

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

**May 18, 2005
7:00 p.m.**

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

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

Roll Call

Commissioners

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

Staff

Peter Grenell, General Manager
Eileen Wilkerson, Human Resources Manager
Robert Johnson, Harbormaster
Dan Temko, Harbormaster
Michele Shahrok, Deputy Secretary
Marc Zafferano, District Counsel

**Public Comments/Questions — Public and Staff
Recognition**

The Public may directly address the Board of Harbor Commissioners for a limit of three minutes, unless a request is granted for more time, on any item of public interest that is within the subject matter jurisdiction of the San Mateo County Harbor District, Board of Harbor Commissioners. Agenda material may be reviewed at the administration offices of the District, 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080.

Persons requiring special accommodation with respect to physical disability are directed to make such requests per the American With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400.

budget estimate should cover monthly inflationary cost increases and estimated cost increases due to County-required design modifications. Macy indicated this figure is adequate for the near future. Grenell mentioned that there is a Planning Commission Hearing on June 22, 2005 on the appeal.

Campbell advised that the Oyster Point Restroom figures on Page 4 of the budget, Restricted Reserve Accounts, are incorrect and should say \$280,000.00. Johnson advised that the figures on Page 22 are correct. Grenell advised he would correct the figures on Page 4.

With regard to the suggested increase in live-aboard fee, Padreddii asked whether the tenants had been notified and when the increase will take effect. Johnson advised that the letter has not yet been sent. He advised the item would be on the June 1st Agenda to be voted upon so that the Accounting Technician can enact the increase as of July 1. Padreddii said to make sure tenants are apprised that the item will be discussed at that meeting so they can come if they so desire.

Regarding the Interpretive Sign Project, Grenell met with Marine Sanctuary staff to discuss the \$20,000.00 available. Zafferano is now reviewing the draft Memorandum of Understanding (MOU). Grenell will attempt to revive the Coastal Conservancy grant of \$35,000.00 but it will be awhile. He recommended adding an item to the budget in this amount for the project.

There was further discussion regarding the Pillar Point launch ramp fee increase, now at \$2.00 for a fee of \$8.00. Ten dollars was suggested but Temko said that would be a 66% increase. Campbell suggested that if the increase was to \$10.00, that veterans and handicapped people receive a discount. Grenell said the Department of Boating and Waterways ceiling is \$13.00. Port San Luis presently charges \$13.00.

Padreddii suggested that any increase be phased in or that there be an annual permit so people could launch as many times as they wanted to for a set fee. Temko advised that an increase would affect several fees. He said the daily overnight RV fees are \$22.00 because they have the launch fee factored in. Padreddii suggested a punch card system where the card is punched for each launch and, if you are a frequent user, the cardholder can get one free punch with so many launches.

Temko advised that a punch card system would be difficult operationally because his staff does not interact with everyone. He added that a card reader such as Oyster Point has would be easier.

Tucker suggested a benefit system where patrons are given a break on an annual basis.

Lundie said he feels the percentage rise to \$10.00 is too much and to increase from \$6.00 to \$8.00 this year, then to \$10.00 next year. That was the consensus. Grenell said the \$8.00 fee will be included in the new Rates and Fees Schedule on the June 1 Agenda.

Campbell said she wants a final version of the budget sooner than June 15 so that the Board will have another day to review it. Grenell advised she and the other Commissioners would have it.

4 TITLE: **Commercial Activity Permit (CAP) Amendment for John Trombulak, F/V *The Outcast*, to include Oyster Point Marina/Park**
REPORT: Memo, CAP
PROPOSED ACTION: Approve Amendment to CAP

Action: Grenell presented a recommended Addendum to the Commercial Activity permit for John Trombulak, enabling him to operate his sport fishing vessel *F/V The Outcast* from Oyster Point Marina/Park as well as Pillar Point.

Grenell stated the conditions of the Addendum:

- a) Trombulak pays an additional Permit fee of \$100.00;
- b) Trombulak obtains berthing as determined by the Oyster Point Harbor Master and pays the appropriate berthing fees;
- c) Trombulak complies with all directions from the Oyster Point Harbor Master as well as all terms and conditions of his current Permit.

Grenell advised that Oyster Point Marina occupancy is currently only at 60%, so the extra vessel will not create congestion and that increasing occupancy is a good thing. If occupancy spikes, there is plenty of time to develop further regulations.

Johnson supported Trombulak's operation and the Addendum. Parravano said he was not satisfied with this recommendation. He posed the question of equity allowing Mr. Trombulak to operate from both harbors. He stated there is a need for developing overall policy for both harbors. He questioned why the District would be implementing less than a full fee for allowing operations at both harbors. He brought up the differences between the two facilities and the inequality of allowing Trombulak to do business at both harbors. He said there are sensitivities about this stemming from the past. He further stated that if a person can operate from one facility and operate out of the other at a different fee, there would be inequality between the two facilities. People should pay the full fee at both facilities.

