

San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

March 21, 2007
7:00 p.m.

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

Roll Call

Commissioners

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

Staff

x Peter Grenell, General Manager
Eileen M. Wilkerson, Human Resource Manager
Marcia Schnapp, Director of Finance
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Theresa N. Hayes, Deputy Secretary
Marc Zafferano, District Counsel

x-absent

Tucker informed the Board that Items 12 and 13 would be removed from the Agenda and put over to the April 4th Board meeting.

Public Comments/Questions - None

Staff Recognition -

Temko recognized new employee Jacob Walding who joined the Pillar Point Harbor crew as a Deputy Harbormaster. Walding is well qualified for the job and staff is very happy to have him on board.

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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 March 7, 2007**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Parravano, second by Campbell to approve the consent calendar. The motion passed.

Ayes: 5
Nays: 0

Public Hearing - None

Continued Business

- 2** TITLE: **Extension of Limited Commercial Activity Permit for Mavericks Surf Ventures, LLC**
REPORT: Memo
PROPOSED ACTION: Approve Limited Commercial Activity Permit Extension for Fourteen (14) Days with Conditions

Temko reported that because of weather conditions the Mavericks surf contest has not yet taken place. He added that he has reviewed the possibility of an extension with local authorities and recommends extension of the permit to April 15th.

Parravano asked if the Half Moon Bay Airport still plans to have parking available for the event. Temko said he foresees no problems with Half Moon Bay Airport not being available and added that Pillar Point Harbor will not be available for parking after April 5, 2007 due to Salmon season conflicts.

Parravano supported the permit extension contingent upon parking being available at the Half Moon Bay Airport or any other suitable location. The Board agreed.

Action: Motion by Padreddii, second by Campbell to approve extension of limited commercial activity permit for Mavericks Surf Ventures, LLC contingent upon available parking at Half Moon Bay Airport or another suitable location. The motion passed.

Ayes: 5
Nays: 0

- 3** TITLE: **Draft Preliminary Budget for FY 2007-08**
REPORT: Draft Preliminary Budget for FY 2007-08
PROPOSED ACTION: To Be Determined

Campbell asked that each Harbormaster provide information to the Board regarding the upcoming tenant meetings and how it was received.

Johnson distributed his proposed berthing rates and fees for fiscal year 2007-2008 which he plans to distribute at the tenant meeting on March 29th. Johnson wanted to present this to the Board for input and consideration before providing it to Oyster Point Marina/Park tenants.

Tucker asked Johnson why he would want to raise fees for the recreational boaters since Brisbane Marina and South City Marina have lower rates than Oyster Point Marina/Park. Johnson said that over the last two to three years there has been a significant increase in service at Oyster Point Marina/Park. He added that one reason Oyster Point has lower occupancy than surrounding Marinas is due to so many 30 foot berths, which have the majority of vacancies. Johnson concluded that he prefers small increases every year over a long term period of time rather than one large increase.

Campbell suggested that the rate on 30 foot berths and less at OPM decrease by 50 cents. She added that this may bring more business. She also suggested increasing the 36 foot berths and above by 4%.

Tucker asked that Johnson amend his proposed berthing rates and fees for fiscal year 2007-2008 before presenting at the tenant meeting. Tucker added that tenants should be informed of the Budget workshop on April 18th.

Tucker stated that the hiring freeze was discussed at the last Budget workshop. He said that 80% of District monies go to salaries and benefits. He applauded staff for the 20% downsize in operations over the last year. Tucker suggested that paid time off and overtime be analyzed. He directed Wilkerson to do a time and motion study and to look at overtime being used at Oyster Point and Pillar Point, reporting back to the Board at the April 18th meeting. Wilkerson said that Schnapp and she have already begun moving in that direction.

William Larson, Oyster Point Marina/Park tenant, asked how the figures on Johnson's proposed rates and fees for fiscal year 2007-2008 came about. Tucker informed Larson that these are Johnson's recommendations to the Board and nothing has been decided. He added that these numbers would be explained at the March 29th Oyster Point Marina/Park tenant meeting. Tucker concluded that the Board is not far from Johnson's recommendations.

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| 4 | TITLE: | Status of Follow-Up on Commission Study Session Priority Instructions |
| | REPORT: | Memo |
| | PROPOSED ACTION: | To Be Determined |

Campbell stated that Grenell's reports to the Board should state that specific dates with the next goal of when to report back to the Commission. Wilkerson said she would inform Grenell of this request.

URGENCY ITEMS:

Action: Motion by Campbell, second by Lundie to add Urgency Items to the Agenda. The motion passed unanimously.

TITLE: **Retention of Concept Designer Services for the Lessee Building at Pillar Point Harbor**
REPORT: Memo
PROPOSED ACTION: Authorize General Manager to take Necessary Steps to Bring a Recommendation for Retention of Concept Designer Services for the Lessee Building at Pillar Point Harbor.

Campbell explained that the District should look at the lessees as a partnership to help bring additional business to the Harbor. She added that everyone in the Harbor have excellent ideas for revamping the lessee building. Campbell said that if more colors are added to the Harbor it may make people driving by want to stop and see the Harbor. Campbell concluded that three to four thousand dollars would be the absolute maximum to spend on this project.

Action: Motion by Campbell, second by Lundie to Authorize General Manager to take Necessary Steps to Bring a Recommendation for Retention of Concept Designer Services for the Lessee Building at Pillar Point Harbor. The motion passed unanimously.

