

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

**April 20, 2011  
7:00 p.m.**

**Municipal Services Building  
33 Arroyo Drive  
South San Francisco, Ca. 94080**

## **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  
Marietta Harris, Human Resource Manager  
Robert Johnson, Harbor Master  
Jean Savaree, District Counsel  
Debbie Nixon, Deputy Secretary

x-absent

**Public Comments/Questions** — Commander Tom Stuhlreyer, who is the Chief of Response with the San Francisco sector of the U.S. Coast Guard and is responsible for search and rescue, expressed his admiration and appreciation to the Pillar Point Harbor staff for their outstanding hard work. He stated that their partnership goes a long way toward insuring maritime public safety on the San Mateo Coast.

Parravano commended the U.S. Coast Guard Lieutenant Commander Leanne Lusk for her outstanding service on the occasion of her impending rotation from San Francisco.

**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calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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 April 6, 2011**  
       **REPORT:**                         Draft minutes  
       **PROPOSED ACTION:**         Approval

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

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

## **Urgency Item**

**Action:** Motion by Tucker, second by Padreddii to add Urgency Item to the Agenda. The motion passed unanimously.

- 1     **TITLE:**                             **Coastside Fishing Club Project and Application for  
  Release of Juvenile Salmon from Pillar Point Harbor**  
       **REPORT:**                         Grenell, Memo, Letter of Support to Dept. of Fish and Game  
       **PROPOSED ACTION:**         Authorize the General Manager to send a letter of project  
  support to Dept. of Fish and Game

Commercial fisherman Jim Anderson spoke and stated that a couple years back he asked to raise juvenile salmon in the harbor but was unable to do so the last few years. He stated that the requested letter of support needs to be submitted by the end of the week to allow the applicant to participate for the 2012 season.

Padreddii stated that this is a great project and fully supported it.

**Action:** Motion by Tucker, second by Bernardo to authorize the General Manager to send the letter of support. The motion passed unanimously.

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

## Public Hearing

- 2 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 hearing open. He stated that the Budget and Rates and Fees will be split into two separate items due to a conflict of interest he has being a Pillar Point Harbor fisherman. Grenell stated notice had been given. Tom Mattusch, who is a small business owner, asked the Commission to reconsider raising rates. He asked what is being done to reduce administrative costs. The restaurants and small business owners at the harbor are afraid that some of the fee increases will detour business.

Parravano stated that Rates and Fees will be discussed and he recused himself and turned the meeting over to Tucker. Grenell stated that the Commission has before them the Draft Rates and Fees. This item will continue to be brought before the Commission until they are ready to finalize and adopt the Rates and Fees. He stated that the rates have held constant for the last couple of years taking the severe economic recession into consideration. He stated that there is a need for a potential modest increase to keep the District's costs in line with inflation. There have been continuing efforts over the last few years to cut costs and that continues. At the Finance and Priorities Workshop a few weeks back, there was a discussion about trying to diversify the District's revenue sources so that we are not compelled to have major rate increases on harbor users and tenants. Grenell stated that staff is looking into capitalizing on the America's Cup at San Francisco Bay and bringing more business to Oyster Point Marina/Park.

Tucker asked if the public has access to his recommendations. Grenell stated that they should as it is a public document. If they need a copy, they should contact Deputy Secretary Debbie Nixon or himself. Tucker stated that he has a proposed 3% increase in rates for the next 2 years and asked if that is his recommendation. Grenell stated that it is.

Bernardo asked what year was the last raise in rates and fees. Grenell stated 2008. Bernardo asked if he knew how we compare to other marinas comparable to our size. Grenell stated that we are right in line with other harbor our size.

Marty Botham, Princeton Seafood, stated that he is against the District implementing paid parking. He stated that the small businesses at the Harbor are trying to reduce costs and if the District raises rates, it is business suicide. He stated that lowering expenses is the key. He asked the Commission to look at how they can increase traffic flow to the Harbor.

