

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

February 20, 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
x Pietro Parravano, Secretary
James Tucker, Commissioner

Staff

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

x- absent

Assistant Harbormaster John Draper was present for Pillar Point Harbor.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- 1 **TITLE:** **Minutes of Meeting February 6, 2008**
 REPORT: Draft minutes
 PROPOSED ACTION: Approval

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

Ayes: 4

Nays: 0

Public Hearing - None

Continued Business

- 2 **TITLE:** **Board Committee Assignments**
 REPORT: Lundie, 2006 and 2007 Assignments
 PROPOSED ACTION: To Be Determined

Lundie stated that he will consult with the Board and get back to staff with any changes for a final list of 2008 assignments.

New Business

- 3 **TITLE:** **Mid-Year Budget Review**
 REPORT: Schnapp, Memo
 PROPOSED ACTION: To Be Determined

Schnapp stated that the District is on track to having a modest surplus for the end of the year.

Campbell added that the elections costs of approximately \$800,000 are not in the budget review. Tucker asked why it is \$800,000. Schnapp said it is \$800,000 spread out over two years.

No action was taken.

- 4 **TITLE:** **Discussion Item: Rates and Fees Schedule for FY2008-09**
 at Oyster Point Marina/Park
 REPORT: Grenell, Memo
 PROPOSED ACTION: To Be Determined

Grenell stated that staff is recommending rates stay the same as last year since there were several new tenants throughout the fiscal year. He added that staff would like to continue the

trial in hopes to attract new tenants. Grenell said he would like the rates to remain constant next year in order to become more competitive with nearby marinas. Grenell stated that a proposed liveaboard fee increase from \$305 to \$350 is being recommended to equalize this fee at both harbors.

Lundie asked if there has been any feedback from tenants regarding raising the liveaboard fee. Johnson said a letter will be sent to tenants after tonight's meeting informing them of a proposed increase. Grenell added that a notice has already been delivered to all tenants of both harbors informing them of the District's budget meeting schedule for the next three months.

Campbell asked staff to confirm that launch ramp fees at Pillar Point are not going up. Grenell said they are not. Campbell said if the salmon season is as bad as it is expected to be that the District absolutely not raise the launch ramp fees.

A short discussion regarding specific dates for public hearings to discuss and adopt the rates and fees was held. The Board agreed that a public hearing for the rates and fees for Oyster Point be held at both April meetings. Campbell added that Pillar Point tenants should be informed that although rates and fees for them were approved last year that the Board is open to public comment for possible changes.

Action: Motion by Tucker, second by Padreddii to hold a public hearing to consider adopting the Oyster Point rates and fees at both April meetings. The motion passed.

Ayes: 4
Nays: 0

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| 5 | TITLE: | Bills and Claims in the Amount of \$108,465.83 |
| | REPORT: | Bills and Claims Detailed Summary |
| | PROPOSED ACTION: | Approval of Bills and Claims for payment and a transfer in the amount of \$108,465.83 to cover payment of Bills and Claims |

Padreddii informed the Board that he has 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 the amount of \$108,465.83. The motion passed.

Ayes: 4
Nays: 0

Reports for Possible Discussion/Action

Administration and Finance

6 General Manager - Grenell

Grenell informed the Board that San Mateo County Supervisor Adrienne Tissier visited Oyster Point Marina today. Padreddii, who was present for the Supervisor's visit, added that he was pleased with Tissier's comments on how clean the Marina looked. He complimented Johnson and his crew for good maintenance of the Marina. Grenell added that the tour was very positive.

Grenell said he attended the Joint Monterey Bay Gulf of the Farallones National Marine Sanctuaries Advisory Council meeting in Half Moon Bay where a local citizen, Brian Overfelt spoke on behalf of a group of local citizens who are asking to be able to get clean sand from Pillar Point Harbor and place it onto Surfers Beach to restore it.

Grenell informed the Board that he has been approached by Mavericks LLC to meet and discuss the idea of a possible long-term arrangement. Grenell added that if a long-term arrangement is possible, that the District will ask for an increase in the use fee charged.

Grenell concluded that he is seeking information on Proposition 1B funds regarding allocation and distribution. He believes arrangements are conditioned upon the appointing of a Water Emergency Transportation Authority (WETA) Board.

Tucker requested that the four parcels being created at Oyster Point be added to the Hotel Development Committee. The Board agreed.

Campbell requested that Grenell include information on all of his staff reports regarding the possible opening of the Pillar Point breakwater for sand replenishment at Surfers Beach.

7 Director of Finance - Schnapp

Schnapp stated that she has reorganized all harbor collections to one Accounting Technician instead of two. Schnapp acknowledged Johnson for his extensive work in putting together a revised collections procedure.

Schnapp concluded that an update of the audit will be brought to the Board at the next meeting.

8 Human Resources Manager - Harris

Campbell stated that she is glad to see the policies and procedures being worked on. Harris stated that she is working to create a separate manual for the policies and one for the procedures.

Operations

9 Oyster Point Marina/Park - Johnson

Johnson stated that a kick-off meeting with JMB Construction for the Launch Ramp project will be held tomorrow morning.

Johnson concluded that a Notice of Completion for the West Basin Dredge project has been filed.

10 Pillar Point Harbor – Draper

Draper informed the Board that a final walk-through for the Restroom renovation project was held that morning. He concluded that bids are due next Tuesday the 26th.

Board of Harbor Commissioners

11 A. Committee Reports

75th Anniversary Committee (Campbell, Padreddii)

Campbell stated that she and Padreddii met with staff and discussed a possible fundraiser for the *F/V Irene* at Pillar Point. She added that the fundraiser may be scheduled for the same day the vessel is ready to launch. Campbell added that discussions regarding possibly working with local school students, fireworks fundraisers, staff banquet ideas and ordering 75th anniversary lapel pins were discussed.

The Board directed DellaSanta to look into the idea of a time capsule and what should be included in it and where it should be placed.

Promotions and Marketing Committee (Campbell, Parravano)

Campbell displayed the ad that Chris Manchester of Half Moon Bay Kayak Company created for the Half Moon Bay Review. Campbell said she wanted to send Manchester a letter of appreciation signed by Commissioners.

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.

No statements or requests were made.

Closed Session - None

12 TITLE: Counsel with Legal Counsel-Anticipated Litigation, Significant Exposure to Litigation Pursuant to Government Code §54956.9 (1 Case)
REPORT: None
PROPOSED ACTION: To Be Determined

The closed session item was cancelled.

Adjournment

Action: Motion by Padreddii, second by Campbell to adjourn. The motion passed unanimously at 7:42 p.m.

APPROVED BY:

Ken Lundie

Ken Lundie
President

ATTESTED BY:

Theresa DellaSanta

Theresa DellaSanta
Deputy Secretary