurrently. He advised that Concept Marine Associates was retained to design and engineer the repairs for the Oyster Point Marina/Park Fishing Pier. Anderson Pacific Engineering was issued the contract for the Fishing Pier repairs. However, upon excavation and exposure of the pile cap and foundation abutment's footing, they observed structural impacts due to settling and other unknown impacts. Therefore, Johnson recommended the scope of work be amended for installation of a new pile cap and foundation abutment.

With approval of both Change Orders, the project remains \$15,700 under the approved bid amount since the funding would come from reallocation of specific bid line items. Johnson also said he made it clear to Anderson Pacific that there would be no further change orders.

Motion by Tucker, second by Campbell to approve Change Order Numbers 1 and 2, for installation of a new pile cap in an amount not to exceed \$9,500, and for installation of a new foundation abutment in an amount not to exceed \$14,000, both for the Oyster Point Marina Fishing Pier. Motion carried by 5 Ayes, 0 Nays.

New Business

- 9** **TITLE:** **Claim for Personal Injuries/Property Damages of Raymond and Susan Flinn v. San Mateo County Harbor District**
 REPORT: Claim Form for Personal Injuries/Property Damages
 PROPOSED ACTION: Deny Claim

Action: Temko led a discussion concerning a mooring ball or buoy that washed away from a vessel and onto the shore. It was then removed by an individual, returned to the Harbor several months later, and has now disappeared. At the time the buoy was brought back, the Harbor Patrolman on duty did not want to accept it. It was left anyway. Temko recommended rejection of the claim. Motion by Tucker, second by Padreddii to deny the claim for personal injuries/property damage of Raymond and Susan Flinn. Motion carried by 5 Ayes, 0 Nays.

- 10** **TITLE:** **Emergency Sewer Repair at Pillar Point Harbor**
 REPORT: Memo, Temko
 PROPOSED ACTION: Authorize expenditure not to exceed \$12,000

Action: Temko reported that the force line that pumps Harbor District sewage failed. The emergency repairs have been completed. Motion by Lundie, second by Campbell to retroactively authorize the expenditure of \$10,904.05 for emergency sewer repair at Pillar Point Harbor. Motion carried by 5 Ayes, 0 Nays.

- 11** **TITLE:** **Commercial Activity Permit (CAP) for Bud Mayfield, F/V Bubba**
 REPORT: Staff Memo, Commercial Activity Permit Application
 PROPOSED ACTION: Approve Commercial Activity Permit for Bud Mayfield, F/V Bubba

Action: Temko requested postponing this Item because he had not yet received the certificate of liability insurance. Parravano asked whether continuing education courses were required to keep a Marine Certificate valid. Temko advised that they were not before the expiration date but that the person must accrue a sufficient amount of “sea time” and obtain a new medical certificate within a year.

- 12 **TITLE: Signature Card for San Mateo County Harbor District
Accounts for San Mateo County Treasurer**
- REPORT: Signature Card, Resolution 08-06**
- PROPOSED ACTION: Adopt Resolution 08-06 approving updated Authorized
Signature List for San Mateo County Harbor District
accounts at the San Mateo County Treasurer**

Action: Schnapp advised that previously only three Commissioners had signatures on file with the San Mateo County Treasurer’s Office. Motion by Tucker, second by Campbell to adopt Resolution 08-06 approving updated Authorized Signature List for San Mateo County Harbor District accounts at the San Mateo County Treasurer. Motion carried by 5 Ayes, 0 Nays.

- 13 **TITLE: Contribution to 47th Annual CMANC Golden State
Reception**
- REPORT: Contribution Form**
- PROPOSED ACTION: To be determined**

Action: There was a discussion regarding the annual contribution to CMANC for the Golden State reception. It was decided not to submit a contribution this year since no one will be attending the reception. Motion by Campbell, second by Tucker for the District not to contribute to the 47th Annual CMANC Golden State Reception. Motion carried by 5 Ayes, 0 Nays.

- 14 **TITLE: Bills and Claims in the Amount of \$106,293.42**
- REPORT: Bills and Claims Detailed Summary**
- PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the
amount of \$106,293.42 to cover payment of Bills and Claims**

Action: Lundie advised he had reviewed the Bills and Claims. Motion by Lundie, second by Tucker to approve the Bills and Claims in the amount of \$106,293.42 and for a transfer in the amount of \$106,293.42 to cover payment of Bills and Claims.