Jim Anderson stated that he has called on the Pillar Point Harbor patrol several times for assistance and he is thankful that they have been able to assist him immediately. He stated that he understands there is one person on call at night and is thankful that other patrol employees live close so they can assist if needed.

Grenell addressed Anderson and stated that the District is looking into how to maintain rapid response assistance. He addressed Botham and stated that paid parking is in the early research stages. He stated that this is an option to diversify new revenue sources that doesn't place the burden on tenants, including lessees and a conclusion will not be made for months. He stated that Pillar Point Harbor is one of the few harbors on the coast that doesn't have paid parking. Grenell stated that the District is not looking into parking meters but there are a lot of other options to consider. This is to target visitors to the area.

Anderson stated that he and the other fishermen have been appreciative of the District not increasing fees over the past few years and understands the District's position. He stated that since there was a crab season this year, some fishermen have a few extra dollars in their pocket which is a great feeling. As long as the increase is reasonable, he is in favor of it.

## Continued Business

- |          |   |
|----------|---|
| <b>3</b> | <b>TITLE:</b> <b>District Organization and Staffing Report</b>                                      |
|          | <b>REPORT:</b> Grenell, Harris, Memo, Report  |
|          | <b>PROPOSED ACTION:</b> Accept report and approve report recommendations as specified in staff memo |

Grenell stated that the Commission has asked staff to look at staffing. Since Harbor Master Temko's departure, there was an immediate need to continue operations without disruption. Johnson stepped in and assumed double duty at Pillar Point Harbor and Oyster Point Marina/Park. Grenell stated for the record that when Johnson stated this new assignment, there was a back-log of maintenance and other projects. Grenell stated that his report to the Commission included accomplishments, obstacles, and challenges of this dual duty position. He stated the savings of having a single harbormaster is \$161,566.14 over the last year. He stated that a number of projects have been completed such as Mavericks Surf Shop as a new tenant, which brings the District new revenue. Johnson provided timely assistance regarding renovation of the premises to ensure that everything was on track and that they could open on time. A couple of other obstacles that Johnson faced included Assistant Harbor Master Draper being on leave for three months and two deputy harbor masters were on paternity leave; also the director of finance left the District in March of 2010. He stated that years ago there use to be an Accounting Technician at each harbor. Sometime ago, the District went to one person who went back and forth between both harbors. The problem with this is when

the Accounting Specialist is at one harbor, the other harbor staff has to fill in and field phone calls and other duties that the Accounting Technician/Administrative Assistant would take care of. The absence of two people also doesn't allow the Harbor Master to have administrative support as well.

Bernardo commended District staff for enduring all the challenges over the last 16 months. He questioned Grenell's memo, page 6, about lifting the hiring freeze to allow the hiring of two people for the Accounting Technician/Administrative Assistant positions. He stated that we already have one person. Grenell stated that it is a temporary position right now and that person shuttles between both harbors. Bernardo referred to page 6, item 3, and the request for two more positions. He asked if this is in line with the cost savings or is it defeating the purpose of the cost savings goal. Grenell stated that he needs to look at it on a net basis, total cost and total savings. The Accounting Technician position is a lower pay rate than the previous single Accounting Specialist position. So there is a saving there but there is a little cost increase for the two positions. Grenell recommended that the single harbor master remain in place through January 2012, enable hiring of two Accounting Technicians and to include additional monies in the budget for the two Accounting Technicians. Grenell recommended putting over the paid parking, crab pot fees and outer harbor anchor-outs until further research is done.

Grenell spoke regarding immediate concerns, the top priority being the question of one or two harbormasters. Tucker asked if he was looking for recommendations tonight minus the three items he asked to have postponed. Grenell stated that he is. Tucker stated that the short term and long term items that will need to come back to the Commission anyway. Tucker stated that the only thing he sees as far as a change is the night shift position at Pillar Point Harbor. Grenell stated that some items on the list can be administratively implemented and don't require harbor Commission action. Harris clarified that the document was put together after discussion with the Harbor Master and staff and moving a Harbor Worker to the night shift at Pillar Point Harbor is a staff recommendation. Harris stated that there are advantages to look at with having the Harbor Worker at night on a 10p.m.-4a.m. shift.