TITLE: **Proclamation to Recognize Jonathan Winslow for Designing and Building a Bike and Pedestrian Path at Pillar Point Harbor**
REPORT: Proclamation
PROPOSED ACTION: Approve Proclamation for Jonathan Winslow

TITLE: **Proclamation to Recognize Brian Klimenko for Building a Staircase at Pillar Point Harbor**
REPORT: Proclamation
PROPOSED ACTION: Approve Proclamation for Brian Klimenko

Action: Motion by Tucker, second by Lundie to approve Proclamation for Jonathan Winslow and for Brian Klimenko. The motion passed unanimously.

New Business

5 TITLE: **Bills and Claims in the Amount of \$172,499.63**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$172,499.63 to cover payment of Bills and Claims

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

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

Ayes: 5

Nays: 0

Reports for Possible Discussion/Action

Administration and Finance

6 General Manager – Grenell

Absent

7 Director of Finance - Schnapp

Campbell asked Schnapp to prepare a comparison study on live aboard fees versus mobile home costs to present to tenants at their respective Harbor meetings.

8 Human Resources Manager - Wilkerson

Wilkerson informed the Board that she has begun a time and motion study in discussion with Johnson and plans to have a progress report by April 18th.

Operations

9 Oyster Point Marina/Park - Johnson

Johnson informed the Board that occupancy has risen since the last Board meeting.

Johnson reported that the Breakwater modification work and borings went very well. He added that that a tenant who had the drill rig right outside his stern complimented the performance of Gregg Drilling.

Johnson added that he attended a conference with the Bay Area Conservation Development Committee and has volunteered Oyster Point Marina to be a case study for floating storage for water kayaks.

Padreddii informed Johnson that he has received some complaints of “goose poop” on the walkways. He added that he went and looked and it was very obvious. Padreddii suggested hosing this down. Johnson said he was concerned with the amount of water it would take to wash this away. Johnson said he will address the

problem with his crew.

10 Pillar Point Harbor – Temko

Temko stated that commercial salmon season has optimistic dates and recreational salmon season will begin on April 7th. Rock cod will begin June 1st.

Temko and Grenell met with Todd Bruce of Dutra Construction at Moffatt and Nichols for a debriefing of the Johnson Pier Rehabilitation. The end of the pier that needed to be repaired has been completed and two of the three bays have been recoated. The fish buyers' are pleased with the results. The third bay will be recoated once it has been cleaned and dried.

Temko concluded that Moffatt & Nichols will be presenting a proposal to extend their contract to write bid specifications to repair the rip rap along the shoreline from the west end to the skiff hoist area and the area where the old launch ramp was removed. He said an additional area would need repair at the top of the breakwater where the fishing pier trail was installed and caused some eroding. The fishing pier was built in 1985. Tucker asked Temko to find out who constructed the fishing pier and bring that information back to the Board.

Lundie informed Temko that he has heard of a potential major conflict between out of town crab boats that plan to keep their traps in the water until the end of June and salmon trollers. He asked if Temko has heard anything about how long these boats plan to be fishing for crab. Temko stated that he has heard discussion on this item but this is out of his jurisdiction.

Board of Harbor Commissioners

11 A. Committee Reports

Insurance Committee (Campbell, Tucker)

Tucker informed the Board that the Committee met with Zack Goldenberg of MacCorkle Insurance service.

Tucker stated that the only thing the District has left with its previous insurance agent is the placement of workers compensation. He added that the Committee would be suggesting termination of current insurance agents, Majestic and Hackworth & Company. The Committee will come back to the Board with thoughts on increases in deductibles.

Oyster Point Hotel Development (Campbell, Tucker)

Campbell stated that Gary Nichols of Colliers International has asked for an extension of six months on his exclusive negotiating agreement. She added that Ed Vellis, Rupert Taylor Real Estate, has met with Grenell to discuss possible developers. The Committee has decided it is in the District's best interest to wait before entering into an exclusive agreement and see what develops from either or both sources

New Administration Office Committee (Lundie, Tucker)

Tucker informed the Board that the site the Committee was looking at is no longer available and the Committee will meet again to explore other potential sites.

Promotions and Marketing (Campbell, Parravano)

Tucker asked the Committee to give thought to marketing Oyster Point Marina/Park. Campbell agreed and said she has some ideas she will share at the next committee meeting.

Restroom Committee (Campbell, Parravano)

The Committee has decided to renovate the existing bathroom facilities, which will result in major budget expenditure savings.

Campbell stated that she has informed Ed Vellis that the District may be interested in finding a private developer to put a two-story development in Pillar Point Harbor.

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.

Lundie questioned why Doug Hayes, California Abalone Company, is sending a letter to the District requesting to renew his license for selling abalone from his boat, and whether this had been settled. Lundie believed that since Hayes never renewed his license that Hayes was directed to remove his operations from the Harbor within 180 days of termination. Lundie concluded that if this issue is to be revisited that staff provide him with a complete history of correspondence with the District.

Padreddii stated that he supports Hayes' operations because it is additional income to the District and this issue should definitely be revisited.

The Board agreed to put this item on the April 18th Agenda when all five commissioners are present.

12 TITLE: **Identify Real Property Negotiator Pursuant to Government code §54956.8**
REPORT: Zafferano
PROPOSED ACTION: Identify Real Property Negotiator Peter Grenell

Item 12 was removed from the Agenda.

Closed Session

13 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

Item 13 was removed from the Agenda.

Adjournment

Action: Motion by Campbell, second by Lundie to adjourn the meeting. The motion passed unanimously at 8:13 p.m.

APPROVED BY:

Ken Lundie

Ken Lundie
Vice President

ATTESTED BY:

Theresa N. Hayes

Theresa N. Hayes
Deputy Secretary