Temko advised that Trombulak would not be happy to pay a full fee twice because he thought he could operate from both facilities on one permit fee. He advised that Mr. Trombulak stated, "If I have to pay the second fee, I will...." But that he would not be happy about it.

Tucker advised that there is a question of equity because, at Pillar Point, Trombulak has direct access to the ocean; whereas, at Oyster Point, he has access to the Bay, but only indirectly to the ocean and would be disadvantaged if he ocean fishes.

Parravano reiterated the need for an over-riding policy.

Tucker also asked Grenell to distribute the memo on US Bank to all Commissioners.

Reports for Possible Discussion/Action

Administration and Finance

7 General Manager Grenell

Action: Grenell discussed recent communications with US Bank. He also referred to his memorandum regarding potential new and increased revenues for Oyster Point. These could amount to over \$400,000 by 2008, based on certain assumptions.

Regarding berth reconfiguration at Oyster Point, Parravano suggested it would be good to scrutinize berth size with respect to the ferry terminal to see whether and how Oyster Point could accommodate people who want to live aboard their boats and “boat to work” by ferry. Grenell said staff will explore this.

Grenell advised that he and Johnson met with the staff of the Water Transit Authority (WTA) and their terminal design consultants, ROMA. The terminal design process is underway. If dock removal is needed, this would cause a loss of revenue so the District must make sure this is covered in the agreement with the WTA.

Campbell asked about parking and whether the WTA is augmenting the project financially. Grenell advised they “have money in hand” and that their focus is building the terminal and dock. Grenell advised he will work with the WTA in the design process and will be partners in land use. Tucker said we do not want to make WTA a “partner”. We can accept WTA funds but must retain control of the Marina. Campbell advised not to let the issue die, to be persistent.

8 Director of Finance

Action: There is currently no Director of Finance.

9 Human Resource Manager Wilkerson

Action: Wilkerson reported that the District is interviewing for Finance Director on June 2 and 7. Campbell asked if a decision would be made by the end of June. Wilkerson responded yes.

Wilkerson reported that there will be a cost saving of 3.66% or over \$8,000 when the District does advance payment of employer contribution to CalPERS. Campbell advised this was good news.

Lundie inquired about the Employee Assistance Program. He said it should actually help employees and not just protect the District. Wilkerson reported that it would cover daily employee lifestyle needs including legal, financial and counseling. Staff is looking at five programs. Campbell asked about authorization. Wilkerson said funds are in the budget.

Operations

10 Oyster Point Marina/Park — Johnson

Action: Johnson reported current occupancy is 342 tenants or 58%.

Johnson referred to the ferry terminal planning process and its possible implications for Oyster Point operations. He would like assistance from Grenell in exploring a possible dock reconfiguration. Campbell suggested an Oyster Point Committee meeting once a month.

11 Pillar Point Harbor — Temko

Action: Temko advised that he spoke with Richard Firstere regarding “Light Up the Night” Fourth of July fireworks. Firstere said there is \$11,600 left over from last year. Last year, there was a rift in the board handling the fireworks. He said there was some support from the local business people with good track record. Firstere must start from scratch on the permits.

Grenell advised that traditionally, all harbor services were provided free. We should consider requiring reimbursement for costs. Temko advised it costs roughly \$2,500.00, or possibly more, to have an entire crew on duty until midnight. Campbell advised putting this on the June 1st meeting Agenda and the Board will deliberate whether to charge.

Temko reported he and Grenell interviewed four engineering firms for the Johnson Pier Rehabilitation Project on May 10, 2005. There was a spread of under \$100,000 to over \$200,000 between the firms. Terry White, Director of Public Works for the City of South San Francisco and Mike Giari, Executive Director of the Port of Redwood City provided invaluable assistance by participating on the interview panel. A federal highway administration bridge specialist will give Quality Assurance assistance during the project.

Temko reported an incident at Romeo Pier where an inert substance (determined to be food dye and water) overflowed because of pump failure. OES and Hazmat responded and quickly cleaned up the spill. There was no environmental threat or damage.

Campbell told Temko that a constituent advised her that there was a broken lock problem with the men’s restroom in the West End Lot. Temko said he would have it taken care of.

Board of Harbor Commissioners

12 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.

Action: Lundie inquired as to the status of ordering business cards. Shahrok distributed a prepared form for the Commissioners to complete and return, advising what information they want on the cards.

Closed Session — None

Adjournment- Motion by Tucker, second by Lundie to adjourn the meeting. Motion carried by unanimous vote at 8:08 p.m.

APPROVED BY:

ATTESTED BY:

Sally Campbell
President

Ken Lundie
Secretary

Michele Shahrok
Deputy Secretary