**Action:** Motion by Tucker, second by Bernardo to approve immediate, short term, and long term recommendations minus paid parking, crab pots storage and outer harbor anchor-outs. The motion passed unanimously.

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

Botham spoke and asked "where in this is the points and bullets and the items and the notes of the notes of what your thinking about that shows that you thinking about how to increase what we have?" He stated that he is astonished with Johnson and all the jobs he has accomplished at Pillar Point Harbor.

## New Business

- 4     **TITLE:**                             **Pillar Point Harbor Metal Door Replacement Project:  
Approve Project Specifications and Authorization to  
Solicit Bids**
- REPORT:**                         Johnson, Staff Report, Specifications
- PROPOSED ACTION:**         Approve specifications and authorize General Manager to  
solicit bids

Johnson recognized his staff at each facility and stated that with their support he can bring forward these projects for consideration and completion. He recommended approval.

**Action:** Motion by Tucker, second by Bernardo to approve specifications and authorize he General Manager to solicit bids. The motion passed.

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

- 5     **TITLE:**                             **Bills and Claims in the Amount of \$167,708.94**
- REPORT:**                         Bills and Claims Detailed Summary
- PROPOSED ACTION:**         Approval of Bills and Claims for payment and a transfer in  
the amount of \$167,708.94 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 Parravano 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**

### **6 General Manager - Grenell**

Tucker asked Grenell about the progress on filling the Director of Finance position. Grenell stated that the position closed on April 15, 2011 and the applications are being reviewed. He stated there are about 30 applications and interviews will be held in two weeks.

### **7 Finance Report - Harris**

Nothing further to add to written report.

### **8 Human Resources Manager – Harris**

Harris stated that the testing for the Accounting Technician/Administrative Assistant position concluded on April 19, 2011 and interviews will take place May 3 and May 4, 2011.

## **Operations**

### **9 Oyster Point Marina/Park - Johnson**

### **10 Pillar Point Harbor – Johnson**

Johnson stated that putting solar panels on the Fish Buyer's Building roof has no direct benefit to the District. The lessees in the building pay their own electrical costs. Parravano thanked him for looking into it.

## **Board of Harbor Commissioners**

### **11 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.**

Parravano stated that it is rare to have District Harbor Patrol and U.S. Coastguard in one room. He stated that he has seen these two groups work together and has seen them work individually and commended both groups for all their hard work both physically and emotionally.

- 12** TITLE: **Identify Labor Negotiator Pursuant to Government Code §54957.6**  
REPORT: Savaree  
PROPOSED ACTION: Identify Labor Negotiator Peter Grenell

Savaree identified Grenell as the labor negotiator.

**Action:** Motion by Tucker, second by Padreddii to adjourn to closed session. The motion passed unanimously at 8:15 p.m.

## **Closed Session**

- 13** TITLE: **Conference with Labor Negotiator pursuant to Government Code §54957.6: Operating Engineers Local Union No. 3**  
REPORT: Grenell  
PROPOSED ACTION: To Be Determined

- 14** TITLE: **Conference with Labor Negotiator pursuant to Government Code §54957.6: Teamsters Local Union 856**  
REPORT: Grenell  
PROPOSED ACTION: To Be Determined

**Action:** Motion by Tucker, second by Bernardo to adjourn to open session. The motion passed unanimously at 8:30 p.m.

## **Open Session, Continued** – None.

There was no reportable action from closed session.



# Adjournment

**Action:** Motion by Tucker, second by Padreddii to adjourn the meeting. The motion passed unanimously at 8:31 p.m.

The next scheduled meeting will be held on May 4, 2011 at the Comfort Inn, 2930 Cabrillo Highway, Half Moon Bay at 7:00 p.m.

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Debbie Nixon  
Deputy Secretary

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Pietro Parravano  
President