Reports for Possible Discussion/Action

Administration and Finance

15 General Manager Grenell

Action: Grenell advised that he had nothing further to add to his written report.

16 Human Resource Director Wilkerson

Action: Wilkerson reported briefly on the appeal hearing of January 11, 2006. She advised that the appeal had been finalized and the appropriate discipline action taken. The vote at the hearing was 4 Ayes, 0 Nays; and Lundie was absent. Zafferano is drafting the decision that will be brought before the Board.

Parravano thanked Wilkerson for all of her work done on revising the policies.

17 Director of Finance Schnapp

Action: Schnapp introduced Elizabeth Schwiff, CPA, of Schwiff, Levy & Polo, LLP, one of the auditors for Fiscal Year 2004/2005 for the Harbor District, who had come to observe the meeting. Parravano thanked Schwiff for coming.

Schnapp advised that Grenell and Johnson were instrumental in assisting her in determining that the Harbor should not have been paying permit fees to the City of South San Francisco. She reported the District received a \$5,000 reimbursement check from the City.

Operations

18 Oyster Point Marina/Park - Harbor Master Johnson

Action: Johnson advised that he had nothing further to add to his written report.

19 Pillar Point Harbor – Harbor Master Temko

Action: Temko thanked the Board for the support given to the Harbor Patrol regarding the newly acquired vessel. Padreddii asked whether Temko would retain the old boat and Temko replied he would. There was a discussion regarding transferring the old boat to Oyster Point Marina/Park but it was determined it would be more useful if kept at Pillar Point Harbor as a backup for the new vessel.

Padreddii said the vessel was one of the finest he has seen and that the money had been well spent. Parravano suggested putting a plaque in the galley on behalf of the Harbor Commission.

Parravano referred to a letter from KN Properties relocating the used oil recycling station. Parravano said Recycle Works in San Mateo County might have funds to assist with the move. Recycle Works was interested when Oyster Point Marina/Park wanted to monitor oil usage.

Grenell advised he had a discussion with Keet Nerhan, who is amenable to assisting with the relocation, which would only require a minor lease amendment, to which Nerhan is also amenable.

Board of Harbor Commissioners

20 A. Committee Reports

Promotion and Marketing Committee – Campbell, Parravano
Oyster Point Development Committee – Campbell, Padreddii

Action: Grenell advised there would be a discussion in Closed Session regarding the Water Transit Authority (WTA). Schnapp and Johnson put together a detailed report.

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: Lundie said Temko had mentioned demolition of the old Pillar Point rest room and Lundie wondered whether that committee could link with the 40-Berth Committee. Grenell advised, on point of information, that the Rest Room Committee overseeing the new project has within its charge the property remaining after the old restroom is demolished. Tucker advised the pipelines in the ground would have to be capped. Lundie advised that thought should be put into what could be built on the site to perhaps generate revenue. He felt permits would probably be relatively easy to get since a building stood there previously.

Parravano and Campbell requested a meeting to discuss the existing rest room site.

Parravano reported that he had asked Deputy Secretary Shahrok to look into whether the Oyster Point Yacht Club was free on the third Wednesday of the month, in the hopes of possibly changing the venue of the Harbor Commission meeting. Unfortunately, it was reported that the Yacht Club holds their own board meetings there on the third Wednesday of the month between 7:00 and approximately 9:30 p.m., thereby precluding holding the Harbor District's meetings there.

Parravano and the Board wished Grenell a speedy recovery from his upcoming surgery.

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

Action: Zafferano identified Grenell as the Real Property Negotiator. Motion by Tucker, second by Campbell to adjourn to Closed Session. Motion carried by 5 Ayes, 0 Nays. The meeting adjourned to Closed Session at 8:00 p.m.

Closed Session

22 **TITLE:** **Conference with Real Property Negotiator Pursuant to Government Code §54957(a): Unrepresented Employee: Harbor Master**
 REPORT: Grenell
 PROPOSED ACTION: To be determined

Action: Padreddii reconvened Open Session at 8:10 p.m. Zafferano advised there was no reportable action from Closed Session.

Adjournment

Action: Motion by Tucker, second by Campbell to adjourn the meeting. By unanimous vote, the meeting was adjourned at 8:12 p.m.

The next regularly scheduled meeting will be held on February 15, 2006 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, CA 94083.

APPROVED BY:

ATTESTED BY:

Pietro Parravano
President

Leo Padreddii
Secretary

Michele Shahrok
Deputy Secretary